



DEPARTMENT OF
ECOLOGY
State of Washington

Washington
Emissions
Inventory
Reporting
System

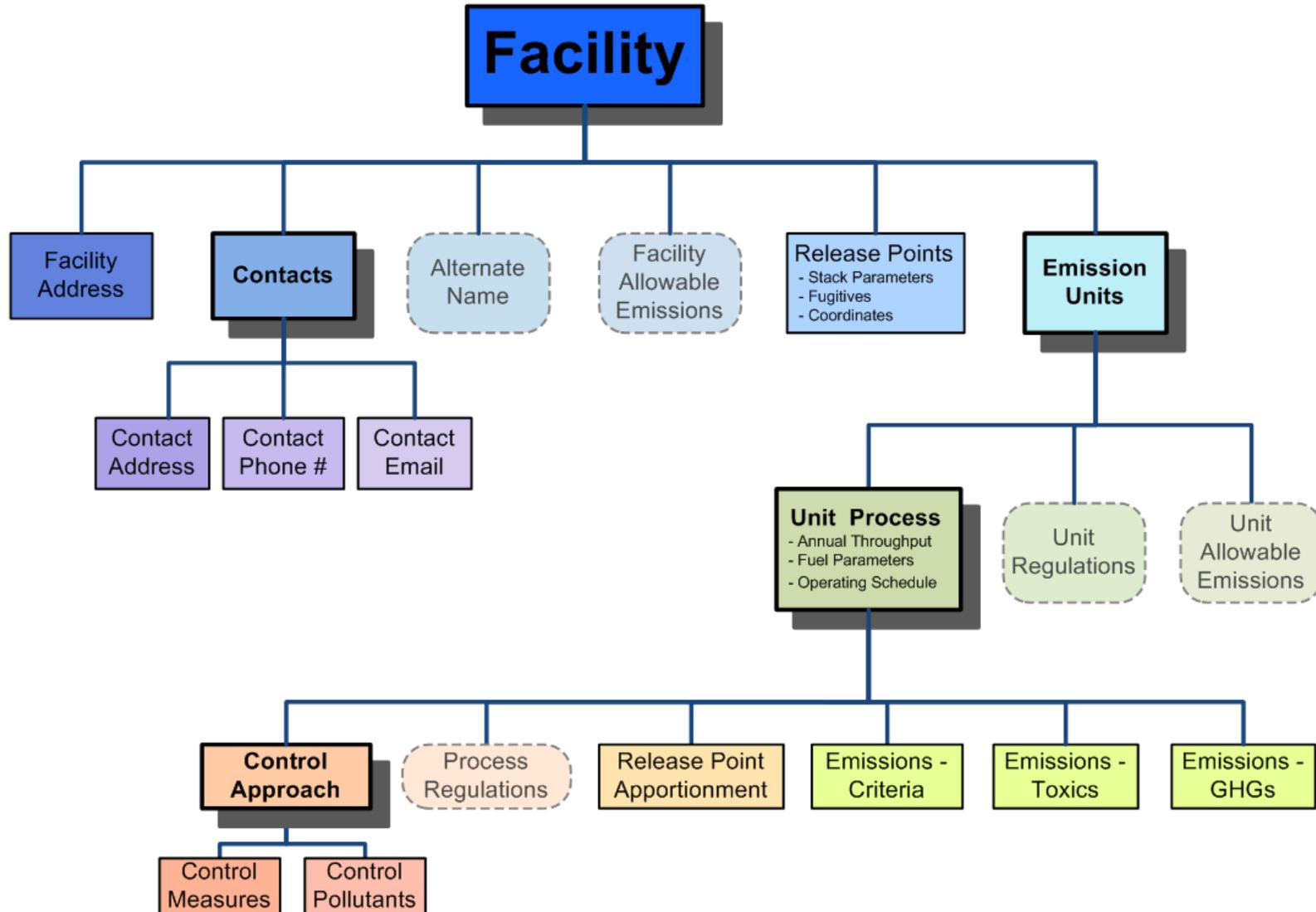


2016

User Training
Manual

Version 3.0

WEIRS FACILITY FLOW CHART



Contents

Chapter 1 - Introduction	1-3
What is WEIRS?	1-3
WEIRS Environments	1-3
WEIRS Access	1-3
WEIRS Users	1-2
Responsible Officials and Their Designated Representatives	1-2
Chapter 2 - Secure Access Washington (SAW).....	2-2
System Access via the Internet	2-2
Electronic Signature Account - CROMERR	2-12
SAW Support	2-18
Chapter 3 - System Navigation.....	3-19
Main Menu Bar.....	3-19
.....	3-20
Search Screens	3-21
Column Sort	3-21
Open a Record.....	3-22
Selecting Items from a List.....	3-22
Back Button.....	3-23
Report a Problem	3-23
Chapter 4 - Facility Data	4-26
Edit Facility	4-26
Facility Address is required.	4-28
Contacts	4-29
Alternate Facility Name	4-33
Facility Allowable Emissions.....	4-34
Release Point.....	4-35
Emission Units	4-39
Unit Regulations	4-40

Unit Allowable Emissions	4—42
Unit Process.....	4—43
Control Approach	4—49
Process Regulations	4—52
Release Point Apportionment	4—53
Emissions.....	4—54
Edit Emissions.....	4—54
Add Emissions.....	4—55
Multi-Record Update Emissions	4—56
Quick Reference	4—58
Geographic Coordinates	4—59
Facility Coordinates	4—59
Release Point Coordinates	4—59
Chapter 5 - Add or Shutdown Facility.....	5—1
Add New Facility.....	5—1
Shutdown/Discontinue/Delete	5—4
Facility Shutdown	5—4
Unit Shutdown.....	5—5
Process Discontinued.....	5—6
Discontinue Control Approach	5—6
Delete-able Records.....	5—7
Chapter 6 – WEIRS Reports.....	6—1
Report Descriptions	6—1
Chapter 7 – Submitting Facility Data to Ecology	7—3
Prepare for Facility Data Submission.....	7—3
How to Submit Facility Data.....	7—3
Chapter 8 - Troubleshooting / Problems	8—6
Chapter 9 - Glossary	9—10

This entire document includes QUICK JUMP NAVIGATION.

Readers may navigate this manual by clicking references to page numbers and section headings.

Chapter 1 - Introduction

What is WEIRS?

The Washington Emission Inventory Reporting System (*WEIRS*; formerly *WEIRD*) is an 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.

WEIRS access is provided to local air authorities (*locals*) 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 for review/editing.

WEIRS was developed with the EPA's Cross-Media Electronic Reporting Regulation (CROMERR) in mind but it was not fully implemented in the first version of the system. CROMERR compliance is now part of the updated system and is required for the 2014 EI.

Users are asked to review and input their emissions inventories using WEIRS. 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.

WEIRS 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://ecyapps11/weird>

Users of WEIRS will be granted rights in each environment, but separate user accounts are required.

WEIRS Access

Access Types

There are two methods to access WEIRS:

- internal access for users "within" the state firewall (Ecology staff)
- external access for users "outside" the state firewall (Air Authorities and Facilities)

Internal access to WEIRS is available from any physical location via the *intranet* for Ecology staff users logged into the state system through their regular work login (including VPN).

External access to WEIRS is available through Secure Access Washington (SAW). Note that the training environment is accessed through “Test” SAW, which requires its own separate account. For instructions on how to set up SAW and “Test” SAW accounts, see [Chapter 2](#).

WEIRS Users

User Types

There are three User Types in WEIRS: New User, Facility, and Agency. When creating a new account users will be set as “New User”. Once a new user applicant has been verified, Ecology staff will change their user type to “Facility” or “Agency” as appropriate. Agency users will typically be assigned to multiple facilities while Facility users will typically be assigned to a single facility. More report capabilities are available to agency users.

User Roles

Most available user capabilities within WEIRS are controlled by the User Role. New users will typically start as “Data View” and then be reassigned to the appropriate role by a system administrator once their account has been verified. The User Roles adhere to a strict hierarchy, explained below:

Business User: has similar rights as a system administrator, with access to all facilities, but is unable to edit software lookup tables. This User Role is reserved for Ecology Headquarters employees.

Designated Representative (DR): user is able to view/edit their user information, view/edit data for the facility they are associated with, and view/edit all users (at DR level or below) associated with the facility.

Alternate Designated Representative (ADR): user is able to view/edit their user information, view/edit data for the facility they are associated with, and view/edit all users (at ADR level or below) associated with the facility.

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 simple information about the facilities they are associated with.

No Access: user access to the system has been eliminated.

User Roles are assigned at both the application and facility level. For instance, a user may have a Data Entry role within the WEIRS system, but only have a Data View role for a specific facility.

User Status

First-time users will automatically have their User Status set as “New User”. Once a user’s application is verified, a system administrator will change the User Status to “Active”, which allows complete access to the system. “Inactive” users will get an error when attempting to use WEIRS, which blocks access.

Responsible Officials and Their Designated Representatives

Responsible Official is defined in WAC 173-401-200 (29). Responsible officials have the role of Designated Representative (DR) in WEIRS. Emissions inventory submissions must be signed and certified by the facility's responsible official unless they designate another person as an Alternate Designated Representative (ADR). A responsible official does not have to apply for a SAW or CROMERR account if they designate an ADR; however, the responsible official is liable for any data signed and certified by the ADR.

To designate an ADR, the *Washington Emissions Inventory Reporting System: Notice of Signature Authority* form must be completed, signed by the responsible official and ADR(s), and returned to:

Washington State Department of Ecology
Attn: Emissions Inventory
Air Quality Program
P.O. Box 47600
Olympia, WA 98504-7600

The form can be requested using the "**Contact Us**" button in WEIRS, or by sending a request via email to airemissions@ecy.wa.gov.

The ADR must complete, sign, and return the *Electronic Signature Agreement* form in addition to the *Notice of Signature Authority* form. The *Electronic Signature Agreement* form is automatically emailed to anyone registering for on-line WEIRS access using the process described in Chapter 2 below.

Chapter 2 - Secure Access Washington (SAW)

System Access via the Internet

SAW is a portal to state applications for users outside of the state intranet. If you are accessing WEIRS from within the state intranet, this Chapter will not apply to you.

There are two versions of WEIRS: 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 WEIRS use this SAW address <https://test-secureaccess.wa.gov/>

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

Simply follow the directions on the screen to: Create an Account; Activate the account; Select Ecology's WEIRS Application; Request user permissions within WEIRS

If you need an account in both systems, you will need to do this entire process TWO times:

First for Training, then later for Production

Create an account

SAW SecureAccess WASHINGTON

News Video Help

Log in to SecureAccess Washington

User ID:

Password:

LOGIN

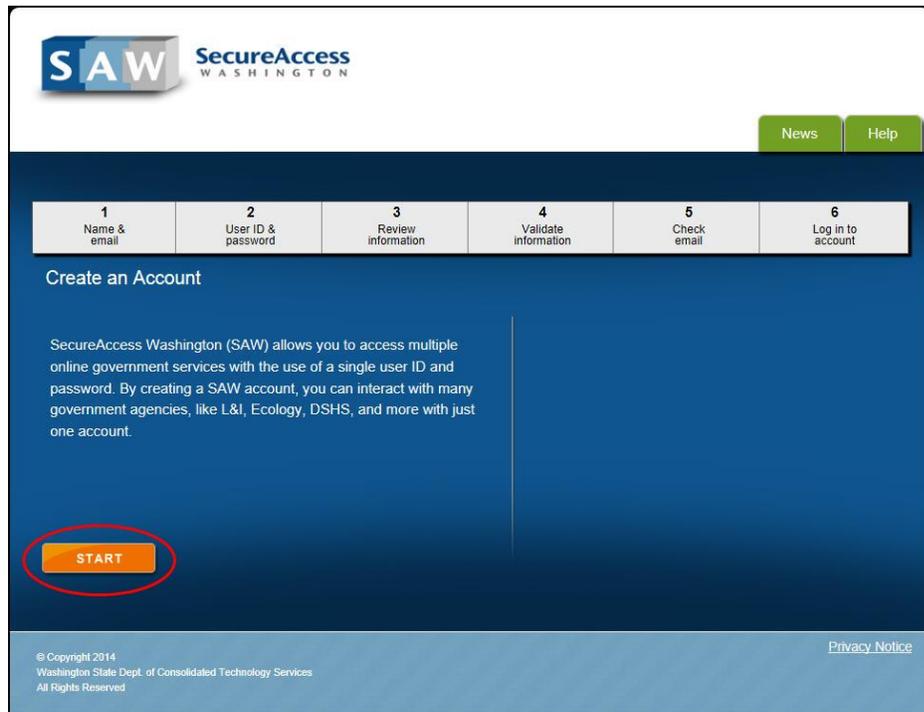
Do not have an account? [Create one](#)

Forgot User ID? Forgot Password? Activate Account Missing Email?

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[Privacy Notice](#)

Click Start



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

Enter your personal information

Name:

E-mail Address:

Confirm E-mail:

Secret Question:

Question Answer:

Secret Question:

- select a question---
- select a question---
- What was your first teachers last name?
- What city were you born in?
- What city did your first airplane ride take you to?
- Who was your best childhood friend?
- What was the name of your first permanent employer?
- By what nickname did your friends call you when you were a child?
- What was the mascot of your high school football team?

PREVIOUS **NEXT**

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

<p>User ID:</p> <input type="text" value="StephanieSummers"/>	<p>Requirements for a secure password:</p> <ul style="list-style-type: none">● At least 10 characters● Contain at least three of the following character classes:<ul style="list-style-type: none">• uppercase letters• lowercase letters• numerals• special characters● Does not contain user ID● Does not contain your full name <p>Elements still needed for a secure password:</p> <ul style="list-style-type: none">● At least 10 more characters
<p>Password:</p> <input type="password"/>	
<p>Confirm Password:</p> <input type="password"/>	
<p>PREVIOUS</p>	<p>NEXT</p>

The System will show your information. You can print this page with the PRINT link. Your password will not show here. You might want to add that while it's still fresh. Click Next.

Review your 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. Also, your password should not include a dictionary word.

Name:
Stephanie Summers

E-mail Address:
Stephanie.Summers@Example.com

User ID:
StephanieSummers

Password:
XXXXXXXXXXXXXX

Secret Question:
What city did your first airplane ride take you to?

Answer:
XXXXXXXXXXXXXX

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](#)

Please note the message at the top of the review page - passwords don't last forever.

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. Also, your password should not include a dictionary word.

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

SAW SecureAccess WASHINGTON

News Help

1 Name & email 2 User ID & password 3 Review information 4 Validate information 5 Check email 6 Log in to account

Enter security check

19ae7u
(Click here if you cannot read the code)

In the box below, enter the security code you see above (not case sensitive).

PREVIOUS SUBMIT

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Privacy Notice

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

SAW SecureAccess WASHINGTON

News Help

1 Name & email 2 User ID & password 3 Review information 4 Security check 5 Check email 6 Log in to 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!

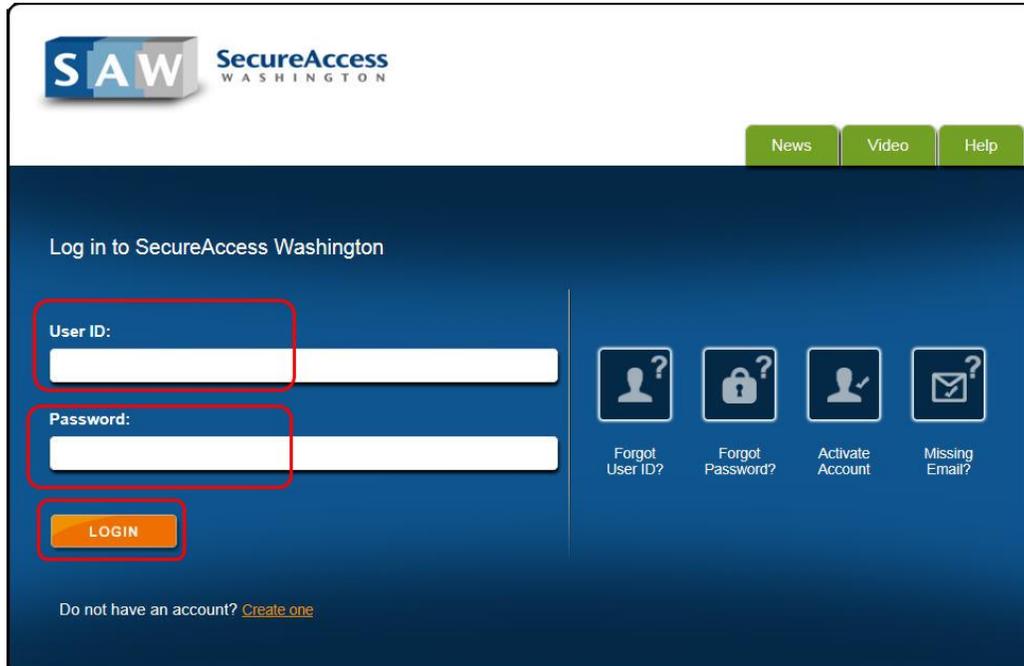
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Privacy Notice

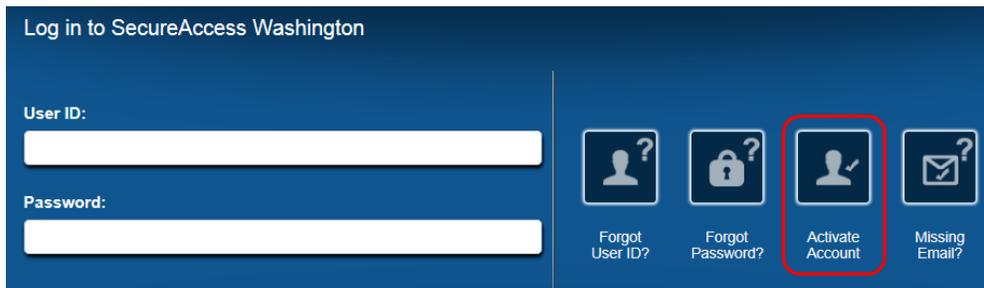
CLOSE THIS SAW WINDOW

Go back to your email. Open the “Welcome to SecureAccess Washington” email and click the blue account activation link.

