

KDHE Bureau of Air
Transcription SLEIS Webinar
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Participants:

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Webinar:

Stone: Good afternoon, my name is Will Stone. I am with the Kansas Department of Health and Environment, I think many of you know me and this is the KDHE webinar on the state and local emission inventory system we call SLEIS. Welcome everybody to the webinar. We don't do a lot of these so please let us know if you can't hear me or if you're having trouble hearing me right now. If you're not hearing you should be able to call in according to our instructions you should be able to call in and hear us over the phone if you don't have speakers and I believe everyone listening is on mute so we should not have a problem with back chatter. If you have a question for us just please type it in on the question section and we will get to it as soon as we can. So without further ado I'm going to begin demonstrating the system I'm hoping everyone can see my screen.

Here what you're seeing is our website <http://www.kdheks.gov/bar/index.html> this is the air page for KDHE and from this page you can go to our emission inventory page. We've got asbestos, compliance, permitting, online permitting, the monitoring section, planning, public notices, but inventory is what we'll be talking about today so I'm going to click to the inventory page and you will see two new links. We've got the SLEIS system and we've got a link to the user guide which is a PDF of the PowerPoint that I have used to develop today's presentation and is very familiar to anyone who attended the workshops that we held in Topeka last week. So I'm going to begin by just clicking the link to the system and everyone will be able to see the home page to KDHE's SLEIS system now you'll see it has logged me in but you'll see we have got some news on the right side and you'll see we've got browser requirements here and the system requires Internet Explorer version 9 or later, Chrome, or Mozilla Firefox. Windsor Solutions the people who developed the program for us well, for several states, tell me that Mozilla and Google are evergreen browsers which don't have version numbers so if you're using those browsers you won't have to worry about updates.

For users who have not yet registered for, not for the webinar, but for SLEIS itself, and you will know if you registered because you will have received an e-mail from SLEIS we recommend you go to these registration forms. It's a PDF, an editable PDF. Just open the file and edit your information and e-mail it in to us you can send it to the sleis@kdheks.gov e-mail account or you can just send it to Barb which I believe is what the form says at the bottom.

Following your submittal when we're all done with everything, there's an electronic reporting certification form. This is new for us, but it is basically just a cover sheet for the submittal process. Something to note here, some of the users may have thought that SLEIS for KDHE would be a paperless process for 2014. We are not offering a paperless submittal. You will print off the report and mail it in and the reporting certification form is the signature page and cover sheet for that report.

We have an import file specification we are now happy to offer. It's a way for users to submit data to us using a template. So the emissions and the throughputs are coming in from a CSV file which is the text file that resembles an excel file. You can edit it with Microsoft Excel and you'll be able to download the data that you submitted in 2013, edit that data and upload it back into the system and as long as you don't interfere too much with the formatting and use valid codes, to submit your data that way. Windsor tells us that in a lot of other states the majority of users actually use this method, we will see if that is true for KDHE.

We also have some supporting documentations, we will probably be adding things to this section later but for now we have the SCC Code Table, I'll get to that when we get to process units or unit processes rather and then we have a feedback button where you can submit anonymous questions and comments to the KDHE staff for the system.

In the upper right, you'll see we have a "Help" button and you have profile information and mine says "My Agency" but yours would say "My Facilities". Now for the purposes of this training I will be showing you our test system which is identical to this system but which allows me to edit facility data without affecting any real data. Alright, so I am going to kdhe-test.windsorcloud.com. This is the test version of this system and I am just going to login and here's the button for logging in. I'm going to hit "no" for remembering my password and you'll see I have two facilities assigned to me that I'm able to edit. You can see I have roles. The roles that I have are the editor, submitter, and administrator roles. Now every user who logs in to SLEIS will either be an editor or a viewer. A viewer is just simply a read-only viewer. They can see the data but they can't edit the data and that's a radio button which means you'll have to be one or the other.

Then, on top of that choice, you can add submitter and/or administrator to your roles. The submitter, every facility will need at least one submitter, so that they can submit the data to us. In future years we may have requirements on this making it a responsible official. But for right now that is not a requirement so anyone really can be a submitter and the administrator role – this is interesting- I am an administrator and I will show you what that looks like. When I go to my facility here you can see that I have facility users and you can see that there is that one appears to be me so there are two users at this facility. The first is the one I logged in with and the second one is me but it's with co-workers e-mail address and you can see this user is only an editor and I can edit their roles and or remove them from the facility and I can do that all without contacting the agency.

Looks like we have some questions already and I want to address them. We have a user having problems downloading the 404: File Not Found, I'm not sure which link you're hitting that is causing that problem. The second problem is "Will we get a password when we register?" What you'll get is an e-mail form the system that allows you set up your password. So once you've contacted the KDHE staff we will create a login for you and assign your facilities and then. Okay great, we got the first questions dealt with.

On the, back to the question about registration and the password the e-mail that goes out will have information for that user. So it's very important that we have that an accurate e-mail address from you. We've had some users who have more than one e-mail address for their company so be very careful which one you give us because that will be the one you are logging in with. And that is the one that SLEIS will communicate with you. We will never, KDHE staff will never have your password, we will have no way of really retrieving it other than you hitting the "forgot password" button, and if you get locked out we can unlock you but we can't actually just give you a password.

Moving on, you can see I can go back. I've actually gone too far ahead. You'll see I'm in my facility here and you saw there is an action button on the right side. There is an open button for each facility and I opened the first facility and that is on the right side. Then further to the right now, you see I have the "view facility users" button, that's where I was able to go in and edit the users in my facility or potentially remove them as an administrator. If you are not an administrator then you won't be able to do that. Now you'll see I've got a status that says "In Process" and another action button that says "Open" so this is for the 2014 report. Most of you when you come in here you will see a 2014 report that says "Not Started" and then the action button is a triangle that resembles the play button on a remote control and when you hit that play button the first time you will be launching the beginning of your 2014 inventory. I have already hit that for this facility so now I'm just going to be hitting the "Open" button, with the four arrows and now I'm at my 2014 emissions inventory report for this facility. You'll see I have five large icons for the facility inventory and two smaller ones for the emissions section and my plan is to just go through these in order which is what we advise you do when you edit each facility there are buttons at the bottom for different things and there are reports on the right side and other buttons in general of course you have the "Help" button still that we've had throughout and you'll have a "Help" button on every screen in SLEIS.

