



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

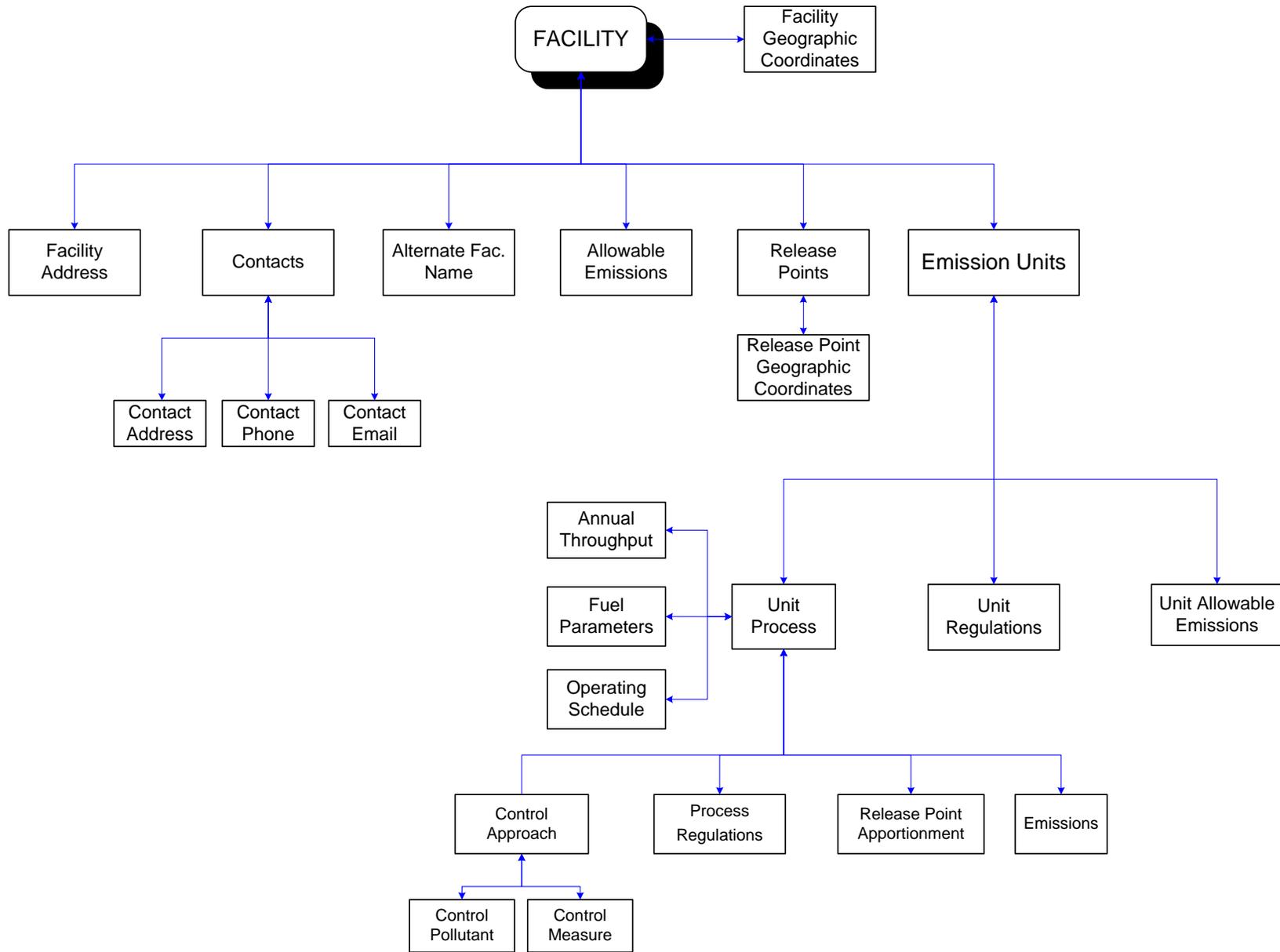
Washington  
Emission  
Inventory  
Repository  
Database



2011

User Training Manual    Version 1.2

# WEIRD FLOW CHART



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## QUICK JUMP NAVIGATION WITHIN THE DOCUMENT

Hold down the control button and single click any referenced page number to jump to that page – both within the table of contents and within the text.

## Chapter 1 Introduction

### What is WEIRD?

The Washington Emission Inventory Repository Database (*WEIRD*) is a newly developed application for facility (point source) emissions information. The application, also called a system, was developed by Information Technology (IT) staff, in conjunction with the Emissions Inventory (EI) business experts, within the Washington State Department of Ecology (*Ecology*) for the express purpose of meeting state and federal emissions inventory reporting and data handling requirements.

WEIRD access will be provided to local air authorities for the direct review, entry and editing of facility and emissions information. The locals have the authority to determine which facilities will have direct access to the system to do their own review/editing.

Although the system was developed with the EPA's Cross-Media Electronic Reporting Regulation (CROMERR) in mind, that functionality is not fully realized in this first version of WEIRD. Full compatibility will be incorporated in a future release of the system. CROMERR compliance is required in 2013 for the 2012 inventory.

### WEIRD Access

#### *Access User Types*

There are two types of users:

- internal users are those “within” the state firewall (Ecology staff)
- external users are those “outside” the state firewall (Air Authorities and Facilities)

Internal users access WEIRD via *intranet* from any physical location as long as they are logged into the state system through their regular work login (even through VPN).

External users access WEIRD through Secure Access Washington (SAW). Instructions on page 5—1.

Users are asked to review and input their emission inventories using WEIRD. This data, when finalized will be submitted to the Environmental Protection Agency. Those who submit electronic data directly to EPA, may alternately provide inventory data in the EPA EIS staging table format.

### WEIRD Environments

#### *Training VS Production*

- The *Training* environment for user testing and training <http://ecytestnet/weird>
- The *Production* environment is where *all real data* entry occurs <http://ecyapps4/weird>

Each user will be granted rights in each environment of the application. External users need two separate accounts in Secure Access Washington to access these two separate applications.

## Chapter 2 System Navigation

The WEIRD system consists of a complex set of tables that allow a broad reach of data be entered, stored, accessed, and edited by those with appropriate permissions and a general knowledge of computer use. The following section gives a general overview of how things work. The same functionality can be found at all levels of the application, such as searching for and editing old records or adding new records. It doesn't matter upon which content you are working; once you've learned basic functionality the same actions work in all areas.

### Main Menu Bar



Every screen has this menu bar along the top. You can jump to any of the locations from any page within the system. **BIG WARNING HERE** – If you add or edit data within a page, you must save the changes before you use one of the main menu bar links to open a new page. If you do not save, you will lose all changes on that page. You have been warned.

*Save & Refresh... Save & Refresh... Save & Refresh... OK Moving on....*



The *Home* link will return the user to the Main Page.



Facility Site has two options: Edit Facility and Review Facility. All existing facilities have been entered into the new system for review and editing.

The Edit Facility page is the start of pages with all the facility information. From there you can access everything about the facility right down to the emissions entry page. But if you don't need to look at every detail of the actual property and business information this is not the fastest way to get to the deep information that needs to be updated during the annual emissions inventory.

The *Review Facility* page displays the same facility information as the Edit Facility page, plus a little more behind the scenes info, but it can only be *viewed*. You cannot access or edit the actual fields in this screen, but there is an option within the review pages to jump to an editable facility screen. This review page is a safe way to peruse all the facility information and can be used to ensure all facility data has been incorporated correctly into the new system.



The *Quick Reference* page is a shortcut to all items within the system. It bypasses all the basic facility information, while still having an Edit Facility option. Most importantly it includes **direct** access to all Release Points, Emission Units, Unit Processes, Process Control Approaches, and Emissions for the selected facility. This may be where you want to start to edit the emissions for a new inventory year.

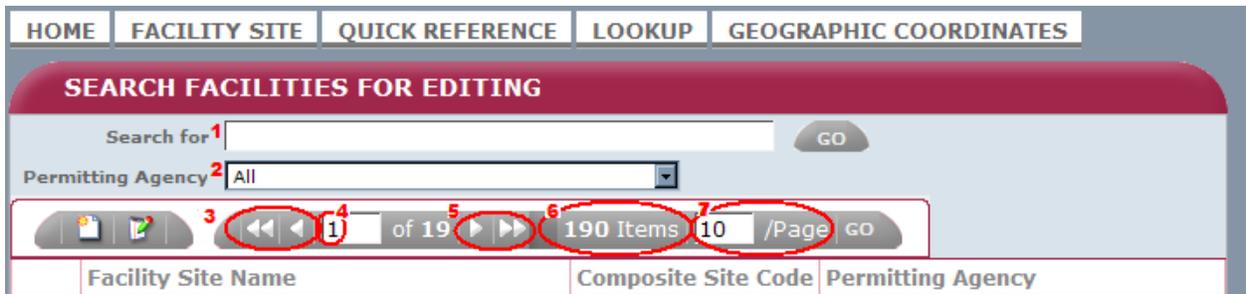


The *Lookup* menu item contains editable lookup tables. In the system there are many fields that have a pulldown menu from which you select the entry for that field. Those fields get the data from the lookup tables and cannot be edited in the field, they can only be selected. Since lookup tables are viewed by all users the management of the data is controlled at a very high level. *Permitting Agency* is the only table to which users have edit access. Requests for additions or adjustments to the content of other lookup tables can be submitted for consideration through Test Track Pro (see Report a Problem on page 2—5).



*Geographic Coordinates* has two options. *Show Facility Coordinates* and *Show Release Point Coordinates* is the only place you can alter **extended** data associated with the geographic coordinates. Basic geographic coordinates are available in the Edit Facility section on page 3—1 and Edit Release Point on page 3—12. More info on the extended coordinates on page 3—37.

## Search Screens



Each search screen and tab list contains ways to limit the records viewed.

- 1) “Search for” allows you to type the name or portion thereof to return only records with those characters. Type at least three characters in the search box and hit the Enter key on your key board or click the GO button. The more characters entered, the more precise the return – but if the record is entered different from the search you may miss the record you want.

- 2) "Permitting Agency" limits the records to only those authorized by one agency. Single Click in the field to active the pulldown menu. Then single click on the agency. This same action works on any pulldown menu in a search screen.
- 3) Left pointing arrows skip you to the ◀ previous page or the ◀◀ first page.
- 4) Indicates, and controls, which search page is actively viewed. Type a number and hit the Enter key on the keyboard or the GO button.
- 5) Right pointing arrows skip you to the ▶ next page or the ▶▶ last page.
- 6) Number of records contained in the data set being searched. Be aware of this number. If there are >10 records you may think some are missing since you are "seeing" only the first 10.
- 7) Indicates and controls number of records shown. Large returns slow the page load time but allow a more complete purview of the dataset. This number is editable.

## Column Sort

Search screens and tabs can be reordered by sorting the columns. **1** By default columns are sorted left to right. **2** Click the title of any other column to sort by that column. Multi-column sorts are not possible. Once a resort has been done you must exit this screen and reopen the page to return to the default sort.

	Unit ID	Unit Description	Operating Status
	01	PAINT	Operating
	02	PLANING, TRIMING: cyclone exhaust	Operating
	03	SAWING: cyclone exhaust	Operating

## Open a Record

Different screens offer different methods to access records. But generally you will see an EDIT icon and possibly a VIEW icon next to each record in a search screen.

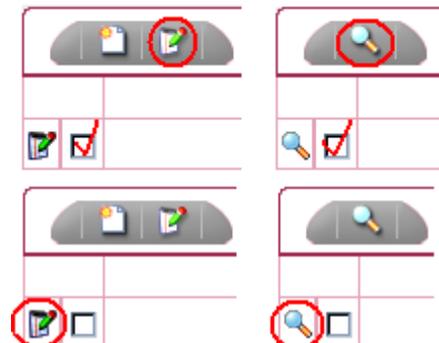
In Review Facility Site page you will only see the VIEW icon and records cannot be edited in VIEW mode. Once a record is open in VIEW mode, all subsequent records will also only be in VIEW mode. But, at the bottom of some VIEW screens you will have a control button **EDIT FACILITY INFO** which allows you to move into EDIT mode for that facility.

There are two methods to open a record in EDIT and VIEW modes.

Check the box next to the record you want to open, then click the icon on the control bar

**OR**

Single click the icon next to the record you want to open



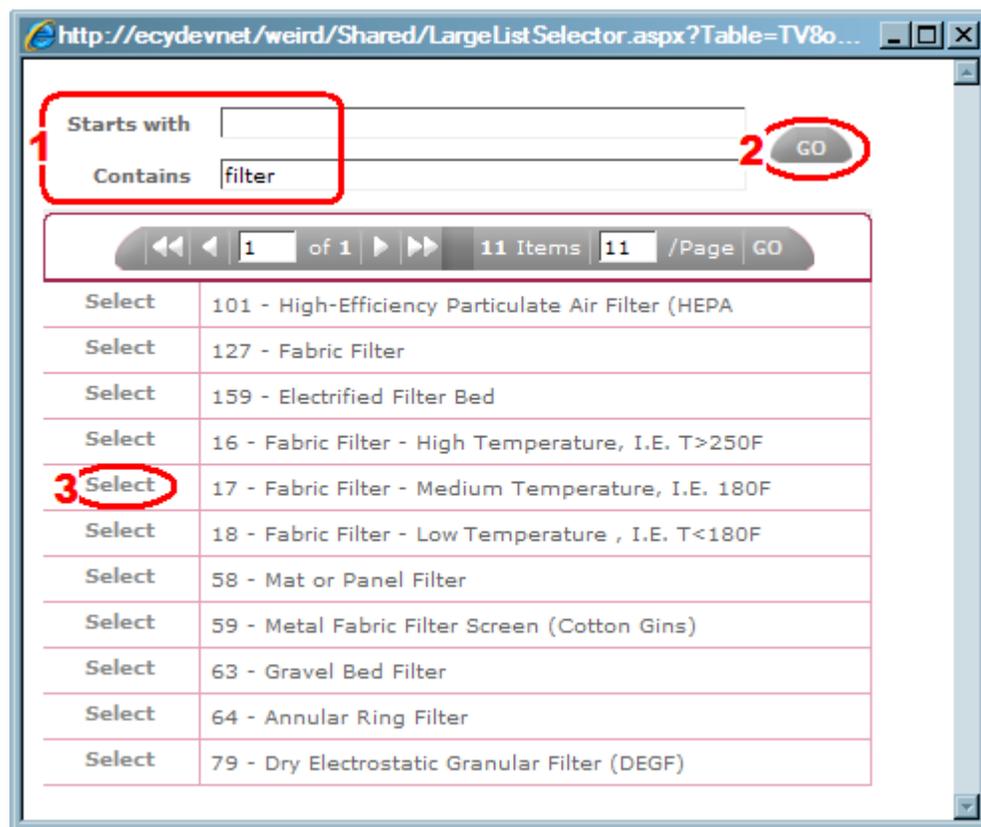
## More Search Window

Some pulldown field selections have too many records to display. The MORE  icon will appear to the right of the pulldown field if a data element has more than 100 records. Some dependant fields (City is dependent on County; Pollutant is dependent on Pollutant Type) will have >100 records until the prior (driving) field is selected. Example, there are 4731 Pollutants available until the Pollutant Type is selected. When *Criteria* is selected as the pollutant type there are 10 pollutants from which to choose. When *Greenhouse Gas* is the pollutant type, there are only 6 pollutants. But when *Toxics* is the selected pollutant type, there are 4715 pollutants – so you need to use this handy search tool.

After selecting all prior fields, single click the MORE  icon



\* Pollutant Type    
\* Pollutant  



1   2

11 Items 11 /Page GO

Select	101 - High-Efficiency Particulate Air Filter (HEPA)
Select	127 - Fabric Filter
Select	159 - Electrified Filter Bed
Select	16 - Fabric Filter - High Temperature, I.E. T>250F
3 Select	17 - Fabric Filter - Medium Temperature, I.E. 180F
Select	18 - Fabric Filter - Low Temperature , I.E. T<180F
Select	58 - Mat or Panel Filter
Select	59 - Metal Fabric Filter Screen (Cotton Gins)
Select	63 - Gravel Bed Filter
Select	64 - Annular Ring Filter
Select	79 - Dry Electrostatic Granular Filter (DEGF)

- 1 Type one or more characters in either the Starts with or Contains field. Contains is more inclusive.
- 2 Single click Go or hit the keyboard Enter key, refine search as needed.
- 3 Select the record with the Select link to the left of the record.

## Back Button



In the interest of data integrity (and so you don't miss saving some vital work you just completed) please **AVOID USING THE BROWSER BACK BUTTON.....this will be on the test.**

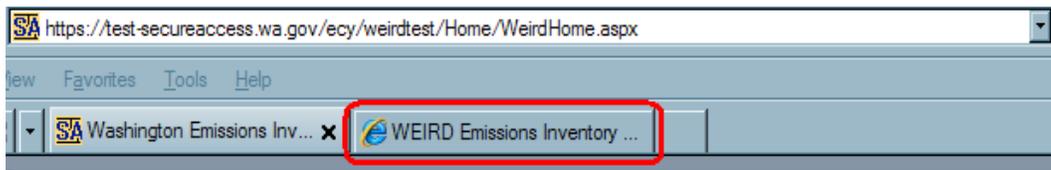
Depending on how you got into the record you will see **SAVE** **CANCEL** **SAVE/REFRESH** or **OK** control buttons at the bottom of the page. *Use one of these to move off the page.*

## Report a Problem

At the bottom of every page is a link to activate a system called *Test Track Pro*. Hold down the Control key on your keyboard, and single click the [Contact Us](#) link.



The Ctrl key opens the trouble reporting form in a new tab leaving WEIRD active in its own tab.



[Contact Us](#) lets you report a bug, ask a question, request that a pollutant be added to the table, or simply make a suggestion. We encourage you to utilize this tool to contact Ecology's Emission Inventory (EI) or Information Technology (IT) teams. This is how we track issues and make sure things get fixed.

In the form fill out, at a minimum, all \*required information.

### Contact Information

Fill in your name and email address. Phone number is optional.

#### Browser

The Browser selection defaults to Internet Explorer 6 or newer. If you are on Mozilla or another browser make that change.

**Browser Information**  
Browser:   
<not set>  
Internet Explorer 6.0 or Newer  
Mozilla (FireFox) 2.0 or Newer  
Other

#### System Component

For what part of WEIRD are you reporting a problem?  
Application; Documentation (such as this training manual);  
Database (meaning the content of lookup tables like pollutant);  
Reports; or other items.

**System Information**  
\*Component:   
<not set>  
Application  
Documentation  
Database  
Not Listed  
Reports  
Unknown

#### Type

##### What are you reporting?

Did you find an error in functionality? Discover a glitch, also known as a bug?  
Is something wrong or needed in a lookup table?  
Have an idea to make the system better?  
Or just need a little help?

**System Information**  
\*Type:   
<not set>  
Change Request  
Cosmetic  
Data Modification  
Enhancement  
Hardware Problem  
Incorrect Functionality  
Maintenance  
Nice to Have  
Other  
Question  
Request for Service  
Software Bug  
Software Limitation  
Training Request

### Problem Description

Description should be to the point – e.g.

“Add pollutant 123 – abc” “Latitude restriction incorrect” “Confusing Error Message when I...”

#### \*Description: (Describe the request or Issue)

Can't change county in facility address

### Steps to Reproduce

This lets the programmer create the same situation in which you found the problem. The more information you can provide here the better.

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

Opened Acme-R-Us facility in edit mode. Opened facility address in edit mode. Using the county pulldown menu, I tried to update the county so I could select a different city. The fields were greyed out and there was no action when I clicked on the black arrow.

The above example might be followed up with an email to you saying something like this:

An existing facility location address county and/or city cannot be changed. If you are trying to enter an address different than the location address, such as a mailing address, add a new address and select the appropriate address type. Please call our training support person at (000)555-1234 if you need further assistance in entering a new address or for clarification on the various addresses within the system (i.e. facility site address VS contact address). If you need to change the county or city for the actual location of the facility please contact Ecology's EI staff at (000)555-2345.

If you have created documentation for the issue, such as a *Word* document with screen shots (which we LOVE), you can attach documents by clicking the Browse button, find and attach your document.