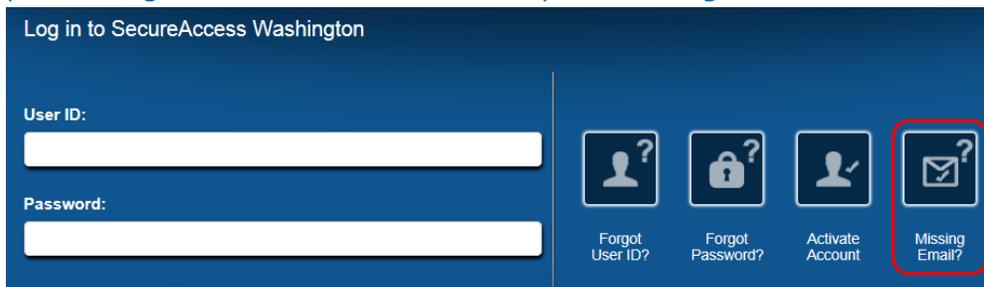
This will launch a SAW login page. Enter User ID (not case sensitive) and password (case sensitive). Click Login. Enter your User ID (not case sensitive) and password (case sensitive)



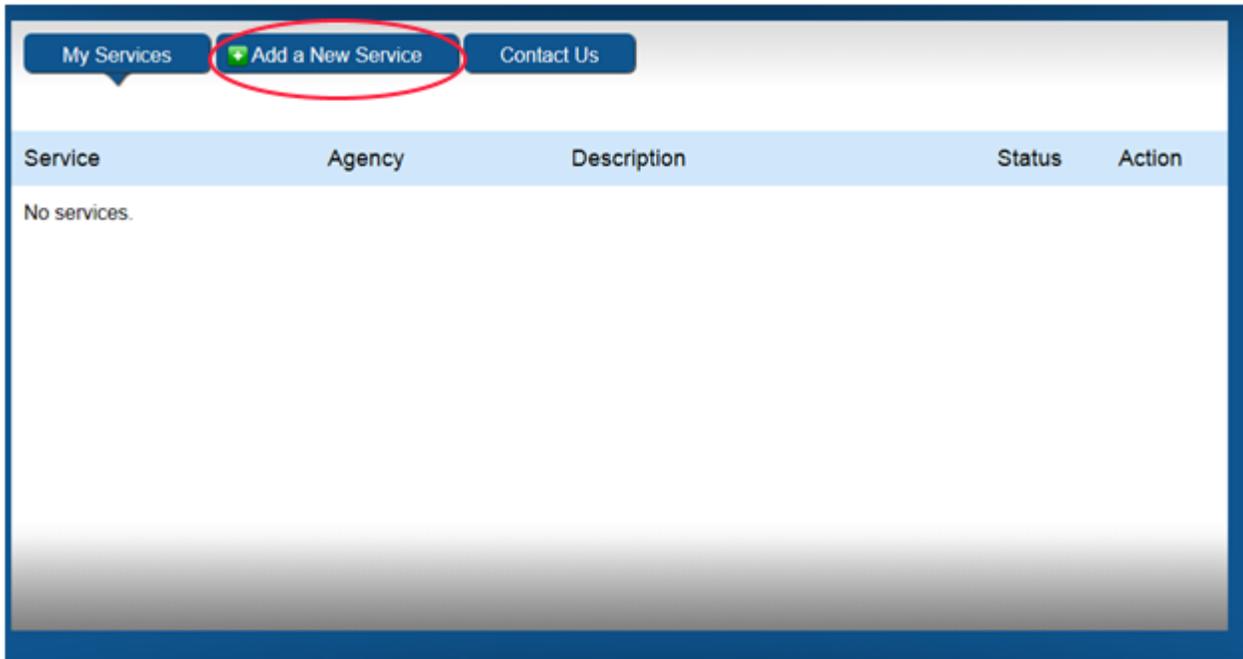
Or click the *Activate Account* link - you will need the confirmation code from the email.



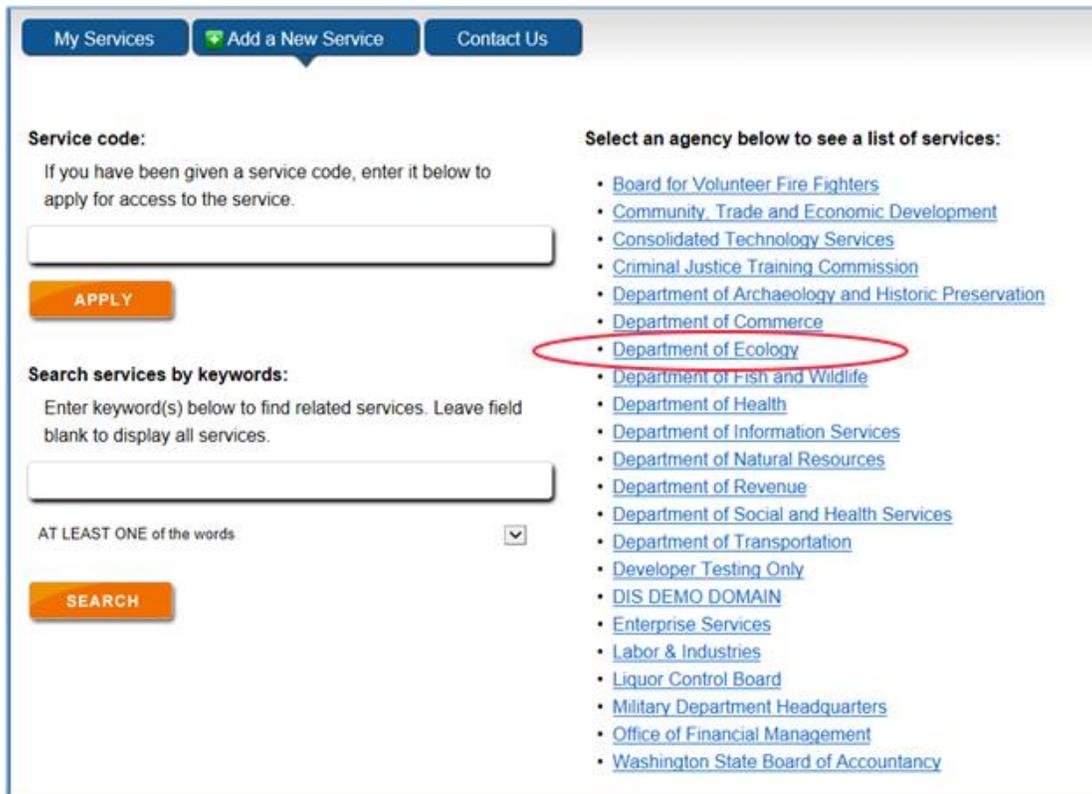
If you never got the confirmation email try the *Missing Email?* link



Click the “Add a New Service” tab with the green plus symbol next to it.



Click on the blue link “Department of Ecology”



Scroll all the way to the bottom of the systems list. **Find the version of the WEIRS application you are looking for – either Training or Production – depending on which system you are accessing.**

Click the Apply button next to the system name.

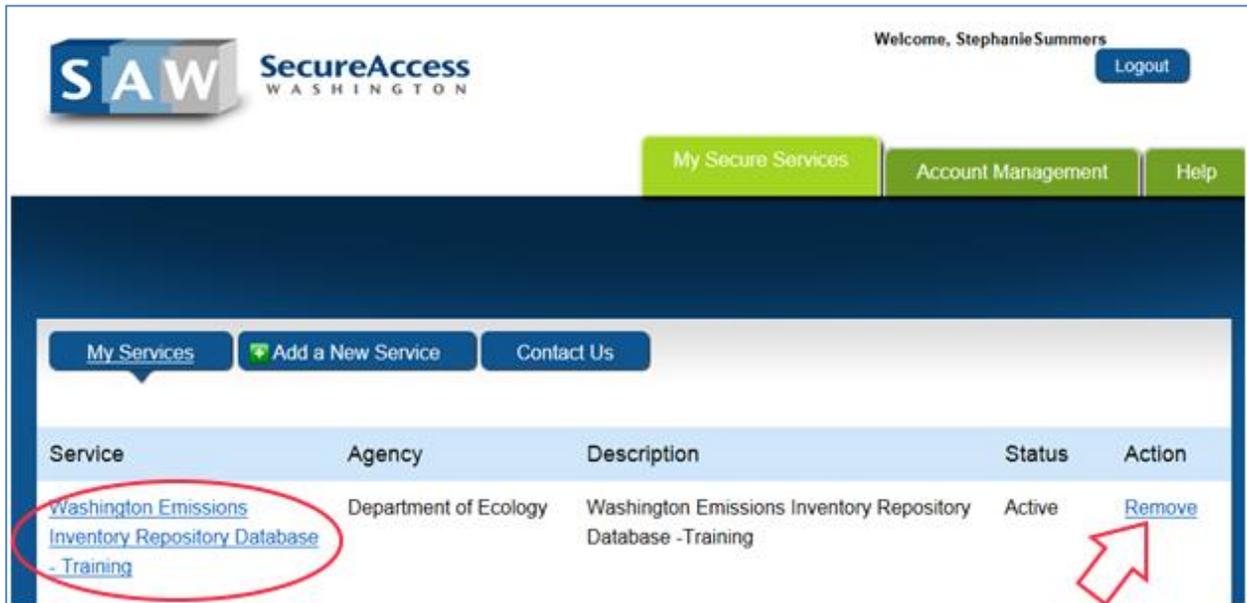
Underground Storage Tank Tracking System	Underground Storage Tank tracking system. This is a rewrite of an existing system. Privacy Notice	APPLY
WA Low Carbon Fuel Standard Reporting Tool (LCFS)	WA Low Carbon Fuel Standard Reporting Tool (LCFS) Privacy Notice	APPLY
Washington Emissions Inventory Reporting System - Training	Washington Emissions Inventory Reporting System -Training Privacy Notice	APPLY

You have just created a SAW account. You have requested access to Ecology’s Washington Emission Inventory Reporting System. However, at this point you are not actually visible to anyone at Ecology. You need to launch WEIRS, and create a user account. If you will be signing and certifying the data submission, you will also be required to create a CROMERR account. CROMERR is a separate system used by WEIRS and has its own registration and password requirements.

Click the ‘My Services’ link.

The screenshot shows the user interface for SAW SecureAccess WASHINGTON. At the top right, it says "Welcome, StephanieSummers" with a "Logout" button. Below this are three tabs: "My Secure Services" (highlighted in green), "Account Management", and "Help". In the main navigation area, there are three buttons: "My Services" (circled in red), "Add a New Service" (with a green plus icon), and "Contact Us". Below the navigation is a message: "Service Registration Successful. Thank you for registering with agency Department of Ecology's service Washington Emissions Inventory Repository Database - Training. Please click the 'My Secure Services' tab above to access the service."

Click the Washington Emissions Inventory Reporting System link under Service.



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

Now, you SHOULD be on the new user introduction page of the Washington Emissions Inventory Reporting System (WEIRS). Whenever you use WEIRS make sure you are in the version (training or production) that you intended to use. You don't want to do a lot of actual *annual data* entry only to find out later you did that work in the training environment.

This is the step most often missed:

****That little Continue button at the bottom of the yellow text****



****You must click the Continue button to create your user account.****

Fill in the name, address, phone number, and other details as required on the next few screens.

WASHINGTON STATE
Department of Ecology

Washington Emissions Inventory Reporting System (WEIRS)

Training

ADD APPLICATION USER

* First Name

Middle Name or Initial

* Last Name

Preferred Name

* Email Address

SAVE CANCEL

[Contact Us](#)

You will come to a screen that looks like the one below. Choose the facility or facilities that you are requesting access to from the list by clicking select next to that facility. A green check will appear next to the facility or facilities that you have chosen. Click next.

After entering your user details you land on the facility search table. All facilities are listed. You can search by typing a part of the facility name in the Search for box and clicking Go. Alternately, you can scroll through the pages with the arrows to the top right of the list.

SEARCH FACILITIES FOR EDITING

Search for GO

1 of 10 95 Items 10 / Page

	Facility Name	Facility ID	Composite Site Code	Permitting Agency	Operating Status
SELECT	A & B Asphalt	0019	J-005-0019	Benton Clean Air Agency	Operating but State/Local/Tribe Not Reporting Emissions
SELECT	Agrium US Inc	0002	J-005-0002	Benton Clean Air Agency	Operating
SELECT	Alcoa Primary Metals Intalco Works	0001	S-073-0001	Dept. of Ecology Industrial Section	Operating
SELECT ✓	Alcoa Primary Metals Wenatchee Works	0001	S-007-0001	Dept. of Ecology Industrial Section	Operating
SELECT	Areva NP, Inc	0027	J-005-0027	Benton Clean Air Agency	Operating but State/Local/Tribe Not Reporting Emissions
SELECT	Avista	0033	A-065-0033	Dept. of Ecology Eastern Regional Office	Operating
SELECT ✓	Blowing Steam Worldwide	test123	S-011-test123	Dept. of Ecology Industrial Section	Operating
SELECT ✓	Boise Cascade Wood Products Kettle Falls Lumber	0010	A-065-0010	Dept. of Ecology Eastern Regional Office	Operating
SELECT	Boise Cascade Wood Products Kettle Falls Plywood	0008	A-065-0008	Dept. of Ecology Eastern Regional Office	Operating
SELECT	Boise Cascade Wood Products, LLC - Arden Lumber	0006	A-065-0006	Dept. of Ecology Eastern Regional Office	Operating

Select the facility, or facilities, to which you are requesting access with a single click on the Select button next to the facility name. A green check will appear next to the facility or facilities that you have chosen. When all necessary facilities are selected, click Next.

At this point, users who will NOT be signing and certifying the inventory submission may exit the registration process by closing their browser. They may skip the next section on *Electronic Signature Account - CROMERR*, and jump to page 2-17. Users that will be signing and certifying the inventory submission must create an electronic signature account (next section).

Electronic Signature Account - CROMERR

Users that will be signing and certifying the inventory submission, must sign up for a CROMERR account. If you are signing up for Production and you already have a CROMERR account for reporting to Ecology for another program, you can use the login for that account [here](#).

my Electronic Signature Account

Enter User Name:

Enter Password:

[Forgot my password](#)
[View recent account activity](#)
[Update my security questions](#)
[Update my profile](#)
[Change my 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.

[Leave a comment](#)

Sign into CROMERR or create a new CROMERR account.

If you don't already have a CROMERR account or if you are signing up for WEIRS - Training, click [Create one](#) to create a CROMERR account.

Create a user name and password that you can remember. If you wish, you may create the same password that you created for SAW.

This information must be kept secure. Do not share your login information.

You will have to use this account to certify annual data entries into WEIRS. This is how you securely submit (e-sign) your facility emission Inventory reporting.

my Electronic Signature Account

Create new Electronic Signature Account user:
[Help!](#)

Instructions:

- The User Name length must be a minimum of 6 characters.
- The Password length must be a minimum of 8 characters.
- The Password must include at least 1 of each of the following 3 types of characters:
- Use UPPER and lower case letters, a number, and a special character such as: ~!@#5%^&*.-+?

Create User Name:

Create Password:

Confirm Password:

Sign into CROMERR or create a new CROMERR account.

Follow the instructions to set up Security questions.

The screenshot shows a web form titled "Security Questions for Identity Verification". At the top, it says "Select and answer 5 different questions:" with a "Help!" link. Below this is an "Instructions:" box containing a bulleted list: "Chose questions that are easy for you to answer consistently.", "Chose questions that are not common knowledge to others.", "Remember that you will need to be able to answer the question exactly the way you do here.", "Spelling, spacing, and case of letters must match each and every time you answer.", and "Consider printing this page out for your records after completing the questions." Below the instructions are five identical question input fields, each consisting of a dropdown menu with the text "Select a question and enter the answer to it below." and an adjacent text input field. At the bottom of the form is a "Continue" button.

You cannot use the same answer for more than one question.

Use answers that are real and can be recalled. These will be used to verify your identity each time you access your CROMERR account.

During future logins if you answer incorrectly three times your account will be locked.

This is a high security area.

Add your User Profile Information. Click Submit User Profile Information.

First Message: Change the text
Second Message: Change the text

my Electronic Signature Account User Profile Information

Please enter your profile information:

Display Name: i.e. Joe Dow or Dr. Fred Jones

Email Address: i.e. myEmail@something.com

Company Name: i.e. Business Inc.

Primary Phone: i.e. (999) 999-9999

Secondary Phone: (optional) i.e. (999) 999-9999

General Information or Notes:

Any information you include in this box will assist in identifying you and approving your account.

Sign into CROMERR or create a new CROMERR account.

Congrats your CROMERR account has been created! Click return.

You will be returned to the WEIRS home screen. Close the browser window.