But the first thing we are going to do is to use the facility section. What I want you to see here, for the first time on the facility section, is the "Back" button. Now this button in the upper right here is just an arrow to the left. If I hit that, I will go back where we came from. I do not recommend you hit the "Back" button in your browser. It may work, but it may not and it could put you in a bad situation. I don't recommend that. I recommend using the back button that SLEIS provides.

The next thing you see is we have an edit button in the lower right. You'll see, we have all of these tabs here and right now we can't really edit anything. You can see I just have information. I'm going to hit the edit button that just looks like a little gear and when I do that all of the sudden you have colors and shapes and a lot more going on. The first thing to know is the green question marks help for every single field that is in SLEIS. You just simply click on one of these green question marks, and I'm going to shrink this down because it's enormous and you can't see anything. I've got it this large but the Help text for the Description is "a brief description of the physical plant i.e.: blacktop plant, hospital, production of metal office furniture". For this facility what would make sense is to say "Power Plant" and you can also see a red line next to this description field what that red line is indicating is that this field is required. You must enter this field in order to save the record.

You'll notice some of the fields are read-only: the facility identifier, the facility name. We have not given you the ability to edit those. The Contacts tab does allow editing so there is a lot of work to do. We've got Emissions Contacts and you can see we've got a place to put three different names for your facility and we've made two of them required. We've made the emissions contact required, and the compliance contact required. If you only had one person at your facility that you want us to contact, then you can enter the same person twice. Each person can have more than one way to contact them but we have one, two, three, four, five different types of contact information and we there's formatting there as you can see (555)-555-5555. Or if you want you can just add the plus button to just add to one of those fields or you can hit the trashcan button to take it away.

On the Address Section we have got the physical location of the facility on top and the mailing location on the bottom. On the Location tab you can't really edit anything but here's where we have the Lat-Long of the facility and the UTM. We've done our best here so if you see a problem with the Lat-Long or the UTM you are more than welcome to let us know. You can either send an e-mail to us or if you wanted to put it in the report you could put it right here on the comments. I've written "Lat-Long is wrong" on these comments and then you'll see the additional informational tabs is not used here.

Now what I am going to do is to show you what an error looks like. I'm going to blank out the description field and I'm going to hit the "Save" button knowing that we're going to get an error. So let's see what that looks like. You'll see this red on top we've got a validation error please correct issues on all highlighted tabs and then save your changes again. And you'll see on each tab that has an error you'll see a little yellow triangle with an exclamation point looks kind of like a road sign and then you'll see the field itself that has a problem it says "Facility Description is required". So you'll have to put at least one character in there if you want to save it. And I think that covers everything on facilities for now. I'm going to hit "Save" and it's going to actually save. It's going to actually take us back to the main facility section and now there we are and now you're going to see the blue that lets us know the record was saved successfully.

Okay, so moving on to Release Points. Release Points formerly called “Stacks” to many of you. I’m going to go ahead and click on that section and you’ll see we have a lot of release points at this facility. We use this facility in the workshop so that we can add a lot of release points during training and you’ll see we’ve got kind of this list format. We’ve still got the “Back” button we had before we’ve also got all of these three or four columns that we sort on. We’ve got identifiers type status and all my statuses are operating but you see the idea here. Then you’ve got the view or edit button on every single record. The view is the magnifying glass and the edit is the gear and then you’ve got an add button down below.

Also we have an export button if you want to export all your release points into a spreadsheet. You can do that here and I think everybody will see I’ve got a zip file and we’ve got a release points. My SCCs are in the way. Let’s hit release points, there we go; we’ve got ne that’s in the way. So I’ll go back to that. And there we go and you can see all of your release points you’ve got again the spreadsheet format. We talked about template uploading earlier, but this is not something that is template eligible for uploading. If you have a lot of math you wanted to do or in some way wanted to make a list of all of these or in some way just wanted to preserve it the data in spreadsheet format and e-mail it to someone for instance this is how you would do it.

So back to the application, I am going to show you how to edit one of these. You can see we’ve got 3 tabs here. Two of them are used. We’ve got a bunch of different fields here that are required to be edited. First thing I want you to see here is the type. So each release point has a type: vertical, vertical with rain cap, horizontal, goose-neck, fugitive and downward facing vent. The parameters that are displayed change when you switch it to fugitive. I don’t know if everybody saw that. When I have vertical showing we have all of these required fields down below: height, diameter, temperature, and flow rate these are the ones you are familiar with from our old stacks worksheets. If you make it fugitive it won’t have those. It’s a whole new set of fields we have never collected before. The good news is here none of them are required.

One more thing here, while we are talking about fugitive release points, back to the total list this facility, you will notice has an identifier of zero with a description of “plant-wide fugitive emissions”. Almost every facility in the state will have one of these fugitive release points that they themselves did not enter. KDHE created these release points so that we could report your data as required under the AERR to EPA. EPA started requiring in 2008, that every emission unit pass through one release point. You could use the same release point as many times as you wanted and it didn’t matter if it was fugitive or not so many states, Kansas included created “dummy” release points and made them fugitive. Anything the facility reported to us, in terms of a process unit that was not associated with the stack, we associate with the plant wide fugitive stack. This has no, bearing on any regulatory program and this information isn’t really used. Obviously going to be used by modelers, knowing that it is not a meaningful release point but it is a requirement of the software and for SLEIS this is our way around it so if you have questions about it send it in to KDHE. You’re welcome to continue to use the plant wide fugitive

release points if you have one. If you don't know what I'm talking about and you get you're your database and you don't see one, then you don't have one that applies to you.

Anyway I'll get back into the first release point. You'll see I didn't save anything but you see I have a stack heights, diameter, temperature, flow rate and velocity. What I'm going to do is demonstrate something for you. If I blank out the flow rate and velocity, you'll see if you enter two for the diameter and one thing SLEIS does for us is it calculates the flow rate and velocity as long as the diameter has been specified and you specify either the flow rate or the velocity. So if I put in 500 feet per second as my exit gas velocity when I click into the flow rate box it will calculate that and it and there is also some tolerance built into this so that I can change. I see it is a 1570.

Okay, we've got a question here" If I submitted an emission inventory without a hard copy last year how can I import the data into the 2014 AEI?"