File Attachment:

Browse...

File Attachment:

Browse...

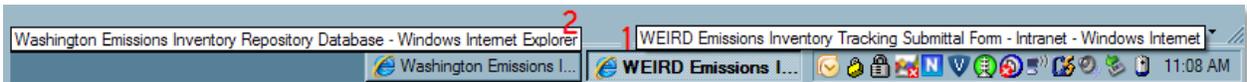
Send Report

Single click the **Send Report** control button. Your issue will be logged and emails will go out to several people. You should hear back from someone shortly. Please be aware of state holidays which might affect response time.

Caution - the **Reset** control button will clear all the fields in the form. This is great if you want to start over from scratch, but really bad if you were done and wanted to send the issue. The comment **\*Required to send the report** which is next to the Reset button does **NOT** mean clicking the Reset button is required. That message means fields with red asterisks must be filled.

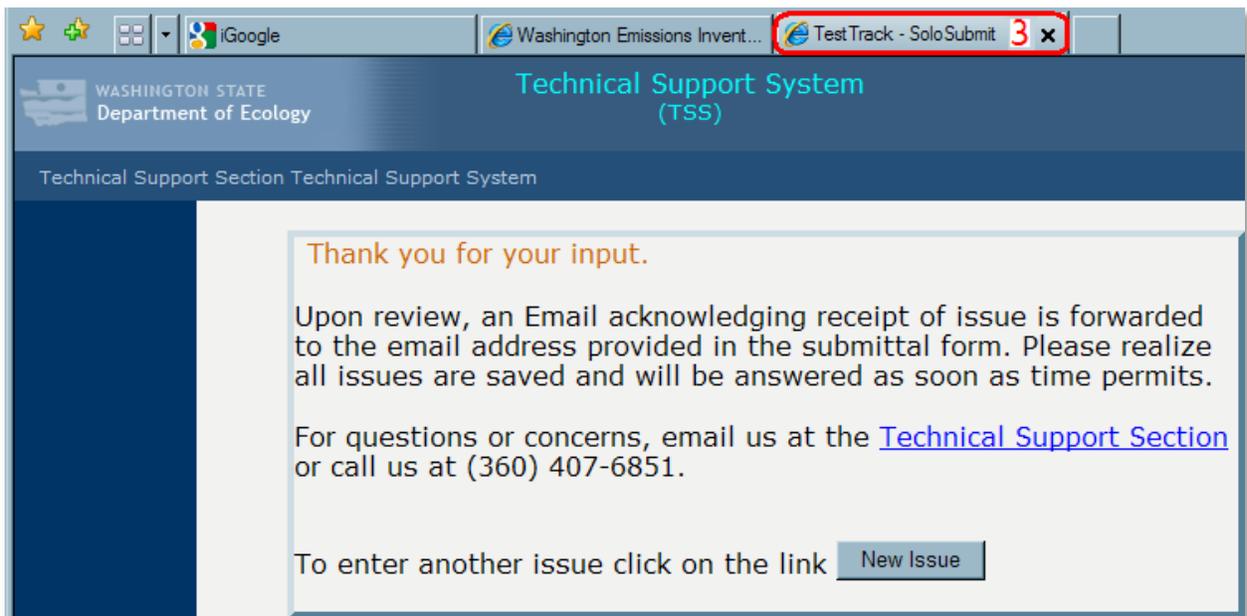
When the issue has been successfully submitted you will get an acknowledgement like the one shown below.

Close the Technical Support System confirmation page



If you opened the Contact Us function in a separate Explorer instance, just close the **1** Tracking Submittal Form instance and activate the **2** WEIRD instance.

**OR**



If you opened the form in a separate Internet Explorer tab by holding down the Control key you can simply close that tab **3** and reactivate the one called Washington Emissions Inventory.

## Chapter 3 Facility Data

### Edit Facility

The data pertaining to facilities can be accessed in several ways. First, move the cursor over the main menu bar to Facility Site. This activates a dropdown menu. Staying over that dropdown menu, slide the cursor to the first option *Edit Facility Site*.



This pops open a search screen with a list of all current facilities. User permissions limit which facilities each user will see. If the list is more than one page (more than ten records) you can search for the facility you wish to edit. The Search Screens section on page 2—2 explains how to do this.

Locate your facility and open the record in edit mode .

SEARCH FACILITIES FOR EDITING

Search for  GO

Permitting Agency

1 of 19 187 Items 10 /Page GO

Facility Name	Composite Site Code	Permitting Agency
 <input type="checkbox"/> your facility	J-005-0019	Benton Clean Air Agency

The basic facility information should be familiar. Some information is drawn from Lookup Tables and the field cannot be filled manually. e.g. Reference Point. You can only select a record from the pulldown selection.

\* Reference Point

- Facility Center
- \*\* Please Select \*\*
- Boundary Point
- Discharge to Intake Point
- Entrance Point
- Facility Center
- Points not represented by codes
- Substance Draw Point
- Substance Monitor Point
- Substance Release Point
- Substance Storage Point

Un-editable (inactive) fields are grayed on your screen

e.g. Ecology Facility Site ID

Editable (active) fields include a white box in which you can type or use a pulldown menu.

\* Latitude  \* County

At the bottom of many pages will be a series of “tabs” which contain additional information that pertains to this specific facility, unit, process, or contact - whatever subject is currently showing.

Facility Address	Contacts	Alternate Name	Facility Allowable Emissions	Release Points	Emissions Units
Facility Address	Contacts	Alternate Name	Facility Allowable Emissions	Release Points	Emissions Units

The title of each page is in the red section at the top. This is the *Edit Facility* page.

**EDIT FACILITY (WA STATE ONLY)**

Composite Site Code
Inventory Year Code

\* Source Number

\* Facility Name

\* Permitting Agency Dept. of Ecology Eastern Regional Office ▼

\* County  ▼

\* Facility Category CAP Major ▼

\* NAICS Code 221119 - Other Electric Power Generation ▼

\* Operating Status Operating ▼

Comments

Tribal Land Confederated Salish & Kootenai Tribes of the Flathead Reservation, Montana ▼

Ecology Facility Site ID 6936654

EIS Facility-Site Code

Daily Summer Emissions

Daily Winter Emissions

⏏ **FACILITY COORDINATES**

\* Latitude 48.50072

\* Longitude -118.20000

\* Reference Point Facility Center ▼

Comments

Facility Address
Contacts
Alternate Name
Facility Allowable Emissions
Release Points
Emissions Units

📄 ✖

⏪ ⏩ 1 of 1 ▶▶

2 Items

10 /Page

GO

	Address Type	Address Line One	City	State	Zip Code	Preferred Address?
<span>🔍</span> <span>✖</span> <span>📄</span>	Location Address	<input type="text"/>	<input type="text"/>	WA	<input type="text"/>	Yes

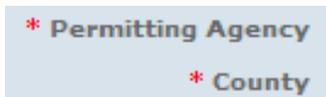
Most facility information will be pre-populated from the prior emission inventory year. Please review and edit or add data as necessary. There are some items that have not been collected in the past.

\*\*\*\* *Not all new data elements are required* \*\*\*\*

The Source Number (AKA Facility ID) is provided by the user and  can be changed if it is reported changed. A change here will be reflected in the Composite Site Code which is displayed at the top of each page to identify which facility is open. But it will not change history. This facilities prior emission year's records will still be identified by the source number used at that time.

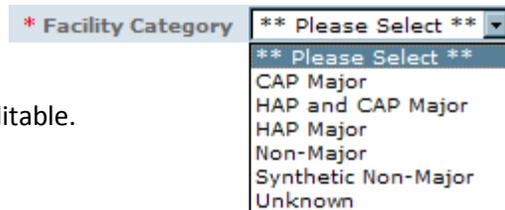
Facility Name can be changed BUT if it is, it would be helpful to add the name that is being replaced into the Alternate Facility Name. See page 3—10 for adding an alternate name.



 Permitting Agency and County probably won't change but it can. Permissions for facility viewing would need to be altered if a different agency is responsible for an existing facility. [Contact Us](#) to make this change in permissions if agency responsibilities change.

Facility Category is editable.

As is the NAICS Code.



To access all NAICS codes in the list, use the MORE

 icon. See page 2—4 for more info on More.



Tribal Land is optional but tribal authority should be selected when appropriate.

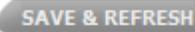


If The Ecology Facility Site ID field is visible, it is not something of interest to agencies or facilities. This is a unique identifier used within a separate agency-wide system that tracks all types of facilities for cross program use.

EIS Facility-Site Code, like the Ecology Facility Site ID, is not editable. It is a unique and static identifier created by the EPA.

 The Daily Summer and Daily Winter Emissions check boxes are for future reporting regarding nonattainment. More later – much later.

### Facility Coordinates

Facility Latitude, Longitude and Reference Point for the facility are required data. Optionally, more coordinate data can be added under the Geographic Coordinates heading on the main menu. Do not leave this edit page without first hitting . See page 3—38 for information on the expanded coordinates data entry.

## Operating Status

can be changed from Operating to a variety of other options. When it is toggled from Operating, the Status Year field will appear. Enter the year of change. If changing back to *Operating* the year field will go away. BEFORE you change status back to *Operating* enter the year this changed occurred. Then change to *Operating* and click

\* Operating Status Operating

\*\* Please Select \*\*

- Operating
- Operating but Reporting Emissions in the Nonpoint Category
- Operating but State/Local/Tribe Not Reporting Emissions
- Permanently Shutdown
- Temporarily Shutdown
- Unknown

\* Operating Status Operating but Reporting Emissions in the Nonpoint Category

Operating Status Year 2009

SAVE & REFRESH

Facility Address | Contacts | Alternate Name | Facility Allowable Emissions | Release Points | Emissions Units

The tabs along the bottom DO need perusal. This is where you can edit and add information. Anything not indicated as required is optional. The new system has the capability to record much more data than previously collected. Some, but not all, is required. Please click each tab and add information if available.

## Facility Address

**Facility Address is required.**

Facility Address

1 of 1 | 1 Items | 10 /Page | GO

Address Type	Address Line One	City	State	Zip Code	Preferred Address?
<input checked="" type="checkbox"/> Location Address			WA		Yes

Open the Facility Address record in EDIT mode. The system defaults the address type as Location Address. Every facility must have one location address. Other addresses belong in the Contacts section.

Enter fields *top-down*.

The preferred address check box will be checked and should remain so for the single facility location address.

**EDIT FACILITY ADDRESS (WA STATE ONLY)**

Composite Site Code \_\_\_\_\_ Facility Site Name \_\_\_\_\_

Inventory Year Code 2009

\* Type Location Address

\* Address Line One \_\_\_\_\_

Address Line Two \_\_\_\_\_

\* County \_\_\_\_\_

\* City \_\_\_\_\_

\* Zip Code \_\_\_\_\_

To change the County, or City, first reset the County by choosing a different County or 'Please Select'. Then starting at the County, choose the correct County and then choose the correct City.

Comments

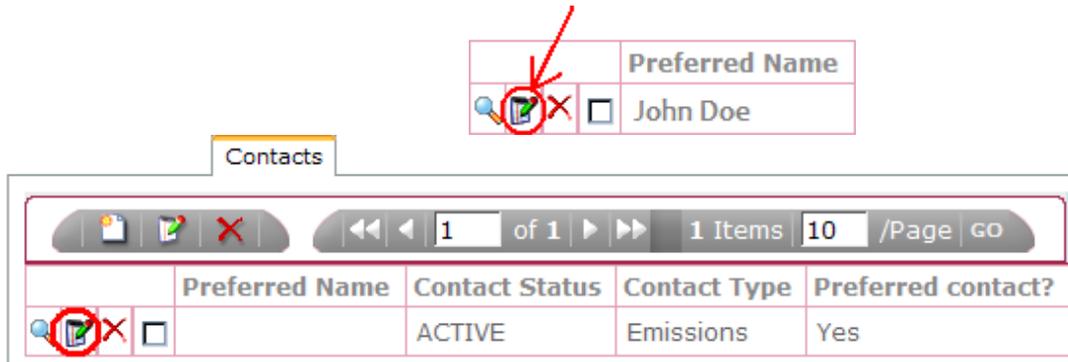
Preferred address?

## Contacts

**Every facility must have at least one contact.** Click the Contacts tab to review, edit or add Facility Contacts. Skip to *Add Contact* on page 3—7 if there are no contacts entered for your facility.

### Edit Contact

If there is a contact in the list open it with the EDIT  icon.



The screenshot shows a 'Contacts' tab with a table containing one contact. A red circle highlights the edit icon in the first column of the table row.

	Preferred Name	Contact Status	Contact Type	Preferred contact?
  	John Doe	ACTIVE	Emissions	Yes

### EDIT FACILITY CONTACT

Composite Site Code	Facility Site Name
Inventory Year Code 2009	

Prefix

\* First Name

Middle Name or Initial

\* Last Name

Suffix

Preferred Name

Job Title

\* Contact Type

\* Contact Status

Comments

Preferred contact?

Review the contact information. The Preferred Name is automatically created (when record is saved) by the first and last name but can be edited to reflect how this person would like to be addressed or other information can be entered to help define this person, such as their shift – i.e. John Howard 12am-8am

There are three tabs under the contact data. If any edits were made in the Contact record it is important that you click the **SAVE & REFRESH** button at the bottom before activating any of the tabs.

### Edit Contact Information

Each Contact page contains three contact information tabs. Click through the tabs and check out the information. Open any record that needs to be edited and make the necessary change.



The screenshot shows the 'Contact Address' tab selected. The table below has one record. The 'Preferred address?' column contains 'Yes'.

	Address Type	Address Line One	City	State	Zip Code	Preferred address?
   <input type="checkbox"/>	Mailing Address	P.O. Box 9727	Spokane	WA	99220	Yes

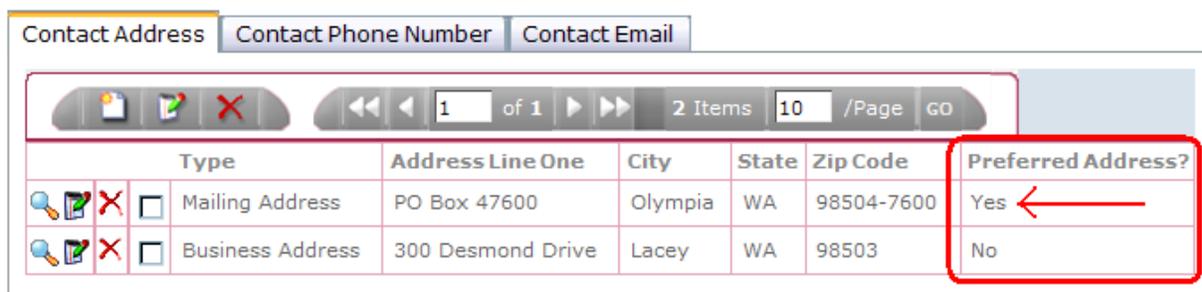
See Add Contact Address on page 3—8 for instructions on adding contact information.

Each Contact **must** have at least one Address and Phone Number, but can have many. Email is optional. One record for each address and phone will automatically be set as the preferred contact. Any record can be changed to be the preferred record.

### Preferred Means of Contact

Preferred Mean of Contact does NOT mean which type of contact (mail, phone, or email) is preferred. It DOES mean which single record under **each** contact type (mail, phone, and email) is the preferred record *for that contact type*. So there must be one address that is preferred, and one phone number that is preferred, and (if there are any) one email that is preferred. There is also one person (Facility Contact) that is the preferred contact even if there are many contacts recorded for the facility.

If more than one record is entered, one and only one record should be marked as the Preferred. This distinction allows the system to select one person, address, phone, and email per facility when data is extracted for a variety of uses such as reports. The preferred record is indicated in each search table for Facility Contact, Contact Address, Contact Phone Number, and Contact Email.



The screenshot shows the 'Contact Address' tab selected. The table below has two records. The 'Preferred Address?' column for the first record contains 'Yes', which is highlighted with a red box and a red arrow.

	Type	Address Line One	City	State	Zip Code	Preferred Address?
   <input type="checkbox"/>	Mailing Address	PO Box 47600	Olympia	WA	98504-7600	Yes ←
   <input type="checkbox"/>	Business Address	300 Desmond Drive	Lacey	WA	98503	No

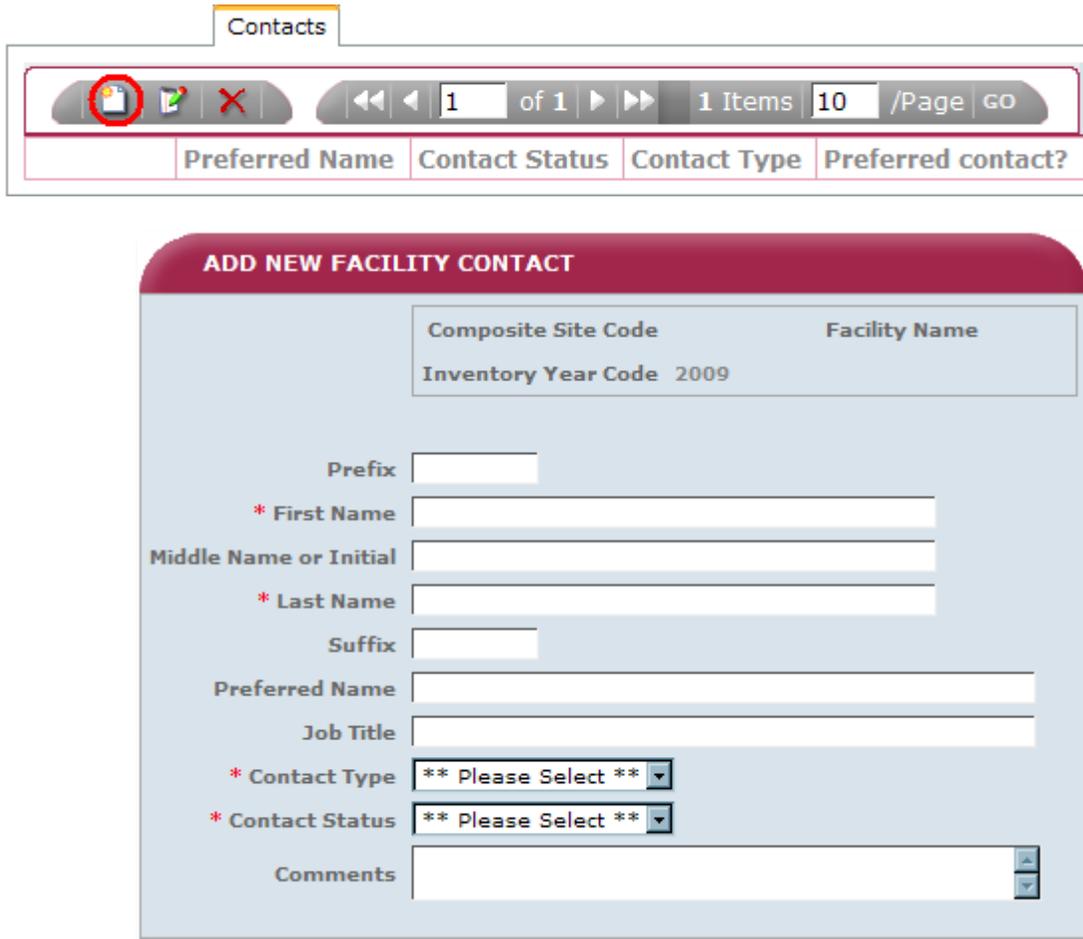
Change preferred record:

If a record different from the one indicated as preferred is the actual preferred record - open the actual preferred record in EDIT  mode and check the **Preferred contact?**  box and **SAVE** .

This check box only shows for records that are opened in edit mode. You will not see this check box when initially entering a new record.

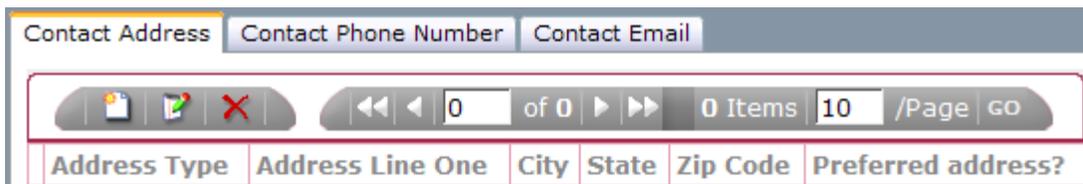
### Add Contact

Every Facility must have at least one Facility Contact. On the Contacts tab click the ADD  icon.