By law, the electronic signature (CROMERR) account requires an original “wet-ink” signature. You will receive a CROMERR confirmation email (see below) which will include the required signature document as an attachment.

The Electronic Signature Account form (ESA) must be printed, read, signed, and mailed to Ecology. This signed form will be kept on file at Ecology as verification of your signing authority.

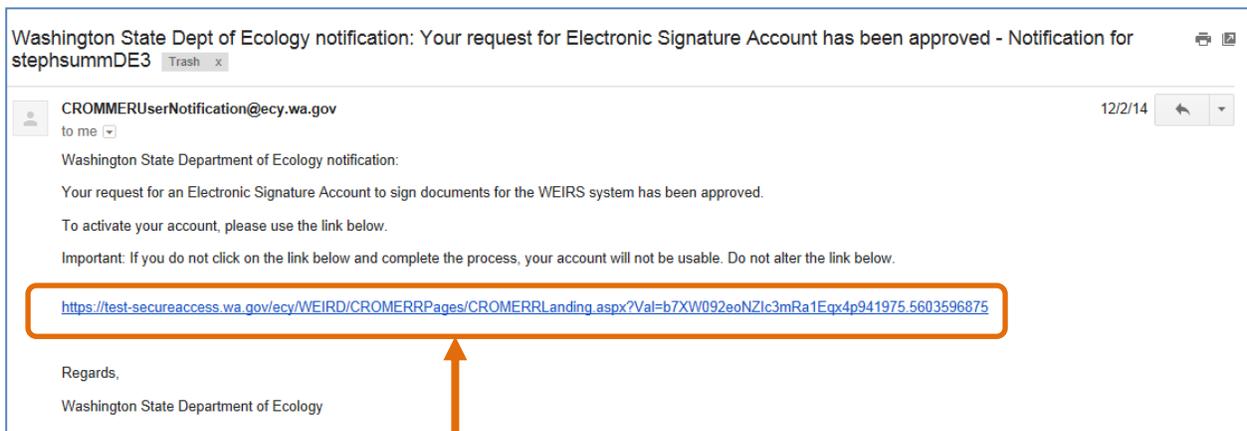
Only Production WEIRS accounts need an ESA – do not send for training accounts

Washington Department of Ecology
Air Quality Program - Stephanie Summers
PO Box 47600
Olympia, WA 98504-7600

Mail the form to:

When the signed ESA is received at Ecology, a system administrator will set your permissions and approve your CROMERR account. You will then receive a final activation e-mail.

When the signed ESA is received at Ecology, a system administrator will set your permissions and approve your CROMERR account. You will then receive a final activation e-mail.



IMPORTANT: Click the link in the e-mail to activate your account.

When you sign in to SAW and launch WEIRS, you should get to this page which states that your CROMERR account has been approved. If you receive that message, you may close the browser or click Home to view your facility and user details.



If you see a message telling you that your CROMERR account activation was not successful, please let us know using the Contact Us link at the bottom of the page.

Now, the next time you re-logout to SAW you will be able to access WEIRS.

Welcome, stephtestDE [Logout](#)

[My Secure Services](#) [Account Management](#) [Help](#)

[My Services](#) [+ Add a New Service](#) [Contact Us](#)

Service	Agency	Description	Status	Action
Washington Emissions Inventory Reporting System - Training	Department of Ecology	Washington Emissions Inventory Reporting System -Training	Active	Remove

Congratulations, you are now a WEIRS 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. 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? Attach it to the e-mail. Do you use SAW to access WEIRS? 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 WEIRS? 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.

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 WEIRS application. Training will be accomplished on one version of WEIRS which sits on a server at Ecology. While the Production version of WEIRS resides on a different server at Ecology and security requires a different SAW address be used for logging onto a production server. So, in order to train in the database, you will need a training account in SAW and in order to enter your actual data for the year you will need a production account in SAW.

Account Management

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



Chapter 3 - System Navigation

The WEIRS 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. Once you've learned the base functionality, similar procedures can be used throughout the system.

Main Menu Bar

Users use the menu bar to navigate the system. The menu bar is located near the top of each page.

WARNING – If you add or edit data within a page, you must *Save* or *Save & Refresh* before navigating to a new page, or you will lose any changes to that page. Only the Home and My Info menu items open a new page when you click on them. All other menu items require users to hover the mouse cursor and then select an item that shows up below the menu item of interest.



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



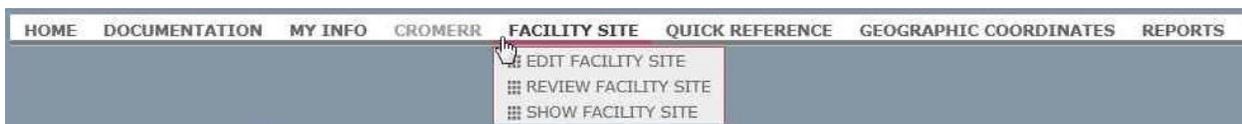
The WEIRS and CROMERR user manuals are available under *Documentation*.



My Info will open the “Edit Application User” page which allows users to edit their contact details and view the facilities with which they are affiliated.



The *CROMERR* item will allow users to sign into CROMERR, which is only active when users are verifying a new account or signing emissions submittals.



Facility Site has three options: *Edit Facility*, *Review Facility*, and *Show Facility Site*. 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.

The *Review Facility* page displays the same facility information as the Edit Facility page, plus a little more 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.

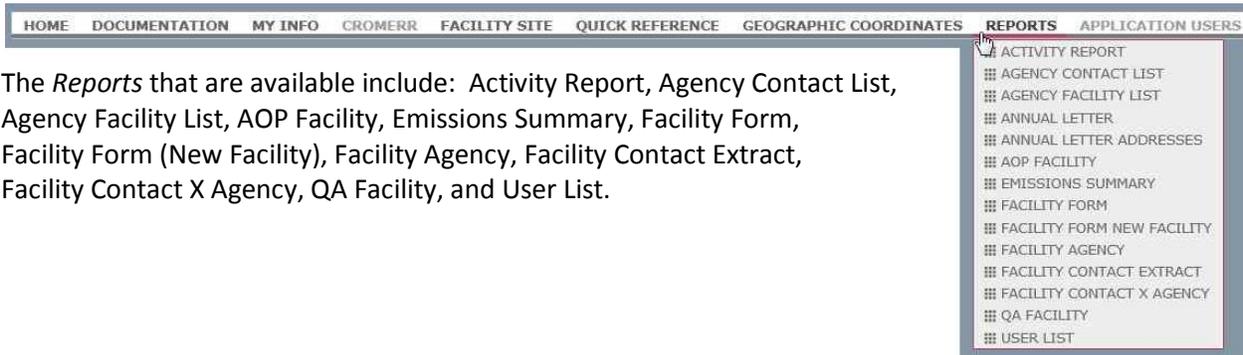
The *Show Facility* page displays the same facility information as the *Review Facility* page, plus an image that shows if records are unlocked for editing.



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.



Geographic Coordinates is the only place you can alter **extended** data associated with the geographic coordinates. Two options are available: *Show Facility Coordinates* and *Show Release Point Coordinates*. Basic geographic coordinates are available in the [Edit Facility](#) section on page [4–26](#) and Edit Release Point on page [4–35](#). More info on the extended coordinates are on page [4–59](#).



The *Reports* that are available include: Activity Report, Agency Contact List, Agency Facility List, AOP Facility, Emissions Summary, Facility Form, Facility Form (New Facility), Facility Agency, Facility Contact Extract, Facility Contact X Agency, QA Facility, and User List.

Search Screens

SEARCH FACILITIES FOR EDITING

Search for

Permitting Agency

of 19 190 Items /Page

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

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 then press Enter on your keyboard or click the GO button. The more characters entered, the more precise the return – but if the record is different than the search text, you may miss the record you need.
- 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 Page 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) Number of records shown in the list. This number is editable. Note that a large number of records may take more time to load and display.

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.

Emissions Units

of 1 3 Items /Page

	Unit ID	Unit Description	Operating Status
<input type="checkbox"/>	01	PAINT	Operating
<input type="checkbox"/>	02	PLANING, TRIMING: cyclone exhaust	Operating
<input type="checkbox"/>	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.

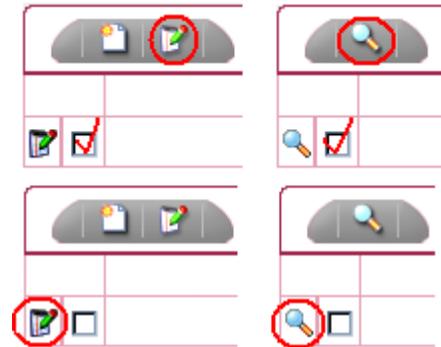
In Review Facility Site page you will only see the VIEW  icon and records cannot be edited in VIEW mode. Once a record is open in VIEW mode, all subsequent records will also only be in VIEW mode. But, at the bottom of some VIEW screens you will have a control button  which allows you to move into EDIT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



Selecting Items from a List

Some items within WEIRS can only be filled in with a record from a defined list. These items are displayed as grey boxes that, when clicked, will pop-up a selection window that includes similar search and page navigation controls as the [Search](#) screens. However, users cannot control the number of items displayed at once in a pop-up screen. Once you click an item in the list, the selection is automatically made and the pop-up closes.



Please note that some lists are dependent on the previous selection made. For example, before selecting a Pollutant the user must first specify a Pollutant Type. If the wrong Pollutant Type is specified, the desired Pollutant will not show up as an item in the pop-up list.

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.*

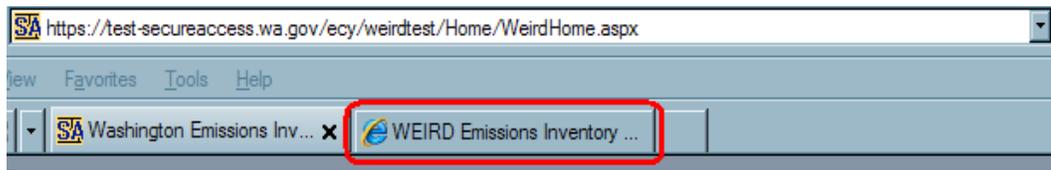
You will see **SAVE**, **CANCEL**, **SAVE/REFRESH** or **OK** control buttons at the bottom of most pages. ***Use these buttons to navigate away from the page whenever possible.***

Report a Problem

At the bottom of every page is a [Contact Us](#) link to report issues to a system called *Test Track Pro*.



Note: the [Contact Us](#) link will automatically open in a new browser tab, as illustrated below.



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

System Component

For what part of WEIRS 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>
	<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?

System Information

*Type:	<not set>
	<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

Have an idea to make the system better?
Or just need a little help?

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...

Single click the  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  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 page that thanks you for your input and gives you further contact information, if you need it. This Contact Us page always opens in a separate browser tab, so it may be closed as needed and the user can continue working where they left off in WEIRS.

Chapter 4 - Facility Data

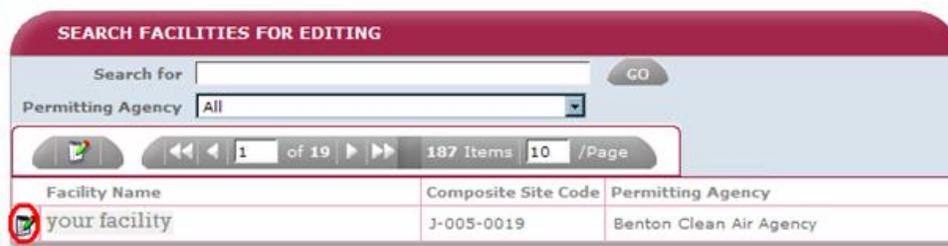
Edit Facility

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, move the cursor down and click the first option *Edit Facility Site*.

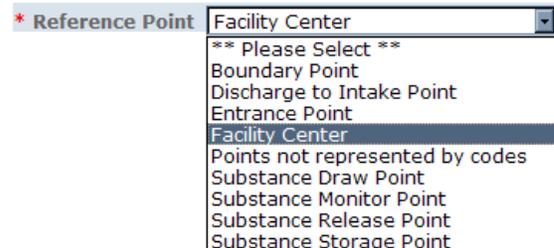


A list of all current facilities you have permissions for will be displayed. If the list is more than one page (more than ten records) you can search for the facility you wish to edit (see Search Screens section), limit the list by Permitting Agency, or change the number of records displayed.

Locate your facility and open the record in edit mode .



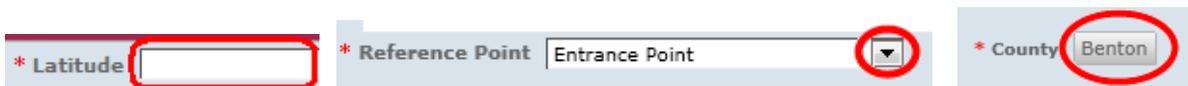
The basic facility information should be familiar. Some information is drawn from Lookup Tables and the field cannot be filled manually (e.g. Reference Point). You can only select a record from the pulldown selection.



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

e.g. Ecology Facility Site ID

Editable (active) fields are indicated as a white box, in which you can type or use a pulldown menu, or a grey box that will pop-up a selectable list (see [Selecting Items from a List](#) section).



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.



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

* Source Number

* Facility Name

* Country

* State

* County

* Permitting Agency

* Facility Category

* NAICS Code

* Operating Status

Operating Status Year

Comments

Tribal Land

Ecology Facility Site ID

EPA Facility ID

Setting the flag to obsolete will make this record no longer available for use.

Obsolete?

FACILITY COORDINATES

* Latitude

* Longitude

* Reference Point

Comments

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

1 of 1

1 Items 10 / Page

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

Most facility information will be pre-populated from the prior emission inventory year. Please review and edit or add data as necessary.

**** *Not all data elements are required* ****

4—27

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. Historical records will be unchanged, so prior emission year's records will still be identified by the source number used at that time.

* Source Number

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 [4-33](#)).

* Facility Name

Permitting Agency and County usually won't change for a facility. If the Permitting Agency does change, permissions for facility viewing would need to be altered. Contact us to make this change in permissions as necessary.

* Permitting Agency
* County

Facility Category and the NAICS Code can be changed if necessary.

Operating Status can be changed from Operating to a variety of other options. Whenever the Operating Status is changed, the year of change should also be entered into the Operating Status Year field.

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

Ecology Facility Site ID is a unique ID used within a separate agency-wide system that tracks all types of facilities for cross program use. This should not be changed.

EPA Facility ID is a unique ID used within federal systems. This should not be changed.

Facility Coordinates

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 (see page [4-59](#)).

The tabs along the bottom SHOULD be investigated. This is where users can edit and add more details. Anything not indicated as required is optional. Please click each tab and add information if available.

Facility Address is required.

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

Composite Site Code J-005-0027 Facility Name Areva NP, Inc
 Inventory Year 2013

* Type

* Address Line One

Address Line Two

* Country

* State

* County

* City

* Zip Code

Example: 98504 or 985046000

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 work down to the City.

Comments

Preferred Address?

Setting the flag to obsolete will make this record no longer available for use.

Obsolete?

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 4—31 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.

Contacts

	Preferred Name	User Status	User Type	Preferred Contact?	
  	Jim Perryman	Active Person Status	Emissions Inventory Contact	Yes	

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

EDIT FACILITY CONTACT

Composite Site Code Facility Name
Inventory Year 2013

Prefix

* First Name

Middle Name or Initial

* Last Name

Suffix

Preferred Name

Job Title

* User Type

* User Status

Comments

Preferred Contact?

Setting the flag to obsolete will make this record no longer available for use.

Obsolete?

Contact Address
Contact Phone Number
Contact Email

1 of 1

1 Items
10 / Page

	Type	Address Line One	City	State	ZIP Code	Preferred Address?
	Mailing Address			Washington	99352	Yes

There are three tabs in the bottom panel of the page: Contact Address, Contact Phone Number, and Contact Email. If any edits were made in the Edit Facility Contact records it is important that you click the **SAVE & REFRESH** button at the bottom before clicking any of these tabs.

Edit Contact Information

Each Contact page contains tabs for Contact Address, Contact Phone Number, and Contact Email. Click through the tabs and edit any record that needs to be changed.

See Add Contact on page 4—31 for instructions on adding contact information.

Each Contact **must** have at least one Address, Phone Number, and Email. If there is more than one value for one of these, the user should check to see the “Preferred” box is checked appropriately. Preferred Address/Phone/Email does NOT mean which type of contact 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 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.

Contact Address		Contact Phone Number	Contact Email		
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 while in edit mode. You will not see this check box when initially entering a new record.

Add Contact

On the Contacts tab of the Edit Facility page, click the ADD icon to Add New Facility Contact.

Contacts			
Preferred Name	Contact Status	Contact Type	Preferred contact?

On the Add New Facility Contact page, 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 User Type (Emissions Inventory Contact, Emissions Inventory Manager Contact, or New Application User) and User Status (Active Person Status, Inactive Person Status, or New User) then single-click **SAVE** .

ADD NEW FACILITY CONTACT

Composite Site Code Facility Name
Inventory Year 2013

Prefix

* First Name

Middle Name or Initial

* Last Name

Suffix

Preferred Name

Job Title

* User Type

* User Status

Comments

Preferred Contact?

After clicking **SAVE** you will navigate to the Add New Facility Contact Address page. Enter the required information and click **SAVE**. Note: the *Country, State, County and City must be selected in the order presented (top-down)*. Each field limits the next field's content based on the previous field's selection. If the wrong selection is specified, the desired choices will not show up as an item in the next pop-up list.