We have imported all of the data that was submitted to us paper or otherwise into SLEIS. Any facility that submitted a 2014 emission inventory report that data will be found in SLEIS one way or another so don't let that stop you for signing up for the system. I hope that answers our users question there now.

I was talking about the flow rate there, so I calculated this flow rate using the velocity. I'm going to change the flow rate to something very similar so instead of 1,570.9. I'm just going to put 1,570 and then I'm going to push "Save" and that's not going to be a problem. As you can see it saved perfectly fine. I can go back in there, but let's say we picked a much larger number, or a much different number let's say I picked 1,000 which is substantially bigger and then I hit "Save". Now it is not happening, as you can see, we have a validation error at the top and we have the release point stacks, flow rate invalid. It wants us to change one of these numbers. At least one of these numbers will have to be changed in order to fix it. What I'm going to do is I'm going to erase that one and then let SLEIS calculate its own.

Another problem you might run into that I wanted to demonstrate is this works both ways. For the flow rate I'm going to put 10,000 cubic feet per second and then let it calculate the velocity. When we try and save it we get an error. SLEIS has calculated the velocity, but the flow rate provided calculated a velocity that is above the maximum. You can only report a velocity of six hundred feet per second. You can't report any greater than that, so I'm going to put 600 here. We see that SLEIS calculates only 1,884. Let's see if that saves. It did. You can see that 600 is acceptable but any faster that this will not be.

So, we have another question: "If there are no changes from next year we will not need to edit anything?"

That is an interesting question. For most users this question does not apply. To most users, because almost all users will have something that changes: the throughput or emission

factors or some sort of information. If for some reason you have no changes, for instance some users have no operation in 2013. Or had no operation in 2014 either, but they choose to have an open class 1 permit; you will find you will probably not need to make any changes. There are a couple exceptions to that; I want to get into that this page is actually a good place to talk about that.

The only possible exception on the release point section is if this QA that I have been demonstrating here with the velocity and the flow rate did not exist in the old system. So when we migrated your 2013 data in here we did not run the check. If you try to submit your 2013 data as your 2014 data, the flow rate and the velocity may create an error. I am not guaranteeing it will create an error, but there might be an error. Some users are experiencing errors and there is another area in the report where this is possible where we will get to later, I hope that answered the user's question.

The other thing to get here is the location. Every release point can have its own Lat-Long or location so to speak. I'm going to ahead and enter a Lat-Long that will put us in Kansas if not in the proper county. You'll see that SLEIS, when I entered the Lat-Long, SLEIS came up with the UTM for that facility. There are also some fields down below that are optional. You don't have to enter but these fields down here. The data collection method, date, geographic reference point, and the reference system I have entered all of those. If I hit save that will work, but the user doesn't have to do that. You'll see the other option is to just check this box. If you check this box then the location data just disappears. The users don't have to input and location data for the release point. SLEIS just uses the location data for the facility itself. Now I've made no edits to this one. To leave here we can either hit "Save" or "Cancel". I'm just going to hit "Cancel". I'm afraid there's no "Back" button for that particular page but were back to this page. The release point page and I can hit "Back" to get back to my 2014 reports main page. And we can move on to the control section.

Let's see, well, okay, so onto the controls. Again you will see a very similar view to the release point section. You'll see the sorting button. You'll see a filter button where you can start typing words and it will filter down to what you entered. If I put "scrub" in it will only show the scrubber. Every single letter adds one more thing that its filtering on. We've got the "Export" button. I'm not going to demonstrate it, but it's exactly like the release points. We've got the view button with the magnifying glass or the edit button is a gear. Then we've got an "Add" button and I'm going to show you guys what that what this looks like in edit mode.

For an existing device you can see we've got the identifier. We've got the description, status, control measure which are required. We've got the status can be "Temporarily Shutdown", "Permanently Shutdown" or "Operating". There are a number of units devices, release points, controls thing that can be shut down or have a status in SLEIS. It's our recommendation that you leave them "Operating". If they're new they will be "Operating". You can shut something down, but if it's used in any way in the 2014 report - if an existing process

with emissions is using that control device or release point, you may encounter errors. There's also a status date here. You can see from the "Help" text that means you can click on the calendar go to the last day the control operated on in your reporting year. This is not a required field and we do not recommend you report this to us. Again if you do it could create errors.

You can see we have the control measure here. Now this - what Windsor did for us here is if there were more than fifty choices in a pull-down menu, we don't have a pull down. What we have instead is an auto-complete so if you start, and you can think of any type of control measure. I'm going to think of a baghouse and you can see if I start typing "baghouse" then "Fabric Filter/Baghouse" shows up. So if I start typing "scrubber" then "dry scrubber" and "wet scrubber" show up. If I start typing sieve, then I get "molecular sieve" to show up and so on. If I type "cataly-" I have most of the word catalyst typed, and I've got 1, 2, 3, 4, 5, 6, 7 choices showing and I can even go even further down we've got almost ten choices here for the better part of catalyst.

But I'm going to leave this one as I described it as a flare. You get no choice so make sure, this choice is "flaring", so make sure this is the acceptable code. If you're not finding what you need: it's not a baghouse, it's not a filter, it's not a molecular sieve, it's not one that I've typed in, type "other" and you will get 99 which is "other control devices". Many of you, when you go in here to control measure devices will see a lot of them have been defaulted to 99. You can go ahead and edit this measure to make it match, what you think is a more appropriate code or you can leave it as 99 which is perfectly appropriate. Now you'll notice that whole time, no pollutants were added or removed. No percentages changed when you changed the time. SLEIS is smart but it is not that smart. The user adds the pollutants and the user defines the destruction deficiency right here. So I'm going to hit "+" and I can add a new pollutant. Now we have that autocomplete and we have when I hit CO every single pollutant that has a C and an O, in that order in them, shows up. Every glycol is on this list. Every coal tar, carbon monoxide coke oven: all of those are showing up. I'm going to pick CO. I'm just going you how to add in a pollutant and just hit "Save".

Using the "Edit" button, I decided to change my percentage and it's important that you use a good percentage as the these percentages can be used in the emissions calculation. A new feature for SLEIS is that they don't have to be used in the calculation. I mean, I can show you later, but emission sections that aren't controlled don't have to be applied to the arithmetic in your emissions calculations. Just to show you, so you saw the "+" button for adding pollutants you can have as many as you want I'm just going to hit trashcan to get rid of that one and then I'm going to save. I was going to show you the additional information. I'm going to hit the "Back" button and now we are ready to move on to the emission units.