Enter all required fields. The Preferred Name field will default using the information you typed but it is editable. If Robert Jackson likes to be called Bob Jackson, make that distinction in this field. Select the Contact Type and Contact Status then single click .

Notice the page is now titled Edit Facility Contact and three tabs have appeared below. **Each contact must have at least one address and phone number** but can have multiples. Email is optional.



When more than one record is created one will indicated as the preferred means of contact. That means preferred for that TYPE of contact. Address and Phone must each have one, and only one, preferred contact. The selection as preferred contact can be changed after the new record is saved. See Preferred Means of Contact on page 3—6 for more information on changing the preferred designation.

### Add Contact Address

Every Facility Contact must have at least one Address. On the Contact Address tab click the ADD  icon.



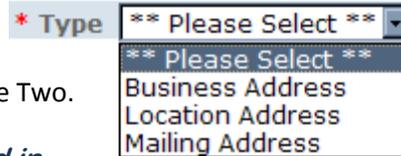
Contact Address

ADD   

0 of 0 0 Items 10 /Page GO

Address Type	Address Line One	City	State	Zip Code	Preferred address?
--------------	------------------	------	-------	----------	--------------------

Using the pull down menu, select the type of address.



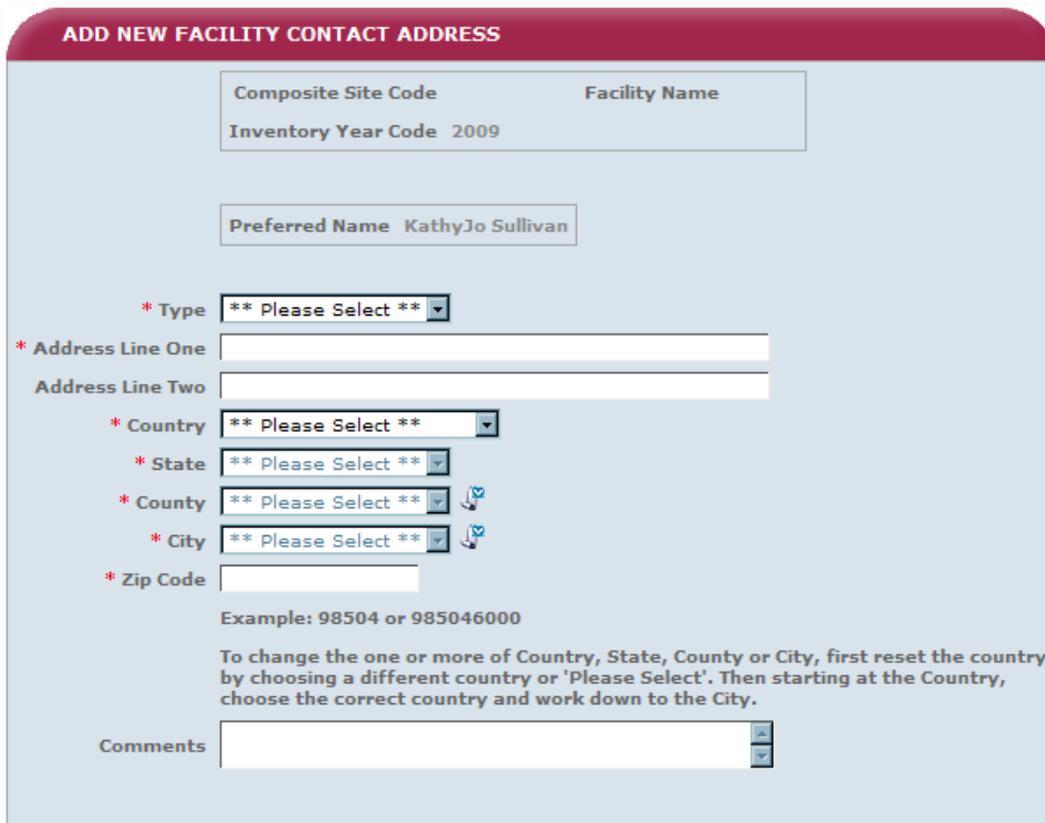
\* Type **\*\* Please Select \*\***

- \*\* Please Select \*\*
- Business Address
- Location Address
- Mailing Address

Type the address in Address Line One and, if needed, Line Two.

**County, State, County and City must be selected in the order presented.** Each field limits the next field's content based on the previous field's selection.

A short list of cities will be available when United States; Washington; and a county have been selected.



**ADD NEW FACILITY CONTACT ADDRESS**

Composite Site Code Facility Name  
Inventory Year Code 2009

Preferred Name KathyJo Sullivan

\* Type **\*\* Please Select \*\***

\* Address Line One

Address Line Two

\* Country **\*\* Please Select \*\***

\* State **\*\* Please Select \*\***

\* County **\*\* Please Select \*\***

\* City **\*\* Please Select \*\***

\* Zip Code

Example: 98504 or 985046000

To change the one or more of Country, State, County or City, first reset the country by choosing a different country or 'Please Select'. Then starting at the Country, choose the correct country and work down to the City.

Comments

Zip Code requires at least the first 5 digits but you can include the 4 digit extension if known. Do not enter extra characters (like a hyphen) on digit entries. The system will add that formatting.

After filling in all required fields click **SAVE**.

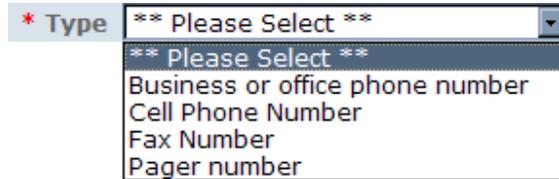
### Add Contact Phone Number

Every Facility Contact must have at least one Phone Number. On the Contact Phone Number tab click the ADD  icon.



Phone Number	Communication Type	Preferred phone number?
--------------	--------------------	-------------------------

Using the pull down arrow, select the phone number type from the options. Let us know if there is another type of phone number that should appear in this list.



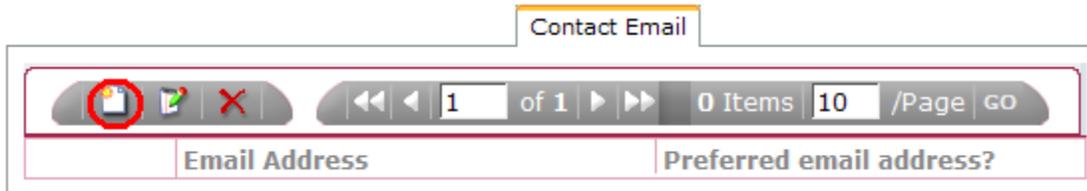
\* Type **\*\* Please Select \*\***

- \*\* Please Select \*\*
- Business or office phone number
- Cell Phone Number
- Fax Number
- Pager number

Type the 10 digit phone number without other characters. The system will format it. Click **SAVE**.

### Add Contact Email

Email is optional. On the Contact Email tab and click the ADD  icon.



Email Address	Preferred email address?
---------------	--------------------------

Common email address formatting is required. Such as sullivan@gmail.com



**ADD NEW FACILITY CONTACT EMAIL ADDRESS**

Composite Site Code      Facility Name

Inventory Year Code 2009

Preferred Name KathyJo Sullivan

\* Email Address

Comments

Enter an email address and click **SAVE** button.

This returns to the Edit Contact page. Click **SAVE** or **CANCEL** to return to the Edit Facility page.

## Alternate Facility Name

Facilities can have more than one name. Alternate facility names are optional. From the Edit Facility page click the Alternate Name tab. Click the ADD  icon.

Alternate Name	
 	 1 of 1 1 Items 10 /Page GO
Alternate Name	Type
   Avista Utilities Kettle Falls	WA Facility Site DataBase

### ADD NEW ALTERNATE FACILITY NAME

Composite Site Code  Facility Name 

Inventory Year Code 2009

\* Alternate Name

\* Alternate Name Type **\*\* Please Select \*\*** 

\* Effective Date 5/10/2011

End Date

Type the alternate name and select the type of name from the pull down list.

The Alternate Name Type lookup table is one for which you might have suggestions. Please [Contact Us](#) (see page 2—5) if have other name types.

The Effective Date will automatically set to “today’s” date. This can be changed to a date in the past or left at the default. End date is only used if this alternate name is no longer valid.

Click  to return to the Edit Facility page.

\* Alternate Name Type **\*\* Please Select \*\*** 

- \*\* Please Select \*\***
- Historical
- Legal
- Local
- Primary
- WA Facility Site DataBase

## Facility Allowable Emissions

Allowable Emissions are optional. Select the *Allowable Emissions* tab and click the ADD  icon.

Facility Allowable Emissions





0 of 0

0 Items
10 /Page
GO

Pollutant Code	Averaging Period	Limit	Units	Tons Per Year
----------------	------------------	-------	-------	---------------

+ ADD NEW FACILITY ALLOWABLE EMISSIONS

Composite Site Code J-005-0019 Facility Name A & B Asphalt  
Inventory Year Code 2010

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

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

To add a pollutant, select the Pollutant Type, then the pollutant. Some pollutants have aliases, so choose the one you wish to see. If the pollutant you need is not on the list, click the 'Contact Us' link to request that it be added to the application.

Averaging Period \*\* Please Select \*\*

Rolling Period?

Limit

Units \*\* Please Select \*\*

Tons Per Year

Comments

***Pollutant fields must be selected Top Down.*** Select the Pollutant Type.

The system will “blink” while it selects the corresponding pollutants for the next field.

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

**\*\* Please Select \*\***

CAP\_NH3

TOX\_OTH

Upon selecting *Toxics* as the type, the pollutant field will still have the MORE  icon – use it!

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

Select the Pollutant

Select the Averaging Period

If it is a rolling period check the box

Rolling Period?

If an annual Limit is entered, the Units must also be entered

Alternately, Tons Per Year can be entered..... Or all three.

**Limit and Units**

**AND / OR**

**Tons Per Year**

Neither is required, but at least one is needed or there is no need for an Allowable Emissions record.

Click  to return to the Edit Facility page.

## Release Point

### Edit Release Point

A Facility must have at least one Release Point. From the Edit Facility page select the Release Point tab.

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

Open the record to be edited with the EDIT  icon. Review and update the fields as needed. The previous emission inventory has been loaded as a starting place for the new emission year. If more information is known, add it.

The Geographic Coordinates in this page include only the basic Lat/Long info. More detailed data can be added through the Geographic Coordinates option on the top menu bar - see page 3—37.

*Do not use the menu bar while you are editing any page until you complete the page and click .*

The Operating Status field controls the Operating Year field. The Operating Year field is only used if the Release Point Status changes. So when the status = operating  $\neq$  year

\* Operating Status    
 Operating Year

\* Operating Status    
 \*\* Please Select \*\*   
 Operating   
 Permanently Shutdown   
 Temporarily Shutdown

When the status is changed to Permanently or Temporarily Shutdown the year field activates and the year of shutdown should be added.

**Shutdown can only be documented for a Release Point if it has been inactive for the entire emission year.**

Stacks without all stack data must be saved as **Fugitive**. This situation should be noted in the Comments notes block.

Continue to review and update all the Release Point data and fields then click .

Height (ft)    
 Diameter (ft)    
 Temperature (° F)    
 Flow Rate    
 Flow Rate Units    
 Velocity    
 Velocity Units    
 Water Vapor (%)    
 Oxygen (%)

EDIT RELEASE POINT

Composite Site Code  Facility Name   
Inventory Year Code 2009

\* Release Point ID   
\* Release Point Description   
\* Release Point Type   
\* Operating Status   
Operating Year

**Stack:**

If the release point is a stack or vent, the height, diameter, temperature, flow rate, and velocity are required.

Height (ft)   
Diameter (ft)   
Temperature (° F)   
Flow Rate   
Flow Rate Units   
Velocity   
Velocity Units   
Water Vapor (%)   
Oxygen (%)

**Fugitive:**

Height (ft)   
Length (ft)   
Width (ft)   
Angle (°)

**Stack and Fugitive:**

Fence Line Distance (ft)

Comments

EPA Release Point ID

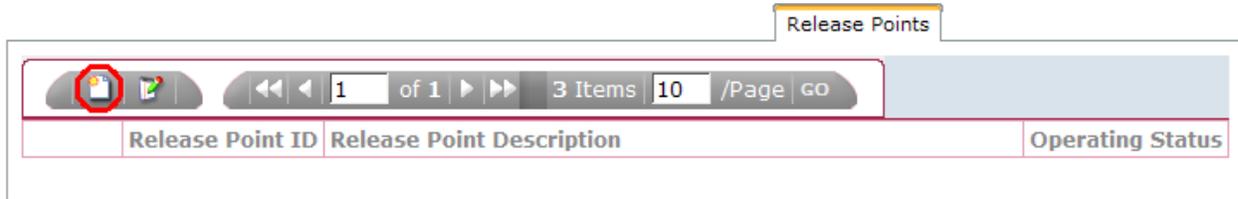
RELEASE POINT COORDINATES

\* Latitude   
\* Longitude   
\* Reference Point Type

Geographic Comment Description

### Add Release Point

A Facility must have at least one Release Point. From the Edit Facility page, select the Release Point tab.

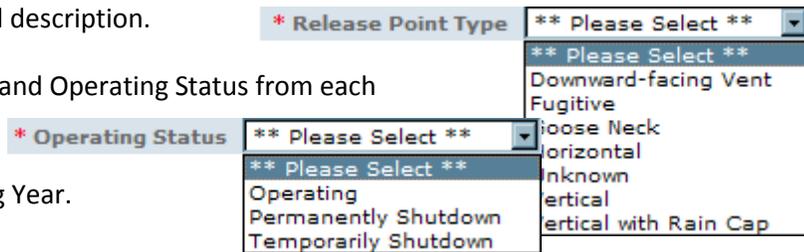


Without selecting any existing records, single click the ADD  icon.

Enter the Release Point ID and description.

Select the Release Point Type and Operating Status from each field's pulldown menu.

You do **not** enter an Operating Year.



Stack or Fugitive? **Stacks without all stack data must be saved as Fugitive.** This situation should be noted in the Comments notes block.

The screenshot shows the 'Release Point' form. The '\* Release Point Type' dropdown is set to 'Fugitive' and is circled in red. The '\* Operating Status' dropdown is set to 'Operating'. The 'Operating Year' field is empty. The 'Stack:' section is expanded, showing a note: 'If the release point is a stack or vent, the height, diameter, temperature, flow rate, and velocity are required.' The 'Height (ft)' field is 4.0, 'Diameter (ft)' is 3.7, 'Temperature (° F)' is empty (with a red arrow pointing to it and the text 'missing data'), 'Flow Rate' is 413.0, 'Flow Rate Units' is 'Actual cubic feet per second', 'Velocity' is empty, and 'Velocity Units' is '\*\* Please Select \*\*'. The 'Fugitive:' section has fields for 'Height (ft)', 'Length (ft)', 'Width (ft)', and 'Angle (°)', all of which are empty. The 'Stack and Fugitive:' section has a 'Fence Line Distance (ft)' field, which is empty. The 'Comments' field is circled in red and contains the text: 'Missing one or more stack parameters (height, diameter, flow or velocity, temperature). Coded as'.

Enter as much Stack or Fugitive data as possible, paying attention to the units for each field label i.e. ft. °F and %. For both Stack and Fugitive enter the optional Fence Line Distance, comments.

Basic geographic coordinates must be entered here. Later, if the data is available, you can enter more detailed (optional) geographic data as described on page 3—39.

Click **SAVE**. This returns to the Edit Facility page.

## Emission Units

### Edit Emission Unit

**A Facility must have at least one Emission Unit.** From the Edit Facility page, select the Emission Units tab.

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

Open a Unit in EDIT mode.

Edit as needed. If the Operating Status is changed to shutdown, the screen will change and a year field will appear.

The status change can **only** be recorded if the Unit was out of commission for the **entire** inventory year.

If it shutdown during this inventory year leave it as Operating and then change the status during the following year's inventory.

**WARNING:**  
 Don't select permanently shutdown if the emissions unit operated at any time during the inventory year. If permanently shutdown, all activity and emissions data will be set to zero. The emissions unit will not be included in next year's inventory.

Click **SAVE**. There are three tabs at the bottom of the Emissions Unit page. Visit and review each of these providing data when possible. Skip ahead to page 3—17 to review these tabs.

### Add Emission Unit

A Facility must have at least one Emission Unit. From the Edit Facility page, select the Emission Units tab and click the ADD  icon.



**ADD NEW EMISSIONS UNIT**

Composite Site Code XXXXXXXXXX Facility Site Name XXXXXXXXXX Inventory Year Code 2009

\* ID Number

\* Unit Description

\* Unit Type **\*\* Please Select \*\***

\* Operating Status **\*\* Please Select \*\***

Design Capacity

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

Comments

EPA Emissions Unit ID

Enter a unique Unit ID and Unit Description. Select the Unit Type and Operating Status. For new Units, no Status Year is necessary. That field will disappear as soon as you select "Operating" as the Status.

If a Design Capacity is entered the Units must be selected.

Design Capacity

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

- \*\* Please Select \*\***
- 1000 Pounds Per Hour
- Boiler Horsepower
- Horsepower
- Kilowatts
- Megawatts
- Million BTU Per Hour

\* Unit Type **\*\* Please Select \*\***

\* Operating Status **Operating**

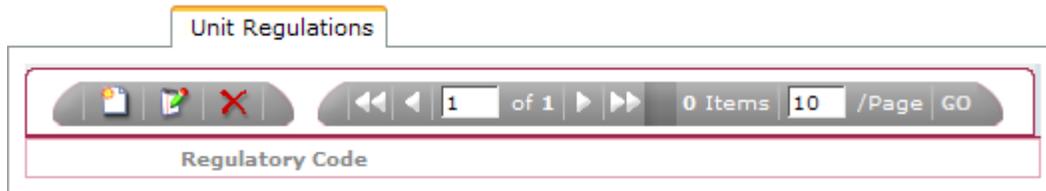
- \*\* Please Select \*\***
- 100 - Boiler (Boiler/Gas Turbine)
- Operating** Engine
- Permanently Shutdown
- Temporarily Shutdown
- 200 - Furnace
- 210 - Kiln
- 220 - Calciner
- 250 - Direct-fired Dryer
- 255 - Dryer, Unknown If Direct Or Indirect.
- 260 - Indirect-Fired Dryer
- 270 - Incinerator
- 280 - Flare
- 285 - Open Burning
- 290 - Other Combustion
- 300 - Open Air Fugitive Source
- 310 - Roof Vents/Building Vents
- 350 - Process Equipment Fugitive Leaks
- 360 - Process Equipment and Process Area Drains
- 390 - Other fugitive
- 400 - Storage Tank
- 410 - Open Tank or Vat
- 430 - Degreaser
- 450 - Spray Booth or Coating Line
- 470 - Printing Line
- 480 - Gasoline Loading Rack or Arm
- 490 - Other Evaporative Sources

Click **SAVE**. Three tabs appear. Unit Process, and its dependant elements, need records added. See page 3—22 to Add Process.

## Unit Regulations

Unit Regulations are optional. If a regulation pertains to all processes of the unit add it at the unit level. Regulations specific to a single process must be added at the process level. See page 3—29 for Process Regulations.

From the Edit Emission Unit page select the Unit Regulations tab, click the ADD  icon.

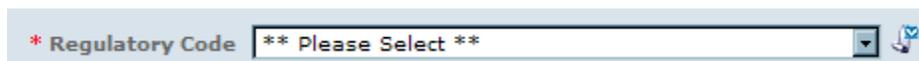


The screenshot shows the 'Unit Regulations' tab selected. Below the tab is a table with one row. The table has a header row with 'Regulatory Code' and a data row with '1' in the 'Regulatory Code' column. The table is part of a larger interface with navigation buttons and a 'GO' button.



