

# Washington Emissions Inventory Reporting System (WEIRS) Training

January 2015

Sally Otterson, Stephanie Summers, and  
Farren Herron-Thorpe

# Training Outline

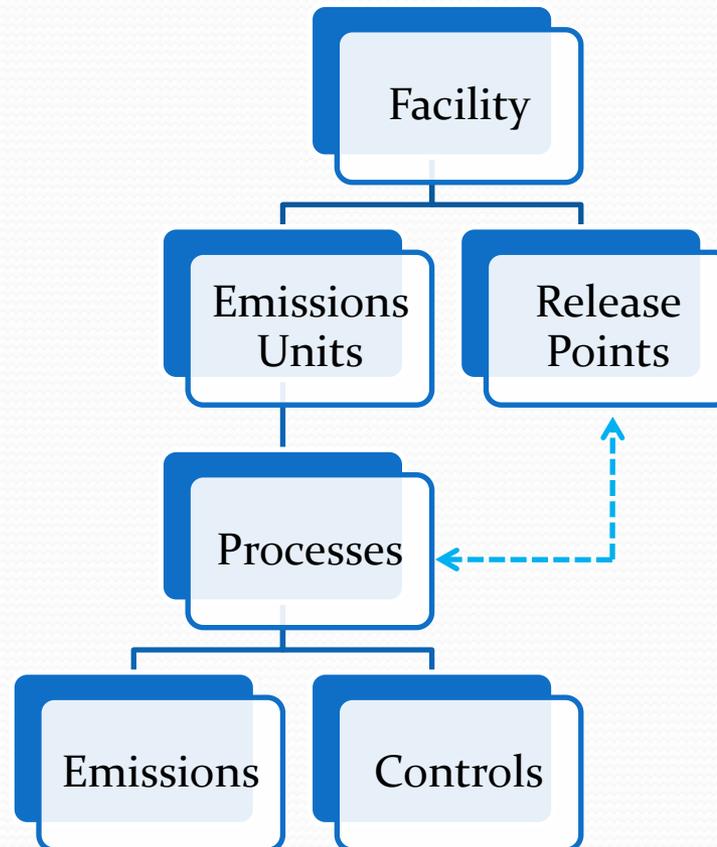
- WEIRS Overview
- Screen navigation
- Facility Data View/Entry
  - standard editing
  - quick reference
  - adding a new facility
- Annual Schedule/Deadlines
- What's New in WEIRS
  - Software Update
  - Reports
  - Electronic Signing

# Overview

- We changed the name – now known as Washington Emissions Inventory Reporting System or WEIRS
- Designed to meet EPA reporting requirements
- On-line data entry
- Report capability
- Facilities under Ecology's jurisdiction must enter their inventory into WEIRS
  - Facilities under local air agency jurisdiction can enter data at permitting agency discretion

# Overview - Facility Data Hierarchy

## *Major Components*



# Overview – Training Login

- Ecology users
  - Launch Internet Explorer from work computer
  - Open WEIRS and SAVE it to your favorites or on your desktop
    - <http://ecytestnet/weird/>
- Users outside of Ecology (CAA's, Facilities)
  - Launch Internet Explorer
  - Login to SAW
    - <https://test-secureaccess.wa.gov>
  - Launch WEIRS link

# Overview - Typical User Roles

## **Most WEIRS users will have one of these roles:**

- Data Signer (Responsible Official): user is able to view/edit their user information, view/edit data for facilities they are associated with, and sign/certify data during the official submission process.
- Data Entry: user is able to view/edit their user information and view/edit data for facilities they are associated with.
- Data View: user is able to view their own contact information and basic information about the facilities they are associated with.

# Navigation of WEIRS

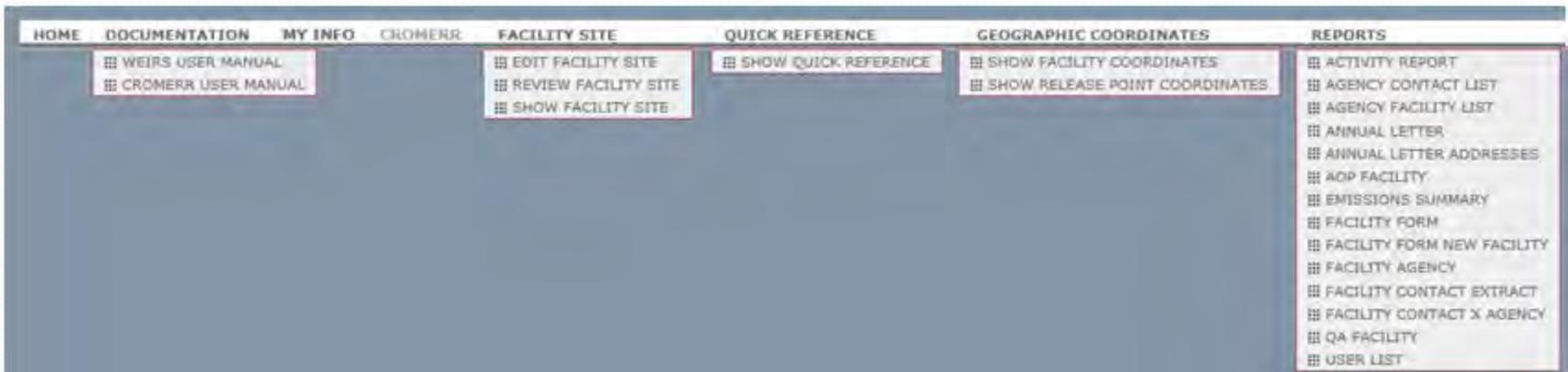
## Main Menu Bar



Every page in the system has this menu bar along the top.

You can access menu items by hovering the cursor over the item of interest, and selecting one of the drop-down options.

Note: the “Home” and “My Info” buttons have no drop-down options and can be clicked directly.



# Navigation of WEIRS

Your user account details can be viewed/edited by clicking “My Info” in the main menu bar

- Edit Contact Details
- View Facilities you have access to

HOME DOCUMENTATION **MY INFO** CROMERR FACILITY SITE QUICK REFERENCE GEOGRAPHIC CO

**EDIT APPLICATION USER**

User Name farrenthorpe

\* First Name Farren

Middle Name or Initial

\* Last Name Herron-Thorpe

Preferred Name Farren Thorpe

Application User Address Application User Communication Application User Email Application User Facility

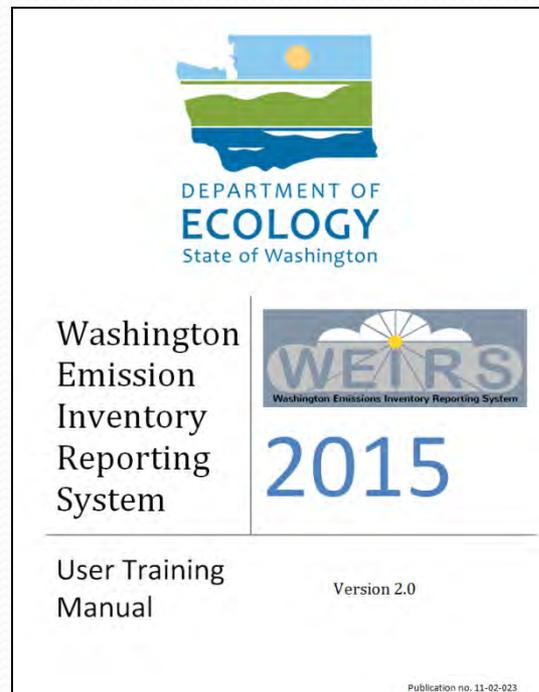
1 of 1 1 Items 10 / Page

Type	Address Line One	City	County	State	ZIP Code	Preferred address?
Location Address	123	Batum	Adams	WA	98888	Yes

SAVE CANCEL SAVE/REFRESH

# Navigation of WEIRS

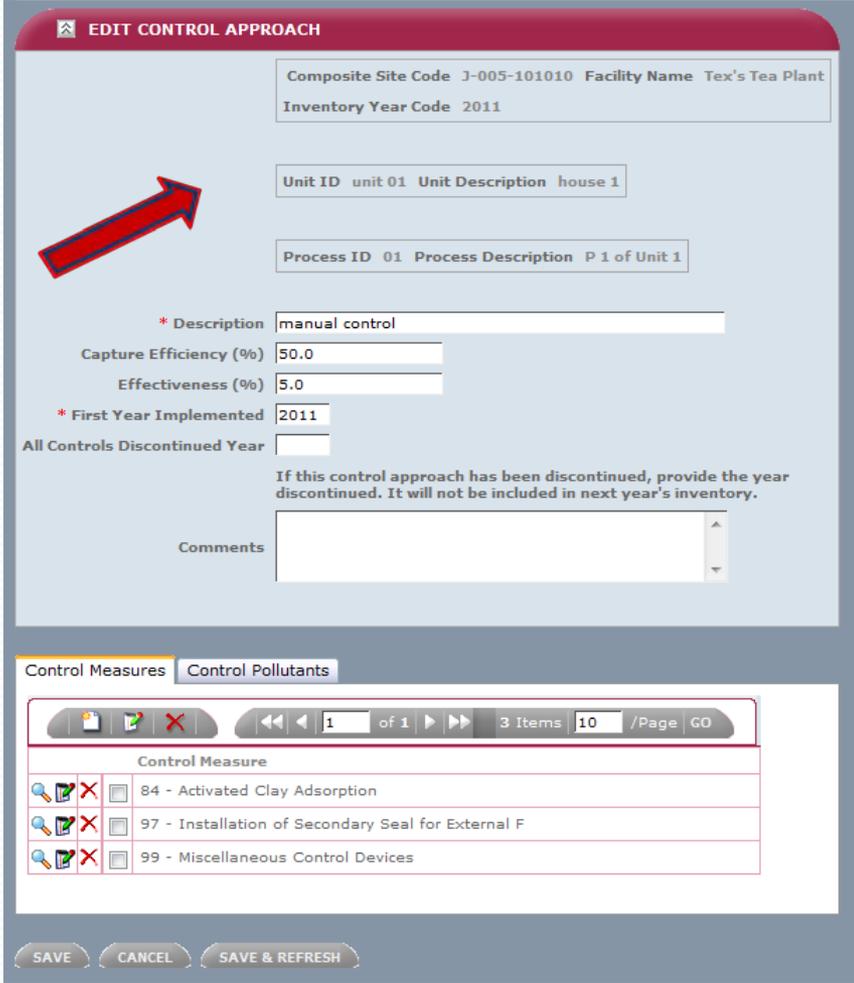
- Documents describing how to access and use the system are available on the main menu.



- Ch 1 – Introduction
- Ch 2 – SAW
- Ch 3 – System Navigation
- Ch 4 – Facility Data
- Ch 5 – Add or Shutdown Facility
- Ch 6 – WEIRS Reports
- Ch 7 – Submitting Facility Data
- Ch 8 – Troubleshooting

# Navigation of WEIRS

- Gray area at top of window shows where you are in facility record



**EDIT CONTROL APPROACH**

Composite Site Code J-005-101010 Facility Name Tex's Tea Plant  
Inventory Year Code 2011

Unit ID unit 01 Unit Description house 1

Process ID 01 Process Description P 1 of Unit 1

\* Description manual control

Capture Efficiency (%) 50.0

Effectiveness (%) 5.0

\* First Year Implemented 2011

All Controls Discontinued Year

If this control approach has been discontinued, provide the year discontinued. It will not be included in next year's inventory.