Just like release points and control devices, emission units are displayed as a list and they can be sorted, exported, edited, viewed or added to from this page. So I'm just going to show you how to add one let me hit this "Add" button. You can see from the red line, so we talked about

before the type identifier, description, status are required fields so for the identifier. I'm going to pick 99, and for type. This is a required field and it is a new field and you have never seen it before. The big change here is you can see it as pull down and we have about 30 or 40 to choose from. You can pick boiler. You can pick reciprocating engine you can pick evaporative sources. We've got storage tank and you can see they're all in alphabetical order cooling tower. If you don't see what you're looking for, there's always "unclassified": and most of you, when you see your existing units, most all of them are labeled unclassified. Some, I've done a little work to try to indicate, they are something else like a boiler for instance, but a lot of them will be labeled unclassified.

And you can see, I need to give it a description so I'm going to call this "engine", and I'm going to go to the status date and I'm going to leave the status as "Operating". The start date, I'm just going to try to save this. I think the additional information, which is optional, is manufacturer, model, and serial number. I'm not going to enter that I'm just going to push the "Save" button and it's just going to show you something different. Here we've got my identifier. We were on the engine, and it was 97 and you can see I left it on "unclassified". Well I will put "Reciprocating Engine" to be more appropriate and you will see that that was fine. One thing you will notice is if you try to add a reciprocating engine, I did a two-step save there. I'm just going to try and save it right away. This is the error message I was trying to generate. If you try to add a new unit the first time you try to add it and then the type is 100, 120, 140, 150, 160, 180 200, generally speaking were talking combustion units, you're going to need to enter a design capacity. This is a field we've never asked for before, but it's something we wanted to collect. You only have 8 choices for units. You've got a million BTU per hour, megawatts, kilowatts, horsepower and gallons. If you've picked storage tank, then you don't have to enter this, but I'm going to go ahead and enter that, this is 2,000 horsepower an awfully large engine. But you can see we've entered a new unit in, and that was all it took. Now if you pick one of those units types that is not combustion then there's no need to enter the capacity, and in fact you probably won't be able to, because the units will be different from the pull-down menu choices. So then we go back and we have unit processes, which is the last section in the facility portion of the inventory.

Just like the other section, unit processes are a list and can be sorted, exported, edited or added to from this page. Now let's add a unit process, and we'll push "Add". You'll see the units is actually a pull-down here, so I'm going to go to that new unit. Engine 96 is process #1, so this is only unique to this engine. It's not unique to the facility. The most important thing on this page is the SCC code, which we talked about a little earlier, at least for this tab anyway. This is a four level pull down in order to enter this. This field, and you cannot enter this directly, you cannot just enter the code. So a lot of you are very familiar with your SCC codes, and this is something we are not totally happy with. We are looking at changing it in the future, but for right now you'll have to use the four levels of pull-down to get your SCC number. I'll show you the home page. You'll see there's a spreadsheet here, and you can see I've brought up the all the SCCs. I happen to know my SCC and its "20200253". I'm going to hit "find" on this list, the SCCs and

you'll see that level one is this columns c "internal combustion engines". Level two is "industrial". Level three the fuel, which is natural gas. Level four is the natural type of engine that it is. So I'll return to SLEIS, and I will choose those. I will choose "Internal combustion engines", "industrial", I will choose "natural gas", and then I will choose "4-cycle rich burn", and you will see my number "20200253".

Okay we've got a question about entering starts and stops for turbines,

What I would recommend for something like that, is adding a process, so you can enter in a process just for the starts and stops. Now again there is no throughputs on this section, The way, I'm guessing it is a number of starts and stops, like I want to enter "99" starts and stops. You won't be entering any number of anything of fuel in this particular portion. We'll get to that in the emission throughput section. Well, I'm hoping this is answering your questions and that's what you were getting at. If you're talking about the SCC code for starts and stops, I'm not sure what that would be off the top of my head you, could probably use the same SCC code both for regular operation and for starts and stops, but we might want to talk about that after the webinar. You send us an e-mail and we could come up with a better answer for that.

Now, you'll see, I'm moving on here. I would ask if there are more questions about SCC? We'll see I'm going to go ahead and enter a description here, because this is a mandatory, required field we. Have to put something in here. As you can, see regulatory programs is not used. Control approach *is* used now. You can see this is one of those auto-complete fields, so you can start typing "catalyst" you could type "flare", and you will see all of the ones we have already created will show up. Only the descriptions, although if I put a number in it will just be the number that I put in the identification number. I'm just going to put "catalyst" and I'm going to get 100% capture and for the description I am going to enter "catalyst". The other option here, this is a mandatory tab, but the user has the option to click "Not Controlled" here. Then unfortunately, when you click "not controlled" the description does not go away. Not controlled is the description. I'll change it so you can click and unclick it to bring back the other one.

So I'm going to move one from the control approach tab and take you to the release point apportionment tab. This tab is really crucial. So remember when we talked about how every single process has to be associated with a release point, or what we use to calling a "stack". You will have all of the release points that you have already, will appear in this pull down. You will be able to pick, for the first time ever, as many of them as you want. So I'm just going to add, I'm just going to add a bunch. I know that none of these make sense. I'm going to put "25", "25", "25", "300" and these are the percent that goes through each release point and now I'm ready to hit "save" and as you can see I've got a validation error here. We'll go back to the unit release point section, and you'll see that "the unit process release point apportionment must between 0 and 100". So if I put in "25" its going to let me put that, and I don't really care to do that, so instead I'm just going to remove all of these and just leave it like that, with one engine stack with 100 percent of emissions passing through this stack. And this is, almost all of the process release

point apportionment tabs are going to look like: one process with one release point apportionment. I'm going to hit "save" here and we're going to hit the "back" button and now we've entered the facility and we're going to hit the "back" button so now we've entered the facility, the release point, the control devices, the emissions units, and the unit processes.