ADD NEW FACILITY CONTACT ADDRESS

Composite Site Code J- Facility Name A
Inventory Year 2013

Preferred Name Mr Bob B. BOB

* 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

Preferred Address?

Continue to the Add New Facility Contact Phone Number page and the Add New Facility Contact Email Address page. Both of these pages request information that should be entered, followed by the user clicking **SAVE**. Afterwards, the user will be navigated back to the Edit Facility page.

Contacts

1 of 1 3 Items 10 / Page

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

When more than one Contacts record is created, one will be indicated as the preferred means of contact. The selection as preferred contact can be changed after the new record is saved.

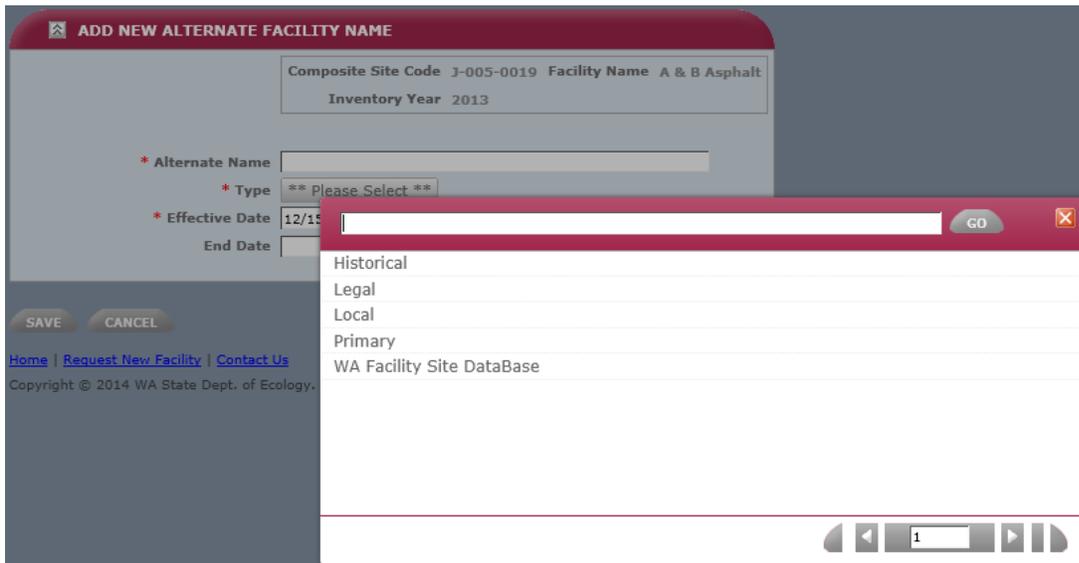
Alternate Facility Name

Facilities can have more than one name. Alternate facility names are optional. To add an alternate name, from the Edit Facility page click the Alternate Name tab. Then Click the ADD  icon.



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

On the Add New Alternate Facility Name page, type the alternate name and select the type of name from the pop-up list (Historical, Legal, Local, Primary, or WA Facility Site DataBase). If the Alternate Name Type you need is not listed, please [Contact Us](#) (see page 3—23) to have it added.



The Effective Date will automatically set to “today’s” date. This can be changed to a date in the past if necessary. Note: End Date is only used if this alternate name is no longer valid. After the required information is entered, click **SAVE** to return to the Edit Facility page.

Facility Allowable Emissions

Allowable Emissions are optional but requested. To enter allowables, from the Edit Facility page, select the *Allowable Emissions* tab and click the ADD  icon.



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

ADD NEW FACILITY ALLOWABLE EMISSIONS

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

* 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

SAVE CANCEL

Home | [Request New Facility](#) | [Contact Us](#)
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Pounds/Day
Pounds/Hour
Pounds/Month
Pounds/Year
Tons/Day
Tons/Hour
Tons/Month
Tons/Year
Pounds per 1,000,000 BTU Heat Input
Grains per Standard Cubic Foot, Dry

CLEAR

Select the Averaging Period and if it is a rolling period check the Rolling Period box.

Enter the pollutant Limit and then select the appropriate Units from the pop-up list. If the desired units do not appear in the initial pop-up list, you may search or page forward to see other available choices.

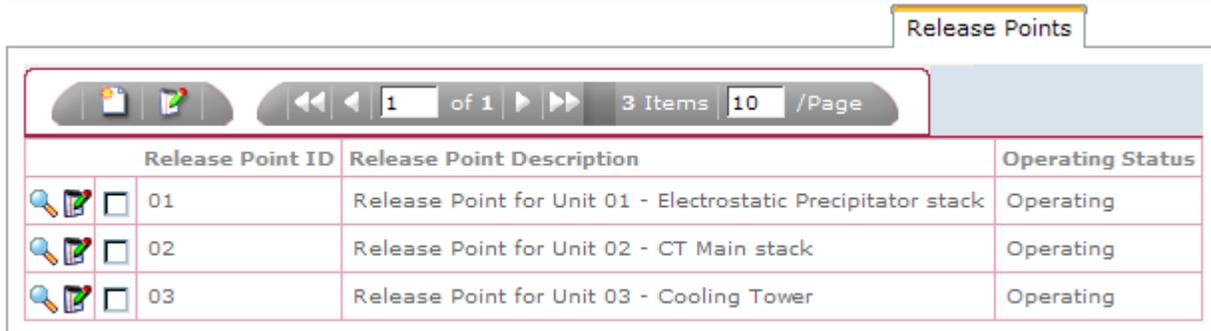
Users can also enter the allowable Tons Per Year in the corresponding field.

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 [4–59](#)).

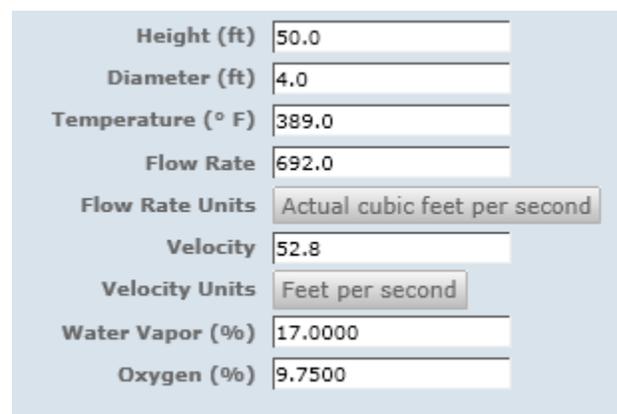
Do not use the menu bar while you are editing any page until you click .

The Operating Status field controls the Operating Year field. The Operating Year field is only used if the Release Point Operating Status changes (e.g. when the release point is shut down). So, when the status is changed to Permanently or Temporarily Shutdown 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)	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

EDIT RELEASE POINT

Composite Site Code A Facility Name Bo
Inventory Year 2013

* Release Point ID 01
* Release Point Description Release Point for Unit 01 - Hogged Fuel Boiler
* Release Point Type Vertical
* Operating Status Temporarily Shutdown
Operating Year

Stack:

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

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

Fugitive:

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

Stack and Fugitive:

Fence Line Distance (ft)
Comments
EPA Release Point ID

Setting the flag to obsolete will make this record no longer available for use.

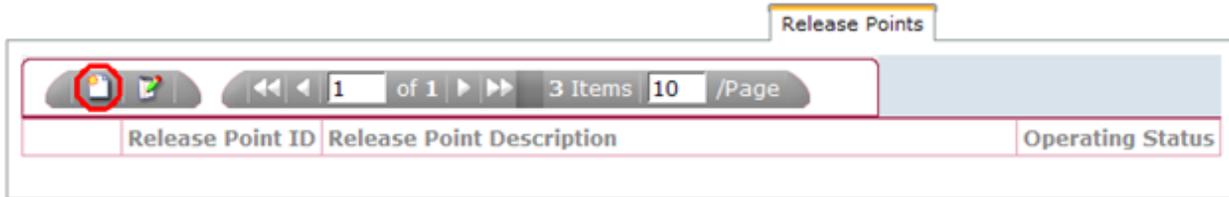
Obsolete?

RELEASE POINT COORDINATES

* Latitude 48
* Longitude -1
* Reference Point Type Substance Release Point
Comments

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 pop-up list. 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.

A screenshot of the 'Add Release Point' form. The 'Release Point Type' dropdown is set to 'Fugitive' and 'Operating Status' is 'Operating'. The 'Stack' section has 'Height (ft)' at 4.0, 'Diameter (ft)' at 3.7, 'Flow Rate' at 413, and 'Flow Rate Units' as 'Actual cubic feet per minute'. The 'Temperature (° F)' field is empty, with a red arrow pointing to it and the text 'missing data'. The 'Fugitive' section has empty fields for Height, Length, Width, and Angle. The 'Stack and Fugitive' section has an empty 'Fence Line Distance (ft)' field. The 'Comments' field contains the text: 'Missing one or more stack parameters (height, diameter, flow or velocity, temperature). Coded as Fugitive.'

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 4—59.

The screenshot shows a web application interface with a dropdown menu open. The dropdown menu is titled "RELEASE POINT" and lists the following options: Boundary Point, Discharge to Intake Point, Entrance Point, Facility Center, Points not represented by codes, Substance Draw Point, Substance Monitor Point, Substance Release Point, and Substance Storage Point. The background form includes the following fields:

- * Latitude: 43.5
- * Longitude: -120.3
- * Reference Point: ** Please Select **
- Comments: (empty text area)

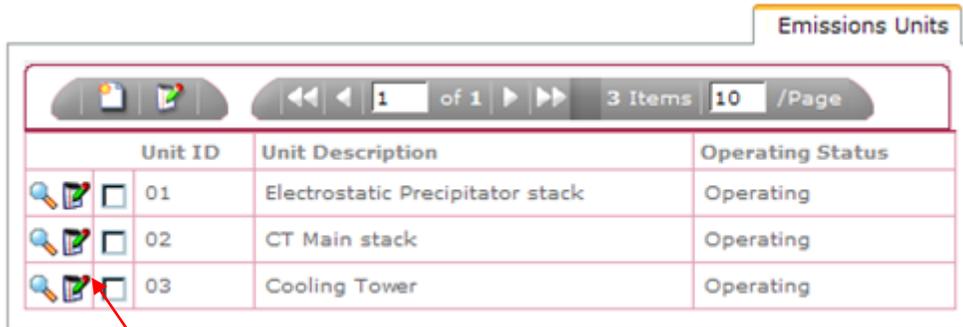
Buttons for "GO", "CLEAR", and "SAVE" are visible in the interface.

Choose the geographic coordinates Reference Point and click **SAVE** to continue.

Emission Units

Edit Emission Unit

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

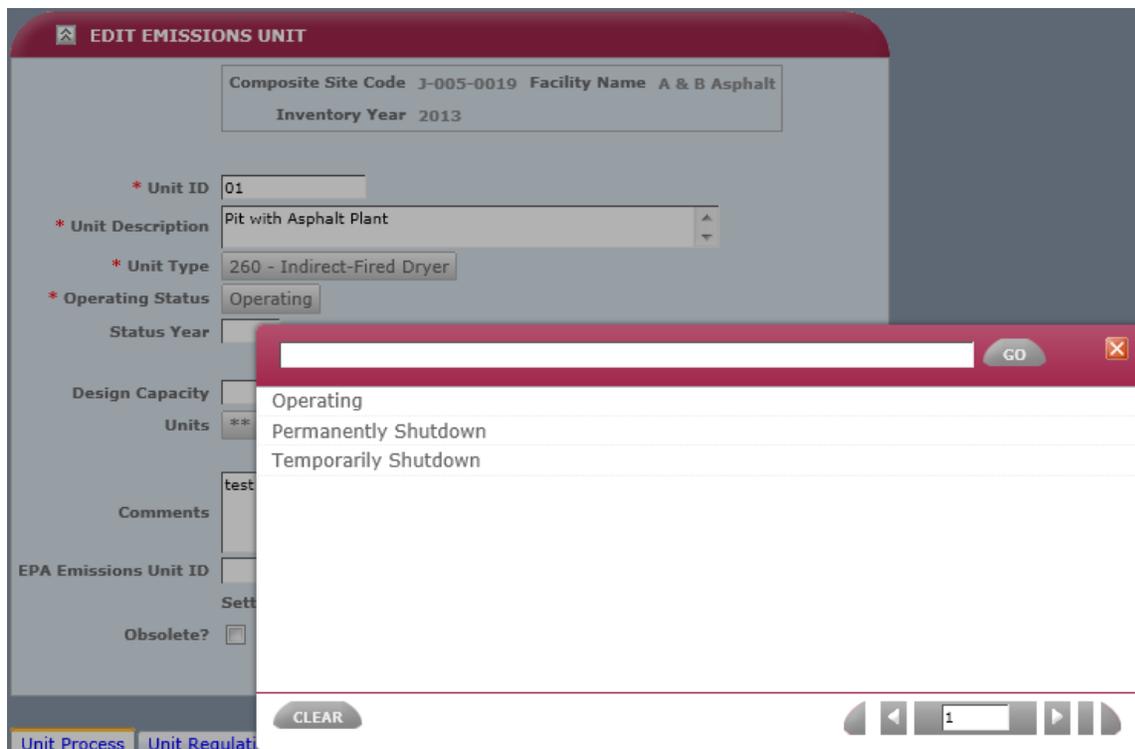


Unit ID	Unit Description	Operating Status
01	Electrostatic Precipitator stack	Operating
02	CT Main stack	Operating
03	Cooling Tower	Operating

Open a Unit in EDIT  mode and edit as needed. Do not enter a Status Year unless the Operating Status is being changed to Shutdown.

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

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



EDIT EMISSIONS UNIT

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

* 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
Permanently Shutdown
Temporarily Shutdown

CLEAR

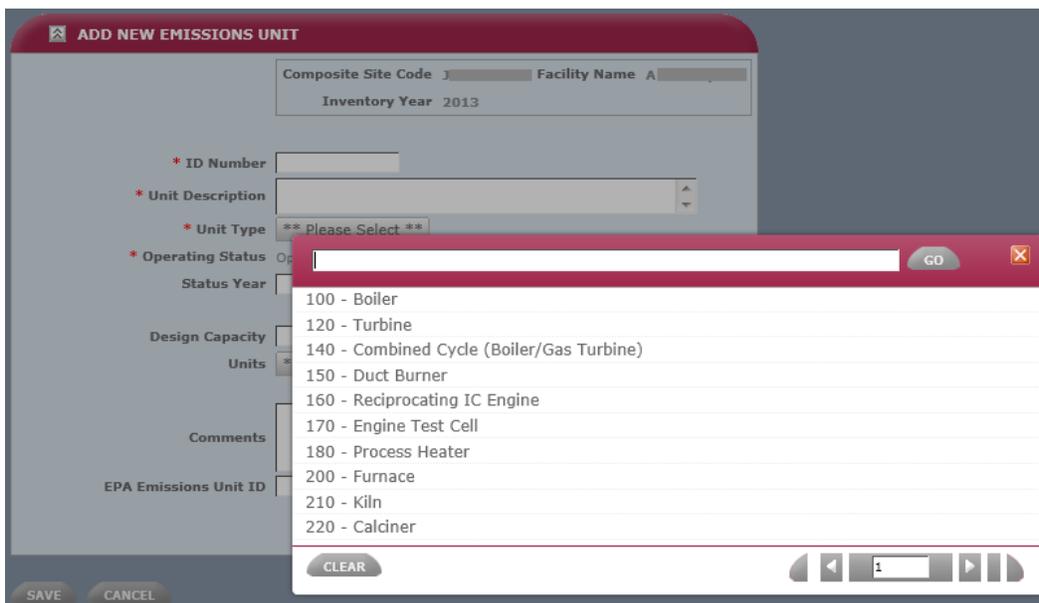
Click **SAVE/REFRESH** and then note the three tabs (Unit Process, Unit Regulations, and Unit Allowable Emissions) at the bottom of the Edit Emissions Unit page. Visit and review each of these providing data when possible. Skip ahead to page [4–40](#) to review the three tabs.

Add Emission Unit

A Facility must have at least one Emission Unit. To add an emission unit from the Edit Facility page, select the Emission Units tab and click the ADD  icon.



The Add New Emissions Unit page asks the user to enter a unique Unit ID Number and Unit Description. Select the Unit Type from the pop-up list. If the desired type does not appear in the initial pop-up list, you may search or page forward to see other available choices. New units are assumed to be Operating and thus no Status Year should be entered. If a Design Capacity is entered, the Units must be selected from the corresponding pop-up list.



After clicking **SAVE** the user will be taken to the Edit Emissions Unit page where they can add a Unit Process for the Emissions Unit. See page [4–45](#) to review procedures for adding a Unit Process.

