

Webinar will begin soon

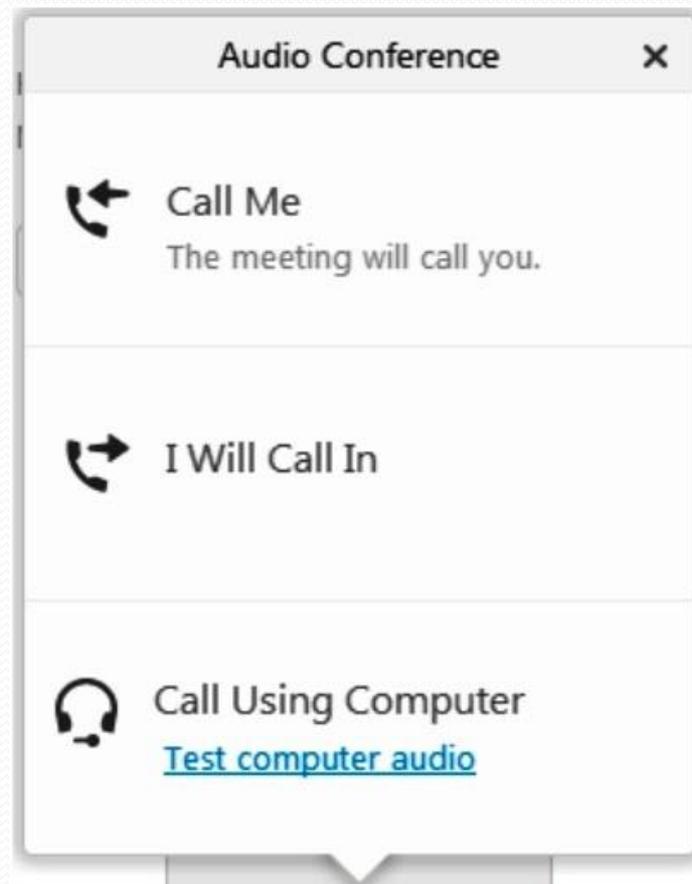
Connecting to Audio: 3 Options

Phone (**best sound quality**)

1. Select “Call Me”
 - Enter your phone number
 - You will be called
2. Or select “I Will Call In” and dial the number provided

Computer microphone and speakers

3. Select “Call Using Computer” and follow directions



The webinar
is starting –
you should be
able to hear us
now!



Chat



**For technical assistance,
use chat!**

**Or e-mail
AQComments@ecy.wa.gov**

- 
- We will record this presentation for future use!

Washington Emissions Inventory Reporting System (WEIRS) Training

January 26, 2016

Sally Otterson, Stephanie Summers, and
Farren Herron-Thorpe

Training Outline

- WEIRS Overview
- Screen navigation
- Facility Data View/Entry
 - standard editing
 - quick reference
 - adding a new facility
- Annual Schedule/Deadlines
- Reports
- Electronic Signing
 - delegating electronic signing



Overview – Training Login

- Ecology users
 - Launch Internet Explorer from work computer
 - Open WEIRS and SAVE it to your favorites or on your desktop
 - <http://ecybetanet11/weird/>
- Users outside of Ecology (CAA's, Facilities)
 - Launch Internet Explorer
 - Login to SAW
 - <https://test-secureaccess.wa.gov>
 - Launch WEIRS link

Overview - Typical User Roles

Most WEIRS users will have one of these roles:

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

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

- All responsible officials or their designee (data signers) must create an electronic signature account
- Allows you to electronically sign the data that you enter
- Once you are done entering your data for the year, the process begins

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

- Responsible Officials (RO) can delegate their authority to another user, an alternate designated representative (ADR)
 - This person can sign and submit documentation for the facility with the authority of an RO
 - Must fill out a form that has signature of RO as well as ADR

Navigation of WEIRS

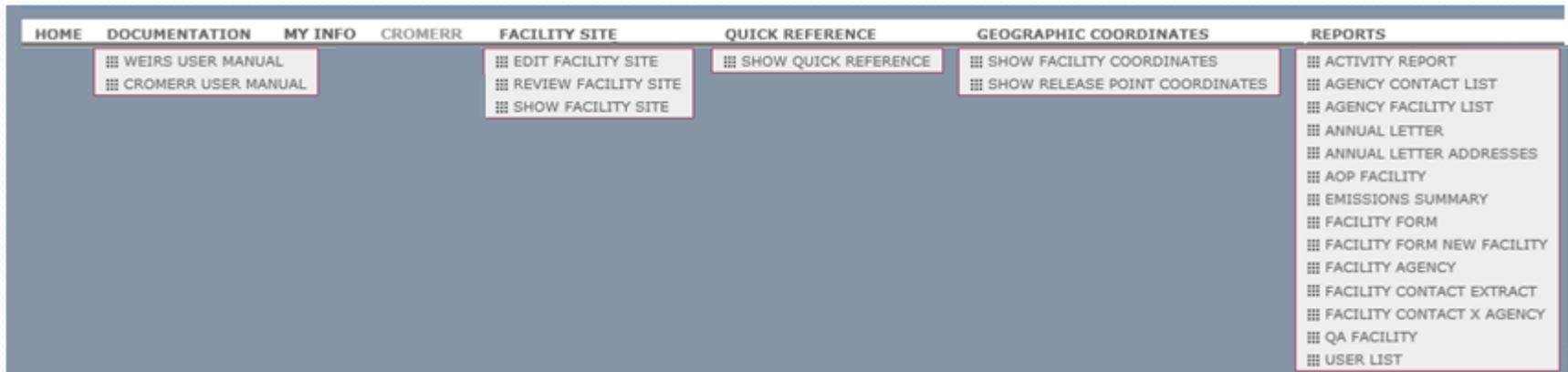
Main Menu Bar



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

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

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



Navigation of WEIRS

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

- Edit Contact Details
- View Facilities you have access to

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

EDIT APPLICATION USER

User Name farrenthorpe

* First Name Farren

Middle Name or Initial

* Last Name Herron-Thorpe

Preferred Name Farren Thorpe

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

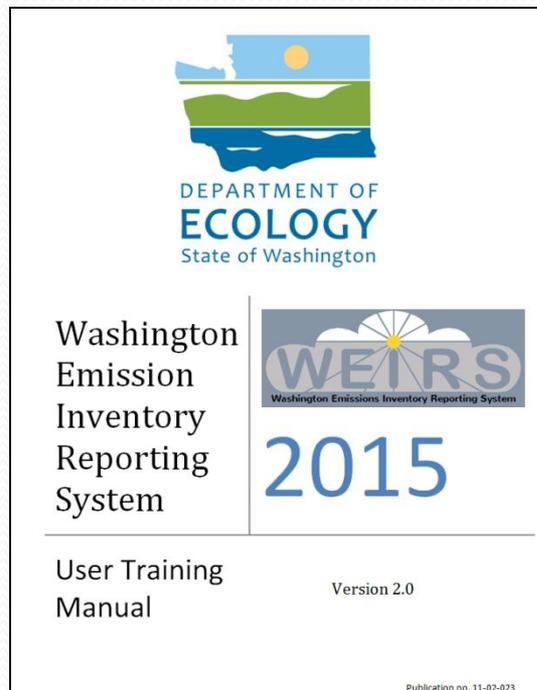
1 of 1 1 Items 10 / Page

Type	Address Line One	City	County	State	ZIP Code	Preferred address?
<input type="checkbox"/> Location Address	123	Batum	Adams	WA	98888	Yes

SAVE CANCEL SAVE/REFRESH

Navigation of WEIRS

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



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

Navigation of WEIRS

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

EDIT CONTROL APPROACH

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

Unit ID unit 01 Unit Description house 1

Process ID 01 Process Description P 1 of Unit 1

* Description manual control

Capture Efficiency (%) 50.0

Effectiveness (%) 5.0

* First Year Implemented 2011

All Controls Discontinued Year

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

Comments

Control Measures Control Pollutants

3 Items 10 /Page GO

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

SAVE CANCEL SAVE & REFRESH

Navigation of WEIRS

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



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

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

Navigation of WEIRS

WARNING!!!!