Comments

Control Measures Control Pollutants

1 of 1 3 Items 10 /Page GO

Control Measure	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	84 - Activated Clay Adsorption
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	97 - Installation of Secondary Seal for External F
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	99 - Miscellaneous Control Devices

SAVE CANCEL SAVE & REFRESH

# Navigation of WEIRS

- At the bottom of many pages you will see these 3 buttons:



- The Save button will save your work and go back to the previous page
- The Save/Refresh button will save your work and stay on the page
- The Cancel button takes you back to the previous page without saving

**DO NOT USE YOUR BROWSER'S BACK BUTTON TO GO BACK!  
Use these buttons instead!!!**

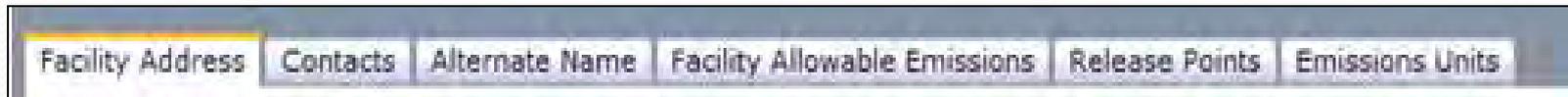
# Navigation of WEIRS

**WARNING!!!!**

**CLICK SAVE or SAVE/REFRESH  
BEFORE leaving a page or your  
work will be LOST!!!**

# Navigation of WEIRS

- Tabs are located at the bottom of a page
- Elements associated with this page's data

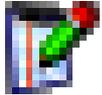


# Navigation of WEIRS

## ICONS/SYMBOLS



View Only – No edits can be made



Edit Record



Delete Record



Add a Record



REQUIRED Data

# Navigation of WEIRS

## Maneuvering In a Record

- Use the mouse or the tab key to move from field-to-field
- Click grey boxes to select from a pop-up list
  - pop-up lists can be navigated with Search/Go or Paging
  - “Clear” will return the field to **\*\*Please Select\*\***



# Navigation of WEIRS

Some pages return large numbers of records.

**Notice these numbers when navigating records:**

The page you are currently on \*

The total number of pages

The total number of records

The number of records shown per page \*

SEARCH FACILITIES FOR EDITING

Search for  GO

Permitting Agency All

1 of 21 201 Items 10 /Page

Facility Name	Composite Site Code	Permitting Agency
---------------	---------------------	-------------------

\* Press Enter or click Page to accept any changes you've made.

# Navigation of WEIRS

Some pages return large numbers of records.

## To Move through the Pages:

The Double Left Arrows go to FIRST page

The Left Arrow goes to PREVIOUS page

The Right Arrow goes to NEXT page

The Double Right Arrows go to LAST page

SEARCH FACILITIES FOR EDITING

Search for  GO

Permitting Agency All

1 of 21 201 Items 10 /Page

Facility Name	Composite Site Code	Permitting Agency
---------------	---------------------	-------------------

# Navigation of WEIRS

Some pages return large numbers of records.

## To Limit the List:

1. “Search for”: a part of the record, then click Go
- Or
2. Select the Permitting Agency



The screenshot displays the 'SEARCH FACILITIES FOR EDITING' interface. It features a search bar with a 'GO' button, a 'Permitting Agency' dropdown menu set to 'All', and a pagination control showing '1 of 21' items with '201 Items' and '10 /Page' options. Below the search area is a table header with three columns: 'Facility Name', 'Composite Site Code', and 'Permitting Agency'.

Facility Name	Composite Site Code	Permitting Agency
---------------	---------------------	-------------------

# Navigation of WEIRS

Some pages return large numbers of records.

Once the correct record is found, click the edit icon next to the record

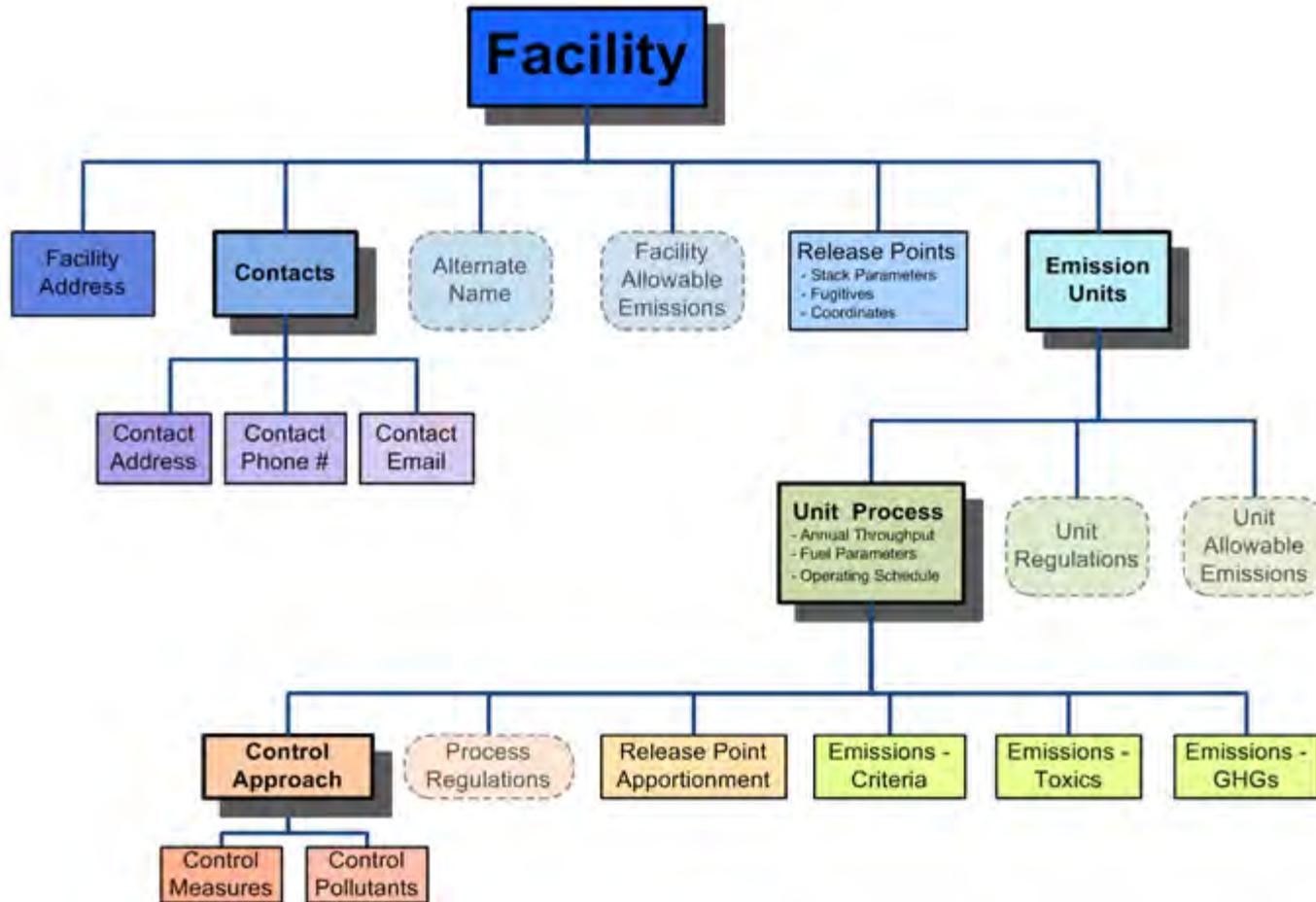


The screenshot shows a web interface titled "SEARCH FACILITIES FOR EDITING". It includes a search bar, a dropdown menu for "Permitting Agency" set to "All", and a pagination control showing "3 of 10" and "94 Items 10 / Page". Below this is a table with three columns: "Facility Name", "Composite Site Code", and "Permitting Agency". The first row is "Farren's Flights" with site code "A-003-1212444" and agency "Dept. of Ecology Eastern Regional Office". The second row is "Farren's Freedom Factory" with site code "D-001-123456" and agency "Northwest Clean Air Agency". The third row is "Farren's Funky Chicken Factory" with site code "G-003-123123" and agency "Yakima Regional Clean Air Agency". A red arrow points to the edit icon (a pencil) next to the first record.

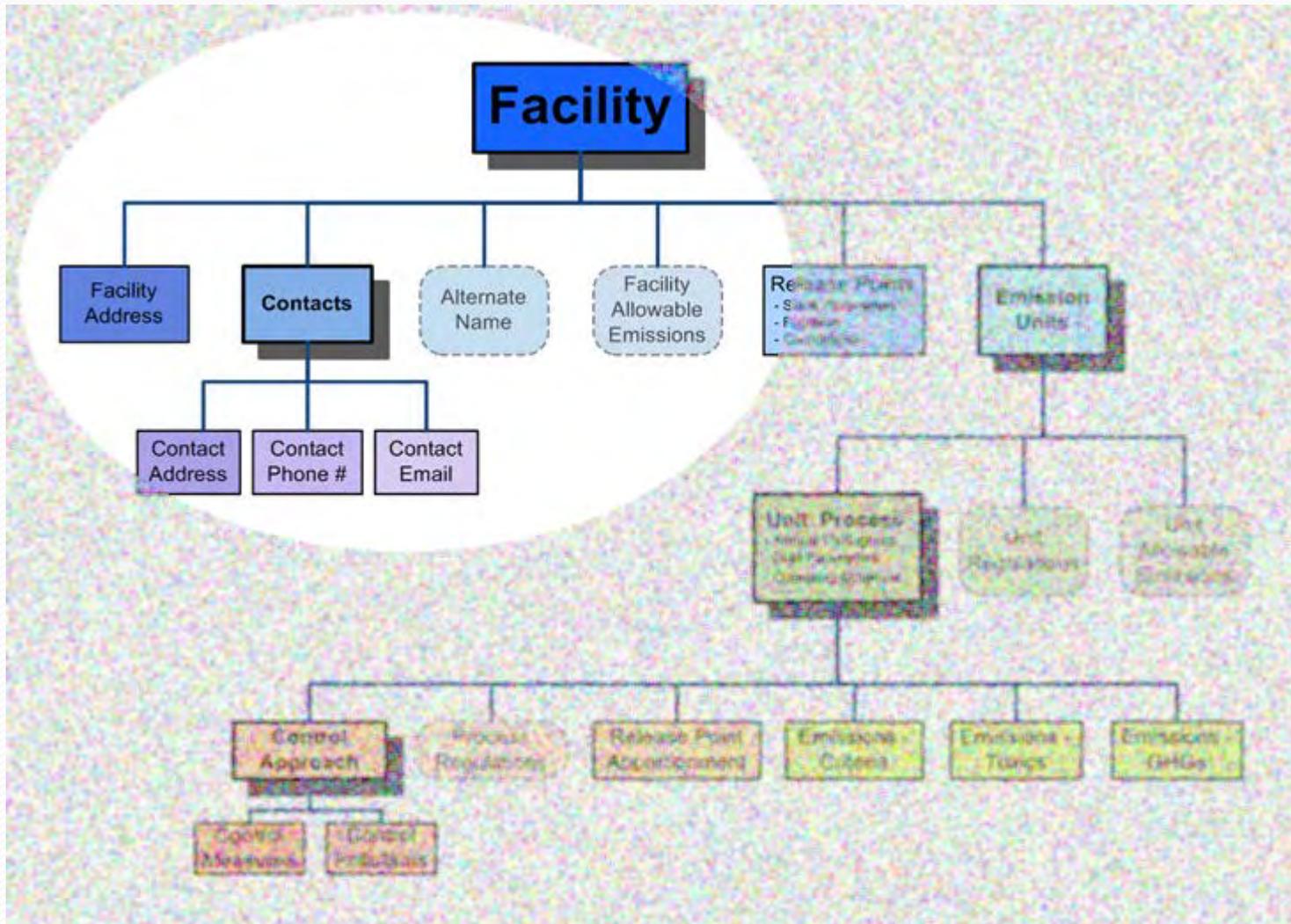
Facility Name	Composite Site Code	Permitting Agency
Farren's Flights	A-003-1212444	Dept. of Ecology Eastern Regional Office
Farren's Freedom Factory	D-001-123456	Northwest Clean Air Agency
Farren's Funky Chicken Factory	G-003-123123	Yakima Regional Clean Air Agency