The screenshot shows the 'ADD UNIT REGULATION' form. The form has a header with 'ADD UNIT REGULATION' and a back arrow. Below the header are several input fields: 'Composite Site Code', 'Facility Name', 'Inventory Year Code' (with value '2009'), 'Unit ID' (with value '01'), and 'Unit Description' (with value 'Electrostatic Precipitator stack'). The 'Regulatory Code' field is a dropdown menu with the value '\*\* Please Select \*\*'. Below the dropdown are three text input fields: 'Non-Federal Regulation Description', 'Comments', and another empty field. Each text input field has a vertical scroll bar on its right side.

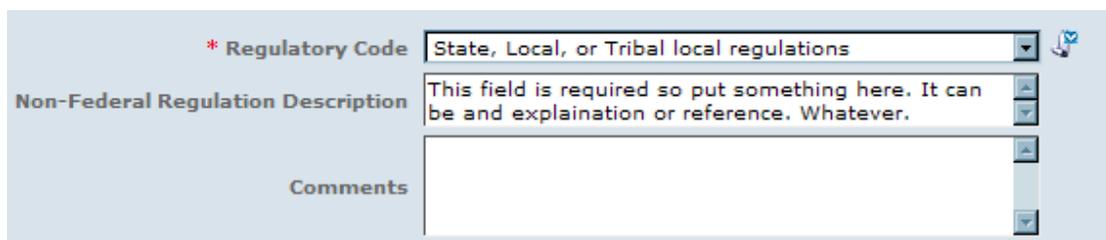
The MORE  icon opens a separate search window with all the Regulation lookup table records.



The screenshot shows a close-up of the 'Regulatory Code' dropdown menu. The dropdown menu is open, showing the value '\*\* Please Select \*\*'. To the right of the dropdown menu is a 'MORE' icon.

More info on More search option on page 2—4.

If the regulation selected is State, Local, or Tribal local regulations then Non-Fed Description is required.

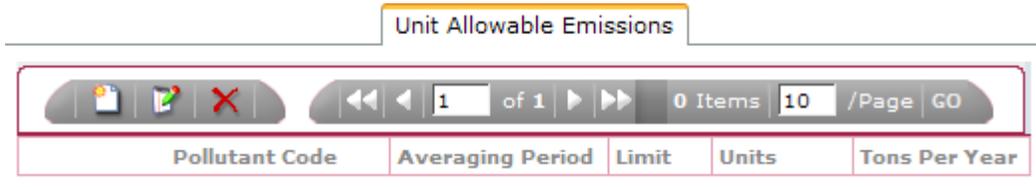


The screenshot shows the 'ADD UNIT REGULATION' form with the 'Regulatory Code' dropdown menu open. The dropdown menu is open, showing the value 'State, Local, or Tribal local regulations'. Below the dropdown menu are three text input fields: 'Non-Federal Regulation Description', 'Comments', and another empty field. The 'Non-Federal Regulation Description' field has a message: 'This field is required so put something here. It can be an explanation or reference. Whatever.'

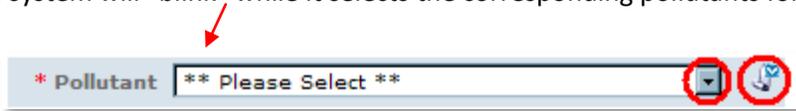
After selecting the proper Regulation click the  button. The system returns to the Edit Emissions Unit page.

## Unit Allowable Emissions

From the Edit Emission Unit page select the Unit Allowable Emissions tab, click the ADD  button.

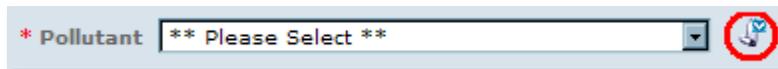


***Pollutant fields must be selected Top Down.*** Select the Pollutant Type.  
The system will “blink” while it selects the corresponding pollutants for the next field.



Select the Pollutant

\* When selecting *Toxics* as the type, the Pollutant field will still have the MORE  icon – use it!



Select the Averaging Period

If it is a rolling period check the box

Rolling Period?

If an annual Limit is entered, the Units must also be entered

Alternately, Tons Per Year can be entered..... Or all three.

Neither is required, but at least one is needed or there is no need for an Allowable Emissions record.

**Limit and Units  
AND / OR  
Tons Per Year**



and Comments if any

Click  to return to the Edit Emissions Unit page.

## Unit Process

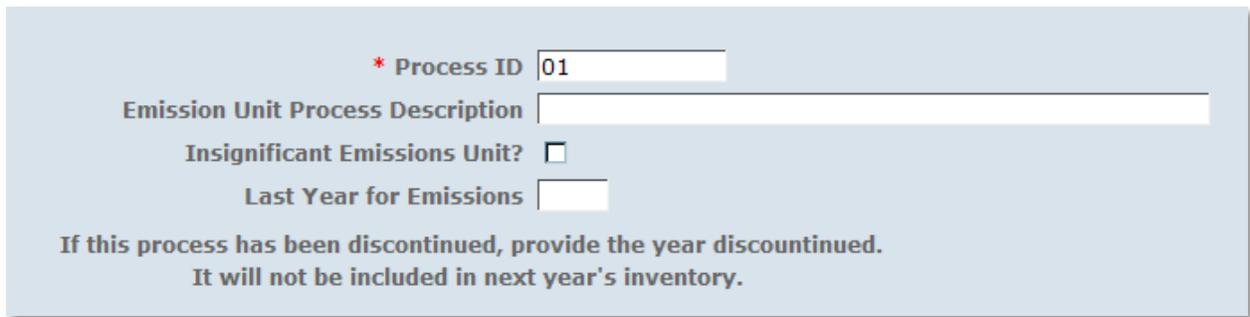
### Edit Unit Process

**An Emission Unit must have at least one Unit Process.** From the Edit Emission Unit page, select the Unit Process tab and open a Process in EDIT  mode.



Process ID	Process Description	SCC Level Four
01		Ext Comb /Electric Gen /Wood/Bark Fired Boiler
02		Ext Comb /Electric Gen /Natural Gas /Boilers : 100 Million Btu/hr except Tangential

The Edit Emission Unit Process page is the heart of the Emission Inventory. The tabs at the bottom of the page include the actual annual emissions. First let's look at the existing data for a process.



\* Process ID

Emission Unit Process Description

Insignificant Emissions Unit?

Last Year for Emissions

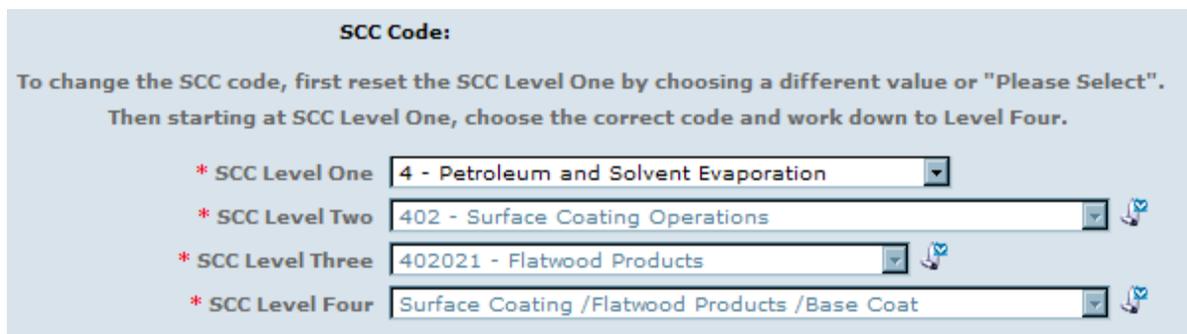
If this process has been discontinued, provide the year discontinued.  
It will not be included in next year's inventory.

The Process Description is new. Although not required, it would be helpful. Enter 4 digit year in Last Year for Emissions field if this process shutdown **during** this, or a prior, inventory year. See more about process shutdown on page 4—7.

### SCC Code

SCC can be edited if it is a small change, such as the lower levels. If the entire code is different that might be a situation where much of the data belonging to that Process is also different. In that case it is more appropriate to discontinue that process record and add a new one.

**To edit an existing SCC Code all four levels of the code must be reentered.** SCC fields are each dependent on the prior level of SCC. So when changing any level you still start at Level One.



**SCC Code:**

To change the SCC code, first reset the SCC Level One by choosing a different value or "Please Select".  
Then starting at SCC Level One, choose the correct code and work down to Level Four.

\* SCC Level One

\* SCC Level Two

\* SCC Level Three

\* SCC Level Four

Change Level One to Please Select. This automatically changes Level Two to Please Select.

\* SCC Level One: \*\* Please Select \*\*  
\* SCC Level Two: \*\* Please Select \*\*  
\* SCC Level Three: 402021 - Flatwood Products  
\* SCC Level Four: Surface Coating /Flatwood Products /Base Coat

Now change Level One and Level Two to the correct selection. This changes Level Three to Please Select.

\* SCC Level One: 4 - Petroleum and Solvent Evaporation  
\* SCC Level Two: 402 - Surface Coating Operations  
\* SCC Level Three: \*\* Please Select \*\*  
\* SCC Level Four: Surface Coating /Flatwood Products /Filler

Select Level Three. This changes Level Four to Please Select.

\* SCC Level One: 4 - Petroleum and Solvent Evaporation  
\* SCC Level Two: 402 - Surface Coating Operations  
\* SCC Level Three: 402021 - Flatwood Products  
\* SCC Level Four: \*\* Please Select \*\*

Select the new Level Four.

\* SCC Level One: 4 - Petroleum and Solvent Evaporation  
\* SCC Level Two: 402 - Surface Coating Operations  
\* SCC Level Three: 402021 - Flatwood Products  
\* SCC Level Four: 40202107 - Surface Coating /Flatwood Products /Filler

### Annual Throughput

Select the Operating Type, Material, and Material State from the pulldown menus.

If a throughput is entered, a unit must be selected.

\* Operating Type: Routine  
Material: 253 - Product  
Material State: Output  
Throughput: 1.00  
Units: TONS  
If throughput is provided, Material, Material State, and Units are required.

### Fuel Parameters

Fuel Parameters are optional – **but WAIT there's more!**

**If other changes were made anywhere on the Edit Emission Unit Process page – scroll down and click the **SAVE & REFRESH** button before clicking to add Fuel Parameters.** Save/Refresh keeps you on the page whereas **SAVE** will return you to the previous page and you will have to find and reopen this record. So use the **SAVE & REFRESH** button before entering Fuel Parameters.

After saving the Process record – in Fuel Parameters click the ADD  icon to enter this optional element.

**Fuel Parameters:**




 0 of 0 0 Items 10 /Page GO

Parameter Type	Parameter Value	Heat Content Numerator	Heat Content Denominator
----------------	-----------------	------------------------	--------------------------

\* Parameter Type **\*\* Please Select \*\***

\* Parameter Value

Heat Content Numerator **\*\* Please Select \*\***

Heat Content Denominator **\*\* Please Select \*\***

Comments

Select the Parameter Type and enter the Parameter Value. There should only be one record entered for each Parameter Type: Sulfur, Ash, and Heat.




 1 of 1 3 Items 10 /Page GO

	Parameter Type	Parameter Value	Heat Content Numerator	Heat Content Denominator
   <input type="checkbox"/>	The heat content for the fuel combusted	22.00	British Thermal Units	Tons
   <input type="checkbox"/>	The percent of ash content for the fuel combusted	1.00		
   <input type="checkbox"/>	The percent of sulfur content for the fuel combusted	9.90		

- Ash Value must be  $> \text{zero}$  and  $\leq 20$
- Sulfur percentage must be  $> \text{zero}$  and  $\leq 10$
- Heat Parameter Type must have Heat Content Numerator and Denominator fields selected

Click **SAVE** to return to the Edit Unit Process page.

### Operating Schedule

Enter, without percent characters, each season's percentage of the total yearly operation. The season's percentages must total 100 (plus or minus 0.5) or ZERO. See page 3—24 for more info on seasons.

Winter (%)	10.0	Hrs/Day	8.0
Spring (%)	40.0	Days/Wk	5.0
Summer (%)	40.0	Wks/Yr	51
Fall (%)	10.0	Hrs/Yr	2040

Optional - Enter the Hours per Day, Days per Week, Weeks per Year. The system will calculate the total Hours per Year. This calculated entry is editable after it is automatically created.

Click **SAVE/REFRESH** to stay on this page. Skip to Control Approach on page 3—26 to continue.

**Add Unit Process**

An Emission Unit must have at least one Unit Process. From the Edit Emission Unit page, select the Unit Process tab and open a new Process with ADD icon.



Enter a unique Process ID and optional (but helpful) Description.

\* Process ID

Emission Unit Process Description

Insignificant Emissions Unit?

Last Year for Emissions

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

If this is an Insignificant Emissions Unit check the box.

Enter 4 digit year in Last Year for Emissions field if this process shutdown **during** this or a prior inventory year. See more about process shutdown on page 4—7.

SCC Code levels MUST be selected Top Down.

Click on the field or arrow for SCC Level One to activate the pulldown menu. Select the correct entry.

Once Level One is selected Level Two will be limited to only those that are part of Level One. Select Level two.

Select Level Three which is limited to those that pertain to the selection made at Level Two.

Select Level Four which is limited to those that are pertain to Level Three.

\* SCC Level One: \*\* Please Select \*\*

\* SCC Level One: 1 - External Combustion Boilers

\* SCC Level Two: \*\* Please Select \*\*

\* SCC Level Two: 101 - Electric Generation, 102 - Industrial

\* SCC Level Two: 105 - Space Heaters

\* SCC Level Three: \*\* Please Select \*\*

\* SCC Level Three: 105001 - Industrial

\* SCC Level One: 1 - External Combustion Boilers

\* SCC Level Two: 105 - Space Heaters

\* SCC Level Three: 105002 - Commercial/Institutional

\* SCC Level Four: 10500202 - Ext Comb /Space Heater /Comm-Inst /Coal \*\*

Enter any comments, the EIS Emissions Unit Process (if applicable) and check the box if this is a controlled process.

EIS Emissions Unit Process	<input type="text"/>
Process Controlled?	<input type="checkbox"/>

Click **SAVE**. This opens and Add New Reporting Period page.

⌵
**ADD NEW REPORTING PERIOD (ANNUAL ONLY)**

Composite Site Code J-005-0019 Facility Name A & B Asphalt  
 Inventory Year Code 2009

Unit ID 02 Unit Description test

Process ID 02 Process Description test entry

SCC Level Four Code 10500202

\* Operating Type \*\* Please Select \*\*

Material \*\* Please Select \*\*

Material State \*\* Please Select \*\*

Throughput

Units \*\* Please Select \*\*

If throughput is provided, Material, Material State, and Units are required.

Select the Operating Type

* Operating Type	<span style="border: 1px solid #ccc; padding: 2px;">** Please Select **</span>
	<div style="border: 1px solid #ccc; padding: 2px;">           ** Please Select **            Routine            Shutdown            StartUp            Upset         </div>

Everything else is optional unless a throughput is entered.

**If Throughput is entered...then everything is required.**

Material – use the MORE icon to find the proper Material.

Material State indicates whether the Material defined above was consumed (an input **to** the process), produced (an output **of** the process), or is a static count (exists as fuel storage, not a throughput).

Material State	<span style="border: 1px solid #ccc; padding: 2px;">** Please Select **</span>
	<div style="border: 1px solid #ccc; padding: 2px;">           ** Please Select **            Existing            Input            Output         </div>

Throughput is the annual quantity moving through this unit and process.

If a throughput is entered, the Unit is required.

Click **SAVE**.

This opens the Add New Operating Schedule page.

Enter the Hours per Year, Weeks per Year, Days per Week, and Hours per Day that this process is/was scheduled to be in operation. There are logic limitations to these numerical entries.

Hrs/Yr ≤ 8760 (8784 leap year)  
 Wks/Yr ≤ 52  
 Days/Wk ≤ 7  
 Hrs/Day ≤ 24

The seasonal percentages must total 100. Do not enter the percent symbol; the system knows this is a percentage.

Which months constitute Winter? Technically Jan, Feb, and Dec of a *single calendar* year is winter. But if in the past you reported calendar quarters, you may continue doing so.

technically....		calendar quarters	
winter	January	winter	January
winter	February	winter	February
spring	March	winter	March
spring	April	spring	April
spring	May	spring	May
summer	June	spring	June
summer	July	summer	July
summer	August	summer	August
fall	September	summer	September
fall	October	fall	October
fall	November	fall	November
winter	December	fall	December

OR

Click .

This combines all the data from the previous Add pages into one Edit Emissions Unit Process page. Two thirds of the way down the page is a white table for Fuel Parameters.

### Add Fuel Parameters

Fuel Parameters are optional. Single click the ADD icon if there are Fuel Parameters to enter for this process.

There are no requirements to enter any fuel parameter type or any combination of types, but please do not enter more than one record for any single fuel parameter type.

Only Parameter Type and Parameter Value are required if a Fuel Parameter is to be entered.

Select the Parameter Type.

There are three parameter types. Do not create more than one record for any type: heat, ash, or sulfur.

- Ash Value must be >0 zero and ≤ 20
- Sulfur percentage must be > zero and ≤ 10
- Heat content must also have Heat Content Numerator and Denominator fields selected

Click **SAVE** to return to the Edit Process page.

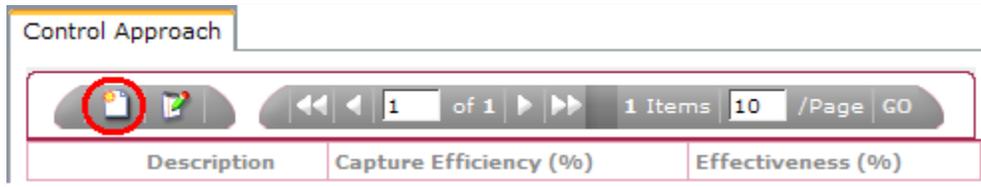
Add another Fuel Parameter if needed.

Following review of the Edit Process page click the **SAVE & REFRESH** button.

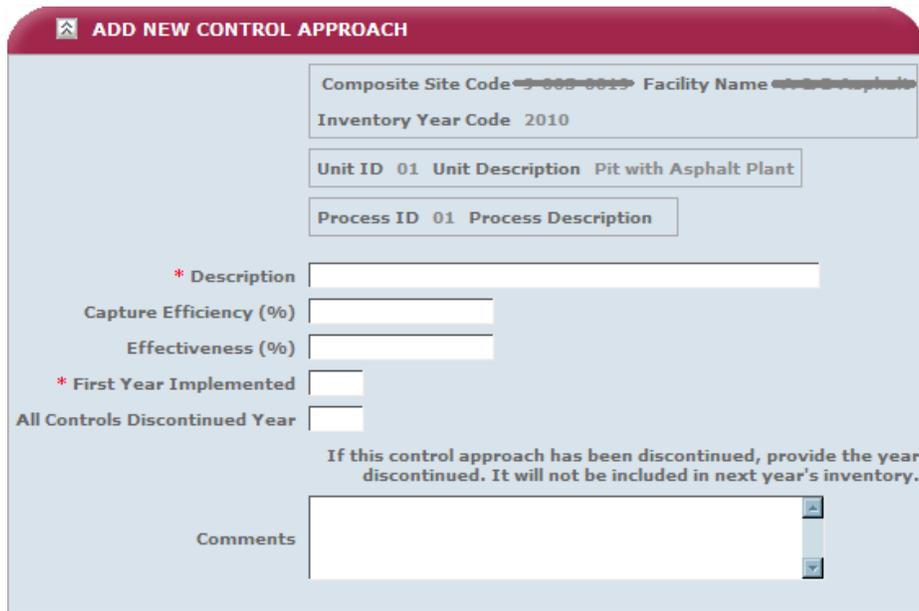
Notice that at the bottom of the Edit Process page there are now six tabs. Each tab contains data elements specific to this new Unit Process. They are all currently empty as this is a new process.

## Control Approach

Control Approach is optional. From the Edit Unit Process page select the Control Approach tab and single click the ADD  icon.



**Each Control Approach must have at least one (of each) Control Measure and Control Pollutant.**



*if* a Control Approach is being entered Description and First Year Implemented are the only required fields. First Year Implemented must be  $\leq$  the current inventory year.