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

Navigation of WEIRS

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



Navigation of WEIRS

ICONS/SYMBOLS



View Only – No edits can be made



Edit Record



Delete Record



Add a Record



REQUIRED Data

Navigation of WEIRS

Maneuvering In a Record

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

The screenshot shows a web interface for data entry. At the top, there are two dropdown menus: '* Pollutant Type' with the selected value 'CAP - Criteria air pollutant or ammonia', and '* Pollutant' with the selected value '** Please Select **'. Below these is a search bar with a 'GO' button and a close button (X). A pop-up menu is open, displaying a list of pollutant options: CO - Carbon Monoxide, NH3 - Ammonia, NOX - Nitrogen Oxides, PM10-FIL - PM10 Filterable, PM10-PRI - PM10 Primary (Filt + Cond), PM25-FIL - PM2.5 Filterable, PM25-PRI - PM2.5 Primary (Filt + Cond), PM-CON - PM Condensible, PM-FIL - PM Filterable, and PM-PRI - PM Primary (Filt + Cond). At the bottom of the pop-up is a 'CLEAR' button and a paging control with a '1' in a box. Three red arrows with blue outlines point to the 'GO' button, the 'CLEAR' button, and the list items.

Navigation of WEIRS

Some pages return large numbers of records.

Notice these numbers when navigating records:

The page you are currently on *

The total number of pages

The total number of records

The number of records shown per page *

SEARCH FACILITIES FOR EDITING

Search for GO

Permitting Agency: All

1 of 21 201 Items 10 /Page

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

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

Navigation of WEIRS

Some pages return large numbers of records.

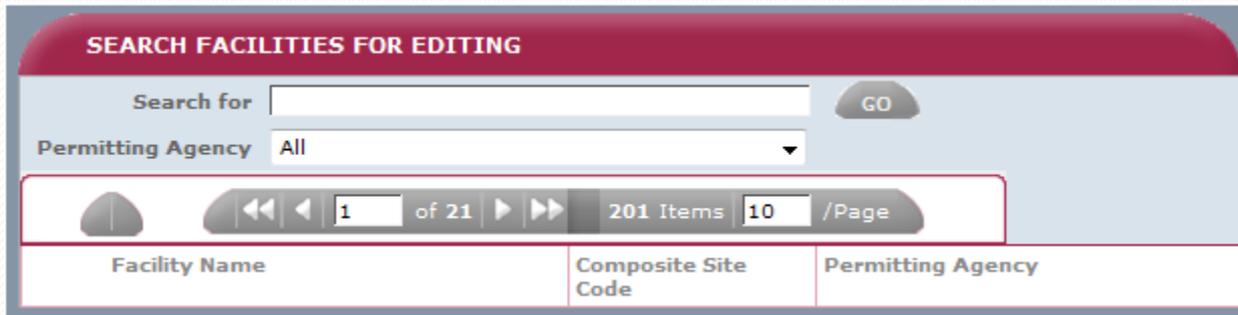
To Move through the Pages:

The Double Left Arrows go to FIRST page

The Left Arrow goes to PREVIOUS page

The Right Arrow goes to NEXT page

The Double Right Arrows go to LAST page



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

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

Navigation of WEIRS

Some pages return large numbers of records.

To Limit the List:

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

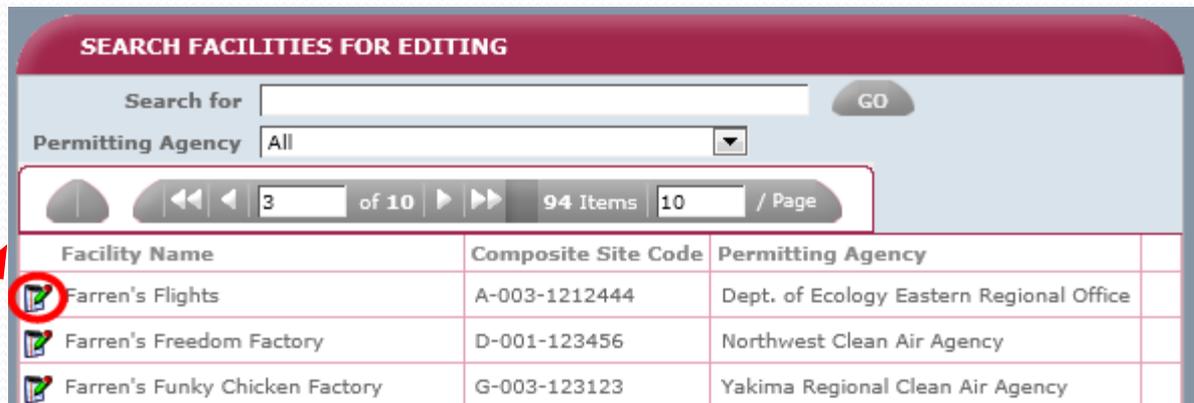
The screenshot displays a web interface for searching facilities. At the top, a red header reads "SEARCH FACILITIES FOR EDITING". Below this, there is a search bar with the text "Search for" and a "GO" button. Underneath the search bar is a dropdown menu labeled "Permitting Agency" with "All" selected. A pagination bar shows "1 of 21" items, "201 Items" total, and "10 /Page". Below the pagination bar is a table with three columns: "Facility Name", "Composite Site Code", and "Permitting Agency".

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

Navigation of WEIRS

Some pages return large numbers of records.