# Navigation of WEIRS

*How to find the parameter you're looking for*



# Edit Facility Details

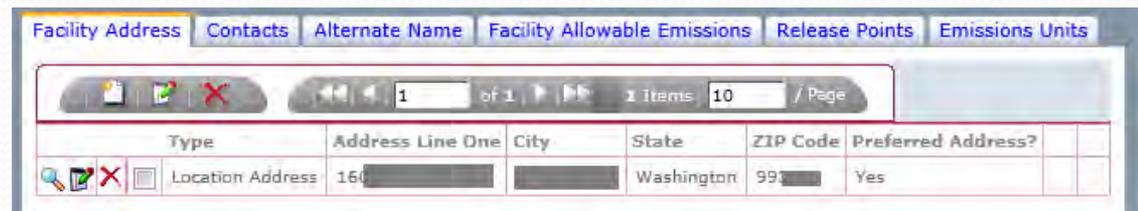


# Edit Facility

- Inventory populated with prior year's data
  - Review for Accuracy
  - Edit as needed
- Facility users cannot change some items.
- Operating Status - Only choose Shutdown if facility has not operated the ENTIRE year
- Tabs
  - Review each tab, not just information in box above tabs

# Facility Address

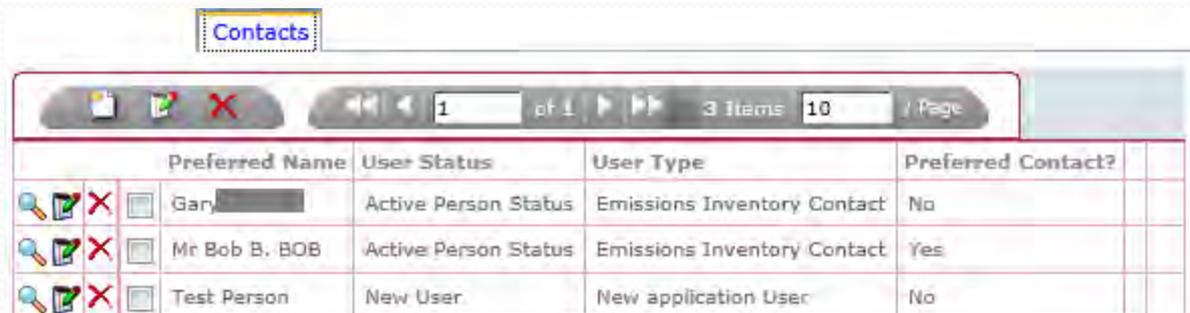
- A facility **MUST HAVE** one location address
- Only one location address is allowed
- Additional addresses can be added under “Contacts”



Type	Address Line One	City	State	ZIP Code	Preferred Address?
Location Address	160		Washington	99	Yes

# Contact

- Must have at least one
- Preferred name can be changed
- Only one can be chosen as “Preferred Contact”
- At least one address, email, and phone number



The screenshot shows a web application interface for managing contacts. At the top, there is a tab labeled 'Contacts'. Below the tab is a navigation bar with icons for search, add, and delete, and a pagination control showing '1 of 1' items and '10 / Page'. The main content is a table with the following columns: Preferred Name, User Status, User Type, and Preferred Contact?. The table contains three rows of data:

	Preferred Name	User Status	User Type	Preferred Contact?
  	Gary [REDACTED]	Active Person Status	Emissions Inventory Contact	No
  	Mr Bob B. BOB	Active Person Status	Emissions Inventory Contact	Yes
  	Test Person	New User	New application User	No

# Contact Details

## ADDRESS:

- Enter Country, State, County and City top-down

## PHONE:

- Select phone type and enter the number

## EMAIL:

- Add at least one e-mail address

Each contact type must have one “Preferred” value

- WEIRS will automatically select the first entry as the “preferred” value, but users can change it as needed.



Type	Address Line One	City	State	Zip Code	Preferred Address?
Mailing Address	PO Box 47600	Olympia	WA	98504-7600	Yes
Business Address	300 Desmond Drive	Lacey	WA	98503	No

# Alternate Name

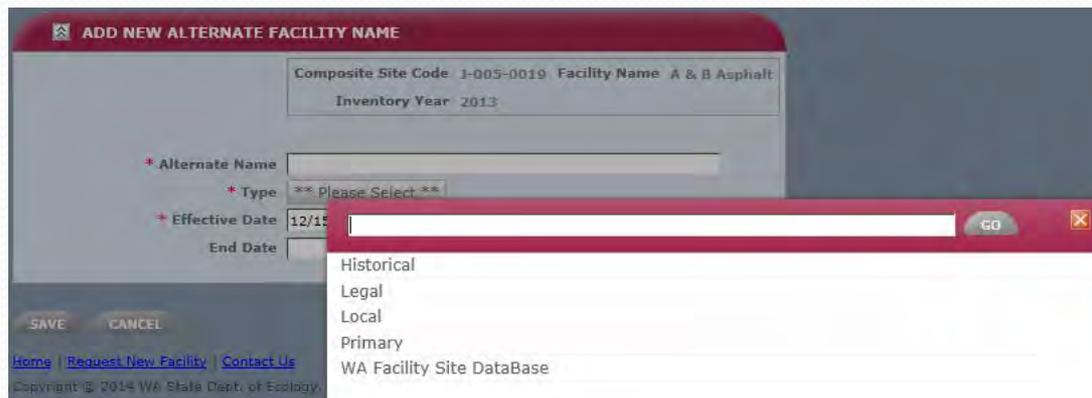
- Add as many Alternate Names as you want



The screenshot shows a web interface for managing alternate names. At the top, there is a tab labeled 'Alternate Name'. Below the tab is a toolbar with several icons: a red circle highlights the 'Add' icon (a document with a plus sign), followed by a 'Refresh' icon, a 'Delete' icon (a red X), and a 'Print' icon. To the right of the toolbar is a pagination control showing '1 of 1' items and '2 Items' per page. Below the toolbar is a table with two columns: 'Alternate Name' and 'Type'. The table contains two rows of data.

Alternate Name	Type
A & B Asphalt	Historical
A & B ASPHALT INC	WA Facility Site DataBase

- Track historical names



The screenshot shows a web form titled 'ADD NEW ALTERNATE FACILITY NAME'. The form contains several fields: 'Composite Site Code' (J-005-0019), 'Facility Name' (A & B Asphalt), and 'Inventory Year' (2013). Below these are fields for '\* Alternate Name', '\* Type' (with a dropdown menu open), and '\* Effective Date' (12/15). The dropdown menu for 'Type' is open, showing options: 'Historical', 'Legal', 'Local', 'Primary', and 'WA Facility Site DataBase'. At the bottom of the form, there are 'SAVE' and 'CANCEL' buttons, and a footer with links for 'Home', 'Request New Facility', and 'Contact Us', along with a copyright notice for 2014 WA State Dept. of Ecology.

# Allowable Emissions

- Optional in the system but requested for permitting
- Facility Allowable Emissions and Unit Allowable Emissions have the same data entry process
- Top Down pollutant entry
  - Pollutant type -> Pollutant
- If a pollutant limit is entered then a unit for that limit must be selected
- Unit of 'tons per year' is the annual limit

Facility Allowable Emissions

Pollutant Code	Averaging Period	Limit	Units	Tons Per Year
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Navigation: 0 of 0 items, 10 /Page

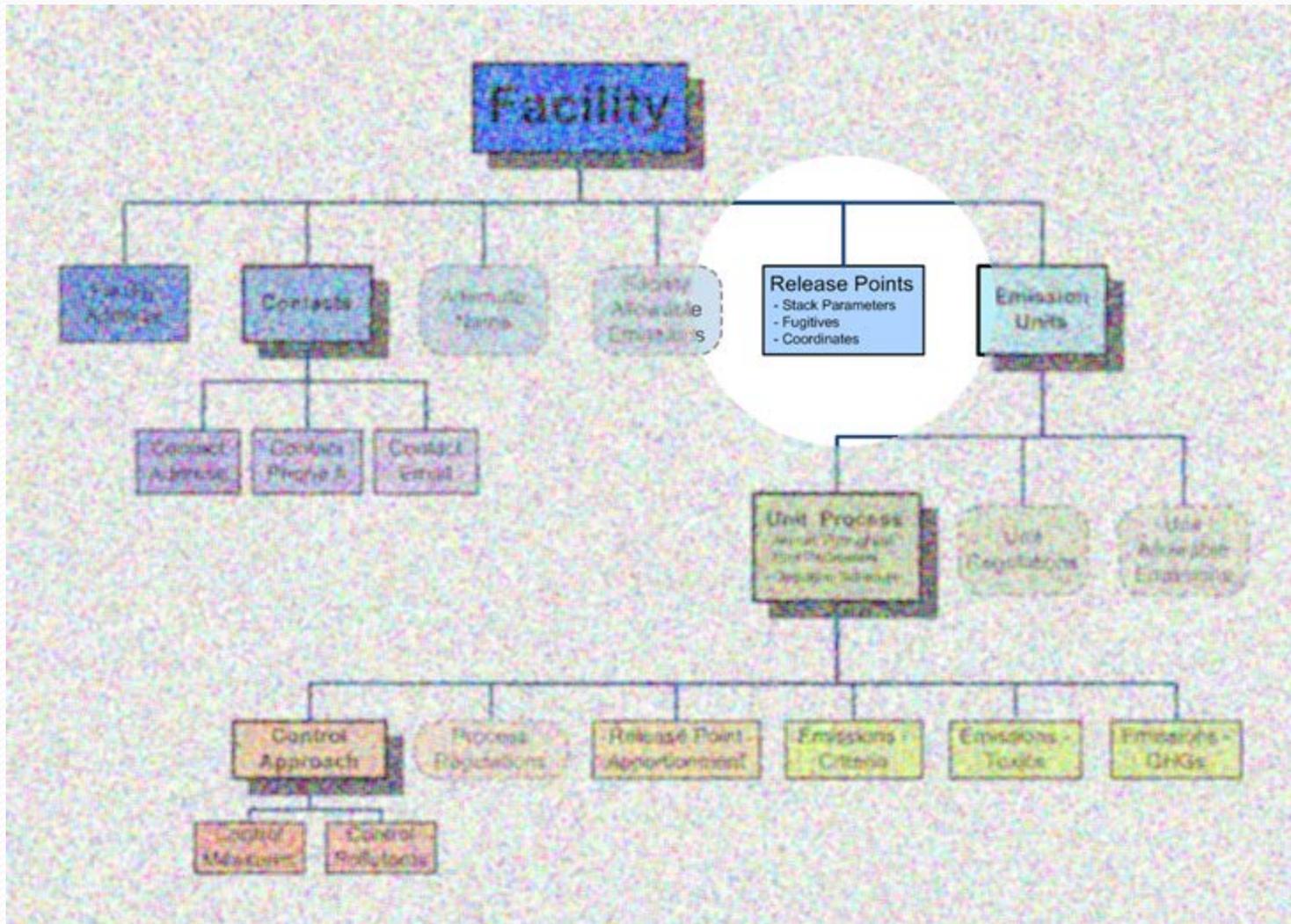
## Allowable Emissions

**VERY IMPORTANT!**

**Please Provide  
Allowables Data!**

**Incomplete? No  
Problem! We'll take it!**

# Edit Release Points



# Release Point

Release Points

Release Point ID	Release Point Description	Operating Status
01	Release Point for Unit 01 - Electrostatic Precipitator stack	Operating
02	Release Point for Unit 02 - CT Main stack	Operating
03	Release Point for Unit 03 - Cooling Tower	Operating