Capture Efficiency is the percentage of emission stream that is directed to, and collected by, this control equipment. Do not type the percent symbol. Effectiveness is the percentage of scheduled operating time the controls operated as designed. Do not type the percent symbol. All Controls Discontinued Year is entered ONLY if this Control Approach is no longer used. All Measures and Pollutants under this Approach will be closed if Discontinued Year is entered here.

Click **SAVE** which changes the page to Edit Control Approach and adds two tabs at the page bottom.

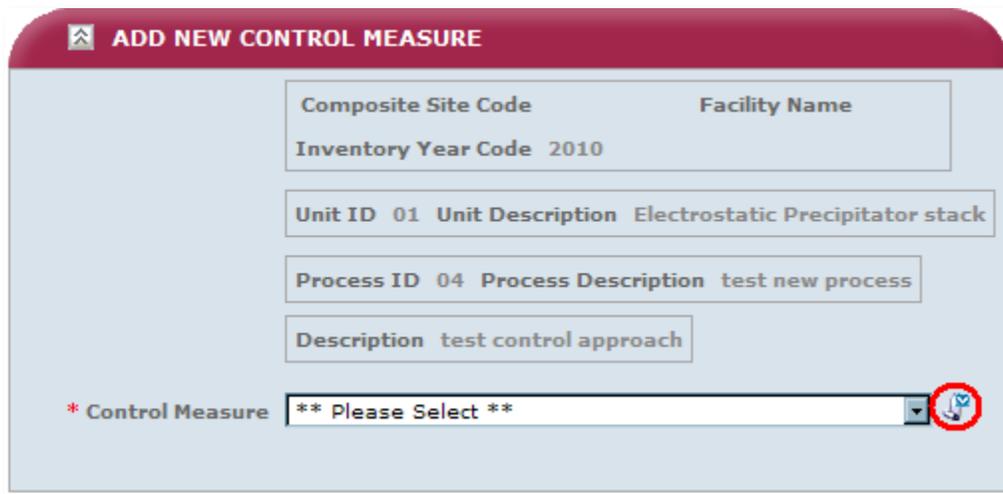


### Control Measure

If there is a Control Approach, there must be at least one Control Measure. From the Edit Control Approach page select the Control Measure tab and single click the ADD  icon.



The Control Measure field has more than 100 records so use the MORE  icon.

A screenshot of a form titled "ADD NEW CONTROL MEASURE". The form contains several input fields: "Composite Site Code" and "Facility Name" (grouped together), "Inventory Year Code" with the value "2010", "Unit ID" with the value "01" and "Unit Description" with the value "Electrostatic Precipitator stack", "Process ID" with the value "04" and "Process Description" with the value "test new process", and "Description" with the value "test control approach". At the bottom, there is a dropdown menu labeled "\* Control Measure" with the text "\*\* Please Select \*\*" and a "MORE" icon (a hand cursor over a document) circled in red.

The MORE  icon opens a separate search window with all the Control Measure lookup table records.

More info on the More icon More Search Window on page 2—4.

After selecting the proper Measure click the **SAVE** button to return to the Edit Control Approach page with the newly added Control Measure in the tab search box.

### Control Pollutants

If there is a Control Approach, there must be at least one Control Pollutant. From the Edit Control Approach page select the Control Pollutants tab and single click the ADD  icon.



⤴
ADD NEW CONTROL POLLUTANT

Composite Site Code J-005-0019 Facility Name A & B Asphalt  
Inventory Year Code 2010

Unit ID 01 Unit Description Pit with Asphalt Plant

Process ID 01 Process Description

Description Controlled

\* Pollutant Type **\*\* Please Select \*\*** ▼

\* Pollutant **\*\* Please Select \*\*** ▼ 

Control Efficiency (%)

\* Pollutant Type **CAP\_NH3** ▼

**\*\* Please Select \*\***

CAP\_NH3

GHG

TOX\_OTH

Select the Pollutant Type

Once the Pollutant Type is selected the Pollutant options will be narrowed down to only those which are classified as the Type selected. Only Toxics has a Pollutant list greater than 100 records. So for Toxics use the MORE  icon to search by toxics name. More info on More icon on page 2—4.

Select the Pollutant from the pulldown list or the More Search.

Starts with

Contains

**GO**

Pollutant **\*\* Please Select \*\*** ▼

**\*\* Please Select \*\***

NH3 - Ammonia

CO - Carbon Monoxide

CO - Carbonic Oxide

NOX - Nitrogen Oxides

PM-CON - PM Condensable

PM-FIL - PM Filterable

PM-PRI - PM Primary (Filt + Cond)

PM10-FIL - PM10 Filterable

PM10-PRI - PM10 Primary (Filt + Cond)

PM25-FIL - PM2.5 Filterable

PM25-PRI - PM2.5 Primary (Filt + Cond)

SO2 - Sulfur Dioxide

VOC - Volatile Organic Compounds

Control Efficiency % is the estimated average reduction achieved for the pollutant when all control measures operate as designed, including capture. Report as a percentage, but do not type the percent character.

Click **SAVE** to return to the Edit Control Approach page. Click **SAVE** on the Edit Control Approach page to return to the Edit Unit Process page.

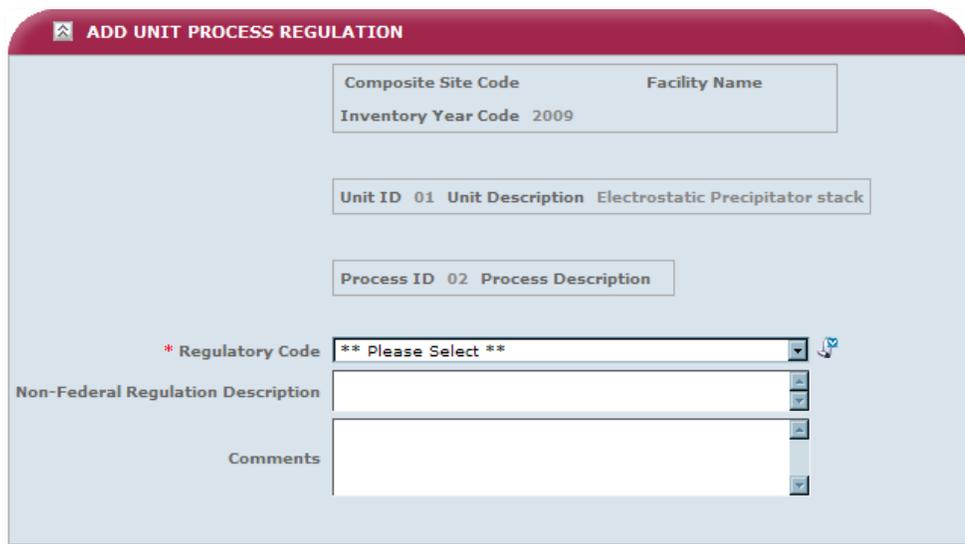
## Process Regulations

A Process can have more than one regulation, but both Unit and Process Regulations are *optional*. Do not duplicate a regulation at the Process level if it was entered at the Unit level.

From the Edit Unit Process page select the Process Regulation tab and single click the ADD  icon.

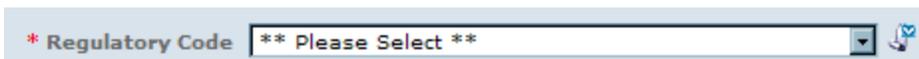


The screenshot shows the header of a table titled "Process Regulations". It includes a toolbar with icons for adding, editing, and deleting records, along with pagination controls showing "0 of 0" items and a page size of "10 /Page GO". Below the toolbar are three columns: "Regulatory Code", "Regulatory Start Year", and "Regulatory End Year".



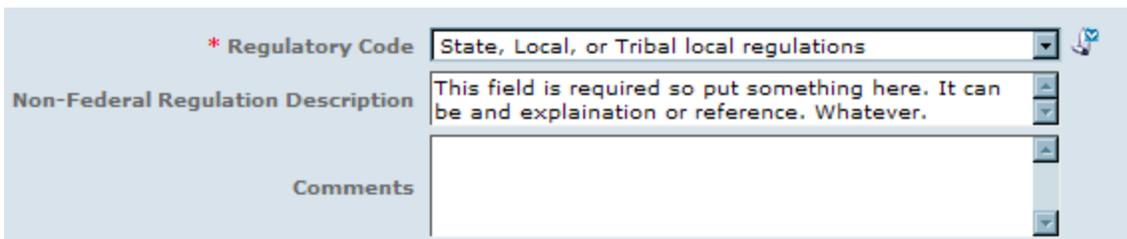
The screenshot shows the "ADD UNIT PROCESS REGULATION" form. It contains several fields: "Composite Site Code", "Facility Name", "Inventory Year Code" (with value "2009"), "Unit ID" (with value "01") and "Unit Description" (with value "Electrostatic Precipitator stack"), and "Process ID" (with value "02") and "Process Description". The "Regulatory Code" field is a dropdown menu currently showing "\*\* Please Select \*\*" and has a "MORE" icon to its right. Below it are "Non-Federal Regulation Description" and "Comments" fields, each with a "MORE" icon to its right.

Use the MORE  icon to search the Regulatory Code table. More info on More icon on page 2—4.



A close-up of the "Regulatory Code" dropdown menu, showing the text "\*\* Please Select \*\*" and the "MORE" icon.

**If the regulation selected is “State, Local, or Tribal local regulations” then Non-Fed description is required.**



The screenshot shows the form with "State, Local, or Tribal local regulations" selected in the "Regulatory Code" dropdown. The "Non-Federal Regulation Description" field now contains the text: "This field is required so put something here. It can be and explanation or reference. Whatever." The "Comments" field is empty.

After selecting the proper Regulation click  to return to the Edit Unit Process page.

## Release Point Apportionment

A Unit Process must have at least one Release Point Apportionment and can now vent from more than one stack. From the Edit Unit Process page select the Release Point Apportionment tab and either EDIT  an existing record or ADD  a record.

Release Point Apportionment

Release Point Description		Average Emissions (%)
   <input type="checkbox"/>	Release Point for Unit 01 - Electrostatic Precipitator stack	100

**EDIT RELEASE POINT APPORTIONMENT**

Composite Site Code	Facility Name
Inventory Year Code 2009	
Unit ID 01 Unit Description Electrostatic Precipitator stack	
Process ID 02 Process Description	
Release Point	Release Point for Unit 01 - Electrostatic Precipitator stack
Apportionment (%)	<input type="text"/>
Comments	<input style="height: 40px;" type="text"/>

The Release Points were already entered (see page 3—12) for the facility. These are available in the pulldown field for Add or Edit Release Point Apportionment. Select a release point. Enter the percentage of the total emissions this unit process is designed to release. Do not type the percent symbol.

The sum of all apportionment records must equal 100% and no Release Point should appear more than once per unit process.

Release Point Apportionment

Release Point ID		Release Point Description	Average Emissions (%)
   <input type="checkbox"/>	03	Release Point for Unit 03 - Cooling Tower	25
   <input type="checkbox"/>	01	Release Point for Unit 01 - Electrostatic Precipitator stack	50
   <input type="checkbox"/>	02	Release Point for Unit 02 - CT Main stack	25

} 100%

Click the  button. This returns to the Edit Unit Process page.

## Emissions

Criteria - Toxics and Other - Greenhouse Gas

The final three tabs on the Edit Unit Process page include all the process emission records.

Pollutant Type	Pollutant	Total Emissions	Units
CAP_NH3	CO - Carbon Monoxide	650.00	Tons
CAP_NH3	VOC - Volatile Organic Compounds	18.00	Tons

The separation of Pollutant Types in three tabs is purely a presentation on this page. To view all pollutant types together in one long list click the **UPDATE EMISSIONS** control button below the tabs.

*More information on this MULTI-EDIT option for entering the emissions is found on page 3—34.*

## Edit Emissions

To view a single emission record select the appropriate tab and open a record with the EDIT  icon.

**EDIT REPORTING PERIOD EMISSIONS**

Composite Site Code      Facility Name

Inventory Year Code 2010

Unit ID 01    Unit Description Pit with Asphalt Plant

Process ID 01    Process Description

Reporting Period Annual    Reporting Period Description

\* Pollutant Type CAP\_NH3

\* Pollutant CO - Carbon Monoxide

VOC Expression \*\* Please Select \*\*

\* Total Emissions 5.40

\* Units Tons

\* Calculation Method 08 - Emission Factor: EPA (no Control Efficiency used)

Emission Factor

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

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

Emission Factor Reference

Comments

Total Emissions can be edited here along with the emissions Unit if necessary.

\* Total Emissions 650.00

\* Units Tons

Add any missing optional data if it is known. Emission Factor, Numerator Units, and Denominator Units are all optional.

\* Calculation Method 04 - Stack Test (no Control Efficiency used)

- \*\* Please Select \*\*
- 01 - Continuous Emission Monitoring System
- 02 - Engineering Judgment
- 03 - Material Balance
- 04 - Stack Test (no Control Efficiency used)
- 05 - Speciation Profile: EPA
- 06 - Speciation Profile: State/Local/Tribe

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

- \*\* Please Select \*\*
- 10,000 Square Feet
- 100 Barrels
- 100 Pounds
- 100 Tons
- 100,000 BTU's
- 100,000 Horsepower-Hours
- 1000 Ampere-Hours
- 1000 Square Feet
- 1000 Standard Cubic Feet
- 1000 Tons
- Acre-Days
- Acre-Months
- Acres
- Acre-Years
- Ampere-Hours
- Bales
- Barrels

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

- \*\* Please Select \*\*
- Curies
- Grams
- Kilograms
- Megagrams
- Micrograms
- Milligrams
- Nanograms
- Pounds
- Tons

Click **SAVE** to return to the Edit Unit Process page. This is where you can add a new emission record.

## Add Emissions

From the Edit Unit Process page select **any** Emissions tab and single click the ADD  icon. It doesn't matter which emissions tab you are in to add a record. They all open the Add New Reporting Period Emissions page. You can select any Pollutant Type in this page regardless of which tab you started in.

Select the Pollutant Type.

Select the Pollutant either with the pulldown arrow or the MORE  icon.

The Pollutant Code will default to the proper code for the Pollutant you selected.

The optional VOC Expression field is active *only* when Volatile Organic Compound is the pollutant.

Enter the Total Emissions and Unit and calculation method. Everything else is optional.

Click  to return to the Edit Unit Process page.

## Multi-Record Update Emissions

In Edit Process (arrived at from either Quick Reference OR Edit Facility) single click **UPDATE EMISSIONS** at the bottom of the page. This is your *FastPass* to edit all emission records for this Process.

The screenshot shows a web application interface with several tabs: Control Approach, Process Regulations, Release Point Apportionment, Emissions - Criteria, Emissions - Toxics and Other, and Emissions - Greenhouse Gas. Below the tabs is a navigation bar with a search icon, a list icon, and a pagination control showing '1 of 1' items and '10 /Page'. A table with the following columns is visible: Control Approach Description, Capture Efficiency (%), and Effectiveness (%). The table contains one row with the value 'Controlled'. At the bottom of the interface, there are four buttons: SAVE, CANCEL, SAVE & REFRESH, and UPDATE EMISSIONS. The UPDATE EMISSIONS button is highlighted with a red box. Below the buttons are links for Home, Request New Facility, and Contact Us, and a copyright notice for 2010 WA, State Dept. of Ecology.

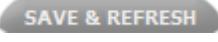
*Update Emissions is the place to go every year to enter your annual emission inventory.*

This window displays **\*Pollutant, Total Emissions, Units, Calculation Method**, VOC Expression, Emission Factor, Numerator Units, Denominator Units, Emissions Description, and Comments. **\*Red field names** listed above are required fields. There are no indicators of such on this page.

This page shows 20 records by default but can be changed to show however many works best for you.

The screenshot shows a table titled 'FACILITY SITE EMISSIONS' with a search bar and a dropdown for 'Pollutant Type'. The table has 7 columns: Reviewed?, Pollutant Type, Pollutant, Total Emissions, Units, and Calculation Method. The 'Reviewed?' column has a red '1' above it. The 'Pollutant Type' column has a red '4' above it. The 'Pollutant' column has a red '5' above it. The 'Total Emissions' column has a red '2' above it. The 'Units' column has a red '3' above it. The table contains 10 rows of data for various pollutants like CAP\_NH3, TOX\_OTH, and VOC. The 'Units' column contains dropdown menus with values like 'Tons' and 'Pounds'. The 'Calculation Method' column contains the value '03 - Material Balance'.

Reviewed?	Pollutant Type	Pollutant	Total Emissions	Units	Calculation Method
<input checked="" type="checkbox"/>	CAP_NH3	PM10-PRI - PM10 Primary (Filt + Cond)	0.00	Tons	03 - Material Balance
<input checked="" type="checkbox"/>	CAP_NH3	PM25-PRI - PM2.5 Primary (Filt + Cond)	0.00	Tons	03 - Material Balance
<input checked="" type="checkbox"/>	CAP_NH3	PM-PRI - PM Primary (Filt + Cond)	0.00	Tons	03 - Material Balance
<input checked="" type="checkbox"/>	CAP_NH3	VOC - Volatile Organic Compounds	0.01	Tons	03 - Material Balance
<input checked="" type="checkbox"/>	TOX_OTH	100414 - Ethylbenzene	5.00	Pounds	03 - Material Balance
<input checked="" type="checkbox"/>	TOX_OTH	100425 - Styrene	26.00	Pounds	03 - Material Balance
<input checked="" type="checkbox"/>	TOX_OTH	107879 - n-Methyl Propyl Ketone	0.98	Pounds	03 - Material Balance
<input checked="" type="checkbox"/>	TOX_OTH	108214 - Isopropyl Acetate	3.00	Pounds	03 - Material Balance
<input checked="" type="checkbox"/>	TOX_OTH	108883 - Toluene	1.98	Pounds	03 - Material Balance
<input checked="" type="checkbox"/>	TOX_OTH	108941 - Cyclohexanone	0.00	Pounds	03 - Material Balance

- 1 Update Indicator Column – if a record has been updated the  will change to a 
- 2 Total Emissions –if the emissions are different from the prior year type the new amount here
- 3 Units – make sure the correct units are entered for the total emissions
- 4 Reviewed – if the record has not been updated  **and** current entry is correct for this year check this box without changing anything
- 5 Page of pages – if there are more than one page of records,  to save all the changes made on this page. All the Update Indicators should be  now. Move to the next page by single clicking the single right arrow  by the page of pages count.

Repeat emission update process until all pages have been reviewed, updated, saved.

If there is no emission for any existing pollutant in the current inventory year the total emission can be entered as zero (if it might emit next year) or delete the record  if that pollutant is gone.

There are more fields to the right of the main data. Pull the horizontal scroll bar to the right to view and enter these optional data elements: Calculation Method; VOC Expression; Emission Factor; Numerator Units; Denominator Units; Emissions Description; Comments.

When all emission pages have been updated, reviewed (w/check box), or deleted, scroll down to the bottom and single click the  button to return to the Edit Process page.

At the bottom of the Edit Process page and single click the  button. This returns to either the Quick Reference page or the Edit Unit page (whichever you launched from).

In Quick Reference notice the Process is now marked as having been reviewed.

UNIT PROCESS						
 						
Unit ID	Process ID	Emissions Unit Process Description	SCC Level Four	Operating Status	Reviewed?	
  <input type="checkbox"/>	01	01	Ext Comb /Electric Gen /Wood/Bark Fired Boiler	Operating		
  <input type="checkbox"/>	01	02	Ext Comb /Electric Gen /Natural Gas /Boilers : 100 Million Btu/hr except Tangential	Operating		
  <input type="checkbox"/>	02	01	Int Comb /Electric Gen /Natural Gas /Turbine: Exhaust	Operating		
  <input type="checkbox"/>	03	01	Industrial Process Cooling Tower /Mechanical Draft	Operating		

Continue opening each process and updating the process data and emissions. When done reviewing Processes and updating Emissions (in Quick Reference) scroll down to the section titled Annual Emissions, check out the Reviewed column to make sure you saved every emission record.