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



SEARCH FACILITIES FOR EDITING

Search for

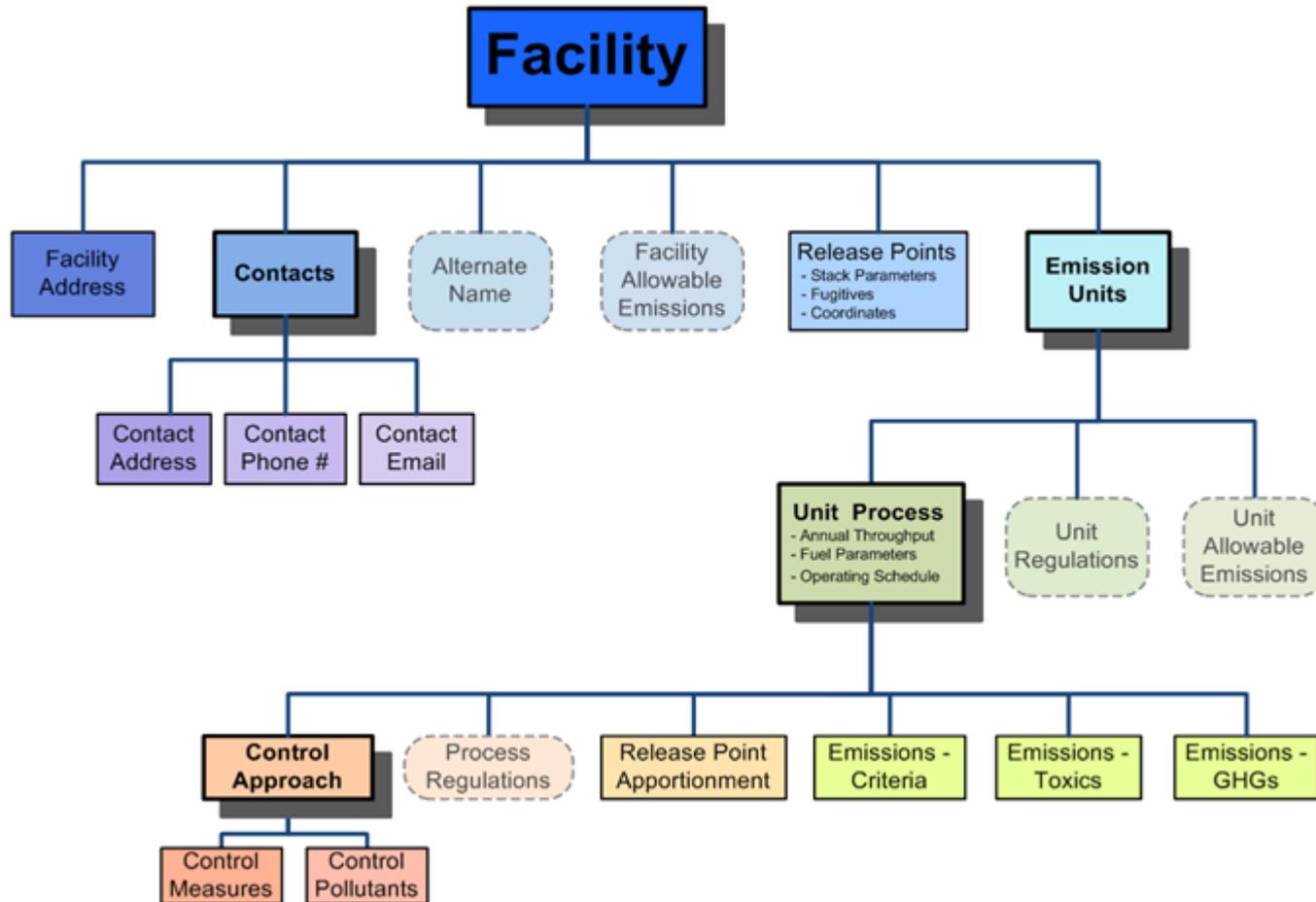
Permitting Agency

Navigation: of 10 94 Items / Page

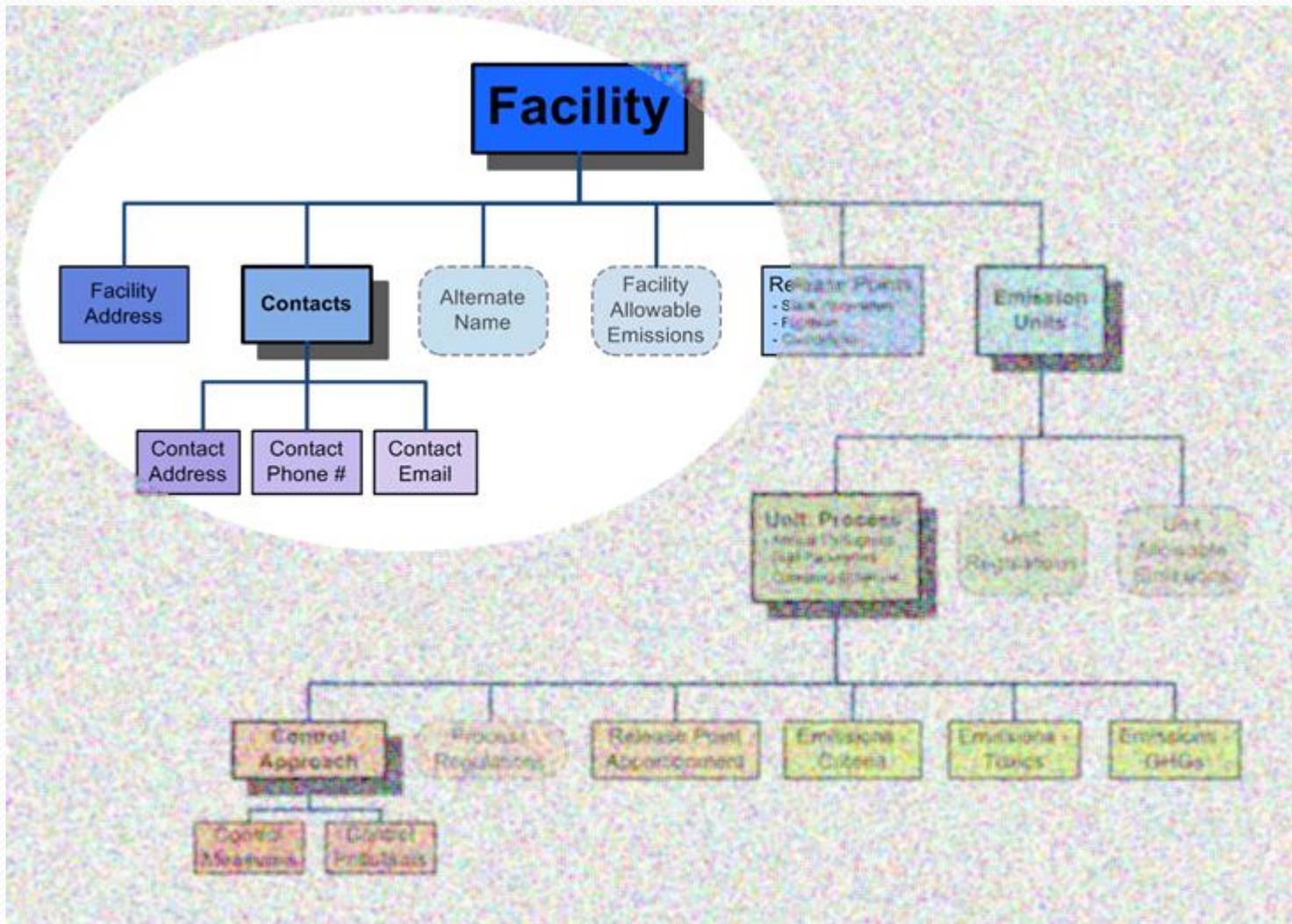
Facility Name	Composite Site Code	Permitting Agency
 Farren's Flights	A-003-1212444	Dept. of Ecology Eastern Regional Office
 Farren's Freedom Factory	D-001-123456	Northwest Clean Air Agency
 Farren's Funky Chicken Factory	G-003-123123	Yakima Regional Clean Air Agency

Navigation of WEIRS

How to find the parameter you're looking for



Edit Facility Details



Edit Facility

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

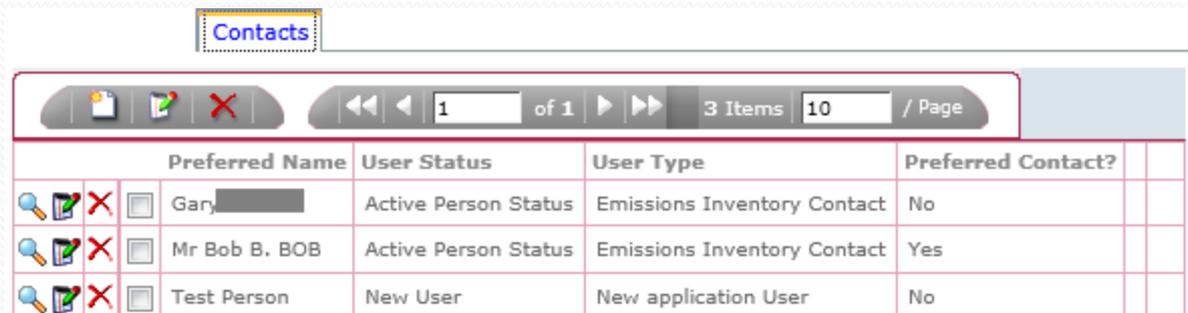
Facility Address

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

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

Contact

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



Contacts

1 of 1 3 Items 10 / Page

	Preferred Name	User Status	User Type	Preferred Contact?	
   <input type="checkbox"/>	Gary	Active Person Status	Emissions Inventory Contact	No	
   <input type="checkbox"/>	Mr Bob B. BOB	Active Person Status	Emissions Inventory Contact	Yes	
   <input type="checkbox"/>	Test Person	New User	New application User	No	

Contact Details

ADDRESS:

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

PHONE:

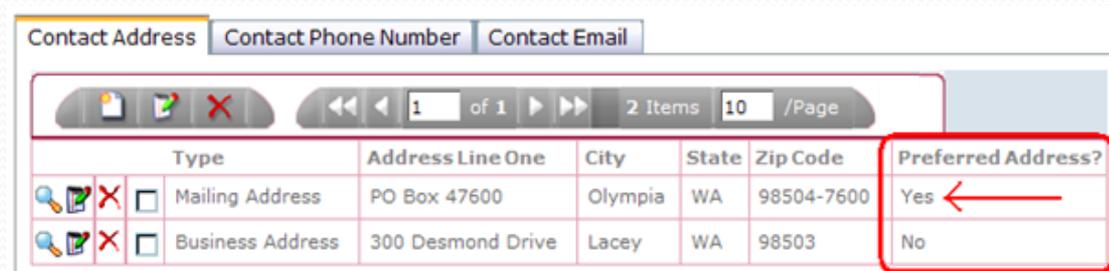
- Select phone type and enter the number

EMAIL:

- Add at least one e-mail address

Each contact type must have one “Preferred” value

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



Contact Address | Contact Phone Number | Contact Email

2 Items | 10 /Page

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

Alternate Name

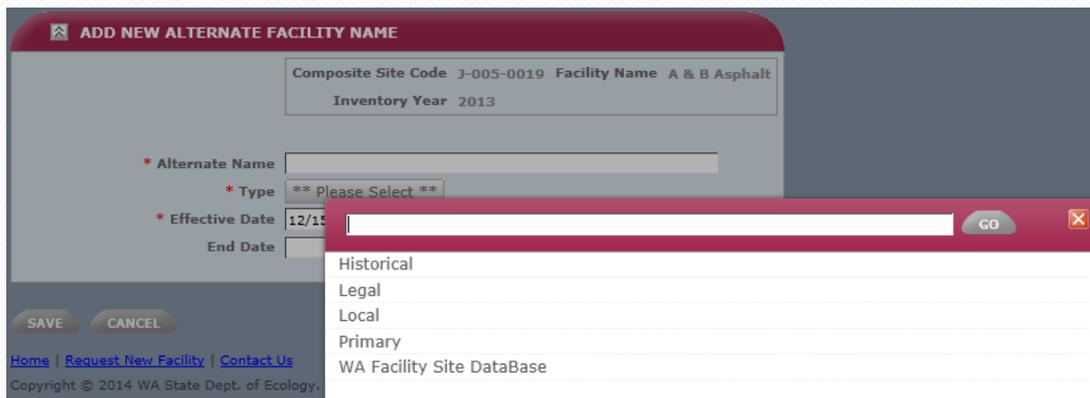
- Add as many Alternate Names as you want