- Define as “Stack” or “Fugitive”
- ‘Stack’ includes:
  - Height
  - Diameter
  - Temperature
  - Flow rate and units
  - Velocity and units
- WEIRS can calculate flow or velocity
- Incomplete “Stack” parameters are coded as “Fugitive” and noted in “Comments”

Height (ft)	50.0
Diameter (ft)	4.0
Temperature (° F)	389.0
Flow Rate	692.0
Flow Rate Units	Actual cubic feet per second
Velocity	52.8
Velocity Units	Feet per second
Water Vapor (%)	17.0000
Oxygen (%)	9.7500

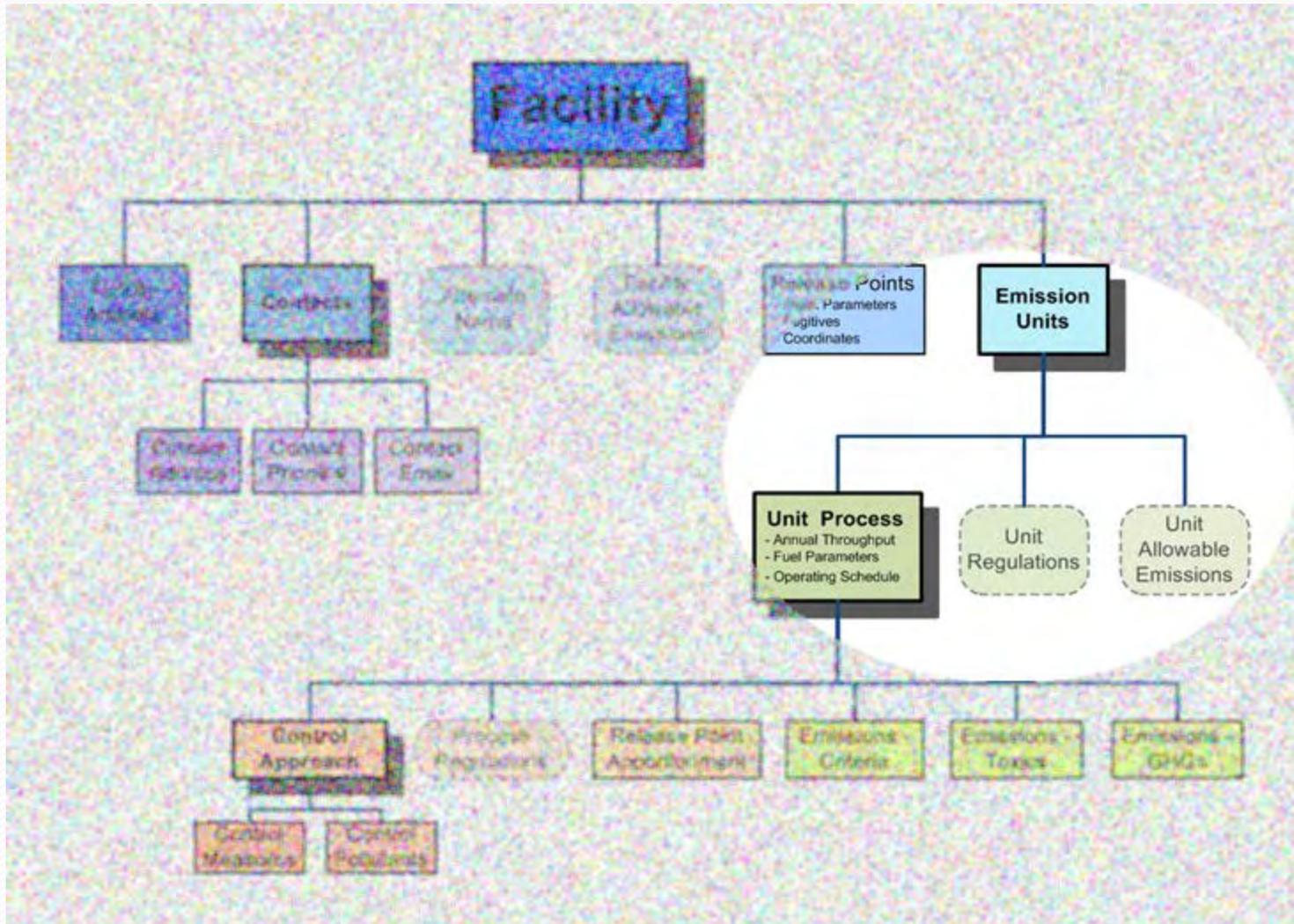
# We need your Stack Data

- Emissions are used in:
  - Permitting
  - National Air Toxics Assessment (NATA)
    - Estimates the risk of cancer and other serious health affects.
  - Other Air Quality Analyses
- If a stack is labeled as fugitive, it is modeled that way. This results in an artificially high impact because the emissions are released at ground level.
- This year we are asking facilities to fill out the stack data for their facilities.

# Exercises

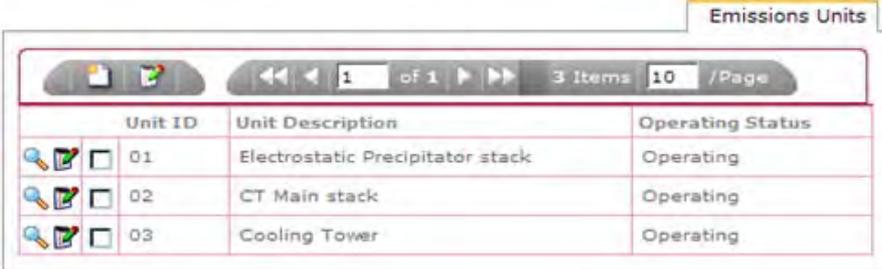
- **Add a new Release Point**
- **Edit existing Release Point**
- Add a new Emissions Unit Process
- Edit existing Emissions Unit Process
- Add a new pollutant emission
- Edit existing pollutant emissions
- QA Facility Report

# Edit Emission Units

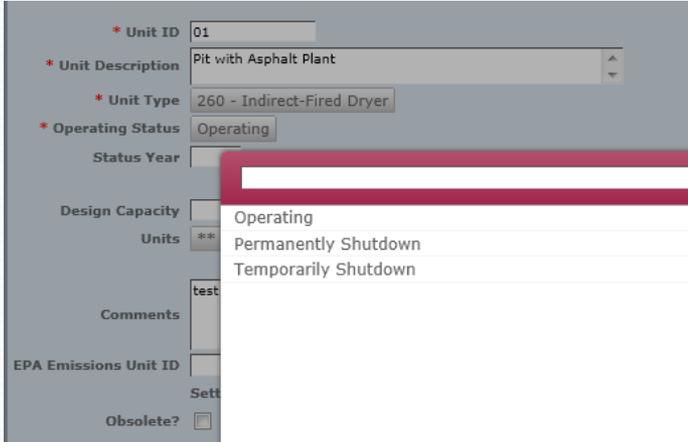


# Emission Units

- Unit ID
- Unit Description
- Unit Type
- Operating status - change requires a year\*
- Several optional items:
  - Design Capacity
  - Units (for Design Capacity)
  - Comments



Unit ID	Unit Description	Operating Status
01	Electrostatic Precipitator stack	Operating
02	CT Main stack	Operating
03	Cooling Tower	Operating



\* Unit ID: 01

\* Unit Description: Pit with Asphalt Plant

\* Unit Type: 260 - Indirect-Fired Dryer

\* Operating Status: Operating

Status Year: [ ]

Design Capacity: [ ]

Units: \*\*

Comments: test

EPA Emissions Unit ID: [ ]

Sett: [ ]

Obsolete?:

Operating Status Dropdown Options:  
Operating  
Permanently Shutdown  
Temporarily Shutdown

# Regulations

- Optional
- May be entered at the Unit or Process level
- If entering a “State, Local, or Tribal Local Regulations” then the “Non-Federal Regulation Description” is required

The screenshot displays a web application interface for adding unit regulations. The main form is titled "ADD UNIT REGULATION" and contains several input fields: "Composite Site Code", "Facility Name", "Inventory Year" (set to 2013), "Unit ID" (123456), and "Unit Description" (Test Unit). A dropdown menu for "Regulatory Code" is open, showing a list of options including "40 CFR 59.100 (Subpart B) - Autobody Refinish Coatings (VOC Rule)", "40 CFR 59.201 (Subpart C) - Consumer Products (VOC Rule)", "40 CFR 59.400 (Subpart D) - Architectural Coatings (1998)", "40 CFR 59.500 (Subpart E) - Aerosol Spray Paints (2008)", "40 CFR 60 (Subpart ) - Utility NSPS", "40 CFR 60.100 (Subpart J, Ja) - Petroleum Refineries", "40 CFR 60.1000 (Subpart AAAA) - Small Municipal Waste Combustors (MWC) NSPS", "40 CFR 60.110 (Subpart K, Ka, Kb) - Volatile Organic Liquid Storage Vessels", "40 CFR 60.120 (Subpart L) - Secondary Lead Smelters", and "40 CFR 60.130 (Subpart M) - Secondary Brass & Bronze". The form also includes fields for "Non-Federal Regulation Description", "Regulatory Start Year", "Regulatory End Year", and "Comments". At the bottom, there are "SAVE" and "CANCEL" buttons, and a footer with the text "Copyright © 2019 by State Dept. of Ecology".