That completes the facility component in the inventory. You want to get all of this done, so that it is right for 2014, and before you begin "emissions". For entering the emissions, I'm going to go ahead and click the "process emissions" box. You can see all the processes we entered before show up again. You can sort by, four fields, and one of them is blank. You can see the "throughput" is blank for the new one, because we didn't have a throughput last year because I just created it. That explains that, and we'll enter the new one. On the process emissions screen you saw the list format just like release points, control, units, but there was no "export" or "add" of course. Let me go back to that. There's no "add" button here. Obviously, if you want to add a process, you'll be doing it on the "unit processes" tab not over here. This is just where we add in our throughputs and emissions. So I'll go back to this one, and you'll see we have three tabs here and all three, unlike most sections, they're all being used.

Okay, I've got a good question here from a user. "What is the generally speaking, what is the difference between the emission points and the emission point processes?"

Let me go back out of this section and let me give everybody a bigger view. So he's talking about these two sections. So the emissions unit, that's the unit itself. When you think about the device that's creating the emissions, and then the process within each device. The unit is the child to the facility, and then the process is the child to the unit. So, for instance, the coal-fired boiler is the emission unit, but the process beneath that is where I would have one process burning the coal and have another process for burning fuel oil and a third process yet for burning yet natural gas, maybe a fourth process for petroleum coke. "Can you add it to an existing process?"

Absolutely you can add it to an existing process. That's a good question, while we're talking about this, so, to answer the previous question, just to go a little deeper, it doesn't have to be fuel type for the processes. You can have other different- like if you had a spray booth, you could have a different types of coatings you do in each spray booth. You could have different, like a storage tank, containing different things during different portions of the year or different process operations. But I guess a user asked me to show them editing an existing process, and I'll just go through that. There's an existing process here. We've got the existing process pull-down menu. I don't really want to mess with this very much, but you can change the SCC code using the four stage pull-down menu. Regulatory programs is not used. The control approach with the scrubber with this unit. I don't want to change this either, so what I'll do is change the description. I'll add another word at the end here. For example, "Edit" here will add a comment field, down here. I will change the controls down here. So I'll show you I can add another device. I'm going to delete this one. I'm not going to save this change.

I'll change this one, as you can see I've got a lot of release point apportionments going on here. I'm going to get rid of all of these and just make this "100". Like that really, the only thing you're doing at this section is describing the process. Giving it an SCC code and associating it with controls and associating it with release point. There's no throughput entered here; no emissions entered here; just the association with the controls and the release point and editing the SCC. I guess I can just show you how you can edit the release. I'll just change the SCC code and once I change the first level all the rest of them are completely different. Organic solvent, rail car cleaning and ethylene glycol. It's a very different process from what I picked. I'm going to go click back to an I.C. engine , industrial, and natural gas and four cycle rich burn.

Looks like we have more questions. Questions have generated new questions. "If we're reporting for a portable air current destructor and all information from 2013 is already inputted will we need to put information in any of the tabs we've discussed besides possibly the facility?"

For a lot of users that have a relatively simple facility with maybe only one emission unit, I'm just going to complete this edit before I answer the question. If you are editing maybe one or two emission units with maybe one or two associated processes you may not edit a lot of this upper section here. And for a lot of you - you may not edit this upper section anyway, but we do want you to go through it and make sure everything is up to date. For a user like yourself, I would anticipate that the emission section, this one, you are going to want to make sure you have the latest and greatest data, especially the throughput number. Well, we used to call it the process rate, for instance. You may have a different number of operating hours than you've had in the past, and we want you to make sure that we have got the right number in there. Coincidentally, you may have the exact same number of operating hours this year as you had before, but we would like you to look at it. Its entirely possible that your emission factors will not have changed, or a lot of the other data, but we would still like you to go use the process emissions tab and check out your throughputs.

Which reminds me of that, I'm going to go back to what we were doing here, and everyone remembers that I was editing the new big engine here. You can see, what I want to show you here right away, is that you've got the new process here. We've got no throughputs, no units, no information here, but there's no red lines like we expect. There's no required fields so sounds like we can just save this and move on, and ...uh-oh that did not work. You can see that we have problems on several of the tabs. We have problems on this tab and we don't see it yet, but I'm pretty sure there will be a problem, and that is that the throughput is conditionally required. If we have emissions that use emission factors, which I anticipate that we will, we will want to include throughput so I'm just going to put a throughput here. So here we are, I've entered my throughput and it's just a number. I have to choose the unit of measure. Now users will remember in the old system or on the spreadsheet system we allowed you to type in whatever you wanted. That's not going to be the case anymore, so now I'm going to choose "E6BTU" which is a million BTUS. So I've reported BTUS. I have to indicate a type. This is a heat input so I'm going to use "I" on the type. The material, this is another one of those auto-

complete fields, and I'm just going to start typing and in this case it's "natural gas". So I'm going to type "natural" and you'll see "natural gas" and "natural gas liquids" are my choices and I choose "natural gas" and this is basically how I'm going to leave this tab. The supplemental calculations parameters don't really apply to this type of process, and the comments: I don't really want to leave a comment.

One thing I do want to say here, is that users who reported last year will notice that because we didn't ask for these three fields; the unit of measure, type, or throughput material. KDHE has attempted to take what you have reported to us and make it fit this system. In the comment field you will actually see the exact text of the unit that you reported to us. For many of you, it will be pretty close, like a million BTU. If you typed in "Million BTUS" or "million British thermal units" or "e6 million BTUs" or what have you, it will look similar to this with natural gas. Many of you will have something fairly different, and if on the throughput materials in particular, if we were not able to find the material that matched your material we used a code called unit, which is kind of a catch-all here. So 364 – so there will probably be a lot of 364's in there for users. So I'm going to put this one back to "natural gas" if I could just type. And I'm going to go to the next tab.

On the operations tab, you see I've got all of these error messages on here. I tried to save prematurely but that's fine and what we're entering here is the average operations. We use that for annual, weekly schedule and in the seasonal percentages and we've asked for this information for ten years or more and it's just the same as we've done before. Do your best. These are averages.