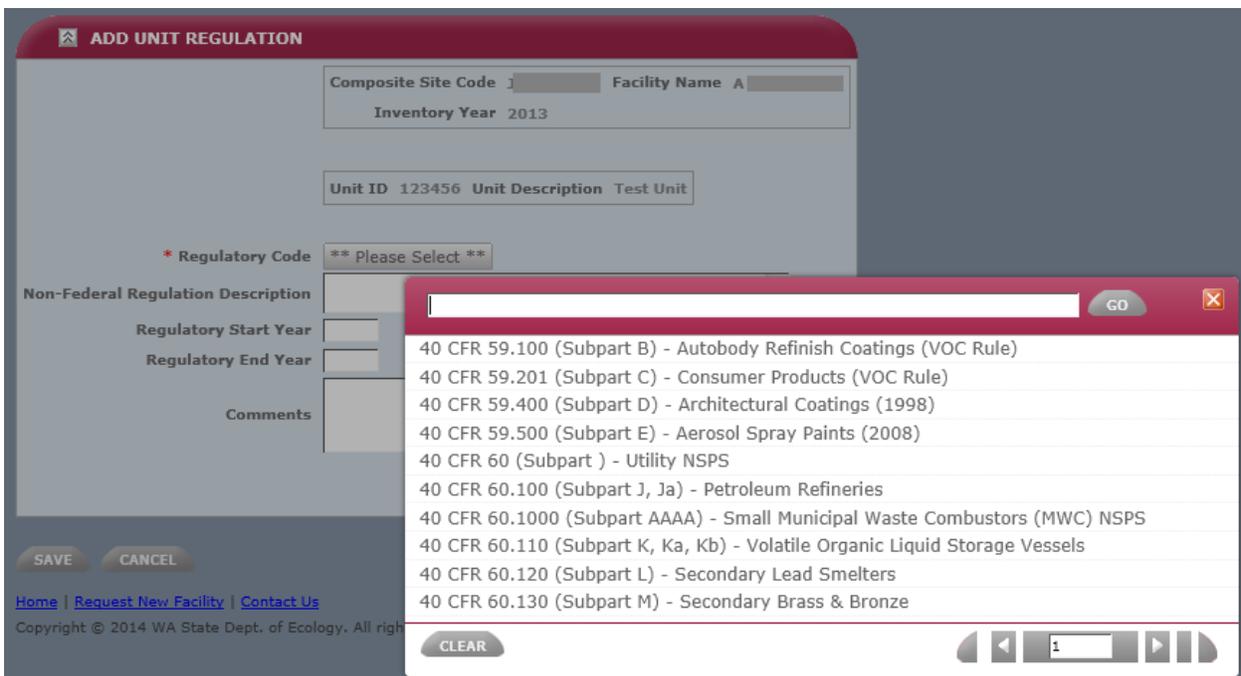
Unit Regulations

Unit Regulations are optional. If a regulation pertains to all processes of the unit, then it should be added at the unit level. Regulations specific to a single process must be added at the process level. See page [4–52](#) to review procedures for adding Process Regulations.

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



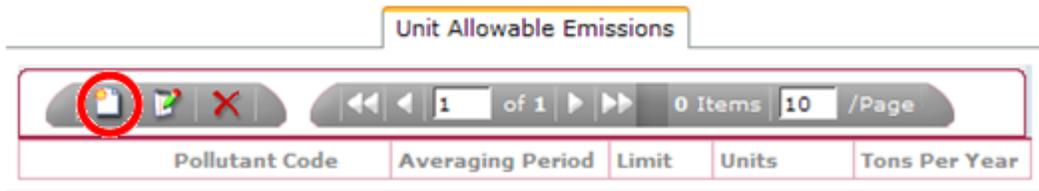
In the Add Unit Regulation page, choose the desired Regulatory Code from the pop-up list. If the desired code does not appear in the initial pop-up list, you may search or page forward to see the other available choices. If the regulation selected is State, Local, or Tribal local regulations then Non-Federal Regulation Description is required.



After you are finished entering information, click the  button. The system will then return to the Edit Emissions Unit page.

Unit Allowable Emissions

Allowable Emissions are optional but requested. From the Edit Emission Unit page, select the Unit Allowable Emissions tab, then click the ADD  button.



Select the Pollutant Type from the pop-up list, then the Pollutant. ***These fields must be selected Top Down.*** If you selected the correct pollutant type and the desired pollutant does not appear in the corresponding pop-up list, you may search or page forward to see the other available choices.

Select the Averaging Period and if it is a rolling period check the Rolling Period box.

Enter the pollutant Limit and then select the appropriate Units from the pop-up list. If the desired units do not appear in the initial pop-up list, you may search or page forward to see other available choices.

Users can also enter the allowable Tons Per Year in the corresponding field.

Click  to return to the Edit Emissions Unit page.

Unit Process

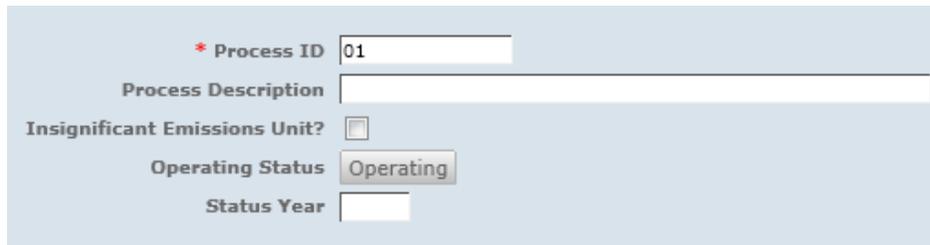
Edit Unit Process

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 displays the heart of the Emission Inventory. The emissions tabs at the bottom of the page include the actual annual emissions. First let's look at editing data for a process.



* Process ID

Process Description

Insignificant Emissions Unit?

Operating Status

Status Year

The Process Description is requested but not required. Status Year should only be entered if it is the Last Year for Emissions (e.g. this process shutdown **during** this, or a prior, inventory year). See more about process shutdown on page [5—6](#).

SCC Code

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



* SCC Level One

* SCC Level Two

* SCC Level Three

* SCC Level Four

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. Change Level One or, if it is the same, click Clear so that SCC Level One shows “Please Select”. Choose the SCC levels in order (top-down) because they are dependent on the previous selection made. For example, before selecting SCC Level Two the user must first specify SCC Level One. If the wrong code is specified, or the field is not properly cleared, the desired code may not show up in the pop-up list.

Annual Throughput

Select the Operating Type, Material, and Material State from the pop-up lists.

Annual Throughput:

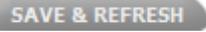
* Operating Type	<input type="text" value="Routine"/>
Material	<input type="text" value="849 - Hot Mix Asphalt"/>
Material State	<input type="text" value="Output"/>
Throughput	<input type="text" value="78065.00"/>
Units	<input type="text" value="TONS"/>

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

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

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  button before clicking to add Fuel Parameters or you will lose your changes!

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

Fuel Parameters:

Parameter Type	Parameter Value	Heat Content Numerator	Heat Content Denominator

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

* Parameter Type	<input type="text" value="** Please Select **"/>
* Parameter Value	<input type="text"/>

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

* Parameter Type	<input type="text" value="Heat Content"/>
* Parameter Value	<input type="text"/>
Heat Content Numerator	<input type="text" value="** Please Select **"/>
Heat Content Denominator	<input type="text" value="** Please Select **"/>
Comments	<input type="text"/>

Click **SAVE** to return to the Edit Emissions Unit Process page and see all the Fuel Parameters.

		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		

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 [4-47](#) for more info on seasons.

Operating Schedule:

Winter (%)	<input type="text" value="10.0"/>	Hrs/Day	<input type="text" value="8.0"/>
Spring (%)	<input type="text" value="40.0"/>	Days/Wk	<input type="text" value="5.0"/>
Summer (%)	<input type="text" value="40.0"/>	Wks/Yr	<input type="text" value="51"/>
Fall (%)	<input type="text" value="10.0"/>	Hrs/Yr	<input type="text" value="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 [4-49](#) to continue.

Add Unit Process

An Emission Unit must have at least one Unit Process. To add an emissions unit process from the Edit Emission Unit page, select the Unit Process tab and click the ADD icon.

Unit Process

1 of 1 0 Items 10 /Page

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

* Process ID

* Description

Insignificant Emissions Unit?

Operating Status

Status Year

If this is an Insignificant Emissions Unit check the corresponding box. Enter a Status Year if this process shutdown **during** this or a prior inventory year. See more about process shutdown on page [5-6](#).

SCC Code levels MUST be selected Top Down. SCC fields are each dependent on the prior level of SCC. First select SCC Level One from the corresponding pop-up list, then continue down the list and choose the SCC levels in order (top-down).

SCC Code:

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

- * SCC Level One: ** Please Select **
- * SCC Level Two: ** Please Select **
- * SCC Level Three: ** Please Select **
- * SCC Level Four: ** Please Select **

Comments: [Text Area]

EIS Emissions Unit Process: [Text Field]

Process Controlled?

Enter any comments, the EIS Emissions Unit Process (if applicable), and check the Process Controlled box if applicable. After all data is entered, click **SAVE** to open the Add New Reporting Period page.

* Operating Type: Routine

Material: ** Please Select **

Material State: ** Pleas

Throughput: [Field]

Units: ** Pleas

If through: [Field]

001 - Waste Material

002 - Waste Oil

004 - Wastewater

005 - Water

006 - Wax

007 - Welding Rod

008 - Well

009 - Wet Coal

010 - Wet Mixed Slurry

012 - Whiskey

CLEAR

1

Select the Operating Type (Routine, Shutdown, StartUp, or Upset). Throughput is the annual quantity moving through this unit and process. If a throughput is entered then you must also select a Material, Material State, and Units. 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). If the desired Material or Units do not appear in their initial pop-up lists, you may search or page forward to see other available choices.

After all data is entered, click **SAVE** to open the Add New Operating Schedule page.

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

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

The seasonal percentages must total 100. Do not enter the % symbol; the system assumes %.

Which months should be used for each season?

Regulatory			Calendar quarters	
winter	January	OR	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

The EPA’s emission inventory reporting requirements stipulate that facilities should use the season definitions in the Regulatory table (above, left). In the regulatory table, winter is defined as Jan, Feb, and Dec of a *single calendar year*. However, if you reported Calendar Quarters (above, right) in the past, please continue doing so to maintain consistency.

Click **SAVE** when you are finished entering all data. All the data from the previous Add pages will then be combined and seen on the Edit Emissions Unit Process page.

Add Fuel Parameters

Fuel Parameters are optional. 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.

Click the ADD  icon to navigate to the Add New Fuel Parameters page for this process.



Parameter Type and Parameter Value are required on the Add New Fuel Parameters page. Select the Parameter Type and enter the corresponding value. Do not create more than one record for any of the three types: ash, sulfur, and heat content. Note the Parameter Value requirements:

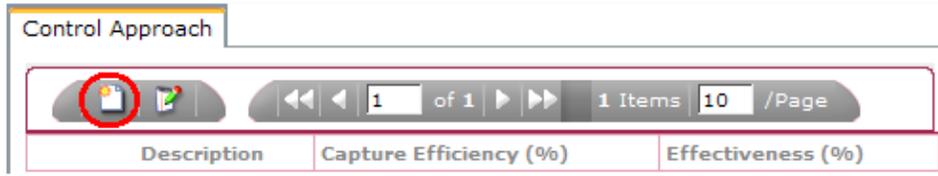
- Percent Ash Content must be >0 zero and ≤ 20
- Percent Sulfur Content must be $>$ zero and ≤ 10
- Heat Content must also have Heat Content Numerator and Denominator fields entered

Click **SAVE** to return to the Edit Process page and then add other Fuel Parameters as needed. Review the Edit Process page and click the **SAVE & REFRESH** button. Note the six tabs near the bottom of the page which contain data specific to the Unit Process, and will need to be filled in for a new process.

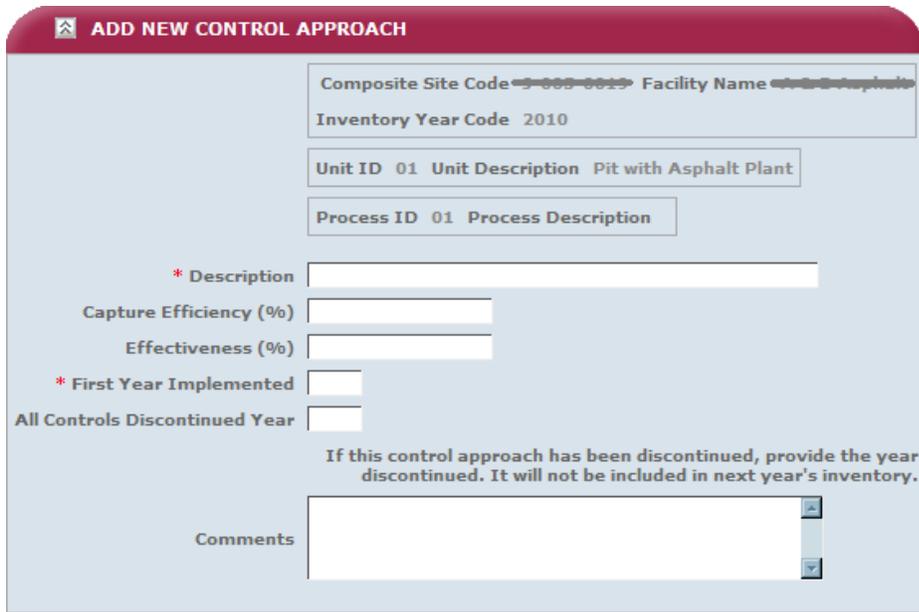


Control Approach

Control Approach is optional but there can *only be one* entered for each Process. To add one, Select the Control Approach tab on the Edit Emissions Unit Process page and click the ADD  icon.



Description	Capture Efficiency (%)	Effectiveness (%)
-------------	------------------------	-------------------



ADD NEW CONTROL APPROACH

Composite Site Code Facility Name
Inventory Year Code 2010

Unit ID 01 Unit Description Pit with Asphalt Plant

Process ID 01 Process Description

* Description

Capture Efficiency (%)

Effectiveness (%)

* First Year Implemented

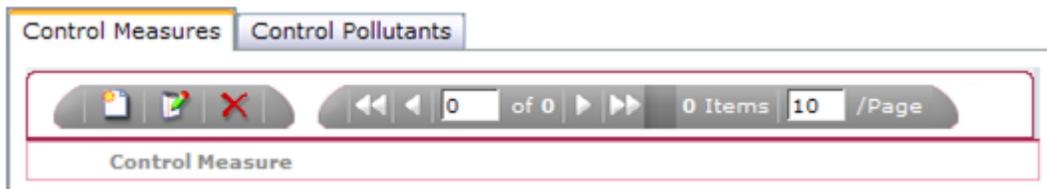
All Controls Discontinued Year

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

Comments

Description and First Year Implemented are the only required fields on the Add New Control Approach page. Note that 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 while the Effectiveness is the percentage of scheduled operating time the controls operated as designed. Do not type the percent symbol for these fields. 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.

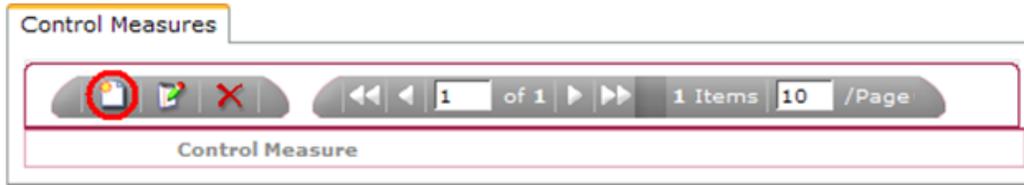
Click **SAVE** and you will navigate to the Edit Control Approach page that has two tabs at the bottom. **Each Control Approach must have at least one (of each) Control Measure and Control Pollutant.**



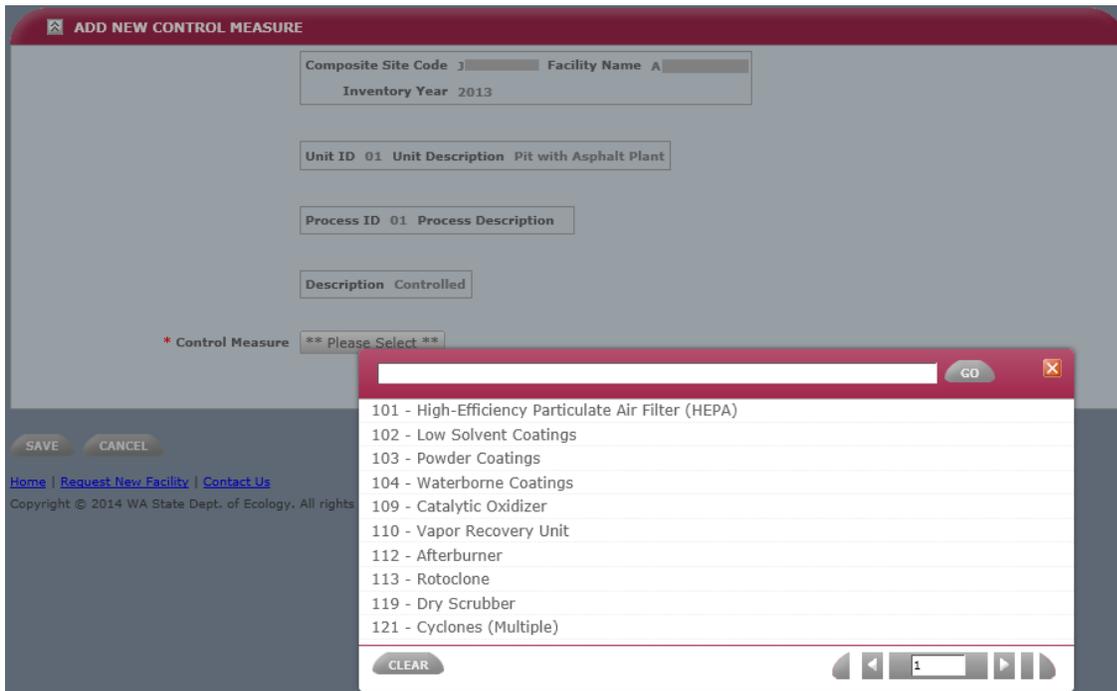
Control Measure

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 click the ADD  icon.