Alternate Name

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

- Track historical names



ADD NEW ALTERNATE FACILITY NAME

Composite Site Code J-005-0019 Facility Name A & B Asphalt
Inventory Year 2013

* Alternate Name

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

* Effective Date 12/15

End Date

SAVE CANCEL

Home | [Request New Facility](#) | [Contact Us](#)
Copyright © 2014 WA State Dept. of Ecology

- Historical
- Legal
- Local
- Primary
- WA Facility Site DataBase

Allowable Emissions

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

Facility Allowable Emissions

Pollutant Code	Averaging Period	Limit	Units	Tons Per Year
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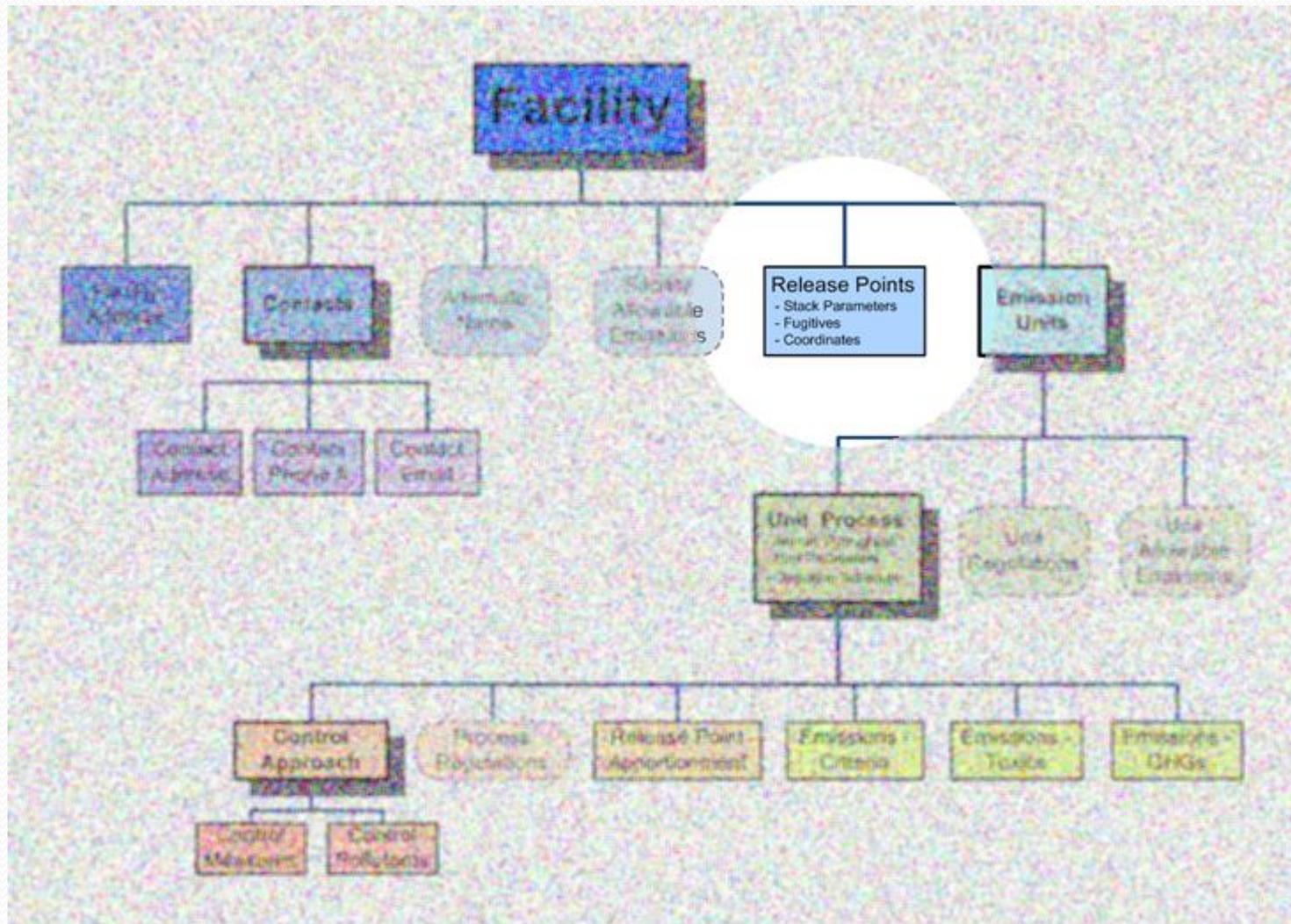
Allowable Emissions

VERY IMPORTANT!

**Please Provide
Allowables Data!**

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

Edit Release Points



Release Point

Release Points			
1 of 1 3 Items 10 /Page			
	Release Point ID	Release Point Description	Operating Status
  <input type="checkbox"/>	01	Release Point for Unit 01 - Electrostatic Precipitator stack	Operating
  <input type="checkbox"/>	02	Release Point for Unit 02 - CT Main stack	Operating
  <input type="checkbox"/>	03	Release Point for Unit 03 - Cooling Tower	Operating