ANNUAL EMISSIONS							
1 of 3    30 Items    10 /Page    GO							
	Unit ID	Process ID	Pollutant Type	Pollutant	Total Emissions	Units	Reviewed?
	01	01	CAP_NH3	CO - Carbon Monoxide	650.00	Tons	
	01	01	CAP_NH3	NOX - Nitrogen Oxides	247.00	Tons	
	01	01	CAP_NH3	PM10-PRI - PM10 Primary (Filt + Cond)	8.00	Tons	
	01	01	CAP_NH3	PM25-PRI - PM2.5 Primary (Filt + Cond)	0.00	Tons	
	01	01	CAP_NH3	PM-PRI - PM Primary (Filt + Cond)	8.00	Tons	
	01	01	CAP_NH3	SO2 - Sulfur Dioxide	2.00	Tons	
	01	01	CAP_NH3	VOC - Volatile Organic Compounds	18.00	Tons	
	01	01	TOX_OTH	50000 - Formaldehyde	71.00	Pounds	
	01	01	TOX_OTH	71432 - Benzene	60.00	Pounds	
	01	01	TOX_OTH	75070 - Acetaldehyde	4.00	Pounds	

If any records have not been reviewed, open with the Edit icon and update and save without going to the Process page or Update Emissions link. Make sure to visit every page or expand the view to show all records.

## Quick Reference

Select the Quick Reference link on the main menu bar.



The Quick Reference link activates a search window. The facilities will be limited to those facilities which you have permission to access. If the search window contains more than 10 records you can use the search tools described in the Search Screens section on page 2—4 of this document.

Locate the correct facility and open the record with the magnifying glass icon.

**SEARCH FACILITIES FOR EMISSIONS**

Search for  GO

Permitting Agency All

Facility Name	Composite Site Code	Permitting Agency

This opens a page with identifying facility information at the top, and direct access to Release Points, Emission Units, Unit Processes, Process Control Approaches, and Annual Emissions. Any level that has more topics below it will show all the dependant topics when you open a record. As example: a Process selected here has all six tabs and **UPDATE EMISSIONS** just as if you had opened it in Edit mode from Edit Facility Site.

The “Reviewed?” column is a system generated tool to clearly show whether the record has been **saved this year**. Just opening a record in Edit or View mode does NOT make it Reviewed; **SAVE** or **SAVE & REFRESH** action triggers the .

Reviewed?








### Individual Emission Records

All the emission records are listed in a search window at the bottom of the page. You can view and access each emission separately here. Use this just as described on page 3—31. This table includes all emission records from *all units and processes* (for this facility) in one long list. WARNING – using this area to update emissions will require you to open and save every individual emission record. Not the more expeditious method available. This one is.

### Multi-Emission Records

To access the quick data entry method, which shows all emissions for a process, in the Quick Reference section scroll down (if necessary) to the Unit Process table. Select and open a Process record with the  icon. Single click the **UPDATE EMISSIONS** button and continue as described on page 3—34.

### Geographic Coordinates

Basic geographic coordinates are embedded in both the Edit Facility and Edit Reference Point pages. This includes only the required fields: Latitude, Longitude, and Reference Point. More data elements pertaining to geographic coordinates can be provided in the expanded geographic coordinates sections that are accessed via the main menu bar.

HOME	FACILITY SITE	QUICK REFERENCE	LOOKUP	GEOGRAPHIC COORDINATES
				 SHOW FACILITY COORDINATES  SHOW RELEASE POINT COORDINATES

## Expanded Facility Coordinates

Geographic Coordinates are required for each facility: Lat, Long, Reference Point.

HOME	FACILITY SITE	QUICK REFERENCE	LOOKUP	GEOGRAPHIC COORDINATES
				SHOW FACILITY COORDINATES
				SHOW RELEASE POINT COORDINATES

Show Facility Coordinates

Show Facility Coordinates opens a facility search page. Find and open the facility with the EDIT  icon. The three required fields are already entered, review for accuracy and provide other known data.

### EDIT FACILITY COORDINATES

Composite Site Code	Facility Name
Inventory Year Code 2010	

\* Latitude

\* Longitude

\* Reference Point

Coordinate Data Source

Geometric Type

Source Map Scale Number

Verification Method

Data Collection Date

**Horizontal:**

Horizontal Accuracy Measure

Horizontal Collection Method

Horizontal Accuracy

Horizontal Reference Datum

**Vertical:**

Vertical Measure

Vertical Collection Method

Vertical Units

Vertical Reference Datum

Comments

If Horizontal Accuracy Measure is entered, Horizontal Accuracy unit must be selected.

Horizontal Accuracy Measure  Horizontal Accuracy

If Vertical Measure is entered, Vertical Units must be selected.

Vertical Measure  Vertical Units

Click  when done.

## Expanded Release Point Coordinates

Geographic Coordinates are required for each release point: Lat, Long, Reference Point.

HOME	FACILITY SITE	QUICK REFERENCE	LOOKUP	GEOGRAPHIC COORDINATES
				<input type="checkbox"/> SHOW FACILITY COORDINATES <input checked="" type="checkbox"/> SHOW RELEASE POINT COORDINATES

Show Release Point Coordinates

Show Release Point Coordinates opens a search page. Each facility shows as many times as it has release points. Locate the correct facility's *release point*. Open the release point record with the EDIT  icon.

**SEARCH RELEASE POINT COORDINATES**

Search for:

1 of 185 1846 Items 10 /Page GO

Facility Site	Release Point
<input type="checkbox"/> A & B Asphalt	Release Point for Unit 01 - Pit with Asphalt Plant
<input type="checkbox"/> A & J Custom Cabinets, Inc.	Release Point for Unit 01 - Booth #1
<input type="checkbox"/> A & J Custom Cabinets, Inc.	Release Point for Unit 02 - Booth #2
<input type="checkbox"/> A & J Custom Cabinets, Inc.	Release Point for Unit 03 - Booth #3
<input type="checkbox"/> A & J Custom Cabinets, Inc.	Release Point for Unit 04 - Paint Mix R
<input type="checkbox"/> Affordable Custom Cabinets	Release Point for Unit 01 - Stain Booth
<input type="checkbox"/> Affordable Custom Cabinets	Release Point for Unit 02 - Sealer Booth
<input type="checkbox"/> Affordable Custom Cabinets	Release Point for Unit 03 - Paint Booth, Top Coat
<input type="checkbox"/> Affordable Custom Cabinets	Release Point for Unit 04 - Cyclone Storage Bin & Load
<input type="checkbox"/> Affordable Custom Cabinets	Release Point for Unit 05 - Wood Working, Baghouse

pick a release point for the facility

Enter the Latitude, Longitude, and Reference Point for this Reference Point. If the specific coordinates are not known for the release point, use the facilities coordinates.

Latitude Measure Description	46.16556
Longitude Measure Description	-119.01389
Geographic Reference Point Code	<input type="text" value="** Please Select **"/> <ul style="list-style-type: none"> <li>** Please Select **</li> <li>Boundary Point</li> <li>Discharge to Intake Point</li> <li>Entrance Point</li> <li>Facility Center</li> <li>Points not represented by codes</li> <li>Substance Draw Point</li> <li>Substance Monitor Point</li> <li>Substance Release Point</li> <li>Substance Storage Point</li> </ul>

Provide other data as available.

Once again, if a measurement is provided its unit must also be supplied.

If Horizontal Accuracy Measure is entered, Horizontal Accuracy unit must be selected.

Horizontal Accuracy Measure  Horizontal Accuracy

If Vertical Measure is entered, Vertical Units must be selected.

Vertical Measure  Vertical Units

Click  when done.

## Chapter 4 Add or Shutdown Facility

### Add New Facility

Users can request a new facility be added to the system. From any page, single click the Request New Facility button at the bottom of page. This opens a new internet window so there is no concern for losing the page from which you launch. Alternately, holding down the Ctrl (control) key and a single click of the link will open the request in a separate tab within the already active browser window.

SEARCH FACILITIES FOR EDITING

Search for  GO

Permitting Agency

1 of 19 188 Items 10 /Page GO

Facility Name	Composite Site Code	Permitting Agency
<input type="checkbox"/> A & B Asphalt	A-063-0019	Benton Clean Air Agency
<input type="checkbox"/> A & J Custom Cabinets, Inc.		
<input type="checkbox"/> Affordable Custom Cabinets		
<input type="checkbox"/> Agrium US Inc		
<input type="checkbox"/> AJ's Crushing & Concrete	J-005-0033	Benton Clean Air Agency
<input type="checkbox"/> Alcoa Primary Metals Inalco Works	D-011-0001	Dept. of Ecology Industrial Section
<input type="checkbox"/> Aluminum Co of America Wenatchee Works	S-007-0001	Dept. of Ecology Industrial Section
<input type="checkbox"/> Areva NP, Inc	J-005-0027	Benton Clean Air Agency
<input type="checkbox"/> Attbar, Inc.	E-011-150	Southwest Clean Air Agency
<input type="checkbox"/> Avista	A-055-0033	Dept. of Ecology Eastern Regional Office

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

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This opens a Test Track Pro page where every field, with the exception of Additional Information, is required.

Facility information you **must** have to complete the request:

- **YOUR** name (not a facility contact)
- Permitting Agency
- Facility name
- Facility address
- Facility address county
- Facility ID
- Facility Category
- Operating status
- NAICS code
- Lat/Long

WASHINGTON STATE  
Department of Ecology

WEIRD Emissions Inventory System  
(EIS)

WEIRD Add a 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:  } *Your name*  
 \*Last Name:   
 \*Permitting Agency:   
 \*Phone Number:  format 'xxx-xxx-xxxx'  
 \*Email Address:

**Facility Information**

\*Facility Name:   
 \*Location Address:   
 \*City:   
 \*Zip Code:  format 'xxxxx-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:**

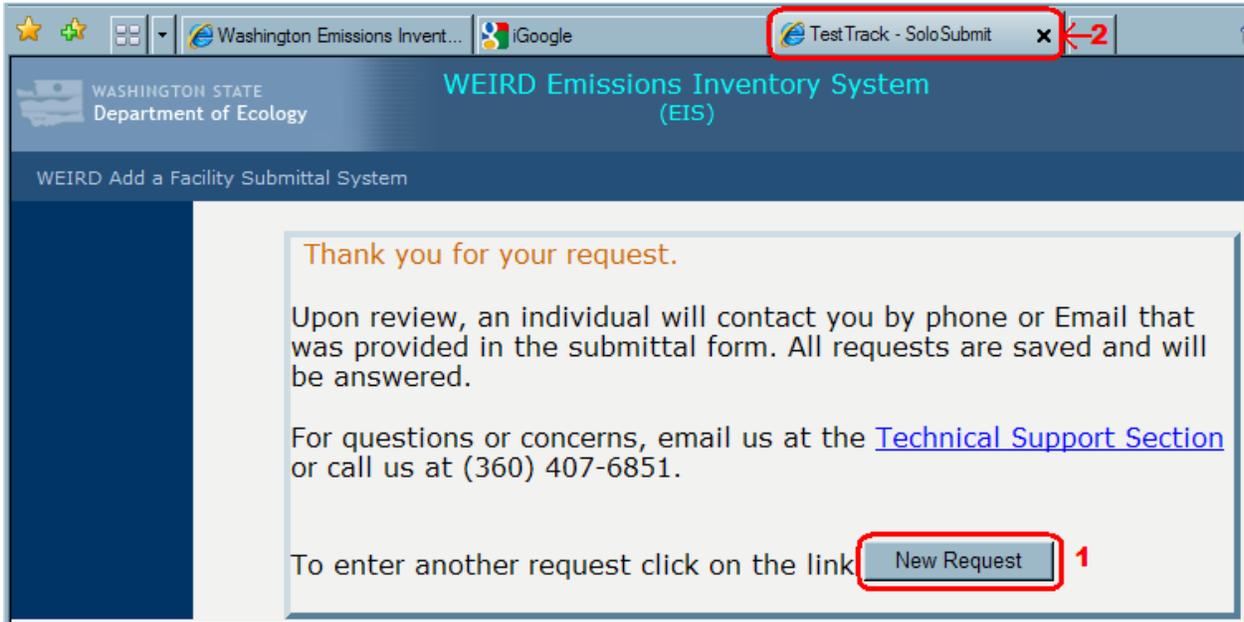
**\* Required to send the request**

[< return to previous page](#)

The  button returns the form to blank, anything you entered will be lost.

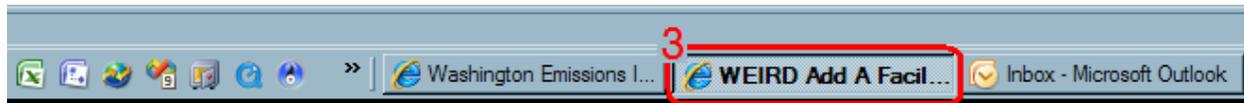
The  button logs the request in Test Track Pro and sends emails to the Ecology's Data Administrators. A review of the request and existing data will be done. And, if needed, a new facility record will be started. It will then be, for the appropriate users, available in the Search Facility page. The permitting agency will be notified and can continue with the required data entry.

Successful submittal of this request will bring you to a confirmation page. If you have an additional facility to create you can do so from that page with the **1**  button.



*Please do not send multiple requests for the same facility.*

After the final request, simply close the internet tab **2** if you opened the request in a separate tab within the same internet instance. Or close the internet window **3** if you opened the request in an entirely separate internet instance.



This internet functionality example is for Internet Explorer. Functionality of other browsers may differ.



Once a facility request has been approved, the basic information for the facility will be entered into the system. This Quick Reference view shows that there is no depth to the data for this new facility.

**FACILITY SITE EMISSIONS**

**Facility Name** 
**Composite Site Code**

**Operating Status** 
**Inventory Year Code**

^
**RELEASE POINT**

^
 of 0  /Page

Release Point ID	Release Point Description	Release Point Type	Operating Status	Reviewed?

^
**EMISSION UNITS**

^
 of 0  /Page

Unit ID	Unit Description	Unit Type	Operating Status	Reviewed?

^
**UNIT PROCESS**

^
 of 0  /Page

Unit ID	Process ID	Process Description	SCC Level Four	Last Year for Emissions	Reviewed?

^
**PROCESS CONTROL APPROACH**

^
 of 0  /Page

Unit ID	Process ID	Description	Capture Efficiency (%)	Effectiveness (%)	Reviewed?

^
**ANNUAL EMISSIONS**

^
 of 0  /Page

Unit ID	Process ID	Pollutant Type	Pollutant	Total Emissions	Units	Reviewed?



The Edit Facility Info button at the bottom will take you to a good starting place to get going on creating the full body of information required for all facilities.

Go to page 3—7 for directions on adding a facility contact, allowable emissions, units, processes, etc.

## Shutdown/Discontinue/Delete

### Facility Shutdown

Every facility record, except those previously Permanently Shutdown, from the prior emission inventory year is replicated for the current inventory year. This includes facilities for which operating status may have changed during the previous inventory year. But a facility must remain in the system as *Operating if it was operational at any time during the calendar year*. So, only when a facility has been other than Operating for an entire inventory (calendar) year can its status be changed in the system.

* Operating Status	Operating
** Please Select **	
Operating	
Operating but Reporting Emissions in the Nonpoint Category	
Operating but State/Local/Tribe Not Reporting Emissions	
Permanently Shutdown	
Temporarily Shutdown	
Unknown	

When the Operating Status is changed to a status other than Operating, the Operating Status Year field becomes activated and requires a four digit year. The year entered should be the current inventory year, even if the change of status occurred midyear during the prior emission inventory year.

EDIT FACILITY (WA STATE ONLY)

Composite Site Code Inventory Year Code 2010

\* Source Number

\* Facility Name

\* Permitting Agency

\* County

\* Facility Category

\* NAICS Code

\* Operating Status

Operating Status Year

The following inventory year will include all records except those that changed to Permanently Shutdown.

When a facility is changed from anything back to Operating, update the Status Year first, then the Operating Status field, then click **SAVE/REFRESH**.

## Unit Shutdown

Every unit, except those previously Permanently Shutdown, from the prior emission inventory year is replicated for the current inventory year. This includes units for which operating status may have changed during the previous inventory year. But units must remain in the system as *Operating if there is any time during the calendar year that it was operational*. So, only when a unit has been other than Operating for an entire inventory (calendar) year can its status be changed in the system.

* Operating Status	Operating
** Please Select **	
Operating	
Permanently Shutdown	
Temporarily Shutdown	

When the Operating Status is changed to a status other than Operating, the Operating Status Year field appears and requires a four digit year. The year entered should be the current inventory year, even if the change of status occurred midyear during the prior emission inventory year.

EDIT EMISSIONS UNIT

Composite Site Code	Facility Name
Inventory Year Code 2010	
* Unit ID	01
* Unit Description	Electrostatic Precipitator stack
* Unit Type	690 - Other Process Equipment
* Operating Status	Permanently Shutdown
Status Year	2010

The following inventory year will include all records except those that changed to Permanently Shutdown.

When a unit is changed from anything back to Operating, update the Status Year first, then the Operating Status field, then click **SAVE/REFRESH**.

### Process Discontinued

Unlike Facility and Unit, a Process can be recorded as discontinued during the emission inventory year in which the status change occurred. Unlike the two previous examples this action is recorded in a field labeled *Last Year for Emissions*. There is no Operating Status field, just the Last Year field.

**EDIT EMISSIONS UNIT PROCESS (POINT SOURCES ONLY)**

Composite Site Code	Facility Name		
Inventory Year Code	2010		
Unit ID	01	Unit Description	Electrostatic Precipitator stack

\* Process ID

Process Description

Insignificant Emissions Unit?

Last Year for Emissions

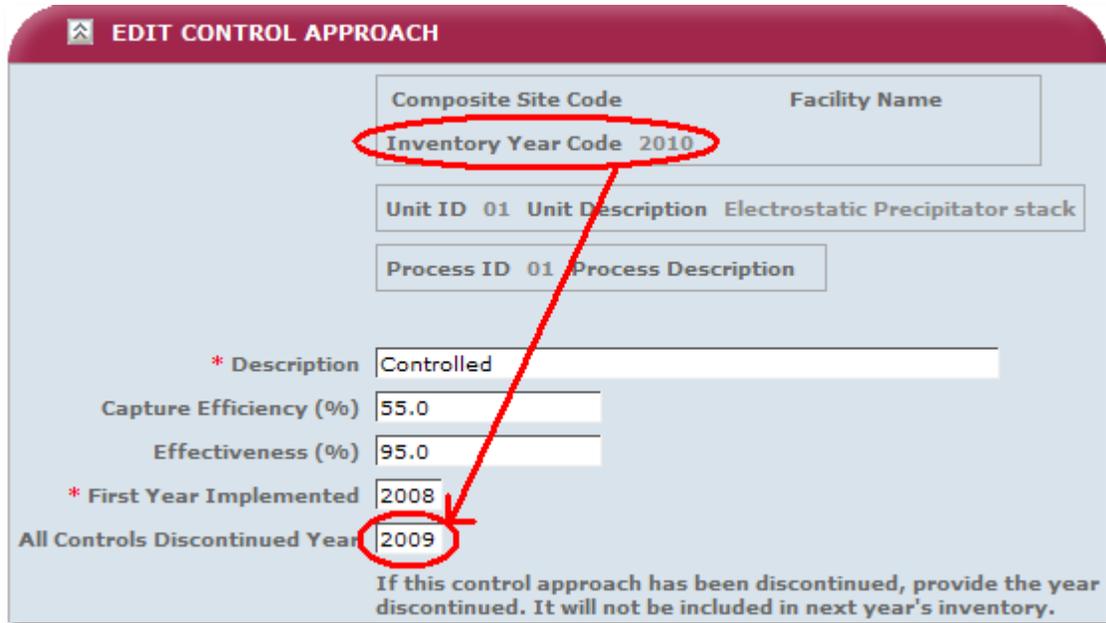
If this process has been discontinued, provide the year discontinued.  
It will not be included in next year's inventory.

Type the 4 digit year in which the Process was discontinued. After the current emission inventory year, this process will no longer be available.

Click **SAVE/REFRESH**.

## Discontinue Control Approach

Like Process, a Control Approach can be recorded as discontinued during the emission inventory year in which the status change occurred. Unlike Facility and Unit, this action is recorded in a field labeled *All Controls Discontinued Year*. There is no Operating Status field, just the Discontinued Year field.