The Control Measure field has more than 100 records so if the desired Control Measure does not appear in the initial pop-up list, you should search or page forward to see the other available choices.



After selecting the desired Control Measure, click the **SAVE** button to return to the Edit Control Approach page and confirm the newly added Control Measure is in the corresponding tab.

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 click the ADD  icon.



Select the Pollutant Type from the pop-up list, then the Pollutant. *These fields must be selected Top Down.* If you selected the correct pollutant type and the desired pollutant does not appear in the corresponding pop-up list, you may search or page forward to see the other available choices.

ADD NEW CONTROL POLLUTANT

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

Unit ID 01 Unit Description Pit with Asphalt Plant

Process ID 01 Process Description

Description Controlled

* Pollutant Type Toxic, Hazardous or Other Pollutant. Excludes Criteria Air Pollutant, Ammonia, and Greenhouse Gases

* Pollutant ** Please Select **

Control Efficiency (%)

SAVE CANCEL

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100005 - 4-Chloronitrobenzene
100005 - 4-Nitrochlorobenzene
100005 - p-Nitrochlorobenzene
100016 - p-Nitroaniline
100027 - 4-Nitrophenol
100027 - Paranitrophenol
100027 - p-Nitrophenol
100141 - Nitrobenzylchloride,p-
100152 - Methylnitroaniline,N-, -4-
100196 - Nitroacetophenone,p-

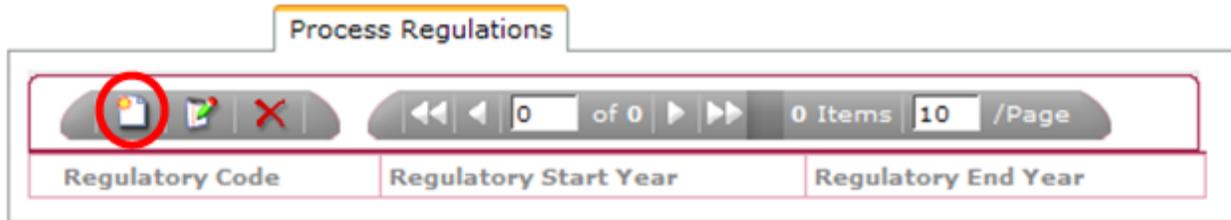
CLEAR

Control Efficiency % is the estimated average reduction achieved for the pollutant when all control measures operate as designed, including capture. Do not type the percent character. Click **SAVE** to return to the Edit Control Approach page then 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.



Select the desired Regulatory Code from the pop-up list by searching or paging forward. **If the regulation selected is “State, Local, or Tribal local regulations” then a Non-Federal Regulation description is required.**

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 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		
1 of 1 1 Items 10 /Page		
	Release Point Description	Average Emissions (%)
  	Release Point for Unit 01 - Electrostatic Precipitator stack	100

The Release Points were already entered (see page 4–35) for the facility. These are available in the pop-up list for Add/Edit Release Point Apportionment. After selecting a release point, enter the percentage of emissions this unit process is designed to release. Do not type the percent symbol.

EDIT RELEASE POINT APPORTIONMENT

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

Unit ID 01 Unit Description Pit with Asphalt Plant

Process ID 01 Process Description []

* Release Point Release Point for Unit 01 - Pit with Asphalt Plant

* Average Emissions % 100

Comments []

Setting the flag to obsolete will make this record no longer available for use.

Obsolete?

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

Release Point Apportionment			
1 of 1 3 Items 10 /Page			
	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

} 100%

Click the **SAVE** button and you will be navigated back to the Edit Emissions Unit Process page.

Emissions

Criteria - Toxics and Other - Greenhouse Gas

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

The screenshot shows the 'Emissions - Greenhouse Gas' tab selected. A table displays the following data:

Pollutant Type	Pollutant	Total Emissions	Units
CAP_NH3	NH3 - Ammonia	1.00	Pounds
CAP_NH3	NOX - Nitrogen Oxides	2.10	Tons
CAP_NH3	PM10-PRI - PM10 Primary (Filt + Cond)	0.20	Tons
CAP_NH3	PM-PRI - PM Primary (Filt + Cond)	0.20	Tons
CAP_NH3	SO2 - Sulfur Dioxide	0.40	Tons
CAP_NH3	VOC - Volatile Organic Compounds	1.20	Tons

Below the table are the following buttons: SAVE, CANCEL, SAVE & REFRESH, UPDATE EMISSIONS, and CHECK APPORTIONMENT.

The Pollutants are separated into three tabs by Type (Criteria, Toxics, and GHGs). However, users can view all pollutants together in one list by clicking the **UPDATE EMISSIONS** control button below the tabs. *More information on this MULTI-EDIT option for entering the emissions is found on page [4–56](#).*

Edit Emissions

To edit a single emission record, select the corresponding Emissions type tab near the bottom of the Edit Emissions Unit Process page and click the appropriate EDIT icon. The Edit Reporting Period Emissions page allows you to edit Total Emissions, Units, etc. as needed.

Add any missing optional data if it is known. Emission Factor, Numerator Units, and Denominator Units are all optional. Click **SAVE** to return to the Edit Emissions Unit Process page.

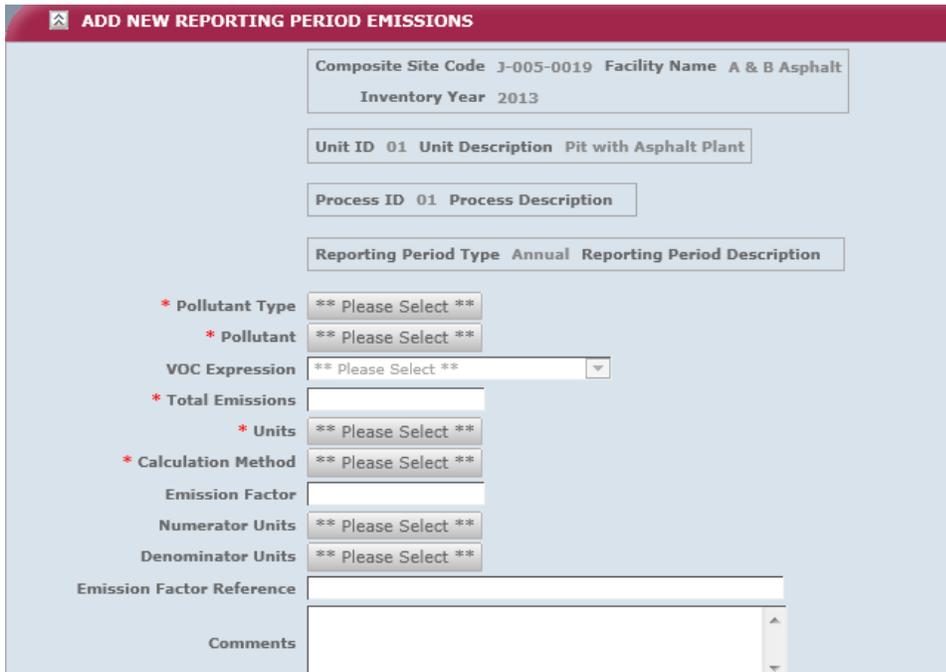
The form displays the following information:

- Composite Site Code: [Redacted] Facility Name: [Redacted]
- Inventory Year: 2013
- Unit ID: 01 Unit Description: Pit with Asphalt Plant
- Process ID: 01 Process Description: [Redacted]
- Reporting Period Type: Annual Reporting Period Description: [Redacted]
- * Pollutant Type: GHG - Greenhouse gas
- * Pollutant: CO - Carbon Monoxide
- VOC Expression: ** Please Select **
- * Total Emissions: [Redacted]
- * Units: Tons
- * Calculation Method: 08 - Emission Factor: EPA (no Control Efficiency used)
- Emission Factor: [Redacted]
- Numerator Units: ** Please Select **
- Denominator Units: ** Please Select **
- Emission Factor Reference: [Redacted]
- Comments: [Redacted]
- Setting the flag to obsolete will make this record no longer available for use.
- Obsolete?

Add Emissions

To add new emissions, from the Edit Emissions Unit Process page, select **any** Emissions tab and click the ADD  icon. It doesn't matter which emissions tab you are in to add a record since they all will open the same 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 from the pop-up list and then select the Pollutant from the pop-up list, using the search feature or by paging forward to the desired Pollutant. The Pollutant Code will default to the proper code for the Pollutant you selected.



Composite Site Code	J-005-0019	Facility Name	A & B Asphalt
Inventory Year	2013		
Unit ID	01	Unit Description	Pit with Asphalt Plant
Process ID	01	Process Description	
Reporting Period Type	Annual	Reporting Period Description	
* Pollutant Type	** Please Select **		
* Pollutant	** Please Select **		
VOC Expression	** Please Select **		
* Total Emissions	<input type="text"/>		
* Units	** Please Select **		
* Calculation Method	** Please Select **		
Emission Factor	<input type="text"/>		
Numerator Units	** Please Select **		
Denominator Units	** Please Select **		
Emission Factor Reference	<input type="text"/>		
Comments	<input type="text"/>		

The optional VOC Expression field is active *only* when Volatile Organic Compound is the pollutant. Enter the Total Emissions, Units, and calculation method. Everything else is optional. Click  to navigate to the Edit Emissions Unit Process page.

Multi-Record Update Emissions

In Edit Emissions Unit Process (through Quick Reference OR Edit Facility), click **UPDATE EMISSIONS** at the bottom of the page. This is your *FastPass* to edit all emission records for this Process.



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

This window displays *Pollutant, VOC Expression, Total Emissions, Units, Calculation Method, Emission Factor, Numerator Units, Denominator Units, Emissions Description, and Comments.

*Note that Red field names are required fields but there are no indicators of requirements on this page.

The screenshot shows the 'FACILITY SITE EMISSIONS' page. It includes fields for Facility Name, Composite Site Code, Operating Status, Inventory Year, Unit ID, Unit Description, Process ID, and Process Description. There is a search bar and a dropdown for Pollutant Type. Below is a table with 11 items, showing 20 items per page. The table has columns: 1 (Indicator), 2 (Reviewed?), Pollutant Type, Pollutant, VOC Expression, Total Emissions (3), Units (4), and Calculation. The first three rows are visible:

1	2	Pollutant Type	Pollutant	VOC Expression	Total Emissions 3	Units 4	Calculation
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAP_NH3	CO - Carbon Monoxide	** Please Select **	750000	Tons	04 - Stack
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAP_NH3	NOX - Nitrogen Oxides	** Please Select **	40	Tons	04 - Stack
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAP_NH3	PM10-PRI - PM10 Primary (Filt + Cond)	** Please Select **	1	Tons	04 - Stack

This page shows 20 items by default but this can be changed by the user.

To update emissions, note the following:

- 1 Update Indicator Column – if a record has been updated, the  will change to a 
- 2 Reviewed – if the record has not been updated  **and** current entry is correct for this year, check this box without changing anything
- 3 Total Emissions –if the emissions are different from the prior year, type the new amount.
- 4 Units – make sure the correct units are entered for the total emissions

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 appropriate.

Users should enter optional data elements here as needed: Calculation Method; VOC Expression; Emission Factor; Numerator Units; Denominator Units; Emissions Description; and Comments.

Click **SAVE & REFRESH** to save all changes. All the Update Indicators should be  now.

If there is more than one page of records, repeat the emission update process until all pages have been reviewed, updated, and saved. When all emission pages have been updated, reviewed (w/check box), or deleted, scroll down to the bottom and click the **SAVE** button to return to the Edit Emissions Unit Process page. Click the **SAVE** button again and you should be taken to the Quick Reference page or the Edit Emissions Unit page (whichever you launched from).

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



Unit ID	Process ID	Emissions Unit Process Description	SCC Level Four	Operating Status	Reviewed?
01	01		Ext Comb /Electric Gen /Wood/Bark Fired Boiler	Operating	
01	02		Ext Comb /Electric Gen /Natural Gas /Boilers : 100 Million Btu/hr except Tangential	Operating	
02	01		Int Comb /Electric Gen /Natural Gas /Turbine: Exhaust	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.



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	

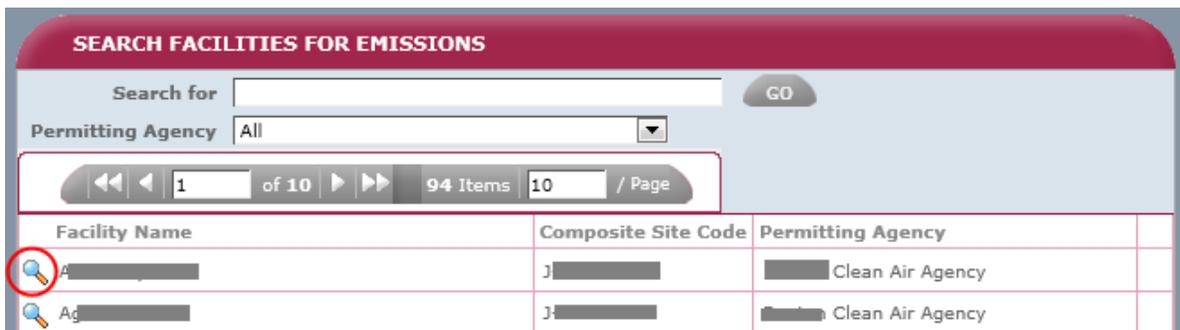
If any records have not been reviewed, you can open them with the Edit  icon and update and save without going to the Process page or Update Emissions link. Make sure to visit every page or expand the view to show all records.

Quick Reference

Move the mouse cursor over the Quick Reference menu bar item and click “Show Quick Reference”. The Quick Reference link navigates to the Search Facilities For Emissions page. The facilities shown will be limited to those which you have permission to access.



If there are more than 10 records, you can use the Search or Page functions to locate the desired facility. Open the record by clicking the magnifying glass  icon.



The Facility Site Emissions page should open, giving you direct access to Release Points, Emission Units, Unit Processes, Process Control Approaches, and Annual Emissions. Any portion chosen should open a page just as if you had chosen to edit records from the Edit Facility Site page.

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;  or  action triggers the .

Individual Emission Records

All the emission records are listed in the Annual Emissions section at the bottom of the Facility Site Emissions page. You can view and access each emission separately here (described on page [4–54](#)). This table includes all emission records from *all units and processes* (for this facility) in one long list.

WARNING: this method will require you to open and save every individual emission record separately. Please use the Multi-Emissions Records method (below) to update several records at once.

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 Edit  icon. Single click the  button and continue as described on page [4–56](#).

Geographic Coordinates

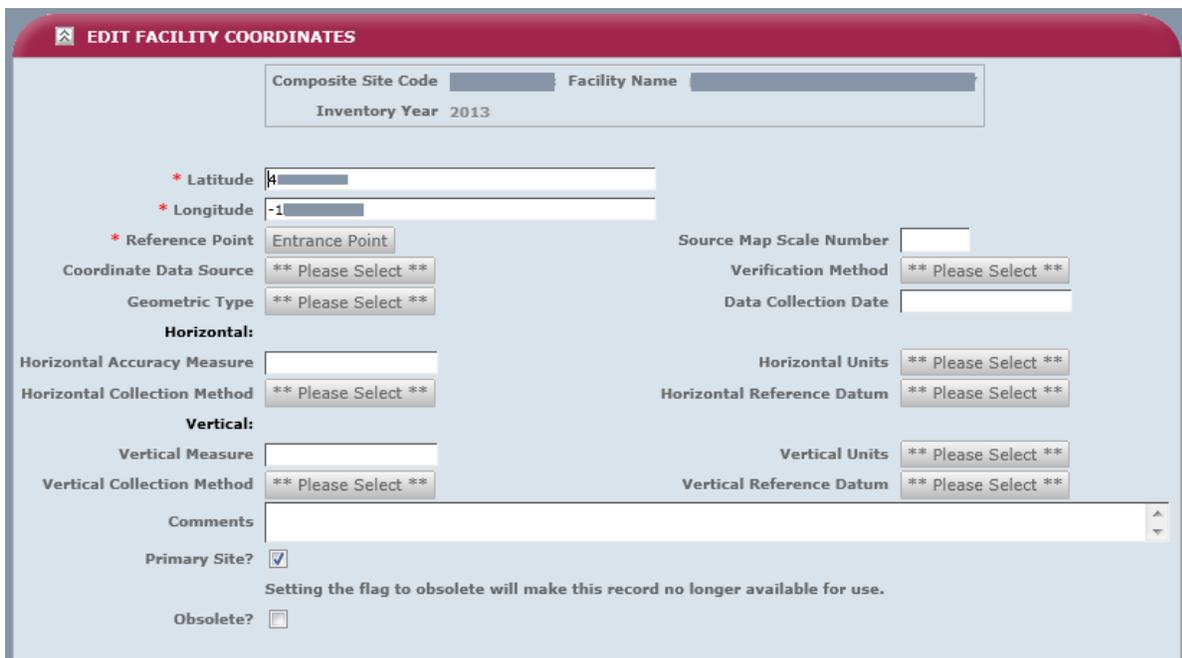
Facility coordinates are accessible in both the Edit Facility and Edit Reference Point pages. They include only the required fields: Latitude, Longitude, and Reference Point. Facility Coordinates can also be viewed/edited by moving the mouse cursor over the Geographic Coordinates menu item and clicking Show Facility Coordinates. Release Point coordinates can be viewed/edited by moving the mouse cursor over the Geographic Coordinates menu item and clicking Show Release Point Coordinates.