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

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

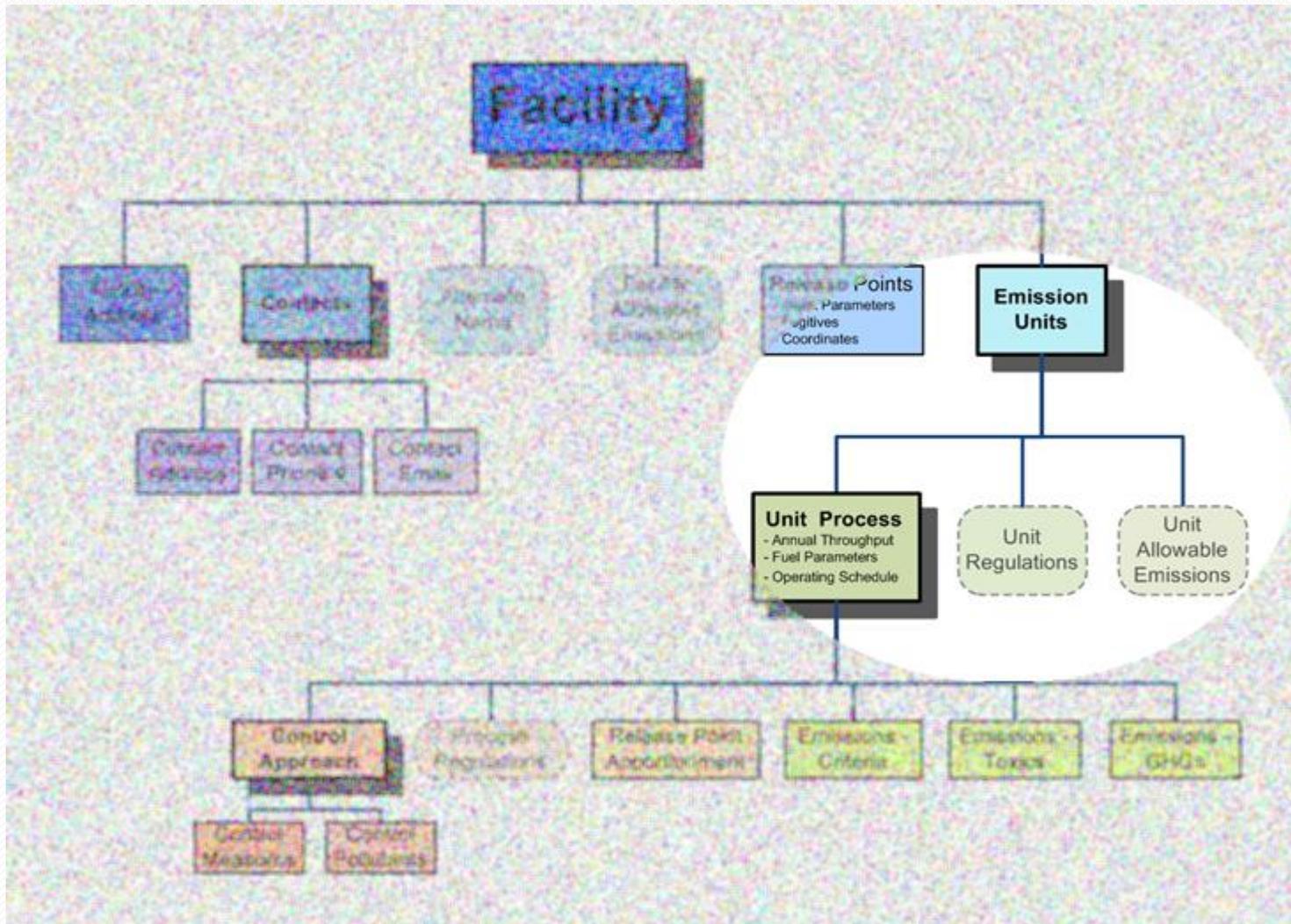
We need your Stack Data

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

Exercises

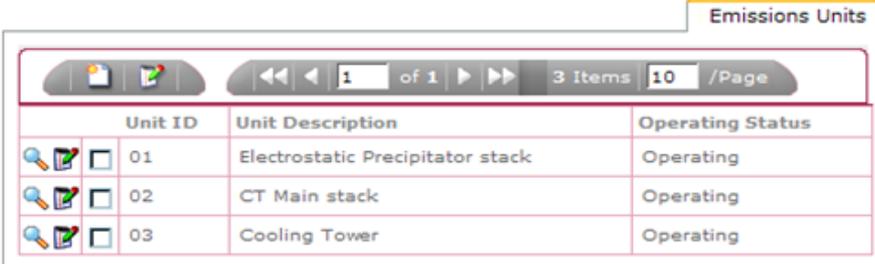
- **Add a new Release Point**
- **Edit existing Release Point**
- Add a new Emissions Unit Process
- Edit existing Emissions Unit Process
- Add a new pollutant emission
- Edit existing pollutant emissions
- QA Facility Report

Edit Emission Units

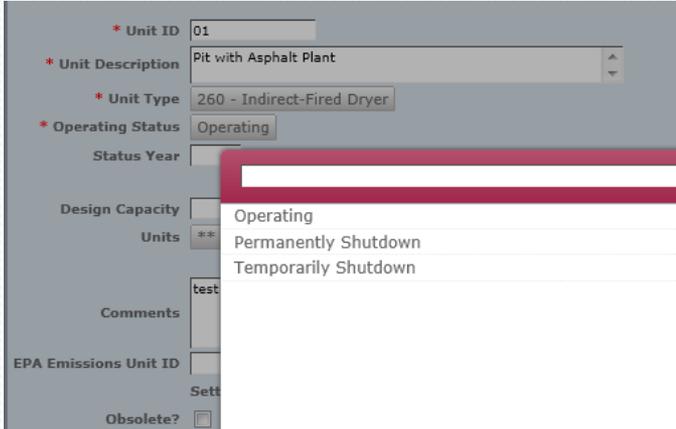


Emission Units

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



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



* Unit ID: 01

* Unit Description: Pit with Asphalt Plant

* Unit Type: 260 - Indirect-Fired Dryer

* Operating Status: Operating

Status Year: []

Design Capacity: []

Units: **

Comments: test

EPA Emissions Unit ID: []

Sett: []

Obsolete?:

Operating Status dropdown options:
Operating
Permanently Shutdown
Temporarily Shutdown

Regulations

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

The screenshot displays a web form titled "ADD UNIT REGULATION". The form includes several input fields: "Composite Site Code" (with a dropdown arrow), "Facility Name" (with a dropdown arrow), "Inventory Year" (set to 2013), "Unit ID" (set to 123456), and "Unit Description" (set to Test Unit). A required field for "Regulatory Code" is currently set to "** Please Select **". Below this, there are fields for "Non-Federal Regulation Description", "Regulatory Start Year", "Regulatory End Year", and "Comments". At the bottom left, there are "SAVE" and "CANCEL" buttons, and a footer with links for "Home", "Request New Facility", and "Contact Us", along with a copyright notice for 2014 WA State Dept. of Ecology. A dropdown menu is open over the "Regulatory Code" field, showing a list of regulatory codes such as "40 CFR 59.100 (Subpart B) - Autobody Refinish Coatings (VOC Rule)", "40 CFR 59.201 (Subpart C) - Consumer Products (VOC Rule)", "40 CFR 59.400 (Subpart D) - Architectural Coatings (1998)", "40 CFR 59.500 (Subpart E) - Aerosol Spray Paints (2008)", "40 CFR 60 (Subpart) - Utility NSPS", "40 CFR 60.100 (Subpart J, Ja) - Petroleum Refineries", "40 CFR 60.1000 (Subpart AAAAA) - Small Municipal Waste Combustors (MWC) NSPS", "40 CFR 60.110 (Subpart K, Ka, Kb) - Volatile Organic Liquid Storage Vessels", "40 CFR 60.120 (Subpart L) - Secondary Lead Smelters", and "40 CFR 60.130 (Subpart M) - Secondary Brass & Bronze". The dropdown menu has a search bar, a "GO" button, and a "CLEAR" button at the bottom.

Unit Allowable Emissions

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

ADD UNIT ALLOWABLE EMISSIONS

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

Unit ID 123456 Unit Description Test Unit

* Pollutant Type CAP_NH3
* Pollutant ** Please Select **

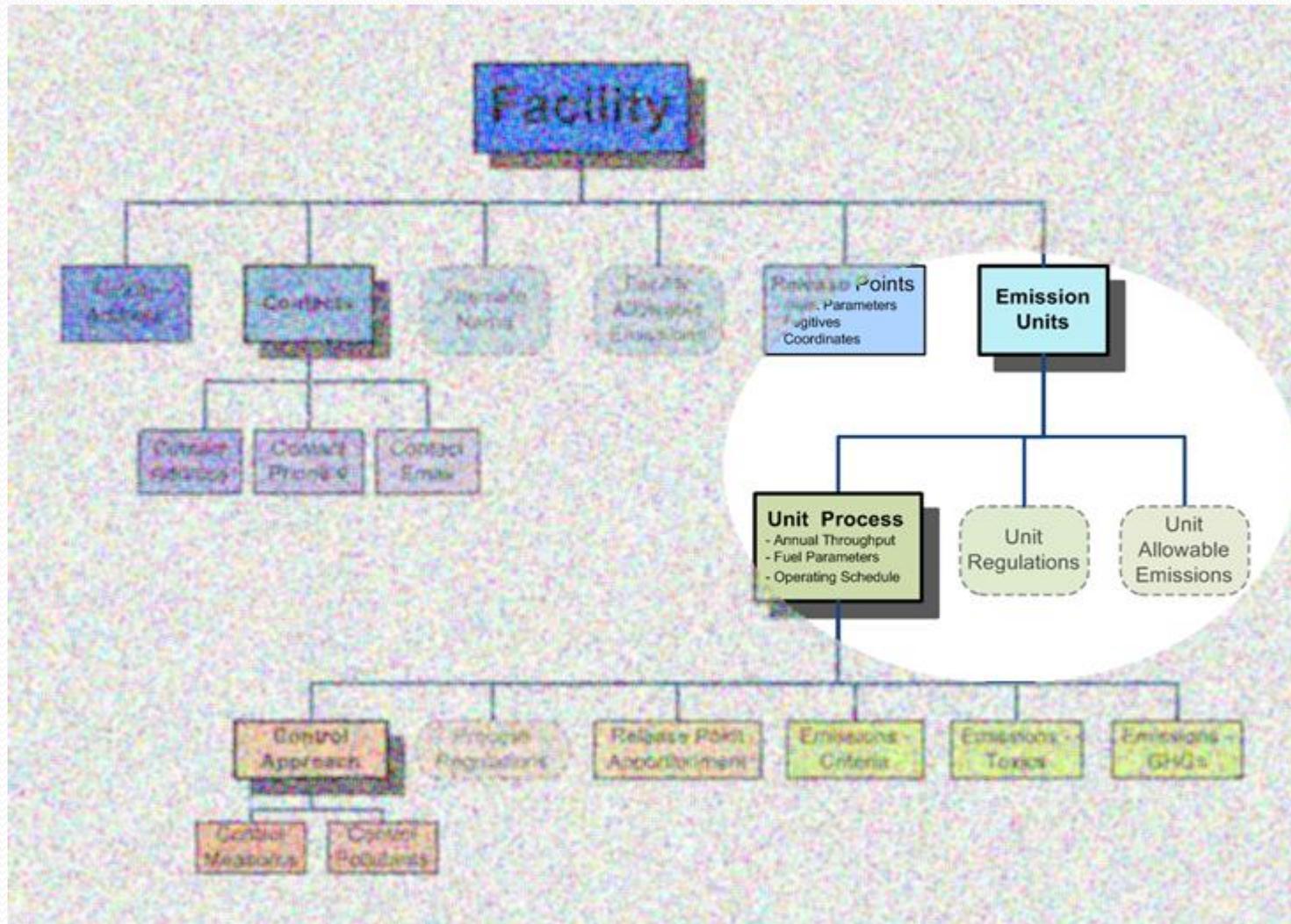
To add a pollutant
Some pollutants require a permit
If the pollutant is not in the list
link to request a new pollutant

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

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

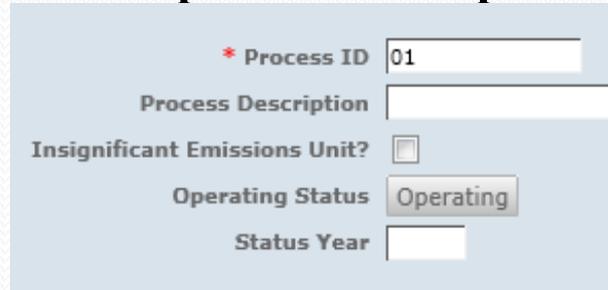
CLEAR

Edit Emission Unit Process



Unit Process

- Process Description is optional but helpful



* Process ID

Process Description

Insignificant Emissions Unit?