One new feature is here, which I've alluded to, I'm just going to put the max on here. So this thing runs as much as it possibly can and you can see here I typed in the 24/7 and the 52 and then actual hours, and this is kind of a mislabel. Well it's not a kind of. It is a definite mislabel. It's not really actual hours. It's estimated hours would be a better way of putting this, and as you can see it took 24 times 7 times 52 to come up with this number. As you guys are aware 365 times 24 you'll get 8760. And that's what I'm going to enter, but I'm going to pretend it's a leap year and I'm going to put it maybe 8,784. You'll see the seasonal operating percentages, you can put in. These have to add up to 100, but what you're indicating here is what percent of any given operation percentages was in any given season. So you know some users will have all their operations in the summer or all in the winter or primarily in one of these quarters. And I know they don't exactly conform to calendar quarters but this is just how EPA does them. I'm going to enter "25" in each, so this is showing sort of a full board operation with every quarter being the same and I'm going to hit- well I was going to hit "save", but first we need to enter some emissions,

I'm going to need to enter at least one pollutant code here on the final tab. I guess before I get going here you'll see that to enter the emissions, were looking at four rows minimum. Just for one pollutant. The other thing that's really important to remember on this tab is the

calculation method. In the past we've given you about 12 choices. Now we're giving you about 40 choices and there's really two questions that we're asking when we are using calculation method. We are asking are we using an emission factor yes or no? And - and are you pre or post-control? So the first thing I'm going to do is use the auto complete. I'm going to look up "NO_x" and then for my calculation method I'm going to select US EPA ED (Pre-Control) and when I selected pre-control an emissions factor you'll notice my estimated emissions greyed out. I can't edit it, but my factor, I can edit. So I'm going to put 100 pounds per unit in here and you'll notice the units of the emissions factor were pre-populated with "E6BTU".

This is - everyone seeing what I have here, are you all okay? I'm sorry I was told there was a problem with the webinar for a second. I hope everyone can see what we're displaying here. The NO_x emissions that I have selected from the auto-complete menu. You can see that I picked in the pull-down that for the calculation, that I picked pre-control emission factor and by doing that I've got an emission factor here. I entered the number and then you can see that the emission factor units pulled up automatically "E6BTU". Two things to remember here. One is there can only be **one throughput for every process**. The second thing is that throughput units must, I repeat, must match the emission factor unit. I can't stress this enough. If you enter your emission factor in pound per million cubic feet and your throughput in million, but you will have a problem. The system is not smart enough to fix that. So do not do that. Make sure that the process tabs units which you can see are "E6BTU" match the emission factor unit. This is so important, I'm not even going to show you what it looks like if it's wrong. Just do not do that. But what I am going to do is I now that I've got minimum filled in. I'm going to save just to show you what that looks like and you can see the blue above the process emission was successfully updated.

Okay, we've got another question here "Is low NO_x burner considered a post-control emission factor?"

I'm going to unpack that question a little bit because the question is assuming a little too much. It doesn't matter what we're doing here, and I haven't really explained pre-and post-control questioner but let me get to that. That's got to be my next example. I'm going to add another pollutant.

One thing I wanted to say though while we're answering the question and continuing the presentation, you'll notice when I saved I wasn't kicked out of this section like I was every other time we do anything in the system we get kicked out. Well Windsor and the consortium, who created this system realized that users would be editing a lot of the data on this section over and over and over again and did not want to be kicked out every time they made a save. Now, the only problem is if you want to leave you'll have to hit "cancel" to leave. Now we've saved this so hitting "cancel" can't unsave this, but it's the only way to get out. The other way is to hit "previous" or "next" and that will take you to the other processes or the process emissions pages for the other processes. If you want to go back up to the main menu for the facility you will have

to hit “cancel”. Windsor is looking at adding a “done” button to this section so it’s more obvious to users what’s happening, but “cancel” is the only other choice.

Anyway I’m going to hit “add” and I’m going to add something that is controlled. I think if we enter control for VOC. No its easier to push that button. Well I don’t remember what pollutants, we maybe that’s particular device had no controls on it, anyway I’m going to hit, I’m going to show you what that looks like in a second. I’m going to show you pre-and post-control I’m just going to hit a CEM’s and then when I hit the “CEM”, I don’t get an emission factor here. I don’t get an emission factor at all. What I get is just the ability to just enter the emissions in tons, so I’ll just hit “1,000” and I’ll hit “save” and now I’ve entered my tons directly. You’ll ask well was control used yes or no? If you’re entering the tons you just ignore the controls completely. You can report controls for this process and for this pollutant even, but when you enter these tons in, those are your emissions. This 1,000 this is my post-control emissions. This is the amount of VOC processed. I’m going to go back up and so we have another question here but I still want to answer the low NO_x burner question before we get any further. So I’m going to hit “previous” and I’m going to show users - is this the one I want to show them. I’m going to hit previous again, previous again. This the one I wanted to show. Now this is the one I wanted to show. (01:08:32)

Okay users, so notice that I’ve got PM₁₀ filterable and I’ve got a calculation method of “9” that says post-control then below that I’ve got PM₂₅ and I’ve picked a calculation that is pre-control. In both cases I have control from the control section of 50%. I’ve edited this on the other section and I’ve got the exact same emission factor and of course, the throughput is the same, because there is only one throughput for each process. Now I know this particular calculation method is not a low NO_x burner, but it could be a low NO_x burner if you wanted it to be and it really does not matter. What’s going on here is you can see that the post-control emissions have been calculated using the factor and they come out the 6 tons. But the pre-control ones, with the exact same factor, the exact same control efficiency come up to 3 tons. So what’s going on there? So what’s going on is that the pre-control emission factor, when you put in pre-control, you’re telling us that your emission factor does not include control. That means that you need to grab the control from the control tab and reduce the emissions by whatever percentage you’ve reported there, given the capture and destruction efficiency that you reported. If you select post-control, that means that you’re saying the control is already included. Go ahead and grab the 50%, but don’t use it in the calculation. That’s what you’re telling us with post-control.

So, back to the low NO_x burner question. If you’re reading AP 42 and you’re coming across an emission factor that says low NO_x burner you’re going to want to indicate that’s post-control. Which is kind of how you phrased the question. You said “Is the low NO_x burner post-control?” If you’re coming out of it from AP 42 or from what your manufacturer provided to you, you’ll probably want to indicate post-control. Then if you want, you have the option of reporting the control on the controls section. Then that control percentage will show up on this tab right here but it won’t be involved in the calculation. If you select post-control, you won’t be

double counting your control. Users who use CEMS and have scrubbers or low NO_x burners or SCRs or catalysts of some other kind will be able to report those controls if they would like for the first time without it interfering with the calculations.

Okay, the questioner who asked the low NO_x burner understands. He came back, I hope that everyone else does. I'm going to answer another question that a user asked: "How do you enter a 2nd mode of operation, e.g. oil and natural gas-fired boiler?"