Facility Coordinates

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

Show Facility Coordinates opens the Search Facility Coordinates page. Find the desired facility and click the EDIT  icon to open the Edit Facility Coordinates page. The three required fields are already entered, but you should review it for accuracy and provide other known data.

A screenshot of the 'EDIT FACILITY COORDINATES' form. The form has a maroon header with the title 'EDIT FACILITY COORDINATES'. Below the header, there are input fields for 'Composite Site Code', 'Facility Name', and 'Inventory Year' (set to 2013). The main form area contains several sections: 'Latitude' (with a red asterisk) and 'Longitude' (with a red asterisk) are text input fields. 'Reference Point' is a dropdown menu with 'Entrance Point' selected. 'Coordinate Data Source' and 'Geometric Type' are dropdown menus with '** Please Select **' selected. 'Horizontal:' section includes 'Horizontal Accuracy Measure' (text input), 'Horizontal Collection Method' (dropdown with '** Please Select **'), 'Horizontal Units' (dropdown with '** Please Select **'), and 'Horizontal Reference Datum' (dropdown with '** Please Select **'). 'Vertical:' section includes 'Vertical Measure' (text input), 'Vertical Collection Method' (dropdown with '** Please Select **'), 'Vertical Units' (dropdown with '** Please Select **'), and 'Vertical Reference Datum' (dropdown with '** Please Select **'). There is also a 'Source Map Scale Number' (text input), 'Verification Method' (dropdown with '** Please Select **'), and 'Data Collection Date' (text input). At the bottom, there is a 'Comments' text area, a 'Primary Site?' checkbox (checked), and an 'Obsolete?' checkbox (unchecked). A note below the checkboxes says: 'Setting the flag to obsolete will make this record no longer available for use.'

Note: if the Horizontal Accuracy Measure is entered, Horizontal Units must be selected. If Vertical Measure is entered, Vertical Units must be selected. Click  when done.

Release Point Coordinates

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

Show Release Point Coordinates opens the Search Release Point Coordinates 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	
Facility Site <input type="button" value="All"/>	
<div style="border: 1px solid black; padding: 2px;"> ◀◀ ◀ <input type="text" value="1"/> of 182 ▶▶ ▶▶ 1811 Items <input type="text" value="10"/> / Page </div>	
Facility Site	Release Point
A & J Custom Cabinets, Inc.	Release Point for Unit 02 - Booth #2
A & J Custom Cabinets, Inc.	Release Point for Unit 04 - Paint Mix Room Exhaust (Stain kitchen)
A & J Custom Cabinets, Inc.	Release Point for Unit 03 - Booth #3
A & J Custom Cabinets, Inc.	Release Point for Unit 01 - Booth #1

Enter the Latitude, Longitude, and Reference Point for this Reference Point. If the specific coordinates are not known for the release point, use the facility coordinates. Provide other data as available.

EDIT RELEASE POINT COORDINATES	
Composite Site Code	Facility Name
Inventory Year 2011	
Release Point ID 02	Release Point Description Release Point for Unit 02 - Booth #2
* Latitude	<input type="text"/>
* Longitude	<input type="text"/>
* Geographic Reference Point	<input type="text" value="Substance Release Point"/>
Coordinate Data Source	<input type="text" value="** Please Select **"/>
Geometric Type	<input type="text" value="** Please Select **"/>
Horizontal:	
Horizontal Accuracy Measure	<input type="text"/>
Collection Method	<input type="text" value="** Please Select **"/>
Vertical:	
Vertical Measure	<input type="text"/>
Vertical Collection Method	<input type="text" value="** Please Select **"/>
Source Map Scale Number	<input type="text"/>
Verification Method	<input type="text" value="** Please Select **"/>
Data Collection Date	<input type="text"/>
Units	<input type="text" value="** Please Select **"/>
Horizontal Reference Datum	<input type="text" value="** Please Select **"/>
Vertical Units	<input type="text" value="** Please Select **"/>
Vertical Reference Datum	<input type="text" value="** Please Select **"/>
Comments	<input type="text"/>
Setting the flag to obsolete will make this record no longer available for use.	
Obsolete?	<input type="checkbox"/>

Note: if the Horizontal Accuracy Measure is entered, Horizontal Units must be selected. If Vertical Measure is entered, Vertical Units must be selected. Click when done.

Chapter 5 - 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 the page which opens a separate tab in the browser.



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

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

The “Send Request” button logs the request in Test Track Pro and sends emails to 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. The new facility will then be available in the Search Facility page for the appropriate users. The permitting agency will be notified and can continue with the required data entry.

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: <Select the Agency you represent> ▾
 *Phone Number: format 'xxx-xxx-xxxx'
 *Email Address:

Facility Information

*Facility Name:
 *Location Address:
 *City:
 *Zip Code: format 'xxxxx-xxxx' or 'xxxx'
 *County: <Select the county where the Facility is Located> ▾
 *Facility ID Number:
 *Facility Category: <Select the Facility Category> ▾
 *Operating Status: <Select the Facility 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](#)

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 “New Request” button.

Please do not send multiple requests for the same facility.

Thank you for your request.

Upon review, an individual will contact you by phone or Email that was provided in the submittal form. All requests are saved and will be answered.

For questions or concerns, email us at the [Technical Support Section](#) or call us at (360) 407-6851.

To enter another request click on the link

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

FACILITY SITE EMISSIONS

Facility Name: [redacted] Composite Site Code: [redacted]
Operating Status: Operating Inventory Year Code: 2011

RELEASE POINT

0 of 0 0 Items 10 /Page

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

EMISSION UNITS

0 of 0 0 Items 10 /Page

Unit ID	Unit Description	Unit Type	Operating Status	Reviewed?
---------	------------------	-----------	------------------	-----------

UNIT PROCESS

0 of 0 0 Items 10 /Page

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

PROCESS CONTROL APPROACH

0 of 0 0 Items 10 /Page

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

ANNUAL EMISSIONS

0 of 0 0 Items 10 /Page

Unit ID	Process ID	Pollutant Type	Pollutant	Total Emissions	Units	Reviewed?
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OK EDIT FACILITY INFO

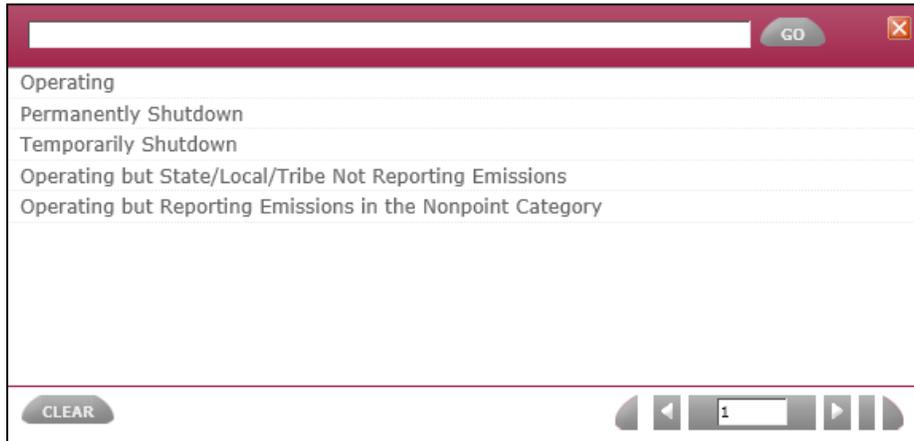
The Edit Facility Info button at the bottom will take you to a good starting place for entering the full body of information required for all facilities.

See page [4-31](#) for directions on adding a facility contact, allowable emissions, units, processes, etc.

Shutdown/Discontinue/Delete

Facility Shutdown

Every facility record from the prior EI year is replicated for the current EI year, except those previously marked as Permanently Shutdown. Facilities with an operating status that changed during the previous inventory year are also replicated because a facility remains in the system as **Operating if it was operational at any time during the calendar year**. So, only those facilities that have not been Operating for an entire EI (calendar) year should have their status changed in the system.



A screenshot of a web application interface showing a dropdown menu for 'Operating Status'. The menu is open, displaying five options: 'Operating', 'Permanently Shutdown', 'Temporarily Shutdown', 'Operating but State/Local/Tribe Not Reporting Emissions', and 'Operating but Reporting Emissions in the Nonpoint Category'. The 'GO' button is visible at the top right of the dropdown, and a 'CLEAR' button is at the bottom left. A small input field with the number '1' is visible at the bottom right.

When the Operating Status is changed to a status other than Operating, the Operating Status Year field should have a four digit year entered. The year entered should be the current inventory year, even if the status change occurred during the prior EI year. The following inventory year will include all records except those that changed to Permanently Shutdown.

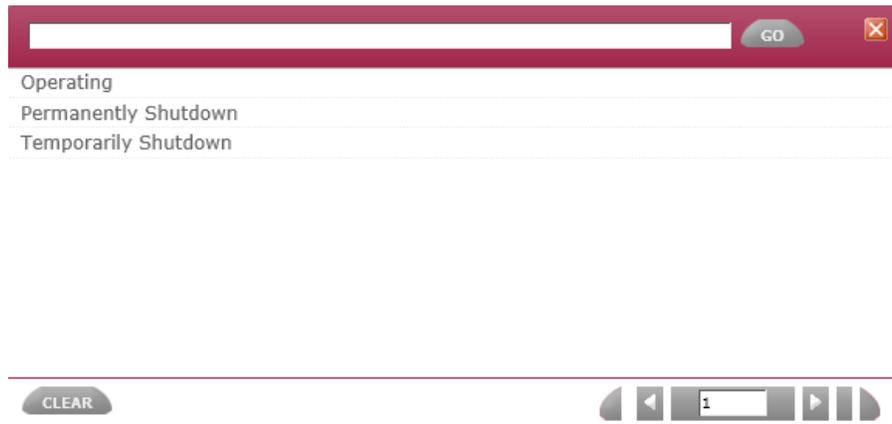


A screenshot of the 'EDIT FACILITY (WA STATE ONLY)' form. The form contains several fields with red asterisks indicating required information. The 'Inventory Year' field is circled in red and contains the value '2013'. The 'Operating Status Year' field is also circled in red and contains the value '2013'. Other fields include 'Composite Site Code', 'Source Number', 'Facility Name', 'Country' (United States of America), 'State' (Washington), 'County' (Benton), 'Permitting Agency' (Benton Clean Air Agency), 'Facility Category' (CAP Major), and 'NAICS Code' (325311 - Nitrogenous Fertilizer Manufacturing). The 'Operating Status' field is set to 'Permanently Shutdown'.

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

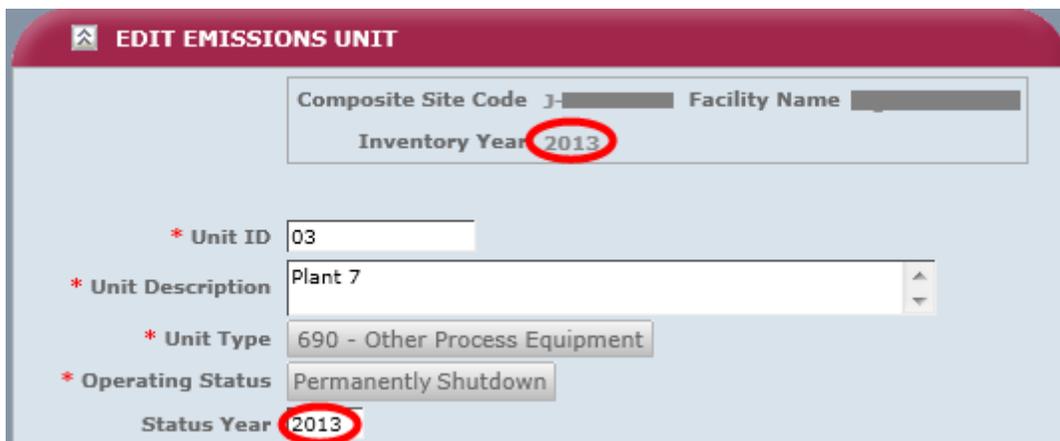
Unit Shutdown

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.



A screenshot of a web application interface showing a dropdown menu. The menu is open, displaying three options: "Operating", "Permanently Shutdown", and "Temporarily Shutdown". The "Operating" option is currently selected. The dropdown is contained within a maroon header bar with a "GO" button and a close icon. Below the dropdown is a "CLEAR" button and a navigation bar with a "1" and arrow icons.

When the Operating Status is changed to a status other than Operating, the Operating Status Year field should have a four digit year entered. The year entered should be the current inventory year, even if the status change occurred during the prior EI year. The following inventory year will include all records except those that changed to Permanently Shutdown.



A screenshot of the "EDIT EMISSIONS UNIT" form. The form has a maroon header with a back arrow icon and the title "EDIT EMISSIONS UNIT". Below the header are fields for "Composite Site Code", "Facility Name", and "Inventory Year". The "Inventory Year" field contains the value "2013" and is circled in red. Below these fields are several required fields marked with an asterisk: "* Unit ID" with the value "03", "* Unit Description" with the value "Plant 7", "* Unit Type" with the value "690 - Other Process Equipment", and "* Operating Status" with the value "Permanently Shutdown". At the bottom of the form is the "Status Year" field, which contains the value "2013" and is also circled in red.

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

Process Discontinued

Unlike Facility and Unit shutdowns, a Process can be recorded as discontinued during the emission inventory year in which the status change occurred. When the Operating Status is changed to a status other than Operating, the Operating Status Year field should have a four digit year entered. The year entered should be the current inventory year, even if the status change occurred during the prior EI year. The following inventory year will include all records except those that changed to Permanently Shutdown.

EDIT EMISSIONS UNIT PROCESS

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

Unit ID 02 Unit Description Plant 9 HNO3 Absorber Tail Gas

* Process ID 01
Process Description [REDACTED]
Insignificant Emissions Unit?
Operating Status Permanently Shutdown
Status Year **2012**

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 a Process, a Control Approach can be recorded as discontinued during the emission inventory year in which the status change occurred. 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 [REDACTED] Facility Name [REDACTED]
Inventory Year **2013**

Unit ID 02 Unit Description Plant 9 HNO3 Absorber Tail Gas

Process ID 01 Process Description [REDACTED]

* Description Controlled
Capture Efficiency (%) [REDACTED]
Effectiveness (%) [REDACTED]
* First Year Implemented 2008
All Controls Discontinued Year **2012**

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 .

Delete-able Records

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

However, deleting a record does have an effect on future inventories. When the facility records are copied for the next inventory year, the deleted records will not be included. So, for example, if a control measure is reinstated in the future, it will have to be reentered manually into WEIRS. None of the items listed below are very substantial on their own, so entering a new (or reinstated) element shouldn't be too time-consuming.

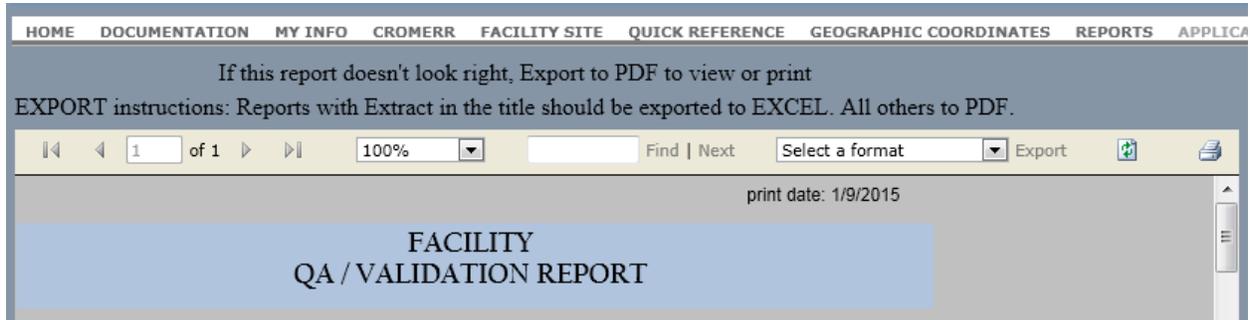
Note: when a record is deleted, any dependent records will also be deleted. Contact is an example: Delete the contact and the address, phone and email records will also automatically be deleted.

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 6 – WEIRS Reports

The “Reports” menu item on the WEIRS main page allows users to view and export reports specific to the facilities and agencies associated with the WEIRS account. Mouse over the “Reports” menu item and then click the desired report. Once the report loads, you may export it for your own records. In addition, some of the reports do not show well through the viewer in WEIRS and you may want to export them in order to read them better. You can do that by using the ‘Select a format’ control, choosing PDF, and then clicking Export.