Operating Status

Status Year

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



* SCC Level One ** Please Select **

* SCC Level Two ** Please Select **

* SCC Level Three ** Please Select **

* SCC Level Four ** Please Select **

Fuel Parameters:

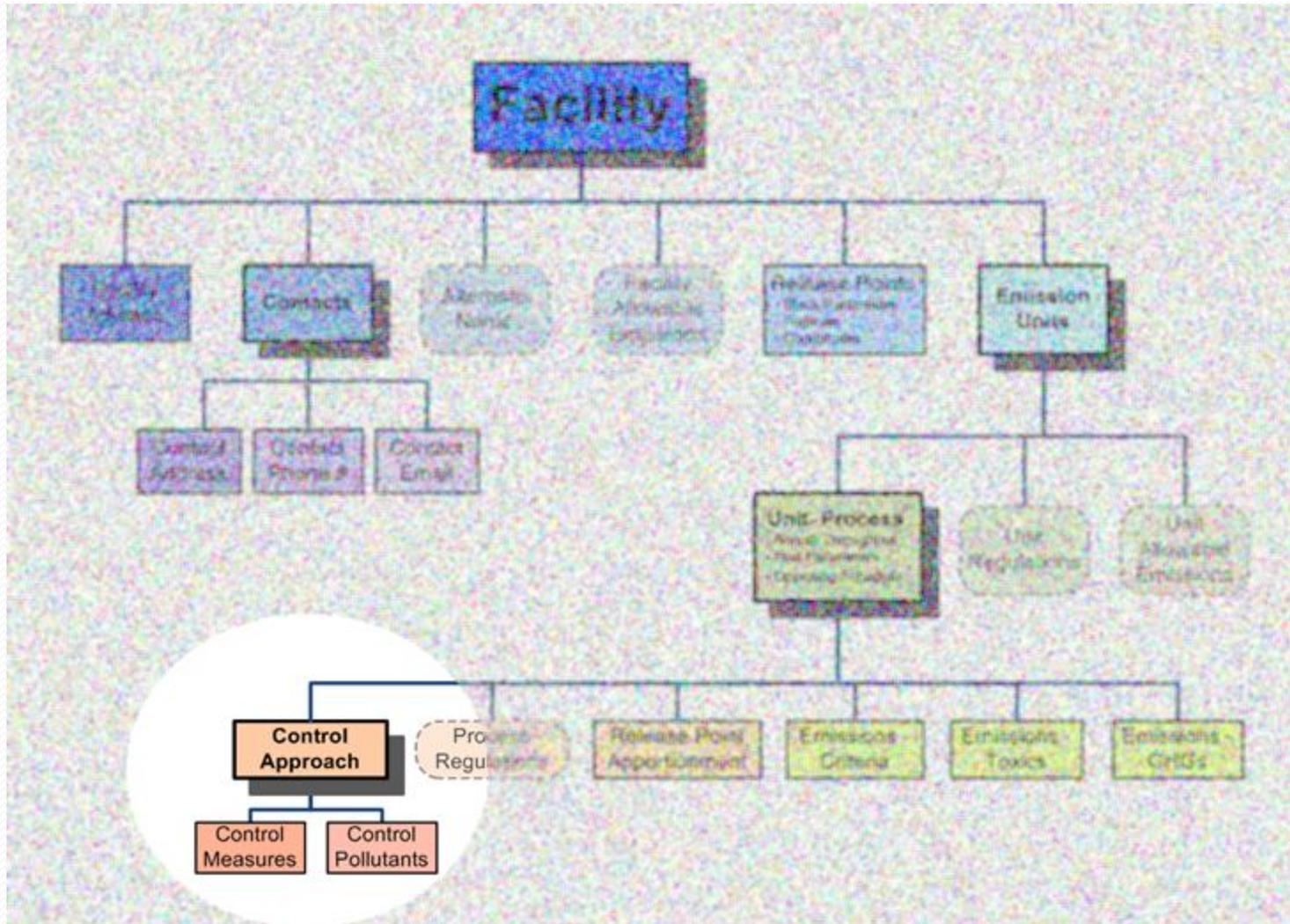


0 of 0 0 Items 10 / Page

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

- **SAVE & REFRESH** before going to Fuel Parameters!

Edit Control Approach



Control Approach

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

ADD NEW CONTROL APPROACH

Composite Site Code Facility Name
Inventory Year Code

Unit ID Unit Description
Process ID Process Description

* Description

Capture Efficiency (%)

Effectiveness (%)