**EDIT CONTROL APPROACH**

Composite Site Code	Facility Name		
Inventory Year Code	2010		
Unit ID	01	Unit Description	Electrostatic Precipitator stack
Process ID	01	Process Description	
* Description	Controlled		
Capture Efficiency (%)	55.0		
Effectiveness (%)	95.0		
* First Year Implemented	2008		
All Controls Discontinued Year	2009		

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

Type the 4 digit year in which the Control Approach was discontinued. After the current emission inventory year, this control will no longer be available.

Click **SAVE/REFRESH**.

## Delete-able Records

As seen above, some types of records can be shutdown or discontinued. Others can be downright deleted. Deleting a record from the current emission inventory year has no effect on the past inventory years. That control measure, or release point will still live on in past year's inventories.

Conversely, it does have an effect on the future. When this facility is recreated for the next inventory year the deleted record will no longer appear. So if, let's say, a control measure is reinstated a year or so down the line, it will have to be reentered manually at that time. None of the items listed below are very substantial on their own so entering a new (or reinstated) element shouldn't be too onerous.

When a record is deleted, any dependant records will also be deleted. Contact is an example: Delete the contact and the address, phone and email records will also automatically be deleted.

### Records That May be Deleted:

- Facility Address (but every facility must have an address)
- Contact
  - Contact Address
  - Contact Phone Number
  - Contact Email
- Facility & Unit Allowable Emissions
- Fuel Parameters
- Control Measures
- Control Pollutants
- Unit & Process Regulations
- Release Point Apportionment
- Emissions

## Chapter 5 Secure Access Washington (SAW)

### System Access via the Internet

SAW is a portal to state applications for users outside of the state intranet.

There are two versions of WEIRD: One for training purposes and one for real data entry. You need two separate SAW accounts to get to those separate applications.

To access the **Training** version of WEIRD use this SAW address <https://test-secureaccess.wa.gov/>

To access the **Production** version of WEIRD use this SAW address <https://secureaccess.wa.gov/>

The SAW system is very easy to use. Simply follow the directions on the screen to: Create an Account; Activate the account; Select Ecology's WEIRD Application; Request user permissions within WEIRD

*You will need to do this entire process TWO times: First for Training, then later for Production*

#### Create an account

**SAW** SecureAccess  
WASHINGTON®

Login to your SecureAccess Washington Account

User ID:

Password:

Do not have an account? [Create one](#)

[Forgot your User ID?](#)  
[Forgot your password?](#)  
[Haven't received activation email?](#)  
[Activate your account](#)

[Privacy Notice](#) [Help](#)

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Click Start

**SAW** SecureAccess WASHINGTON®

1 → 2 → 3 → 4 → 5 → 6  
Name & email address    Username & password    Review your information    Enter security check    Check your email    Login to your account

SecureAccess Washington (SAW) allows you to access multiple online government services with the use of a single user ID and password. By creating a SAW account, you can interact with many government agencies, like L&I, Ecology, DSHS, and more with just one account.

**Start**

[Privacy Notice](#) [Help](#)

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Enter your name, email, and secret question/answer. Click Next

**SAW** SecureAccess WASHINGTON®

1 → 2 → 3 → 4 → 5 → 6  
Name & email address    Username & password    Review your information    Enter security check    Check your email    Login to your account

**Enter your personal information:**

Name

E-Mail Address

Confirm E-Mail

Secret Question

Question Answer

[Privacy Notice](#) [Help](#)

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Select and enter a User ID and Password. Please use your name (NO SPACES) as your User ID. Click Next.

**SAW** SecureAccess  
WASHINGTON®

1 → **2** → 3 → 4 → 5 → 6  
Name & email address    **Username & password**    Review your information    Enter security check    Check your email    Login to your account

**Create a user ID and password:**

**NOTE:** We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access.

User ID

Password

Confirm Password

Previous

[Privacy Notice](#) [Help](#)

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The system will assist you in developing your password. As you enter characters it will let you know how it's going and when you have reached a password that meets the requirements.

User ID

Password

Confirm Password

**You have selected a secure password!**

**Requirements for a secure password:**

Choose a password with:

- at least 10 characters
- contain at least three of the following character classes: uppercase letters, lowercase letters, numerals, special characters
- does not contain user ID

The System will show your information. You can print this page with the PRINT link. Click Next.

**SAW SecureAccess WASHINGTON®**

1 → 2 → **3** → 4 → 5 → 6  
Name & email address Username & password **Review your information** Enter security check Check your email Login to your account

**Review Information:**

Here is your personal and account information.

**NOTE:** We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access.

Name: KathyJo Sullivan  
E-Mail Address: kathyjo.sullivan@ecy.wa.gov  
User ID: KathyJoSullivan  
Password: [redacted]  
Secret Question: Who was your best childhood friend?  
Answer: [redacted]

**Go back to the previous page to make changes.  
Continue to the next page if the information is correct.**

You may want to **PRINT** this page for your records.

Previous **Next**

[Privacy Notice](#) [Help](#)

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Decipher the funky code the system gives you (to prove you're human) and click Submit.

**SAW SecureAccess WASHINGTON®**

1 → 2 → 3 → **4** → 5 → 6  
Name & email address Username & password Review your information **Enter security check** Check your email Login to your account

**Please enter the security code (Not case-sensitive):**  
The security code helps us to prevent massive user sign-up from robot programs.

In the box below, enter the security code you see above: ([Click here if you cannot read the code](#))

Previous **Submit**

[Privacy Notice](#) [Help](#)

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*You're NOT DONE YET!* You need to access your email to activate your account.

**SAW** SecureAccess  
WASHINGTON®

1 → 2 → 3 → 4 → **5** → 6

Name & email address    Username & password    Review your information    Enter security check    **Check your email**    Login to your account

**Check your email account:**  
You are not quite finished yet!

Next you will need to check your email to get information needed to get your account activated and ready to use!

[Privacy Notice](#) [Help](#)

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Click the link in your confirmation email which will launch a SAW login page.

From: secureaccess@dis.wa.gov      Sent: Tue 5/17/2011 1:21 P  
To: Sullivan, Kathy Jo (ECY)  
Cc:  
Subject: SecureAccess Washington: Welcome to SecureAccess Washington

\*\*\*\*\*  
\* This is a system generated message, please DO NOT reply to this email.  
\* If you have any questions, please visit our support site at:  
\*  
\* <http://support.secureaccess.wa.gov>  
\*  
\*\*\*\*\*

Thank you for signing up with SecureAccess Washington.

Your SecureAccess Washington account [KathyJoSullivan] has been successfully created.

To activate your new account, click the following link.

<https://test-secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=84940&userId=KathyJoSullivan>

SecureAccess Washington provides access to a growing list of on-line government services via a single user account. Once you complete your sign-up, you may add services to your new account by

Enter your User ID (not case sensitive) and password (case sensitive)

**SAW SecureAccess WASHINGTON®**

1 → 2 → 3 → 4 → 5 → 6  
Name & email address   Username & password   Review your information   Enter security check   Check your email   **Login to your account**

**Your SecureAccess Washington account has been activated.**

**Login to access your account and register for services**

User ID:

Password:

[Forgot your User ID?](#)  
[Forgot your password?](#)

[Privacy Notice](#) [Help](#)

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Click the blue link "Click here to add services"

**SAW SecureAccess WASHINGTON®**

[My Secure Services](#)   [Account Management](#)   [Help](#)   [About SecureAccess](#)   [Logout](#)

Hello KathyJoSullivan

Service	Agency	Description	User Status	Action
No Services				<a href="#">Click here to add services</a>

[My Secure Services](#) | [Account Management](#) | [About SecureAccess](#) | [Help](#) | [Logout](#) | [Privacy Notice](#)

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Click on the blue link "Department of Ecology"

SAW SecureAccess WASHINGTON®

My Secure Services Account Management Help About SecureAccess Logout

Hello KathyJoSullivan

My Services Add a New Service

Select an agency below to see a list of services: Service code:

[Board for Volunteer Fire Fighters](#)  
[Community, Trade and Economic Development](#)  
[Criminal Justice Training Commission](#)  
[Department of Archaeology and Historic Preservation](#)  
[Department of Commerce](#)  
[Department of Ecology](#)  
[Department of Health](#)  
[Department of Information Services](#)  
[Department of Licensing](#)  
[Department of Natural Resources](#)  
[Department of Revenue](#)  
[Department of Transportation](#)  
[Developer Testing Only](#)  
[DIS DEMO DOMAIN](#)  
[Labor & Industries](#)  
[Liquor Control Board](#)  
[Military Department Headquarters](#)  
[Office of Financial Management](#)  
[Washington State Board of Accountancy](#)  
[Workforce Training and Education Board](#)

If you have been given a service code, enter it below to apply for access to the service.

Apply

Search services by keywords:

Enter keyword(s) below to find related services. Leave field blank to display all services.

Search

AT LEAST ONE of the words

My Secure Services | Account Management | About SecureAccess | Help | Logout | Privacy Notice  
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Scroll all the way to the bottom of the systems list. Find Washington Emission Inventory Repository Database. Click the Apply button next the system name.

Apply	Site Information Management System	Site Information Management System <a href="#">Privacy Notice</a>
Apply	Solid Waste Information Clearinghouse	Solid Waste Information Clearinghouse <a href="#">Privacy Notice</a>
unavailable	Source Control Management	Add Description here. <a href="#">Privacy Notice</a>
Apply	Tier Two Online	An application to submit an annual Tier Two - Emergency and Hazardous Chemical Inventory report to the Washington State Emergency Response Commission. .... <a href="#">more</a> <a href="#">Privacy Notice</a>
Apply	Underground Injection Control Application	TBD <a href="#">Privacy Notice</a>
Apply	Washington Emissions Inventory repository Database	Washington Emissions Inventory repository Database <a href="#">Privacy Notice</a>
Apply	Well Construction and Licensing	Well Construction and Licensing <a href="#">Privacy Notice</a>

My Secure Services | Account Management | About SecureAccess | Help | Logout | Privacy Notice  
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(the name in SAW may be different than shown here)

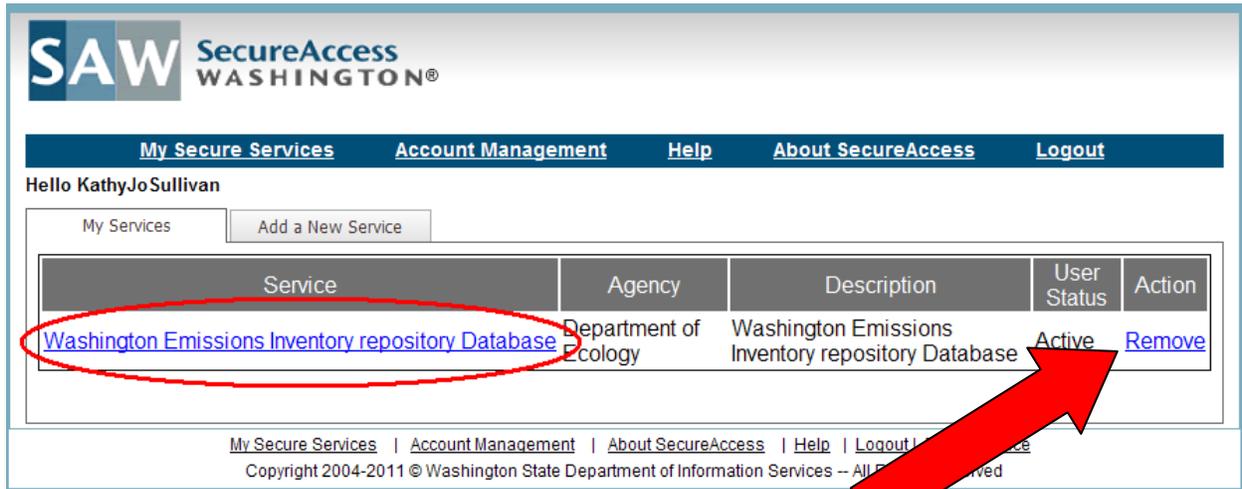
This is confirmation that you have *requested access* to Washington Emissions Inventory Repository Database. Now a live person at Ecology will review and approve your request.

The screenshot shows the SecureAccess Washington web application. At the top left is the logo 'SAW SecureAccess WASHINGTON®'. Below the logo is a navigation bar with links: 'My Secure Services', 'Account Management', 'Help', 'About SecureAccess', and 'Logout'. A greeting 'Hello KathyJoSullivan' is displayed. Below the greeting are two buttons: 'My Services' and 'Add a New Service'. The main content area features a heading 'Service Registration Received' followed by a message: 'Thank you for registering with agency Department of Ecology's service Washington Emissions Inventory repository Database. You will be notified by email of the approval or rejection of your service registration.' At the bottom of the page, there is a footer with links: 'My Secure Services | Account Management | About SecureAccess | Help | Logout | Privacy Notice' and a copyright notice: 'Copyright 2004-2011 © Washington State Department of Information Services -- All Rights Reserved'.

Close any instance of SAW that might be open in your browser. Go back to your email. Open the "SecureAccess Washington : Access Approved" email and click the login blue link.

The screenshot shows an email interface. The header includes: 'From: secureaccess@dis.wa.gov', 'To: Sullivan, Kathy Jo (ECY)', 'Cc:', 'Subject: SecureAccess Washington : Access Approved', and 'Sent: Tue 5/17/2011 1:30 PM'. The email body contains the following text: '\*\*\*\*\*', '\* This is a system generated message, please DO NOT reply to this email.', '\* If you have any questions, please visit our support site at:', '\*', '<http://support.secureaccess.wa.gov>', '\*', '\*\*\*\*\*', 'Your access to SecureAccess Washington agency [Department of Ecology] service [Washington Emissions Inventory repository Database] has been approved for User ID [KathyJoSullivan].', '-----', 'SecureAccess Washington (Customer Test)', 'Login at <https://test-secureaccess.wa.gov/myFortress/saw/select.do>'. The login link is circled in red.

A new internet browser window will open. Click the Washington Emission Inventory Repository Database link.



See the Action Remove link to the far right? **NEVER** CLICK this link.

Now, you SHOULD be on the main page of Washington Emissions Inventory Repository Database. Whenever you use WEIRD make sure you are in the version (training or real) that you intended to use. You don't want to do a lot of *real*/data entry only to find out later you did that work in the training environment.



On this main page, click the Continue button.

Fill out and submit the user information.

Sorry, you're not actually in the system yet. You have to be granted permissions. Different users have different rights and responsibilities. When you submit your user information an email is sent to a system administrator. They will set your permissions and contact you indicating such.

Congratulations, you are now a WEIRD user.

## SAW Support

### *Access problem?*

If you can't log-in or get kicked out of the system - notify Ecology's Emission Inventory staff at email: [AQWEIRDrequest@ecy.wa.gov](mailto:AQWEIRDrequest@ecy.wa.gov). Include as much information as you can – including: what exactly is the problem? What was happening when the problem occurred? What were you trying to do? Did you get a screen shot of the error/oddity? Do you use SAW to access WEIRD? Were you working in the system and got kicked out or you couldn't log in? Did you log into SAW but never get all the way to WEIRD? Were you successfully working in the system earlier in the day; recently; or has it been awhile?

### *Forgot your User ID and/or password?*

SAW allows you to easily retrieve your User ID with a link on main page of SAW.

You can also reset your password using the "Forgot your password?" link on the main page of SAW.

### *Password Maintenance*

SAW security integrity is ensured through a periodic automatic expiration of your password. This will occur every 24 months or 13 months depending on application access. If your password has expired simply utilize the "Forgot your password?" link on the main page of SAW to reset your password.

### *Why so many SAW accounts?*

You have applied for a SAW account, at a particular url address, that will give you access to a particular version of the WEIRD application. Beta for future testing and training will be accomplished on one version of WEIRD which sits on a server at Ecology. While the Production version of WEIRD resides on a different server at Ecology and security requires a different SAW address be used for logging onto a production server. So, sometime in the future, you will be asked to create a new *production* SAW account and be granted access to the new *production* version of WEIRD.

### *Account Management*

When logged into SAW you can change things like your email, name, and password.



## Chapter 6 Troubleshooting / Problems

### Kicked-Out

If you are accessing WEIRD through SAW and you have trouble getting into the system, or if while you are working it appears to have “kicked you out” please:

*...don't create a new SAW account. Sometimes WEIRD might have a problem that prevents log-in or kicks you out; sometimes SAW is "down." Creating a new account won't fix it, and just causes more problems for the person that is probably trying to fix the issue that is plaguing all users.*

*Make a call before you make a new account!*

### Jumpy Cursor

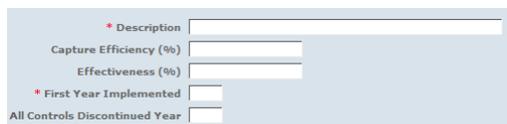
Sometimes when opening a page, any page, that clicking in a cell doesn't stay. It jumps the cursor back up into the first cell. Scroll down also doesn't stay put and it automatically scrolls back to the top.

This happens when actions (clicking & scrolling) are taken before the page has finished loading. The more “pages” on a page, the longer it takes to load. i.e. Edit Process Page →

Every section of this page is a separate page reference, as well as every tab along the bottom. So this will take a few seconds to load. If you scroll down to view the tabs, or click in a field, before the whole thing loads, the page will scroll back up, and the cursor will start flashing the first field.

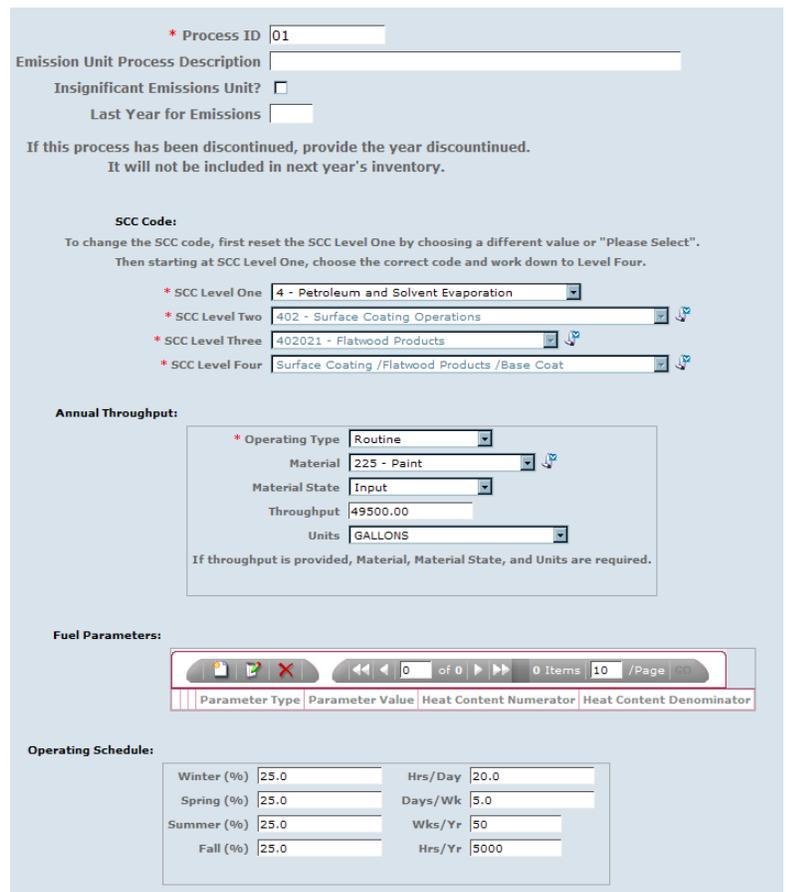
If you don't notice you are not in the field you think you're in you will start typing in the ID field and could change that entry.

Even small pages like Edit Control Approach



\* Description  
Capture Efficiency (%)  
Effectiveness (%)  
\* First Year Implemented  
All Controls Discontinued Year

will do the same thing. So use caution when you first start typing in a page. Make sure you are where you think you are.