# Unit Allowable Emissions

- Optional entry
- Same data entry process as Facility Allowable Emissions

**ADD UNIT ALLOWABLE EMISSIONS**

Composite Site Code: J- Facility Name: A  
Inventory Year: 2013

Unit ID: 123456 Unit Description: Test Unit

\* Pollutant Type: CAP\_NH3  
\* Pollutant: \*\* Please Select \*\*

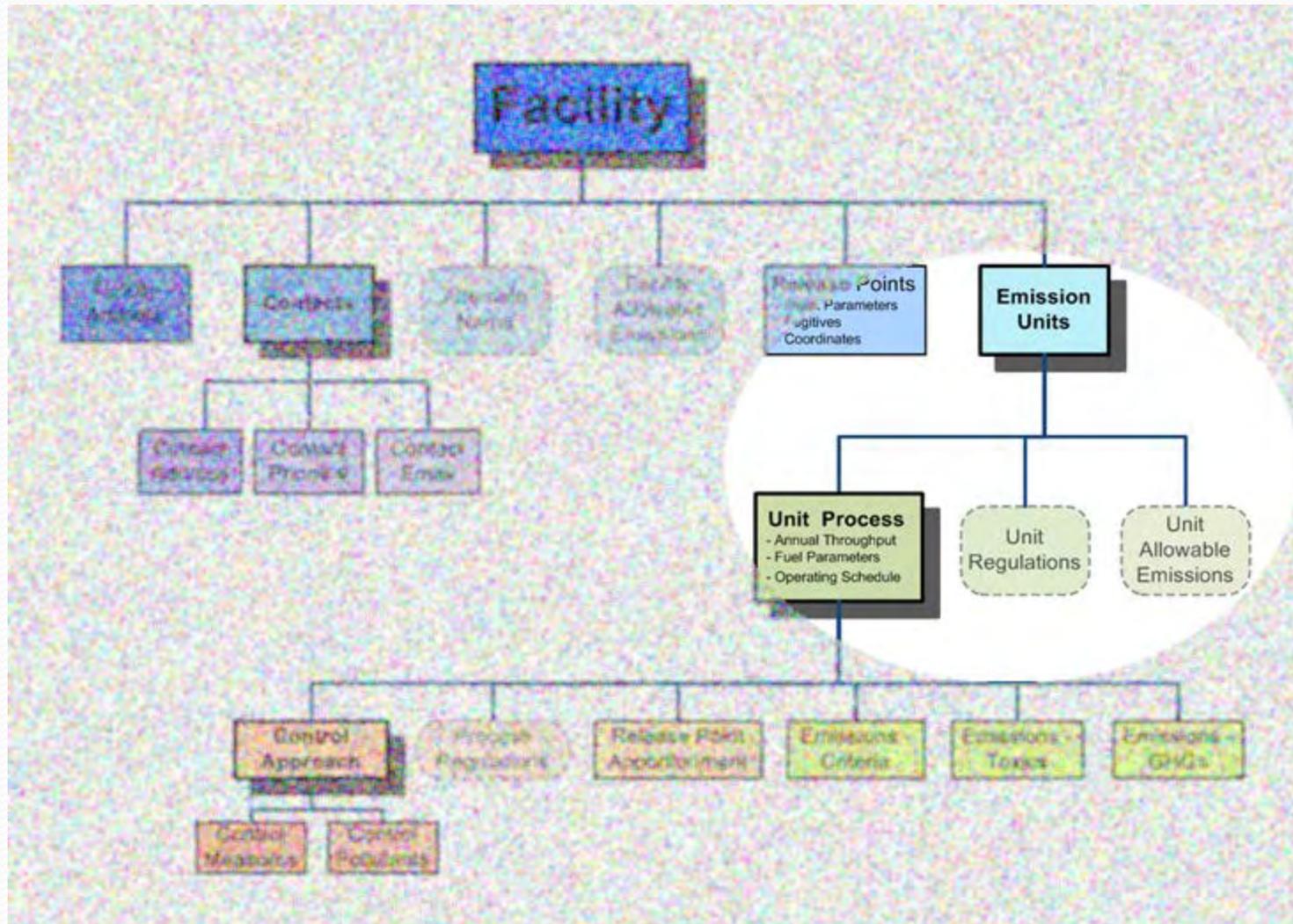
To add a pollutant, click on the pollutant name. Some pollutants require a link to request a permit. If the pollutant link to request a permit.

Averaging Period: \*\* Please Select \*\*  
Rolling Period?:   
Limit:   
Units: \*\* Please Select \*\*  
Tons Per Year:   
Comments:

CO - Carbon Monoxide  
NH3 - Ammonia  
NOX - Nitrogen Oxides  
PM10-FIL - PM10 Filterable  
PM10-PRI - PM10 Primary (Filt + Cond)  
PM25-FIL - PM2.5 Filterable  
PM25-PRI - PM2.5 Primary (Filt + Cond)  
PM-CON - PM Condensible  
PM-FIL - PM Filterable  
PM-PRI - PM Primary (Filt + Cond)

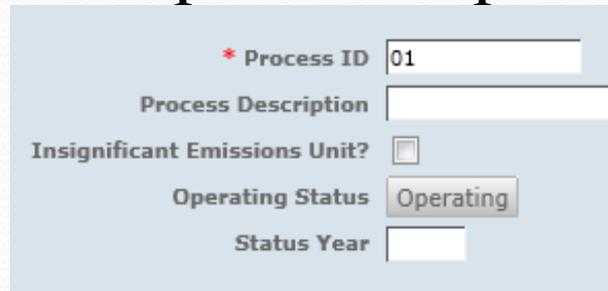
CLEAR

# Edit Emission Unit Process



# Unit Process

- Process Description is optional but helpful



\* Process ID

Process Description

Insignificant Emissions Unit?

Operating Status

Status Year

- SCC must be selected from the top-down
- Fuel Parameters



\* SCC Level One

\* SCC Level Two

\* SCC Level Three

\* SCC Level Four



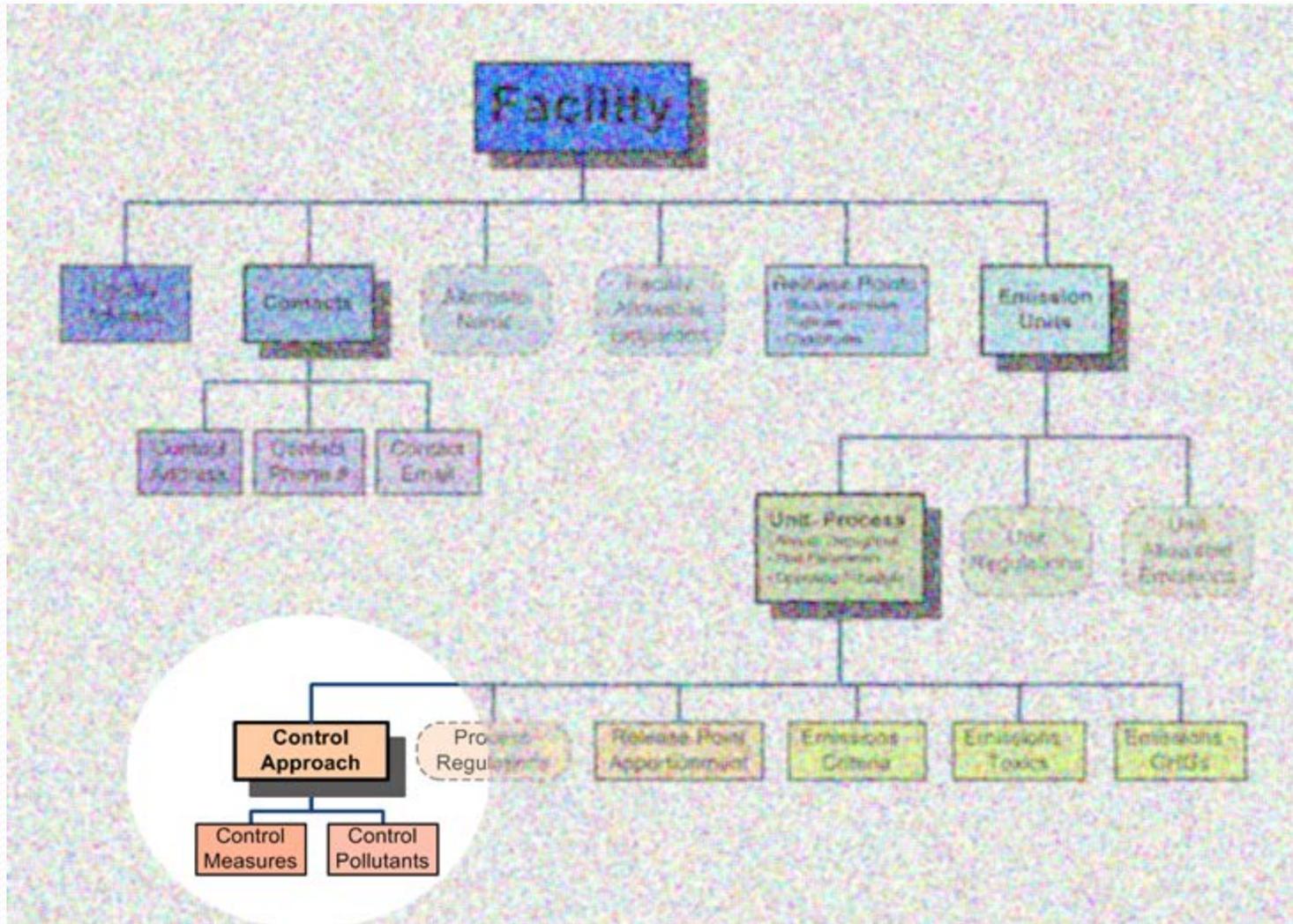
**Fuel Parameters:**

of    Items  / Page

Parameter Type	Parameter Value	Heat Content Numerator	Heat Content Denominator
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- **SAVE & REFRESH** before going to Fuel Parameters!

# Edit Control Approach



# Control Approach

- Only enter one control approach per process
- Capture Efficiency: portion of emission stream that is collected and routed to the control measures
- Effectiveness : % of time the controls were operating as designed

The screenshot shows a web form titled "ADD NEW CONTROL APPROACH". The form contains several input fields and labels:

- Composite Site Code: 000-0019
- Facility Name: 000-Asphalt
- Inventory Year Code: 2010
- Unit ID: 01
- Unit Description: Pit with Asphalt Plant
- Process ID: 01
- Process Description: (empty)
- \* Description: (empty)
- Capture Efficiency (%): (empty)
- Effectiveness (%): (empty)
- \* First Year Implemented: (empty)
- All Controls Discontinued Year: (empty)
- Comments: (empty)