* First Year Implemented

All Controls Discontinued Year

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

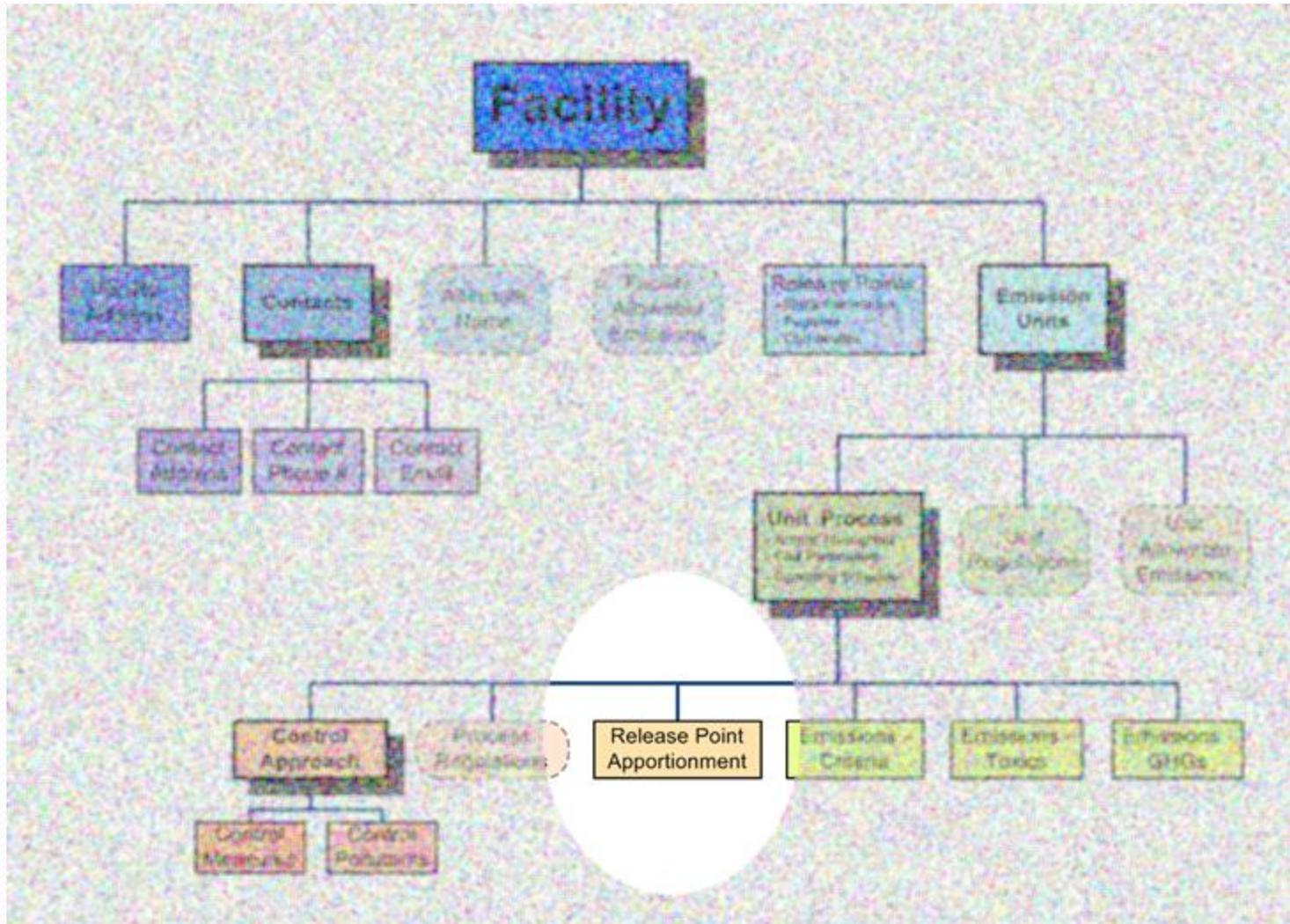
Comments

Control Approach



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

Edit Release Point Apportionment



Release Point Apportionment

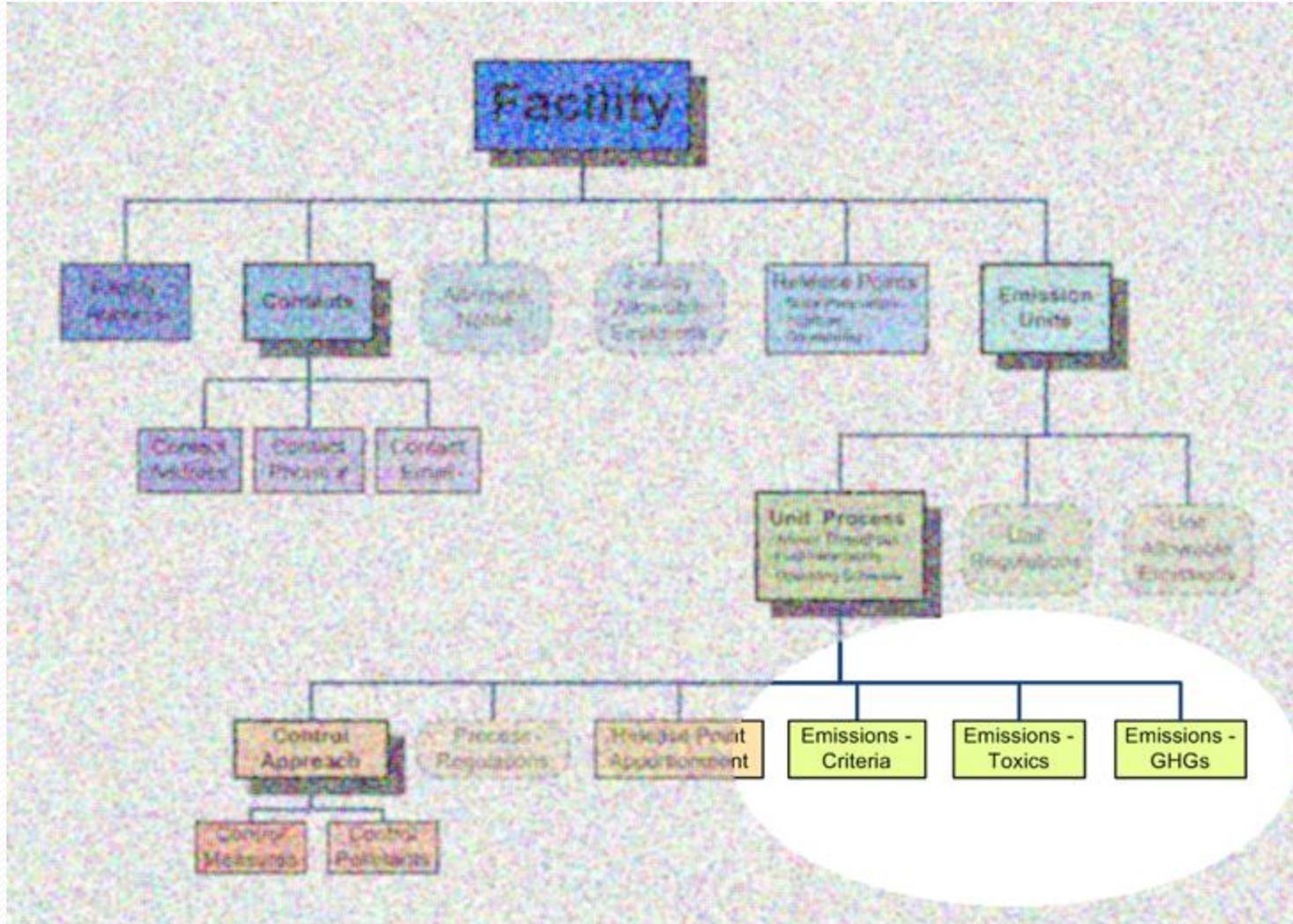
- A process can vent to more than one stack
 - Record that information under Release Point Apportionment
 - Must create release points before apportioning to different release points
- The sum of apportionments must equal 100%
 - Use the CHECK APPORTIONMENT button to verify

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

Exercises

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

Edit Emissions



Single Emission Entry

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

ADD NEW REPORTING PERIOD EMISSIONS

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

Unit ID 1 Unit Description boiler

Process ID 1 Process Description boiler

Reporting Period Type Annual Reporting Period Description

Update this info

* Pollutant Type ** Please Select **

* Pollutant ** Please Select **

VOC Expression ** Please Select **

* Total Emissions

* Units ** Please Select **

* Calculation Method ** Please Select **

Emission Factor

Numerator Units ** Please Select **

Denominator Units ** Please Select **

Emission Factor Reference

Particulate Matter (PM) Definitions

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

Particulate Matter (PM) Reporting

- How to report particulate matter
 - If you only have FIL, report FIL
 - If you have FIL and CON, report FIL and CON *or* PRI
 - If you don't know what it is, report PRI
 - This is often the case when using emission factors
- If you only have PM, you must estimate PM₁₀ and PM₂₅
 - Be consistent: all as FIL or all as PRI
- PM₁₀ and PM₂₅ must both be reported.
- $PM \geq PM_{10} \geq PM_{25}$

Multiple Emissions Update - Update Emissions

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

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

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

Unit ID 01 Unit Description Electrostatic Precipitator stack

Process ID 01 Process Description

Search for

Pollutant Type All

1 of 1 11 Items 20 / Page

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

Quick Reference

FACILITY SITE	QUICK REFERENCE	GEOGRAPHIC COORDINATES
	 SHOW QUICK REFERENCE	

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

Quick Reference

FACILITY SITE EMISSIONS

Facility Name: Blowing Steam Worldwide
 Composite Site Code: S-011-test123
 Operating Status: Operating

RELEASE POINT

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

EMISSION UNITS

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

UNIT PROCESS

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

PROCESS CONTROL APPROACH

Unit ID	Process ID	Description	Capture Efficiency (%)	Effectiveness (%)	Reviewed?
1	1	CNTRL1		50.0	95.0

ANNUAL EMISSIONS

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

OK EDIT FACILITY INFO

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

Geographic Coordinates



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

EDIT FACILITY COORDINATES

Composite Site Code [] Facility Name []
Inventory Year 2013

* Latitude [4]
* Longitude [-1]
* Reference Point Entrance Point
Coordinate Data Source ** Please Select **
Geometric Type ** Please Select **

Horizontal:
Horizontal Accuracy Measure []
Horizontal Collection Method ** Please Select **

Vertical:
Vertical Measure []
Vertical Collection Method ** Please Select **

Source Map Scale Number []
Verification Method ** Please Select **
Data Collection Date []
Horizontal Units ** Please Select **
Horizontal Reference Datum ** Please Select **
Vertical Units ** Please Select **
Vertical Reference Datum ** Please Select **

Comments []

Primary Site?
Setting the flag to obsolete will make this record no longer available for use.
Obsolete?