\* Process ID 01  
Emission Unit Process Description  
Insignificant Emissions Unit?   
Last Year for Emissions  
If this process has been discontinued, provide the year discontinued.  
It will not be included in next year's inventory.  
SCC Code:  
To change the SCC code, first reset the SCC Level One by choosing a different value or "Please Select".  
Then starting at SCC Level One, choose the correct code and work down to Level Four.  
\* SCC Level One 4 - Petroleum and Solvent Evaporation  
\* SCC Level Two 402 - Surface Coating Operations  
\* SCC Level Three 402021 - Flatwood Products  
\* SCC Level Four Surface Coating /Flatwood Products /Base Coat  
Annual Throughput:  
\* Operating Type Routine  
Material 225 - Paint  
Material State Input  
Throughput 49500.00  
Units GALLONS  
If throughput is provided, Material, Material State, and Units are required.  
Fuel Parameters:  
Parameter Type Parameter Value Heat Content Numerator Heat Content Denominator  
Operating Schedule:  
Winter (%) 25.0 Hrs/Day 20.0  
Spring (%) 25.0 Days/Wk 5.0  
Summer (%) 25.0 Wks/Yr 50  
Fall (%) 25.0 Hrs/Yr 5000

### *Can't Login*

SAW – make note of at what point of the access process you are having trouble. The actual SAW login? Or you did Login to SAW and it failed when you clicked the WEIRD link.

Did your browser (Internet Explorer, or Mozilla Firefox, etc.) just seem to shut down by itself?

- Make sure your Popup Blocker is OFF

Did WEIRD start but you can't "see" or do anything in it?

- Did you get any messages? Take a screen shot (hit the Print Screen key upper right keyboard) and paste (Ctrl V) that into a Word document.
- Click the Contact Us link at the bottom of the WEIRD page (if you can see it) and attach the Word document to your issue report.
- If you cannot see the Contact Us link, send an email to [AQWEIRDrequest@ecy.wa.gov](mailto:AQWEIRDrequest@ecy.wa.gov)

### *Main Menu Bar is inactive*

When the system is fresh and active, the main menu bar words are a very dark grey / almost black font.



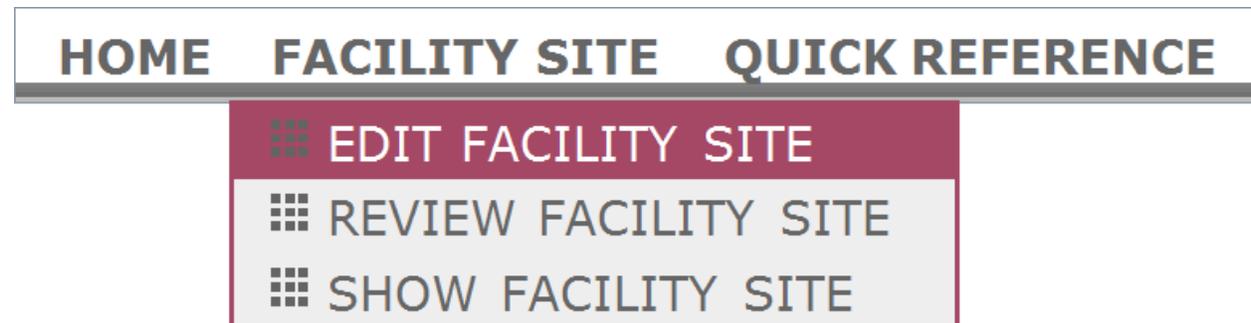
If the system has been open, yet inactive for a certain period of time (varies depending on the login method) the font will change to a lighter color and the links will not work. This is because the system has "timed out" which means you've been logged out. You need to restart the application from scratch.



One way to avoid this, let's say you get interrupted but wish to pick up where you left off, is to occasionally click something:  , activate a MORE  icon, or Go on a search box.

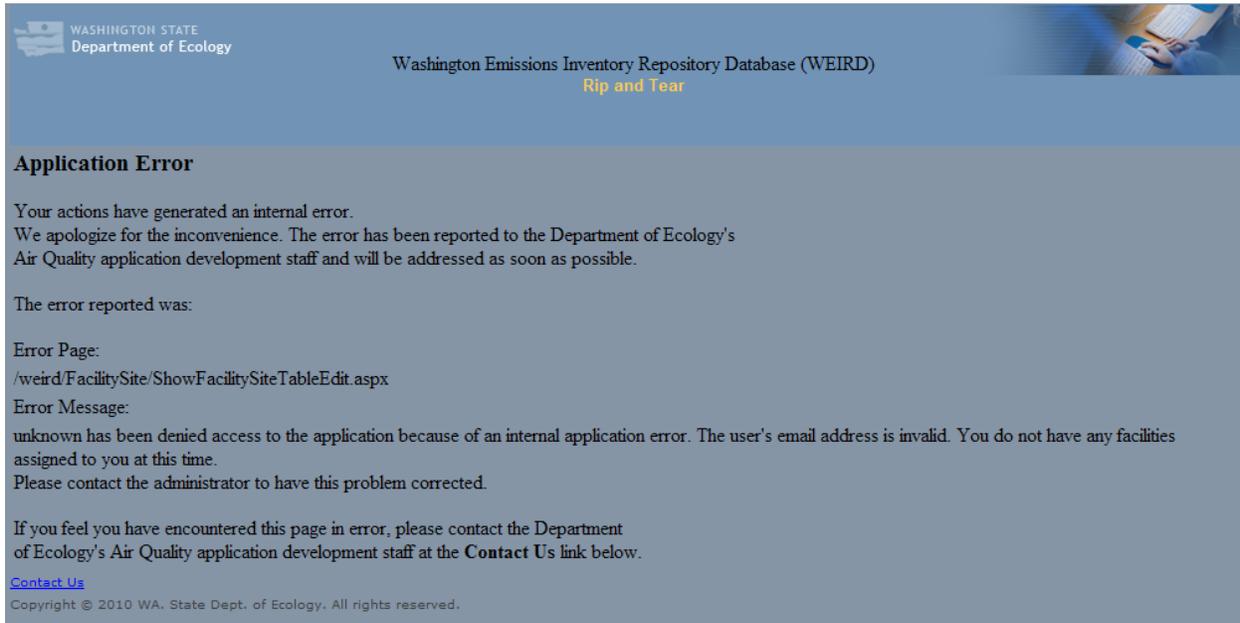
### *ALTERNATELY*

The main menu bar words are still dark color font (system is fresh), you click on a word and it doesn't do anything – you must drag cursor down to one of the entries under the menu title, this highlights one of the options, then click. This example would open the Edit Facility Site page.



## Application Errors

This is an alternate form of timeout error message. Simply close the application and restart.



WASHINGTON STATE  
Department of Ecology

Washington Emissions Inventory Repository Database (WEIRD)  
Rip and Tear

### Application Error

Your actions have generated an internal error.  
We apologize for the inconvenience. The error has been reported to the Department of Ecology's Air Quality application development staff and will be addressed as soon as possible.

The error reported was:

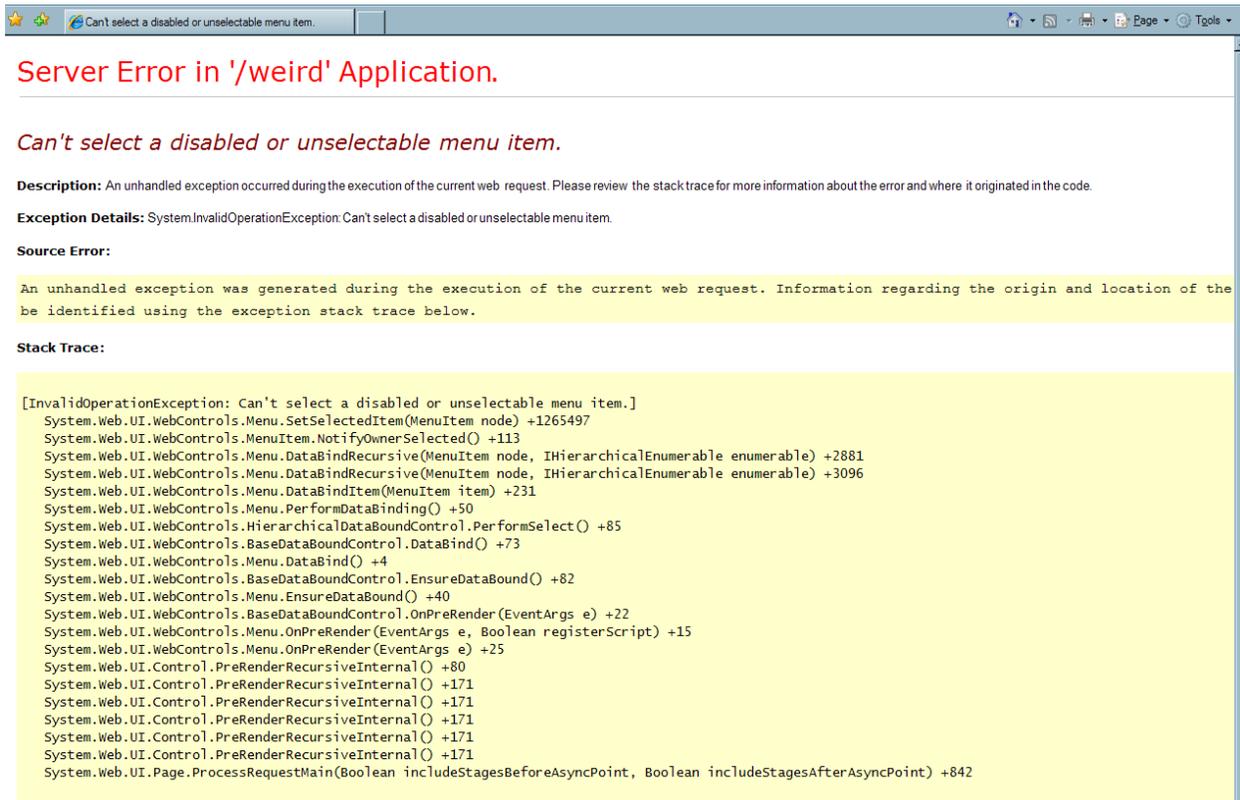
Error Page:  
/weird/FacilitySite/ShowFacilitySiteTableEdit.aspx

Error Message:  
unknown has been denied access to the application because of an internal application error. The user's email address is invalid. You do not have any facilities assigned to you at this time.  
Please contact the administrator to have this problem corrected.

If you feel you have encountered this page in error, please contact the Department of Ecology's Air Quality application development staff at the [Contact Us](#) link below.

[Contact Us](#)

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Can't select a disabled or unselectable menu item.

## Server Error in '/weird' Application.

*Can't select a disabled or unselectable menu item.*

**Description:** An unhandled exception occurred during the execution of the current web request. Please review the stack trace for more information about the error and where it originated in the code.

**Exception Details:** System.InvalidOperationException: Can't select a disabled or unselectable menu item.

**Source Error:**

An unhandled exception was generated during the execution of the current web request. Information regarding the origin and location of the be identified using the exception stack trace below.

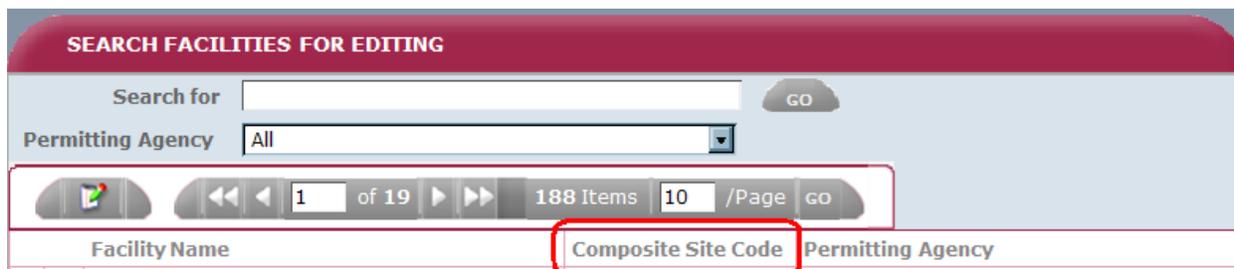
**Stack Trace:**

```
[InvalidOperationException: Can't select a disabled or unselectable menu item.]
System.Web.UI.WebControls.Menu.SetSelectedItem(MenuItem node) +1265497
System.Web.UI.WebControls.MenuItem.NotifyOwnerSelected() +113
System.Web.UI.WebControls.Menu.DataBindRecursive(MenuItem node, IHierarchicalEnumerable enumerable) +2881
System.Web.UI.WebControls.Menu.DataBindRecursive(MenuItem node, IHierarchicalEnumerable enumerable) +3096
System.Web.UI.WebControls.Menu.DataBindItem(MenuItem item) +231
System.Web.UI.WebControls.Menu.PerformDataBinding() +50
System.Web.UI.WebControls.HierarchicalDataBoundControl.PerformSelect() +85
System.Web.UI.WebControls.BaseDataBoundControl.DataBind() +73
System.Web.UI.WebControls.Menu.DataBind() +4
System.Web.UI.WebControls.BaseDataBoundControl.EnsureDataBound() +82
System.Web.UI.WebControls.Menu.EnsureDataBound() +40
System.Web.UI.WebControls.BaseDataBoundControl.OnPreRender(EventArgs e) +22
System.Web.UI.WebControls.Menu.OnPreRender(EventArgs e, Boolean registerScript) +15
System.Web.UI.WebControls.Menu.OnPreRender(EventArgs e) +25
System.Web.UI.Control.PreRenderRecursiveInternal() +80
System.Web.UI.Control.PreRenderRecursiveInternal() +171
System.Web.UI.Control.PreRenderRecursiveInternal() +171
System.Web.UI.Control.PreRenderRecursiveInternal() +171
System.Web.UI.Control.PreRenderRecursiveInternal() +171
System.Web.UI.Control.PreRenderRecursiveInternal() +171
System.Web.UI.Page.ProcessRequestMain(Boolean includeStagesBeforeAsyncPoint, Boolean includeStagesAfterAsyncPoint) +842
```

Occasionally an ominous looking screen will pop that seems like bad news. This is just some of the stuff behind the curtain to which user is never supposed to be subjected. It might pop up with an innocent enough action that you can't even define. Don't worry (unless you get this stuff a lot) just restart.

### Column Sort

In each Search table, the columns come with a default sort order that can be resorted with a click on the column title. Sometimes a click doesn't appear to do anything. Like Composite Site Code in the Edit Facilities search table.



Simply click a different column, then click the one that didn't work the first time. Should work now. Play around with column sorts. Of course if there are only a few records showing....not as much fun.

### Facility Search Table too Small

There are too few facility records showing in my Search Facility table.... but I should be seeing more.

Each user is "assigned" only those facilities for which they have been reported to Ecology to have responsibility. Some users will "see" only one facility (such as a user from a facility) while others will have access to all facilities (administrators and the EI business team at Ecology). Air agencies users will have a short, or not so short list, from which to choose.

If an existing facility you are supposed to have permissions for is missing from your list, contact Ecology's EI Team at [AQWEIRDrequest@ecy.wa.gov](mailto:AQWEIRDrequest@ecy.wa.gov) to get it added to your user profile.

### Missing Facility

If a facility is not in the Search Facility table it could be for one of two reasons:

1. You haven't been assigned the facility in the system (but it already exists)
2. The facility has never been entered into the system

In either case, contact Ecology's EI Team at [AQWEIRDrequest@ecy.wa.gov](mailto:AQWEIRDrequest@ecy.wa.gov) to remedy the situation.

### Can't find a record in a Search Table

Search tables (generally) default to the first 10 records. If there are more than 10 records (Emissions are a good example) you will have to use one of the navigation options.

1. Search
2. Page forward/backward
3. Go to page#
4. Increase records showing

Full explanation of the Search Table navigation controls are found on page 2—2.

## Chapter 7 Glossary

Data Administrator (also Data Admin) – are high level users with more rights (permissions) than regular system users. They can access information and perform tasks that other users cannot, and need not do. This includes, but is not limited to, adding a new facility record, and updating lookup tables.

Database – Often abbreviated *DB*. A collection of information organized in such a way that a computer program/application can quickly select desired pieces of data. There are different types of database but the most popular is a relational database that stores data in tables made up of rows. Rows are made up of fields. A field is a single piece of information.

Default – the system automatically selects or fills a field based on business rules. Usually the field can be changed by the user but is limited to items within the lookup table associated with that field.

Dependant Field -

- \* Pollutant Type drives Pollutant
- \* Pollutant drives Pollutant Code
- \* Country drives State
- \* State drives County
- \* County drives City

Field – on the screen a field is a box which either contains data or can have data typed in or selected by the user. Field is also a part of a record which is where data is stored in a database.

Lookup Table – The database has many tables that contain relatively static data that is consistently used across the entire user base and system. City is an example. There are only certain cities in the state so instead of having the user type the city name, they select the city from a list. That list is accessed with a pull-down menu.

MORE  icon - if a pull-down menu field has more than 100 records an icon appears to the far right of the field.  This icon

opens a searchable list that contains ALL the records in a particular lookup table. This option disappears if previous field selection limits the content of the dependant field. Searches can be done on either the start or content of the record. See page 2—4 for more information on using the MORE search function.

Pull-down Menu –fields that contain data from lookup tables have a black arrow at the right end of the

field.  This indicates that the field cannot be typed but must be selected from a list. If the list is greater than 100 records only the first 100 show and the MORE  icon must be used to access the complete list. If there is no MORE  icon then click anywhere in the field to activate the pull-down menu.

Search Screen – a list of records the user can open in edit or view mode. These are searchable.

**SEARCH FACILITIES FOR EDITING**

Search for:

Permitting Agency:

190 Items 10 /Page

Facility Site Name	Composite Site Code	Permitting Agency
<input type="checkbox"/> 2	A-063-2	Benton Clean Air Agency
<input type="checkbox"/> A & B Asphalt	J-005-0019	Benton Clean Air Agency
<input type="checkbox"/> A & J Custom Cabinets, Inc.	E-011-1238	Southwest Clean Air Agency
<input type="checkbox"/> Affordable Custom Cabinets	K-063-0127	Spokane Regional Clean Air Agency
<input type="checkbox"/> Agrium US Inc	J-005-0002	Benton Clean Air Agency
<input type="checkbox"/> AJ's Crushing & Concrete	J-005-0056	Benton Clean Air Agency
<input type="checkbox"/> Alcoa Primary Metals Intalco Works	S-073-0001	Dept. of Ecology Industrial Section
<input type="checkbox"/> Aluminum Co of America Wenatchee Works	D-011-0001	Dept. of Ecology Industrial Section
<input type="checkbox"/> Areva NP, Inc	J-005-0027	Benton Clean Air Agency
<input type="checkbox"/> Attbar, Inc.	E-011-150	Southwest Clean Air Agency

Tab – once a facility record is open there may be a series of tabs along the bottom of the data window that includes other information that pertains only to that record. Tabs display a limited set of data to help identify each record. These are also search screens which can be navigated much like the main search screens. In most cases, where there is a tab more than one record can exist.

Facility Address | Contacts | Alternate Name | Facility Allowable Emissions | **Release Points** | Emissions Units

10 Items 10 /Page

Release Point ID	Release Point Description	Operating Status
<input type="checkbox"/> 01	Release Point for Unit 01 - Green Mill	Operating
<input type="checkbox"/> 02	Release Point for Unit 02 - Anode Baking	Operating
<input type="checkbox"/> 03	Release Point for Unit 03 - Rodding	Operating
<input type="checkbox"/> 04	Release Point for Unit 04 - Potlines	Operating
<input type="checkbox"/> 05	Release Point for Unit 05 - Pot Rebuild	Operating
<input type="checkbox"/> 06	Release Point for Unit 06 - Boiler House	Operating
<input type="checkbox"/> 07	Release Point for Unit 07 - Ingot Plant	Operating
<input type="checkbox"/> 08	Release Point for Unit 08 - Maintenance	Operating
<input type="checkbox"/> 09	Release Point for Unit 09 - Ore Handling	Operating
<input type="checkbox"/> 10	Release Point for Unit 10 - Miscellaneous Fugitive Dust	Operating

Test Track Pro – An application to report, track, and assign problems, questions, bugs, suggestions or any number of things. It is a communication tool between the user and system administrator. Test Track Pro is accessed with the [Contact Us](#) link at the bottom of every page in WEIRD. See page 2—5 for instruction on how to use this function.

User Permissions – different system users have different needs to access data. There is everything between View Only to System Administration. If there is a need to adjust the permission level of a user please contact the Ecology EI team via [Contact Us](#).

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