And the answer to this question doesn't lie on this section. It -I think we sort of covered this when we were talking about - I'm just going to leave the section for just a second and go back to the unit processes section in the facility inventory. This is where I would do this. I would have, so I would have coal-fired boiler or you will notice I only did one process for each emission unit, but you could add a second. You can add as many processes to a unit as you want. So these are all with the 1, 2, 3, they are a little misleading. These could all be 1st here, but if I had this coal-fired boiler on burning subbituminous coal here, I could add one to that 1st coal fired-boiler and its "10100501" is the SCC code. I'll say oil and boiler, and I'll say oil, or I'll put fuel oil as my description, and then from my control approach. I'll put "No Control" and for release point apportionment, I would put "RP1" and put "100" and I'll hit "save" on that. Now you can see, we've got a coal-fired boiler #1. We've got "process 1" is with coal, "process 2" is with fuel oil. Let's see, we've got an SCC code associated with - the well this SCC code doesn't match this description - here but we could have a coal-fired SCC more like this one, this "10100223" and then an SCC number "10100501" for the distillate oil. Hope are that makes sense to this user for the second mode of operation. Users handle that on the unit processes section and then you'll have a separate emission factors and throughputs for both of those processes.

Back to the process units section and see if there's any other thing we need to emphasize here. One thing in the old system that we used - we could never indicate if anything was CBI. If you check this "CBI" box for any particular process you'll see the throughput and factors are not reported to EPA. The emissions themselves must be reported to EPA. That's consistent with KDHE confidential business policy. Emissions themselves can never be considered confidential, but there are many other things: normally though manufacturers like to indicate certain types of throughputs and even some factors are confidential to protect your secrets from each other or from foreign competitors or what have you and that's perfectly alright, but you just make sure that you review the CBI policy before you check this box because we will have to review it every time and make sure that it is, that you have checked the box appropriately. I think that's everything I wanted to say about this section.

Let me see- I have a question about biogas the throughput material for the units.

Let me see, so for the throughputs material 1, let's see if biogas, let's see here. Gas, we've got bag gas, digester gas, coke oven gas, we've got a lot of gases. we've got landfill gas. Probably not what you were hoping for user. We have sour gas refinery gas and waste gas.

It looks like we don't have biogas exactly but you certainly could either pick one of these gases or pick the generic unit and then indicate to us in the comments, you could say "biogas" down below and say "this option was not – not available to me." Again this is EPA's list so... Did you say digester gas would be good enough? did I just miss you? Digester gas is a choice so we were able to satisfy this user this time. But it is certainly possible that users, well, we won't be able to satisfy you, and in that case I suggest you use the unit code and then indicate to us in the comment field, so good question there thank you.

Let's see, are there any more questions about pre and post-control or no emission factor whatsoever, the so-called no EF. I just want to make sure everyone understands that, it's a little tricky, on this example you'll see we've used the CEMS here. No EFs and you can see that I've just entered the tons directly. We've got the ones with the emissions factors and we've got them pre and post-control: the PM thing we covered. Looks like that about everything there.

I'm going to leave this section and now we're going to talk about something a little more complicated. So the exact same section, the emissions section that we've just covered there, can be reported in a template fashion and many users may be excited about this especially if you have lots and lots and lots of processes and pollutants. Some of you: cement kilns and refineries especially, will want to be listening here so I'm going to click this download template button and it's going to create a little ZIP file for me and what I'm going to do is I'm going to I'm going to minimize everything that – oh my goodness – we have a lot of things in here. Got to minimize this stuff and I'm going to put these files right on the desktop of my computer. Everybody can now see the desktop of this computer here. And I'm going to close this now. Here's what's going on here these are CSV's. These files we've downloaded, and we've downloaded here and you might want to do this whether or not you are going to use the template. You may just want to download the template right when you get started just so you have a spreadsheet with all the throughputs and your emission factors on it just to get started.

What I want to talk about here are there three files, but the third file, the reference data field this is strictly, just a list of all the acceptable codes for all the throughputs and emissions, the materials, the units and then the emissions. The pollutant itself, every single pollutant is listed on here in alphabetical order as you can see that is acceptable for SLEIS, same with EPA for that matter. You are welcome to read all of this. I'm not going to. Its very long and detailed as are SCC table and our release point table from earlier. So what I'm going to do is show you how to import your throughput, your processes and your process emissions into spreadsheets. The reason you want to do this, so it will be very tempting when you see these files to just double click on them. You can double click on them and they will open but here is the warning that I'm giving you here. If you double click on them, most of you will notice you have exactly one

existing process units, and those existing process units have leading zeros. Let me show you. Mine won't have any, because these were all created using the system here, but see here this "999". This "99" this "1, 2, 3", if these were in i-steps, if these were in our system, they have leading zeros. If you double click on the files you will lose the leading zeros then when you try to upload them into SLEIS you will get errors, bad errors and it will stop you. They're not irreparable. What you could do is go back in with put your leading zeros back in, but you have to, if you had that 900 rows you would have to retype 900 rows of leading zeros which I presume is something you don't want to do.

So I'm going to show you instead how to do this and for some users this will be old news and nothing interesting but bear with us here. So I'm going to go to the data page, I'm in Microsoft Excel version 2010, you may have a different version so it may be slightly different button to press. A CVS file is essentially just a text file so I will click file text, so I'm importing from text. I'm going to my desktop and I'm looking for my processes here. I'm going to hit "import", and we're recording this, and we also put this in the PowerPoint that's online so if users are getting behind you know we can go back and look at this later. It's a delimited file, so that's the default it comes in with. I'm going to hit "next" it comes in tab delimited as a default, and that's wrong. We want comma delimited. You see that when I did that it started to make these columns make sense here. I'm going to hit "next" here. Now here on this very first field the emission unit ID this is the - this is the field that I am worried about. This is the one we're doing this for. The column's format is general. I'm going to change that to "text" and when I change that to "text", it's going to protect my leading zeros. Otherwise when we import it - it will just see the numbers and get rid of the leading zeroes. So I will hit "finish". I will hit "OK", then I will hit "save".