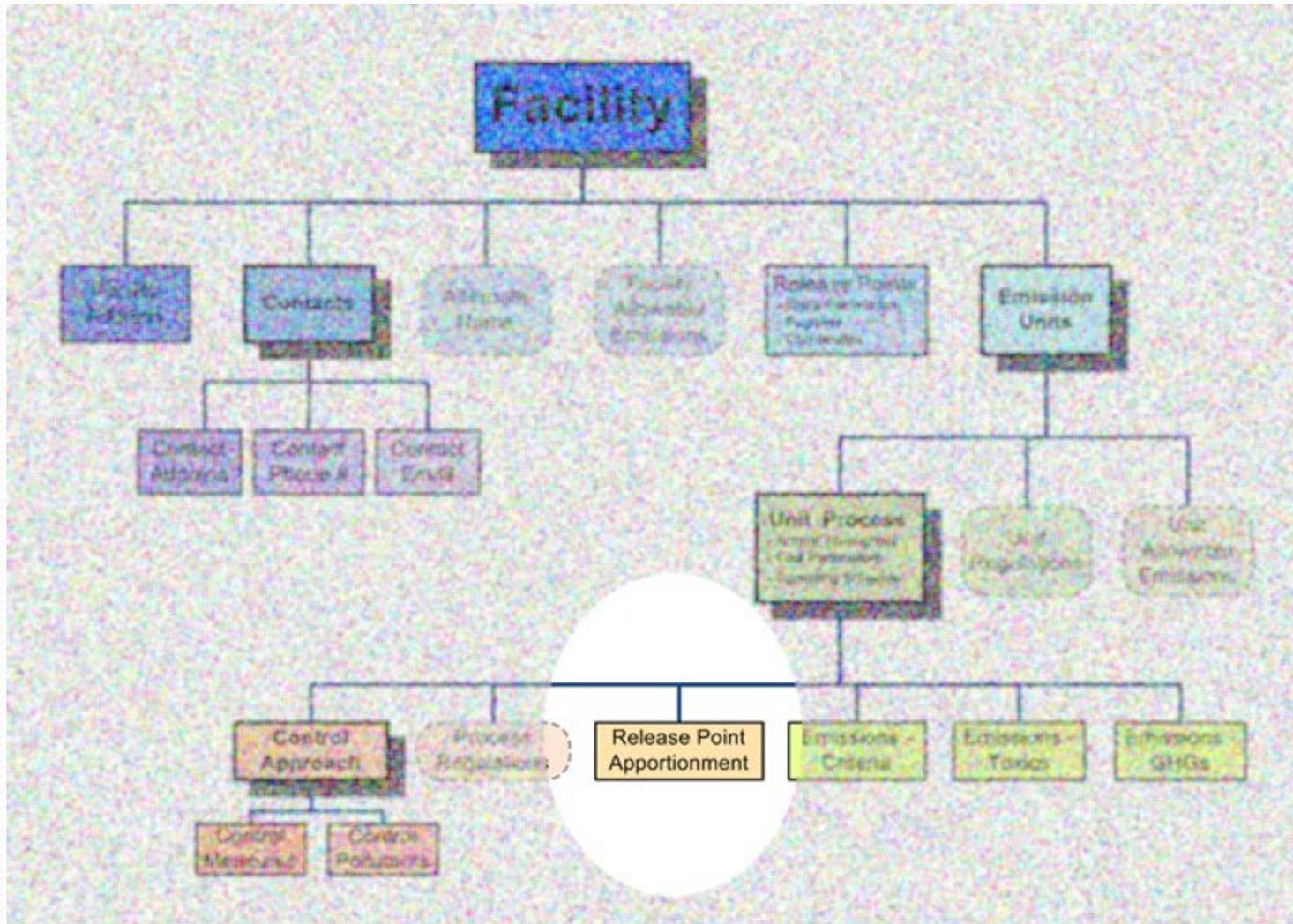
Below the "All Controls Discontinued Year" field, there is a note: "If this control approach has been discontinued, provide the year discontinued. It will not be included in next year's inventory."

# Control Approach



- Control Measures
  - Must have at least one
- Control Pollutants
  - Must have at least one
  - Must select elements in top down order
    - Pollutant Type, Pollutant

# Edit Release Point Apportionment



# Release Point Apportionment

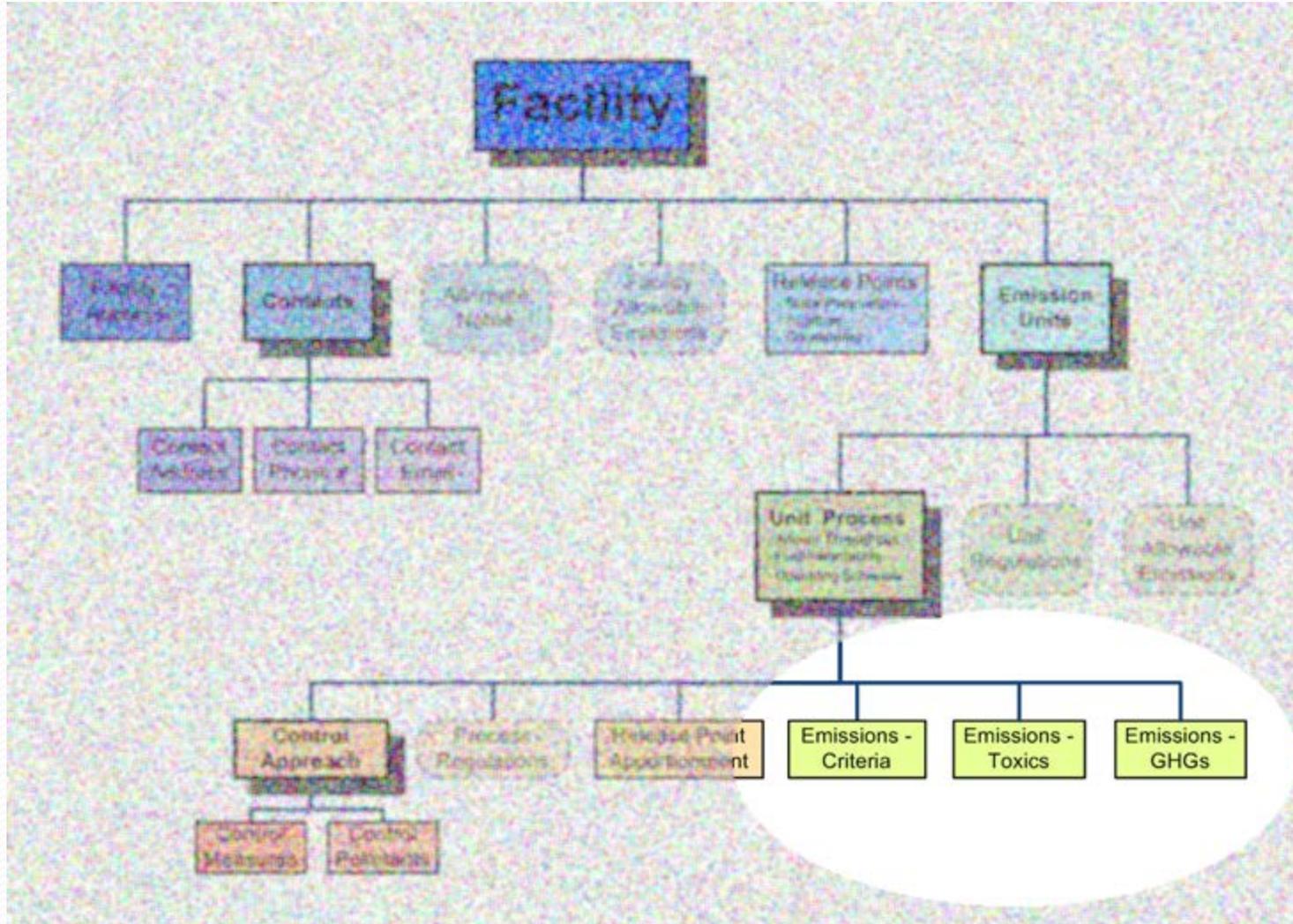
- A process can vent to more than one stack
  - Record that information under Release Point Apportionment
  - Must create release points before apportioning to different release points
- The sum of apportionments must equal 100%
  - Use the CHECK APPORTIONMENT button to verify

Release Point ID	Release Point Description	Average Emissions (%)
03	Release Point for Unit 03 - Cooling Tower	25
01	Release Point for Unit 01 - Electrostatic Precipitator stack	50
02	Release Point for Unit 02 - CT Main stack	25

# Exercises

- ~~Add a new Release Point~~
- ~~Edit existing Release Point~~
- **Add a new Emissions Unit Process**
- **Edit existing Emissions Unit Process**
- Add a new pollutant emission
- Edit existing pollutant emissions
- QA Facility Report

# Edit Emissions



# Particulate Matter (PM) Reporting

- **Filterable: PM-FIL, PM10-FIL, PM25-FIL**
  - Particles emitted as a solid or liquid at stack or release conditions and captured on the filter of a stack test train.
  - EPA method 5 or method 201A, “front half”
- **Condensable: PM-CON**
  - Vapor phase at stack conditions, but condenses and/or reacts in the ambient air to form solid or liquid PM immediately after discharge.
  - All Condensable PM is assumed to be PM2.5.
  - EPA method 202, “back half”
- **Primary: PM-PRI, PM10-PRI, PM25-PRI**
  - Particles that enter the atmosphere as a direct emission from a stack or an open source.
  - **Primary = Filterable + Condensable**

# Particulate Matter (PM) Reporting

- How to report particulate matter
  - If you only have FIL, report FIL
  - If you have FIL and CON, report FIL and CON *or* PRI
  - If you don't know what it is, report PRI
    - This is often the case when using emission factors
- If you only have PM, you must estimate PM<sub>10</sub> and PM<sub>25</sub>
  - Be consistent: all as FIL or all as PRI
- PM<sub>10</sub> and PM<sub>25</sub> must both be reported.
- $PM \geq PM_{10} \geq PM_{25}$

# Single Emission Entry

- Emission Factor is optional
- The three Emissions tabs (criteria, toxic, greenhouse gas) are identical in data entry

**ADD NEW REPORTING PERIOD EMISSIONS**

Composite Site Code: S-011-test123 Facility Name: Blowing Steam Worldwide  
Inventory Year: \_\_\_\_\_

Unit ID: 1 Unit Description: boiler

Process ID: 1 Process Description: boiler

Reporting Period Type: Annual Reporting Period Description: \_\_\_\_\_

**Update this info**

\* Pollutant Type: \*\* Please Select \*\*

\* Pollutant: \*\* Please Select \*\*

VDC Expression: \*\* Please Select \*\*

\* Total Emissions: \_\_\_\_\_

\* Units: \*\* Please Select \*\*

\* Calculation Method: \*\* Please Select \*\*

Emission Factor: \_\_\_\_\_

Numerator Units: \*\* Please Select \*\*

Denominator Units: \*\* Please Select \*\*

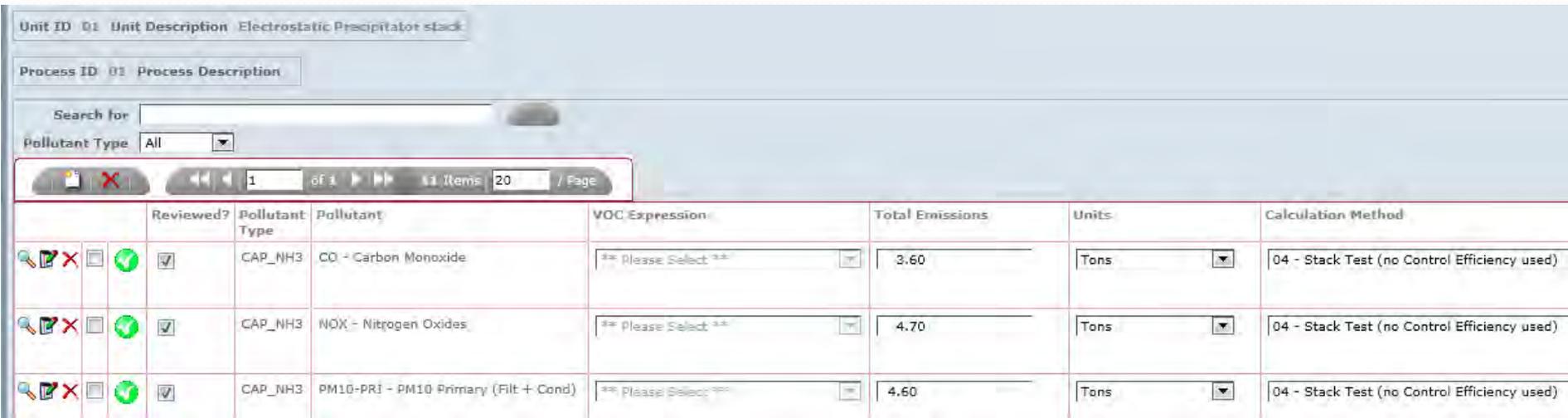
Emission Factor Reference: \_\_\_\_\_

# Multiple Emissions Update - Update Emissions

- To add/update multiple emissions, click  at the bottom of the Edit Emissions Unit Process page