Report Descriptions

REPORT NAME	DESCRIPTION	ACCESSIBLE TO
Activity Report	Shows edit status for Release Points, Units, Process, and Emissions	All Users
Agency Contact List	List of Agency staff by regional office/locality	Agency Users
Agency Facility List	Lists facilities alphabetically by permitting agency	Agency Users
AOP Facility Contacts	All facilities by agency that have Air Operating Permits	Agency Users
Emissions Summary	Sent out annually to AOP facilities and shows all emissions by unit and a summary for the facility	All Users
Facility Agency	Lists all facilities alphabetically with agency they report to	Agency Users
Facility Contact Extract	Lists all preferred contacts for each facility in a format intended for exporting to Excel or as a .csv	Agency Users
Facility Contact X Agency	Facility preferred contact person and contact information by agency	Agency Users
Facility Form	This is the inventory update request form. It contains the previous year's information and blank spaces to record the current year's information. It is a useful format for collecting the data to enter into WEIRS.	All Users
Facility Form_ New Facility	This report includes blank tables for all data elements for new facilities that need to collect data before entering it into WEIRS	All Users

REPORT NAME	DESCRIPTION	ACCESSIBLE TO
Facility Summary	This is the report that appears when the Facility Report button on the main Facility screen is clicked. Shows all data elements submitted and is the form that is electronically signed and submitted.	All Users
Facility Users	List of facility users and their user role within WEIRS.	Agency Users
QA Facility	This will show any errors that need to be corrected before submitting data to WEIRS	All Users
Submittal Status	Shows facilities by agency and whether or not they have submitted the facility data	Agency Users
User List	List of WEIRS users and their contact information	Agency Users

Chapter 7 – Submitting Facility Data to Ecology

Prepare for Facility Data Submission

Users with Data Signer privileges are asked to submit facility data electronically once all data has been entered and reviewed for accuracy and completion. The process will also allow you to electronically sign the data that you enter – so no paper submissions are needed.

Once all facility data has been entered for the year, a QA report can be viewed from the “Reports” menu. The QA report will check to see if there are any errors in the facility data that needs to be checked before submission to Ecology. It is suggested that you run this report prior to going through the submit process, particularly if you have are not the data signer for your facility. This way, the data signer does not run across any issues that have not been fixed and can just submit the facility data.

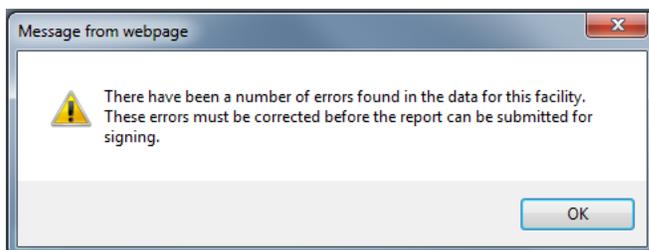
How to Submit Facility Data

From ‘Edit facility site’, choose the desired facility by selecting the corresponding “edit” button. Once the Edit Facility page opens, go to the bottom of the page and click “Facility Report”.



Type	Address Line One	City	State	ZIP Code	Preferred Address?		
Location Address	4050 Mountain View Rd	Ferndale	Washington	98248-0937	Yes		

Clicking Facility Report will run a QA for the facility, which may take a minute to complete. If problems are found you will see this message:



In this case, you will need to run the QA Report and fix all errors before the facility can be submitted.

After clicking Facility Report, an Emissions Report Summary opens that shows all the data entered for the facility. Please review the report for accuracy. You may print or save the report as a pdf for your records.

Blowing Steam Worldwide

Emissions Report Summary

Dept. of Ecology Industrial Section

S-011-test123 Blowing Steam Worldwide 2013

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

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

CERTIFICATION OF DATA ACCURACY

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

If the report is accurate, click 'Submit', and a screen asking you to sign in to CROMERR will appear. Login with your CROMERR user name and password and then answer the security question. CROMERR will ask you to review recent ESA activity and click 'Done Viewing'.

Recent Electronic Signature Account Activity

Please review your most recent activities:

Instructions:

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

Recent Activity:

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

Done Viewing

Once you have verified your identity with CROMERR, you are logged in and prepared to sign. Click 'Next' at the bottom of the CROMERR screen and two statements will come up for you to attest to.

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.

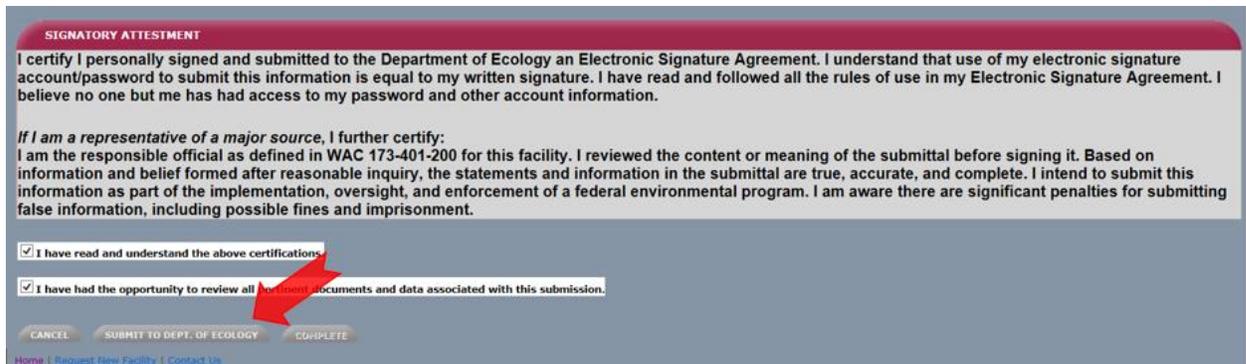
If I am a representative of a major source, I further certify:
I am the responsible official as defined in WAC 173-401-200 for this facility. I reviewed the content or meaning of the submittal before signing it. Based on information and belief formed after reasonable inquiry, the statements and information 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](#)

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



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

After you click "Submit to Dept. of Ecology" the message above the Signatory Attestment changes and the "Complete" button is activated.

Click 'Complete' to finish submission. Your facility data has now been successfully reported to Ecology with an electronic signature. You will then receive an electronic copy confirming the CROMERR signing process via email.

Chapter 8 - Troubleshooting / Problems

WEIRS Inaccessible through SAW

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

... please don't create a 2nd SAW account. Sometimes WEIRS might have a problem that prevents log-in or kicks you out; sometimes SAW is “down.” Creating another account will not bypass the error and will cause problems for anyone trying to troubleshoot the issue that is affecting users.

Please call us instead of making a second account!

Jumpy Cursor

Sometimes when opening a page, you might click in a cell but the cursor moves up into the first cell, or if you scroll down the page 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 will do the same thing. So, use caution when you first start typing in a page. Make sure your cursor is where you want it to be.

The screenshot shows the 'Edit Process Page' form in WEIRS. The form is divided into several sections:

- Process ID:** A text field containing 'p1'.
- Process Description:** A text field.
- Insignificant Emissions Unit?** A checkbox.
- Operating Status:** A dropdown menu set to 'Operating'.
- Status Year:** A text field.
- SCC Code:** A section with a warning: "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." Below this are four dropdown menus for SCC levels:
 - SCC Level One: 3 - Industrial Processes
 - SCC Level Two: 303 - Primary Metal Production
 - SCC Level Three: 303001 - Alumina Electrolytic Reduction
 - SCC Level Four: 30300199 - Aluminum Ore (Electro-reduction) /Not Classified **
- Annual Throughput:** A section with a dropdown for 'Operating Type' (set to 'Routine') and four dropdowns for 'Material', 'Material State', 'Throughput', and 'Units', all set to '** Please Select **'. A note below states: "If throughput is provided, Material, Material State, and Units are required."
- Fuel Parameters:** A table with columns for 'Parameter Type', 'Parameter Value', 'Heat Content Numerator', and 'Heat Content Denominator'. Above the table is a navigation bar with '0 of 0' items and '10 / Page'.
- Operating Schedule:** A table with columns for 'Season (%)', 'Hrs/Day', 'Days/Wk', 'Wks/Yr', and 'Hrs/Yr'. The values are:

Season (%)	Hrs/Day	Days/Wk	Wks/Yr	Hrs/Yr
Winter (%)	25.0	7.0	52	8760
Spring (%)	25.0			
Summer (%)	25.0			
Fall (%)	25.0			

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 WEIRS link?

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

- Make sure your Popup Blocker is OFF

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

- Did you get any messages? Take a screen shot (press the Print Screen key) and paste it into a Word document that describes your problem.
- Click the Contact Us link at the bottom of the WEIRS 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 with the Word document attached.

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 several minutes, the font will change to a lighter color and the links will not work. This is because the system has "timed out" and you've been logged out of your session (time-out threshold varies depending on login method). Please restart the application.

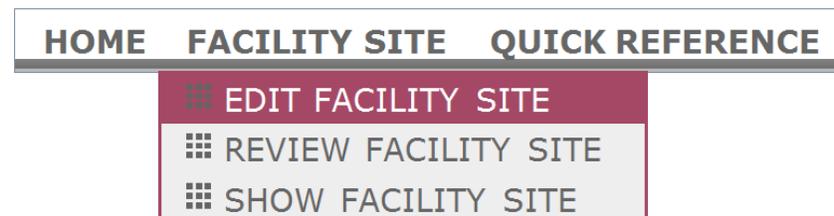


One way to avoid this is to click something every few minutes so that you remain logged in:

e.g.  , activate a pop-up list, or click Go on a search box.

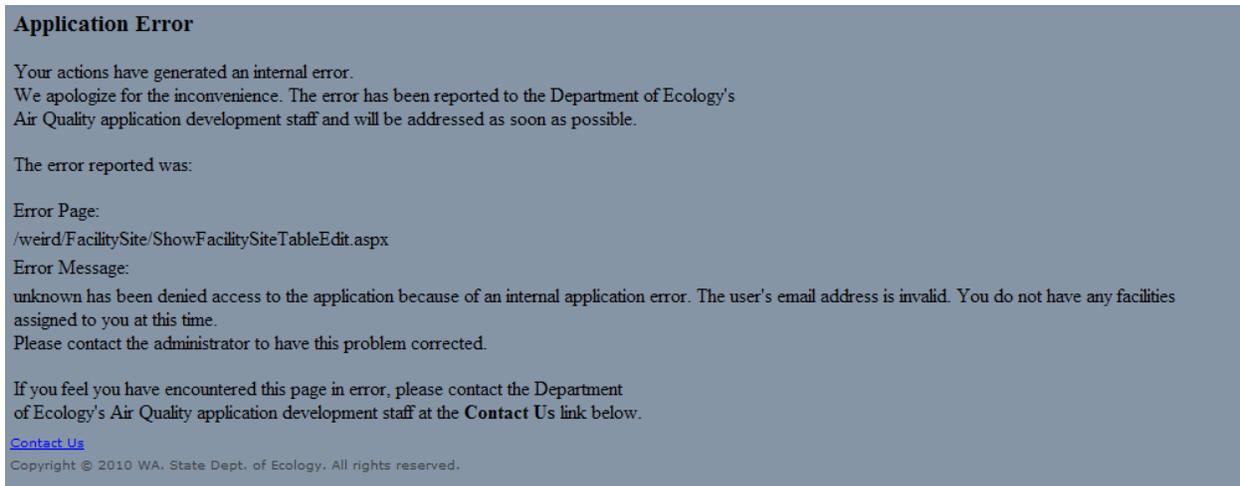
Main Menu Bar is active but clicking only reloads the current page

When the system is active, the main menu bar words are dark color font. However, if you click on a menu heading it will not open a new page. Instead, you must hover over a menu bar and then move the cursor down to one of the entries under the menu bar (this highlights one of the options) and then click. For example, clicking the Facility Site menu item will only reload the current page. Moving the cursor over Facility Site will open menu items that, when clicked, will open new pages (e.g. Edit Facility Site).



Application Errors

If the system generates an “Application Error”, simply close the application and restart. This problem usually occurs when the user has timed-out.



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:

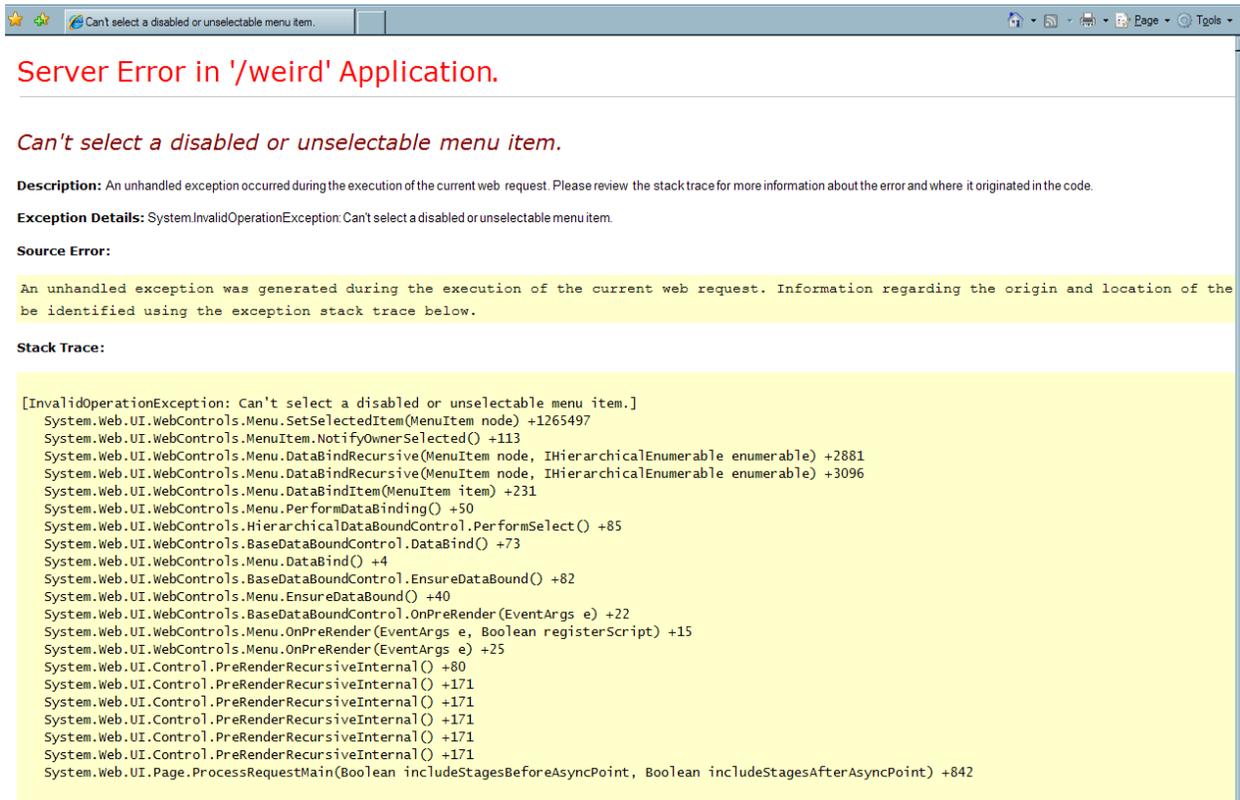
Error Page:
/weird/FacilitySite/ShowFacilitySiteTableEdit.aspx

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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Occasionally, a “Server Error” will be generated. Simply close the application and restart. This problem usually occurs when the user has timed-out.



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:

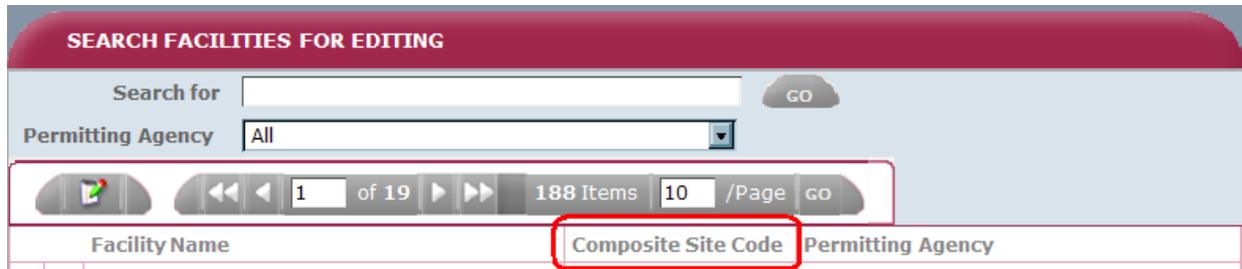
An unhandled exception was generated during the execution of the current web request. Information regarding the origin and location of the exception will be identified using the exception stack trace below.

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, IEnumerable enumerable) +2881
System.Web.UI.WebControls.Menu.DataBindRecursive(MenuItem node, IEnumerable 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
```

Column Sort

In each Search table, the columns come with a default sort order but can be re-sorted by clicking 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. It should work now.

Missing Facility or Facility Search Table Incomplete

If the Search Facility table is missing facility records.

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 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

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 to get it added to your user profile.

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 shown

Full explanation of the Search Table navigation controls are found in the [Search Screens](#) section of Ch. 2.

Chapter 9 - 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.

Dependent 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 pulldown menu.

Pop-up List - if a field has a pre-defined list of acceptable values, it will show up as a grey box

**** Please Select **** that, when clicked, opens a searchable list that contains ALL the records for that particular lookup table. Some fields depend on previously selected fields, limiting the content of the searchable list. Searches may include any portion of the desired value.

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

The screenshot shows a web-based search interface. At the top, there is a red header with the text "SEARCH FACILITIES FOR EDITING". Below the header, 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. Below the dropdown menu is a pagination control showing "1 of 19" items, "190 Items" total, and "10" items per page, with a "GO" button. At the bottom of the screenshot, there are three columns: "Facility Site Name", "Composite Site Code", and "Permitting 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 can be navigated much like the search screens. In most cases, where there is a tab more than one record can exist.



Test Track Pro – a software application used to report, track, and assign problems, questions, bugs, suggestions, etc. This also serves as a tool for users and system administrators to communicate. Users can report issues to Test Track Pro by clicking the [Contact Us](#) link at the bottom of every page in WEIRS. See page [3–23](#) for instructions on how to use this function.

User Permissions – different system users have different needs within the system. User access varies from 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](#).