Exercises

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

Add a New Facility

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



Add a New Facility

WASHINGTON STATE
Department of Ecology

WEIRD Emissions Inventory System
(EIS)

WEIRD Add 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:

*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:

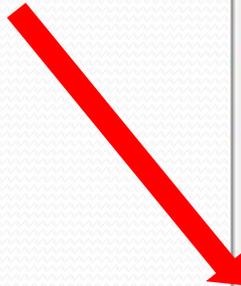
*Latitude:

*Longitude:

*Needed By Date: Click on the Calendar button to select a date

Additional Information:

*** Required to send the request**



Contact Us

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



HOME DOCUMENTATION MY INFO CROMERR FACILITY SITE QUICK REFERENCE GEOGRAPHIC COORDINATES

WEIRS

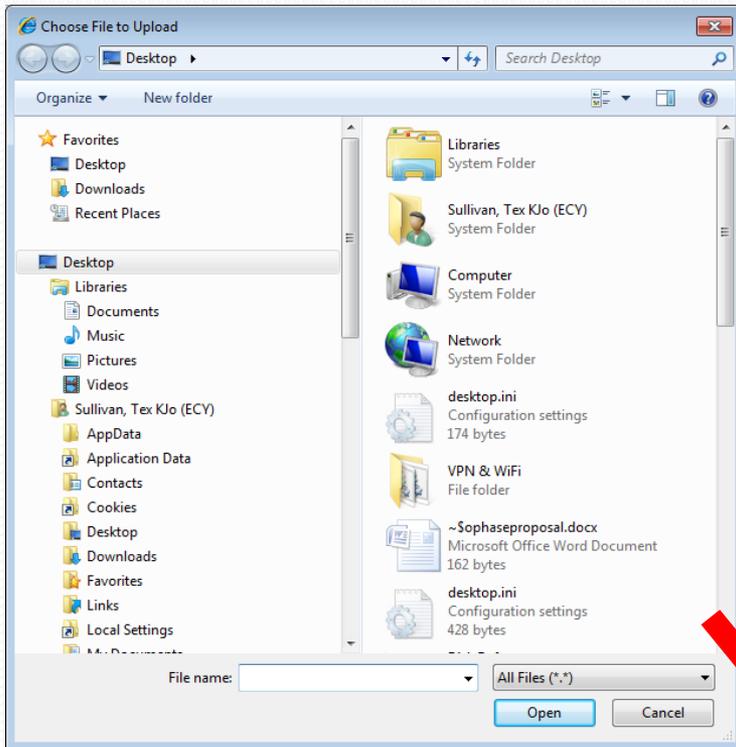
Washington Emissions Inventory Reporting System

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

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The image shows a screenshot of the WEIRS website. At the top, there is a navigation menu with links: HOME, DOCUMENTATION, MY INFO, CROMERR, FACILITY SITE, QUICK REFERENCE, and GEOGRAPHIC COORDINATES. Below the menu is a large graphic featuring a stylized sun with rays rising over a horizon, with the word 'WEIRS' in large, bold, blue letters. Underneath the graphic, the text 'Washington Emissions Inventory Reporting System' is displayed. At the bottom left, there is a navigation bar with links: 'Home', 'Request New Facility', and 'Contact Us'. The 'Contact Us' link is highlighted with a red circle. Below the navigation bar, the copyright notice reads: 'Copyright © 2014 WA State Dept. of Ecology. All rights reserved.'

Contact Us



WASHINGTON STATE
Department of Ecology

WEIRD Emissions Inventory System
(TSS)

WEIRD Emissions Inventory Submittal Form

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

Contact Information

*First Name:

*Last Name:

*Email Address:

Phone Number:

Browser Information

Browser: Internet Explorer 6.0 or Newer

System Information

*Component:

*Type:

Problem Description

*Description: (Describe the request or Issue)

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

File Attachment:

* Required to send the report

Click here when finished

Include the URL too!

Regional/Local Contacts

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

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

Schedule – Ecology Offices

Task	Due Date
Data entered and signed in WEIRS	April 15
Preliminary emissions statements sent to facilities	July 31
Corrections identified	Aug 31
Corrections completed	Sep 30
Pre-Billing Notices	Oct 31

Schedule

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

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

Reports Available in WEIRS For Facilities

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

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

Reports Available in WEIRS

Agency Users Only

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



Exercises

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

Data Finalization Procedures (Locals/Facilities)

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

Electronic Signing - CROMERR

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

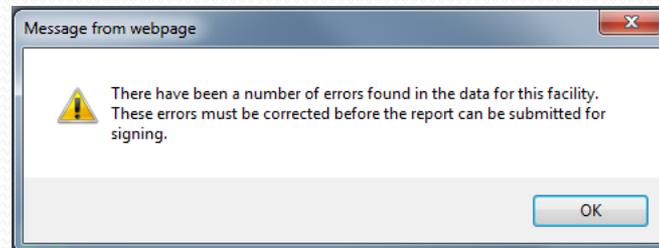


Type	Address Line One	City	State	ZIP Code	Preferred Address?		
 <input type="checkbox"/>	Location Address	4050 Mountain View Rd	Ferndale	Washington	98248-0937	Yes	

SAVE CANCEL SAVE/REFRESH **FACILITY REPORT**

Electronic Signing - CROMERR

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



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

Electronic Signing - CROMERR

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

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

The screenshot shows a web browser window displaying the 'Emissions Report Summary' for 'Blowing Steam Worldwide' in 2013. The browser's address bar shows '1 of 4' and '100%' zoom. A red box highlights the 'Select a format' dropdown menu and the 'Export' button in the top right corner. The report content is organized into sections: 'FACILITY OPERATIONS' and 'FACILITY LOCATION'. The 'FACILITY OPERATIONS' section includes fields for Facility Category (CAP Major), NAICS Code (3114), Facility Comments (test), and Operating Status (Operating). The 'FACILITY LOCATION' section includes Coordinates (Latitude: 45.63640, Longitude: -122.65810), Reference Point (Facility Center), Facility Address (10 C Street, Vancouver, WA 98661, Clark County), and Contact information (Smoldering Summers, PO Box 345, Portland, OR 97205, (360) 407-6867, WEIRS.summers@gmail.com). At the bottom, there is a 'CERTIFICATION OF DATA ACCURACY' section with a text area for a statement. A red box highlights the 'SUBMIT' button at the bottom center, with a 'CANCEL' button to its left.

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

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

CERTIFICATION OF DATA ACCURACY

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

- If the report is accurate, click 'Submit'

Electronic Signing - CROMERR

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



my Electronic Signature Account

Enter User Name:

Enter Password:

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

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

Recent Electronic Signature Account Activity

Please review your most recent activities:

Instructions:

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

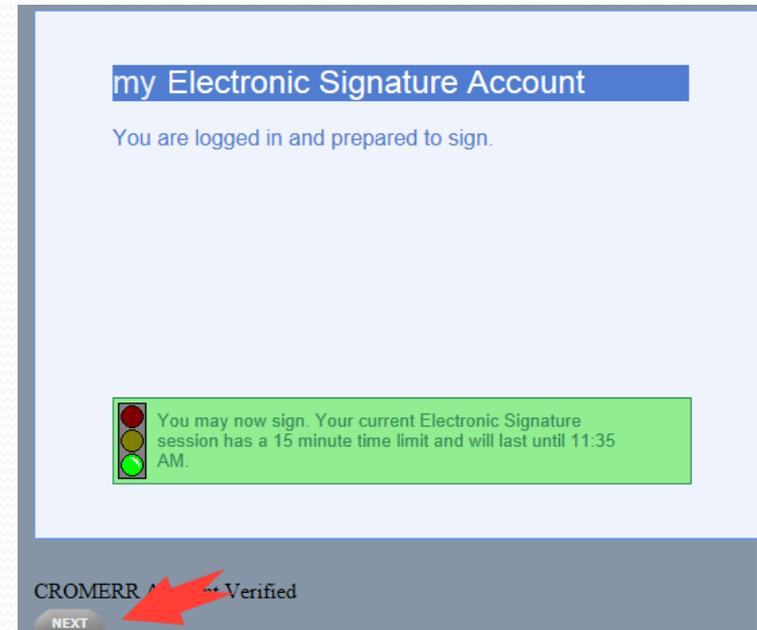
Recent Activity:

Function	Transaction Type	Activity Date	Success Flag
StartedSignon	Credential Check	1/7/2015 9:08:21 AM	<input checked="" type="checkbox"/>
Answering a Question	Answering a Question	1/7/2015 9:08:32 AM	<input checked="" type="checkbox"/>
Login	Logged In and issued a signing token for the session.	1/7/2015 9:08:32 AM	<input checked="" type="checkbox"/>

Done Viewing

Electronic Signing - CROMERR

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



Electronic Signing - CROMERR

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

If you are ready to submit the facility report to the Department of Ecology, please read and agree to the Signatory Attestment below. Once you click Submit To Dept. of Ecology, the facility will be locked from further edits.

SIGNATORY ATTESTMENT

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

If I am a representative of a major source, I further certify:

I am the responsible official as defined in WAC 173-401-200 for this facility. I reviewed the content or meaning of the submittal before signing it. Based on information and belief formed after reasonable inquiry, the statements and information in the submittal are true, accurate, and complete. I intend to submit this information as part of the implementation, oversight, and enforcement of a federal environmental program. I am aware there are significant penalties for submitting false information, including possible fines and imprisonment.

I have read and understand the above certifications.

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

CANCEL

SUBMIT TO DEPT. OF ECOLOGY

COMPLETE

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

Electronic Signing - CROMERR

- The message above the Signatory Attestment will change

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

SIGNATORY ATTESTMENT

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

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

I have read and understand the above certifications.

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

CANCEL

SUBMIT TO DEPT. OF ECOLOGY

COMPLETE



- Click 'Complete' to finish submission

Inventory Finalization Procedures (ECY Headquarters)

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

Your Training is Complete!

HQ Contacts

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