*Update Emissions is the best way to enter your annual emission inventory.*

- Update fields as needed
- Increase the records per page to see all emissions
- Save & Refresh before moving to next page**



Reviewed?	Pollutant Type	Pollutant	VOC Expression	Total Emissions	Units	Calculation Method
<input checked="" type="checkbox"/>	CAP_NH3	CO - Carbon Monoxide	** Please Select **	3.60	Tons	04 - Stack Test (no Control Efficiency used)
<input checked="" type="checkbox"/>	CAP_NH3	NOX - Nitrogen Oxides	** Please Select **	4.70	Tons	04 - Stack Test (no Control Efficiency used)
<input checked="" type="checkbox"/>	CAP_NH3	PM10-PR1 - PM10 Primary (Filt + Cond)	** Please Select **	4.60	Tons	04 - Stack Test (no Control Efficiency used)

# Quick Reference

FACILITY SITE	QUICK REFERENCE	GEOGRAPHIC COORDINATES
	☰ SHOW QUICK REFERENCE	

- Shortcut to data elements within a facility
  - Release Point
  - Emission Units
  - Unit Process
  - Process Control Approach
  - Annual Emissions
  - The “Reviewed?” column (🟢 or 🚫) shows whether the record has been saved this year. Use the **SAVE** or **SAVE & REFRESH** buttons to trigger 🟢
    - these indicators are only for the editor’s convenience – you don’t have to trigger them all to 🟢 for data to be accepted

# Quick Reference

**FACILITY SITE EMISSIONS**

Facility Name: Blowing Rock Workcenter  
Composite Site Code: S-01144-112  
Operating Status: Operating

**RELEASE POINT**

Release Point ID	Release Point Description	Release Point Type	Operating Status	Reviewed?
1	steamer	Vertical	Operating	✗

**EMISSION UNITS**

Unit ID	Unit Description	Unit Type	Operating Status	Reviewed?
1	boiler	100 - Boiler	Operating	✗

**UNIT PROCESS**

Unit ID	Process ID	Process Description	SCC Level	Four	Status	Year	Reviewed?
1	1	boiler	10200602 - Ext Comb / Industrial / Natural Gas / 10-100 Million Btu/yr				✓

**PROCESS CONTROL APPROACH**

Unit ID	Process ID	Description	Capture Efficiency (%)	Effectiveness (%)	Reviewed?
1	1	CTRL1	50.0	95.0	✓

**ANNUAL EMISSIONS**

Unit ID	Process ID	Pollutant Type	Pollutant	Total Emissions	Units	Reviewed?
1	1	CAP_NH3	CO - Carbon Monoxide	400.00	Pounds	✓
1	1	CAP_NH3	PM10-PR1 - PM10 Primary (Filt + Cond)	150.00	Tons	✗
1	1	GHG	CO2 - Carbon Dioxide	4.00	Pounds	✓
1	1	TDX_OTH	100027 - 4-Nitrophenol	0.05	Tons	✗

EDIT FACILITY INFO

- An at-a-glance view of the whole facility and a quick way to navigate all records
- You can collapse each table by using the up arrow in the top left corner of the title
- Edit Facility button at the bottom of the page takes you to the main facility page

# Geographic Coordinates

FACILITY SITE	QUICK REFERENCE	<b>GEOGRAPHIC COORDINATES</b>	REPORTS
		SHOW FACILITY COORDINATES	
		SHOW RELEASE POINT COORDINATES	

- Expanded geographic data for facility and release points can be added here.
- Using this screen is optional

The screenshot shows a web form titled "EDIT FACILITY COORDINATES". At the top, there are input fields for "Composite Site Code", "Facility Name", and "Inventory Year" (set to 2013). Below these are fields for "Latitude" (with a red asterisk) and "Longitude" (with a red asterisk). A "Reference Point" dropdown menu is set to "Entrance Point". There are two columns of dropdown menus: "Coordinate Data Source" and "Geometric Type" (both with red asterisks and "Please Select" text); "Source Map Scale Number", "Verification Method", and "Data Collection Date"; "Horizontal Accuracy Measure", "Horizontal Collection Method", "Horizontal Units", and "Horizontal Reference Datum"; and "Vertical Measure", "Vertical Collection Method", "Vertical Units", and "Vertical Reference Datum". A "Comments" text area is at the bottom left. At the bottom, there are checkboxes for "Primary Site?" (checked) and "Obsolete?". A note below the checkboxes states: "Setting the flag to obsolete will make this record no longer available for use."

# Exercises

- ~~Add a new Release Point~~
- ~~Edit existing Release Point~~
- ~~Add a new Emissions Unit Process~~
- ~~Edit existing Emissions Unit Process~~
- **Add a new pollutant emission**
- **Edit existing pollutant emissions**
- QA Facility Report

# Add a New Facility

- Ecology adds the facility to WEIRS upon request
- You will be contacted when the facility is added



# Add a New Facility

WASHINGTON STATE  
Department of Ecology

WEIRD Emissions Inventory System  
(EIS)

WEIRD Add » Facility Submittal Form

Please use this form to add a facility to the WEIRD Emissions Inventory System.  
Be sure to complete each field.

**Contact Information**

- \* First Name:
- \* Last Name:
- \* Permitting Agency:
- \* Phone Number:  format 'xxx-xxx-xxxx'
- \* Email Address:

**Facility Information**

- \* Facility Name:
- \* Location Address:
- \* City:
- \* Zip Code:  format 'xxxx-xxxx' or 'xxxx'
- \* County:
- \* Facility ID Number:
- \* Facility Category:
- \* Operating Status:
- \* NAICS Code:
- \* Facility Entrance (Front Door) Coordinates:
  - \* Latitude:
  - \* Longitude:
- \* Needed By Date:   Click on the Calendar button to select a date

**Additional Information:**

**\* Required to send the request**



# Contact Us

- Report a Bug
- Add a Pollutant
- Delete information entered by mistake
- Make a Suggestion



HOME DOCUMENTATION MY INFO CROMERR FACILITY SITE QUICK REFERENCE GEOGRAPHIC COORDINATES

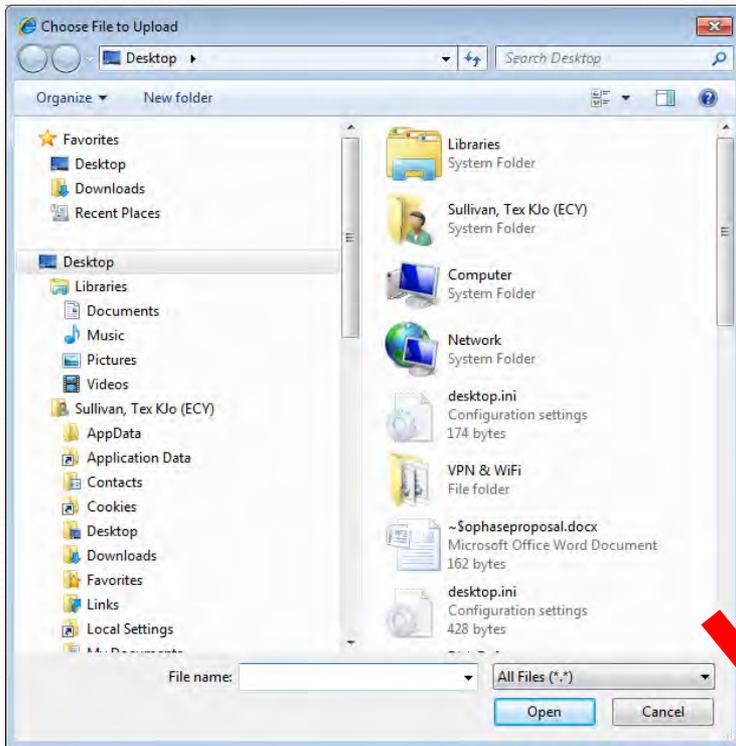
**WEIRS**

**Washington Emissions Inventory Reporting System**

[Home](#) | [Request New Facility](#) | [Contact Us](#)

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# Contact Us



WASHINGTON STATE  
Department of Ecology

WEIRD Emissions Inventory System  
(TSS)

WEIRD Emissions Inventory Submittal Form

Please use this form to report an issue or request for the WEIRD Emissions Inventory System. Be sure to complete each field. We may not be able to respond immediately to each request due to time constraints, but we encourage you to submit reports.

**Contact Information**

\*First Name:

\*Last Name:

\*Email Address:

Phone Number:

**Browser Information**

Browser: Internet Explorer 6.0 or Newer

**System Information**

\*Component: <not set>

\*Type: <not set>

**Problem Description**

\*Description: (Describe the request or issue)

**Steps to Reproduce: (How can we reproduce the error or problem)**

**File Attachment:**

\* Required to send the report

Include the URL too!

Click here when finished

# Regional/Local Contacts

For issues not listed on the 'Contact Us' slide, contact the local/regional agency:

- Ecology Central Regional Office, Ryan Vicente – [rvic461@ecy.wa.gov](mailto:rvic461@ecy.wa.gov)
- Ecology Eastern Regional Office, Brenda Smits – [bren461@ecy.wa.gov](mailto:bren461@ecy.wa.gov)
- Ecology Industrial Program, Dawn Drake – [ddra461@ecy.wa.gov](mailto:ddra461@ecy.wa.gov)
- Ecology Nuclear Waste Program, Philip Gent – [pgen461@ecy.wa.gov](mailto:pgen461@ecy.wa.gov)
- Benton County Clean Air Agency, Robin Priddy - [rpri@bcaa.net](mailto:rpri@bcaa.net)
- Northwest Clean Air Agency, Christos Christoforou – [christos@nwcleanair.org](mailto:christos@nwcleanair.org)
- Spokane Clean Air Agency, April Westby – [awestby@spokanecleanair.org](mailto:awestby@spokanecleanair.org)
- Yakima Regional Clean Air Agency, Hasan Tahat – [hasan@yrcaa.org](mailto:hasan@yrcaa.org)

# Schedule – Ecology Offices

- Ecology is proposing revisions to the Air Operating Permit rule (WAC 173-401). Proposed schedule changes:

Task	Current	Proposed
Data entered and signed in WEIRS	April 15	no change
Preliminary emissions statements sent to facilities	July 31	May 31
Corrections identified	Aug 31	June 30
Corrections completed	Sep 30	July 31
Pre-Billing Notices	Oct 31	no change

- Other changes to the AOP program are also proposed
- Contact Margo Thompson for more information and to get on the mailing list: [margo.thompson@ecy.wa.gov](mailto:margo.thompson@ecy.wa.gov), (360) 407-6827

# Schedule

- Local agencies who report to ECY
  - Oct. 15 – all data entered
- Ecology and other Local agencies
  - Dec. 31 – all data submitted to EPA

**\*Local/Regional Agencies may have different schedules for facilities**

# WEIRS

What's New This Year?

# Software Updates

- Discussed earlier, listed here again
  - “More” button replaced by **pop-up lists**
  - “Go” button is gone in many places
    - use “Page” button instead
  - “My Info” menu now exists

# Reports Available in WEIRS

- **Activity Report:** Shows edit status for Release Points, Units, Processes, and Emissions
- **Emissions Summary:** Sent out annually to AOP facilities – shows all emissions by unit and a summary for the facility
- **Facility Form \***: This is the form we send out at the beginning of the year. It contains the previous year's information and blank spaces to record the current year's information. It's useful for collecting data for WEIRS.
  - \* Using Adobe Acrobat, Ecology will convert these pdfs to ITAOP (Insert text anywhere on page) - which allows saving by Adobe Reader users
- **Facility Form\_ New Facility:** this report includes blank tables for all data elements that new facilities need to collect for WEIRS
- **Facility Summary:** Summary of the data you've entered into WEIRS.
- **QA Facility:** Shows errors that need to be corrected before final submission of data to the Department of Ecology.

⌘	ACTIVITY REPORT
⌘	AGENCY CONTACT LIST
⌘	AGENCY FACILITY LIST
⌘	ANNUAL LETTER
⌘	ANNUAL LETTER ADDRESSES
⌘	AOP FACILITY CONTACTS
⌘	EMISSIONS SUMMARY
⌘	FACILITY FORM
⌘	FACILITY FORM NEW FACILITY
⌘	FACILITY SUMMARY
⌘	FACILITY AGENCY
⌘	FACILITY CONTACT EXTRACT
⌘	FACILITY CONTACT X AGENCY
⌘	QA FACILITY
⌘	USER LIST

# Reports Available in WEIRS

## Agency Users Only

- ***Agency Contact List***: List of Agency staff by regional office/locality
- ***Agency Facility List***: Lists facilities alphabetically by permitting agency
- ***AOP Facility Contacts***: All facility contacts that have Air Operating Permits, by agency
- ***Facility Agency***: Lists all facilities alphabetically with the agency they report to
- ***Facility Contact Extract***: Lists all preferred contacts for each facility in a format intended for exporting to Excel or as a .csv
- ***Facility Contact X Agency***: Facility preferred contact person and contact info by agency
- ***User List***: List of WEIRS users and their contact information

# Exercises

- ~~Add a new Release Point~~
- ~~Edit existing Release Point~~
- ~~Add a new Emissions Unit Process~~
- ~~Edit existing Emissions Unit Process~~
- ~~Add a new pollutant emission~~
- ~~Edit existing pollutant emissions~~
- **QA Facility Report**

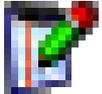
# Electronically Signing your Data – Cross-Media Electronic Reporting Regulation (CROMERR)

- All external WEIRS users must create an electronic signature account
  - One account for Training and another account for Production
    - Can be same username and password
    - In Production, if you have a CROMERR account for another system WEIRS will recognize that account – no need to create another one
- Allows you to electronically sign the data that you enter
- Once you are done entering your data for the year, the process begins

# Data Finalization Procedures (Locals/Facilities)

- QA reports run in WEIRS
  - Checks for errors and completeness
- Electronically sign the data
  - Data is now locked and no edits can be made unless unlocked by HQ

# Electronic Signing - CROMERR

- From 'Edit facility site'
- Choose your facility and enter it in edit mode 
- Click on "Facility Report" at the bottom of the page

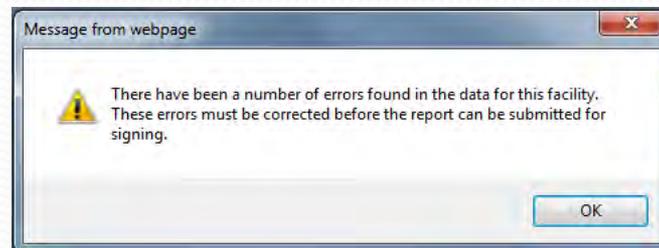


Type	Address Line One	City	State	ZIP Code	Preferred Address?		
   <input type="checkbox"/>	Location Address	4050 Mountain View Rd	Ferndale	Washington	98248-0937	Yes	

SAVE CANCEL SAVE/REFRESH **FACILITY REPORT**

# Electronic Signing - CROMERR

- Clicking Facility Report will run a QA report for your facility and may take a minute
  - If problems are found you will see this message



- In this case, you will need to refer to the QA Report and go back and fix the errors in your reporting

# Electronic Signing - CROMERR

- If no errors are found, an Emissions Report Summary opens:

- Shows all the data entered for the facility for you to review
- You may print or save the report as a pdf for your records

The screenshot shows a web browser window displaying the 'Emissions Report Summary' for 'Blowing Steam Worldwide' in 2013. The report is for facility 'S-011-test123'. The interface includes a header with navigation and utility icons, a main content area with two data sections, and a footer with a 'Submit' button.

**Emissions Report Summary**  
Dept. of Ecology Industrial Section

S-011-test123      Blowing Steam Worldwide      2013

**FACILITY OPERATIONS**

Facility Category:	CAP Major
NAICS Code:	3114
Facility Comments:	test
Operating Status:	Operating

**FACILITY LOCATION**

Coordinates:	Latitude: 45.63640 Longitude: -122.65810
Reference Point:	Facility Center
Comments:	
Facility Address:	10 C Street Vancouver, WA 98661 Clark County
Contact:	Smoldering Summers PO Box 345 Portland, OR 97205 (360) 407-6867 WEIRS.summers@gmail.com

**CERTIFICATION OF DATA ACCURACY**

I do hereby certify that, based on information and belief formed after reasonable inquiry, the statements and information in this document are true, accurate, and complete.

Buttons: CANCEL, **SUBMIT**

- If the report is accurate, click 'Submit'

# Electronic Signing - CROMERR

- A screen asking you to sign in to your electronic signature account will appear
  - Login with your user name and password
- Answer a security question
  - Click 'Submit Answer'
- Review recent ESA activity
  - Click 'Done Viewing'

my Electronic Signature Account

Enter User Name: stephsummDE

Enter Password: .....

Login

Don't have an account? [Create one](#)

You must have an Electronic Signature Account and be logged into it to be able to sign submissions.

## Recent Electronic Signature Account Activity

Please review your most recent activities:

### Instructions:

- The purpose of this review is to increase the security of your transactions.
- Review the records below of your last 1-6 sessions. (Each session has multiple rows)
- Report any activity that is incorrect or suspicious.
- Report any activity done without your knowledge or consent.

### Recent Activity:

Function	Transaction Type	Activity Date	Success Flag
StartedSignon	Credential Check	1/7/2015 9:08:21 AM	☑
Answering a Question	Answering a Question	1/7/2015 9:08:32 AM	☑
Login	Logged In and issued a signing token for the session.	1/7/2015 9:08:32 AM	☑

Done Viewing

# Electronic Signing - CROMERR

- Once you have verified your identity, you are logged in and prepared to sign
- Click 'Next' at the bottom of the screen



# Electronic Signing - CROMERR

- Two statements will come up for you to attest to:

Start the process

**SIGNATORY ATTESTMENT**

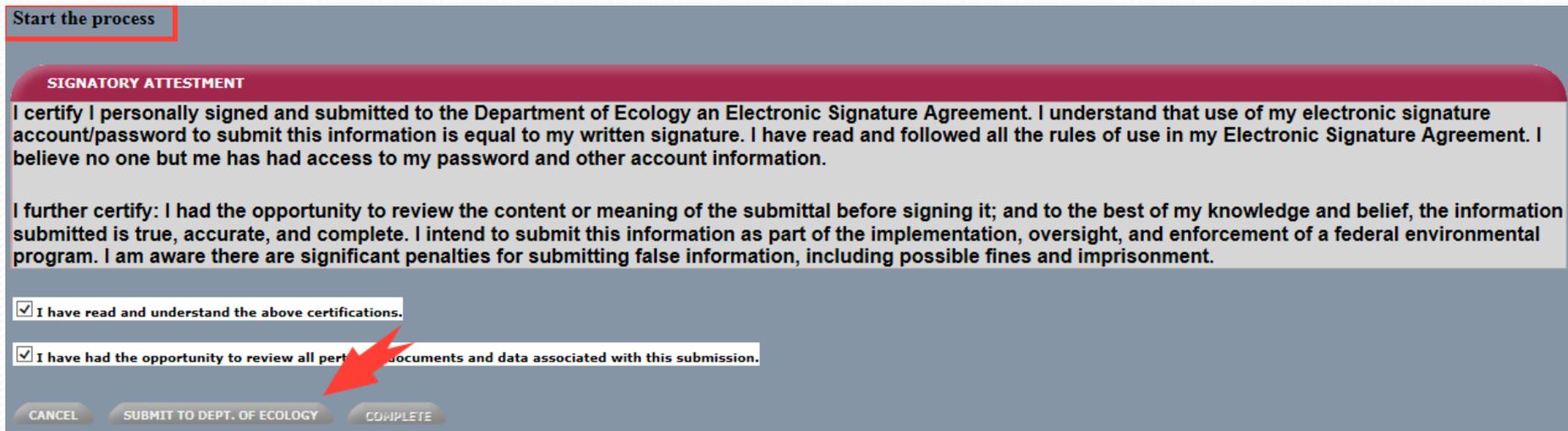
I certify I personally signed and submitted to the Department of Ecology an Electronic Signature Agreement. I understand that use of my electronic signature account/password to submit this information is equal to my written signature. I have read and followed all the rules of use in my Electronic Signature Agreement. I believe no one but me has had access to my password and other account information.

I further certify: I had the opportunity to review the content or meaning of the submittal before signing it; and to the best of my knowledge and belief, the information submitted is true, accurate, and complete. I intend to submit this information as part of the implementation, oversight, and enforcement of a federal environmental program. I am aware there are significant penalties for submitting false information, including possible fines and imprisonment.

I have read and understand the above certifications.

I have had the opportunity to review all pertinent documents and data associated with this submission.

CANCEL SUBMIT TO DEPT. OF ECOLOGY COMPLETE



- Click the boxes verifying you have read the certifications and had the opportunity to reveal all pertinent documents.
- Then click 'Submit to 'Dept of Ecology''
- Once you do this – you can no longer change your data without getting the facility unlocked by someone at HQ

# Electronic Signing - CROMERR

- The message above the Signatory Attestment will change

Document has been loaded to CROMERR and the facility is now locked from further changes.

**SIGNATORY ATTESTMENT**

I certify I personally signed and submitted to the Department of Ecology an Electronic Signature Agreement. I understand that use of my electronic signature account/password to submit this information is equal to my written signature. I have read and followed all the rules of use in my Electronic Signature Agreement. I believe no one but me has had access to my password and other account information.

I further certify: I had the opportunity to review the content or meaning of the submittal before signing it; and to the best of my knowledge and belief, the information submitted is true, accurate, and complete. I intend to submit this information as part of the implementation, oversight, and enforcement of a federal environmental program. I am aware there are significant penalties for submitting false information, including possible fines and imprisonment.

I have read and understand the above certifications.

I have had the opportunity to review all pertinent documents and data associated with this submission.



- Click 'Complete' to finish submission

# Inventory Finalization Procedures (ECY Headquarters)

- Check for errors, completeness
- Submit required data to EPA
- Annual data saved
- Copy data to the next inventory year
  - Permanently shut down objects are not copied

# Your Training is Complete!

## HQ Contacts

- Farren Herron-Thorpe
  - farren.herron-thorpe@ecy.wa.gov
  - (360) 407-7658
- Sally Otterson
  - sally.otterson@ecy.wa.gov
  - (360) 407-6806
- Stephanie Summers
  - stephanie.summers@ecy.wa.gov
  - (360)407-6867