Now here smart users will notice right away that there are no leading zeroes on these emissions units, and the reason for that is that in this example there are no leading zeros on my emission units, but on your emission units there are probably leading zeroes. So you will have to go through this process and then what you will do is you'll take this file, and you'll start editing the numbers here. I'm going to change this "2,000" to "3,000". I'm going to change this "300" to a "400" for some reason we didn't have this is the new process. I'm going to put "1,000" here and then I'm going to, I'm not sure what the units are supposed to be. I'm just going to use the same units just to be careful, just so that it passes QA. These should probably, since it was a liquid measure, be some form of gallons, but I don't remember exactly what that should be. Then I'm going to just copy something. My way here, I'm going to copy all of these numbers here down to the row for the new process. Then I'm going to hit "save" on this. Well, I'll just change all of these numbers, and you know these are the numbers, that these are the throughput numbers. So these will be used in the calculations, and then I'm going to close this and then, well, I still have the SCCs open. Then I'm going to open a new one a new blank workbook. I'm going to open the process emissions, so I'm going to go through the same thing again. Data from text, process emissions, import, delimited, and comma rather than tab. I'm going to hit "next"

I'm going to change this to text I'm going to his finish I'm going to go okay. Again you'll notice there are no leading zeros, but if there would have been leading zeros. They would have been protected here. You'll notice that they're left-aligned. Everybody knows this is left-align and this is right-aligned. The pollutant code is left-align. You can see, but this one is right-align, but that is because this is a number and these are text. And the emission unit went to the left even though they are all numbers indicating that was text. That's just an Excel thing there, and on these calculations methods, I'm just going to add in a - I'm going to add in a some emissions here. You can see on "96" here there's no "CO". I'm just going to add in "CO". I'm going to make it "CEM", so I don't need an emission factor. I don't need units, I just need tons and I'll put in "299" in comment. Import with an exclamation point so you'll see when we go back in. When I import it everyone will see this one. So the emissions are "Book 2". Everyone remember the emissions are "Book 2" and the process throughputs are "Book 1". I'm going to close this.

Okay, well this is very complicated then, and no one would be upset if you guys were not following this completely perfectly. I'm just going to go back up, so I'm going to hit my import data tab. Now when you do the importing, you have to do both files at the same time. You can't do throughputs without the emissions. If there are no changes on one that's fine, but you've got to do them both at the same time. So make sure - you could just take the one you downloaded and put it back in there - so I'm going to "Book 1" is the throughputs - oh - OK we got a problem. Everybody see the problem and that is that I have tried to save my files as spreadsheets, not CSVs. So I'm going to open "Book 1" and then I have to remember to save this as not a workbook but as a CSV. CSV, comma delimited, but it saved. I got a warning. It's going to affect everything... yeah, yeah, yeah, and "yes" and then I'm going to close it and its going to act like "are you sure you want to save?" We've already saved this, so I'm going to hit "don't save". Please, same with the "Book 2" and then I'll do "save" as CSV. "Book 2" I'm going to hit "save". Yes lot of warnings. I'm going to close it, yeah, we're good. You can see the workbooks have a slightly different windows icon there. It has this little letter here with a comma. When it's a CSV, that's just showing me that it's a text file and see here's the ones we downloaded seeing these "CSV", "CSV", "CSV", "CSV" and those two are Excel workbooks.

So we'll go back, and I have a feeling this is going to be upset, so I'm just going to hit the button there and then I'm going to hit "Book 1" and I picked the one that has the CSV and hit the second one and I hit the one that has a CSV and hopefully this should work. It did, successfully imported 6 process records with 18 process emission records. Now what I'm going to do is I'm going to open "Book 2" and I'm going to do something bad to it. I'm going to change this pollutant code from "CO" to "X", which is not a valid pollutant code. I hit "yes", save it and I'm going to close everything and then I'm going to do it again. So I'm going to import the data now with an error, just so you guys get to see what the error looks like. I'm going to hit "continue" and look at that "pollutant, column pollutant code invalid code". It's in line 19 okay. So that was all we needed to do to do the template mode. I know that probably a little confusing to you and if you're having questions about it we will have the video and the PowerPoint. Well the

PowerPoint is already up, but the video will get up as soon as we possibly can, and there's no shame in sending us emails with questions. I don't need to tell you guys that, because you never hesitate to send us email with questions, but anyways, so there's that.

Let's see here, the next thing I wanted to show you, "report attachments". This is pretty simple, but a lot of you guys will have files that you want to, supporting files, you want to give to us, when you report the inventory. So you make copies of things, you run the "Tanks" software, you run "Glycalc" software, you run some kind of program or you've got manufacturer's data you want to provide to us, you can send it to us, completely paperless without printing it off and mailing it in if you want. Here's what we do, we go to the "report attachment". You've got to have a description for it, so my file, and then you browse to your file and there's a lot of different files that we accept. So I'm going to show you one it will not accept. Let's just pick a shortcut and "boom" it's not going to accept that. You can only send in doc, docx's, pdfs, jpegs, pngs, csvs, xls, so spreadsheets, PowerPoints, word documents, pdfs...things of that nature. So instead, I'll go grab one of those spreadsheets we just had, and I can submit that. And I'll hit "save" and we're all good there.

I'll hit the "back" button and now we're done with Report Attachments. We've done the template. We're getting very close to the being able to submit this inventory, very close. So the first thing every user will do if they want to submit the inventory is they have to validate their report, so I'm going to do that right here. I got some errors, that not good. Let's see my errors here, and it looks like I've only got one. Process Emission requires at least one pollutant, unit 1 process 2. What this also, I just realized, what I was forgetting. Let me go back, so let's go into those process emissions, it said unit one process two. Oh, so that, the new one, the fuel oil. We never added anything there. We just gave it operations. We didn't give it emissions, so I guess we'll give it some NO_x emissions. I'll just make it a CEM, and I'll go 10 tons and now we've dealt with that. Also while I'm here, remember this is that "previous", "next" and "cancel" button. I wanted to show everybody that big engine, I wanted to show everybody that we actually did edit these emissions. When we did the template, you can see that the, you can see that we added the CO. You can see right here on the very first row here, we added 299 tons of CO and you can see the comment, remember everyone when I typed "import!" So now you can see that we effectively added an emission record through the import process.

I'm going to hit "cancel" there and go back and now I'm going to hit "validate your report" again and see if - hey no errors were found, that's great. So I will click "Mark as Ready for Submission" and now things have changed. I'll go back to my facility and you'll see, everybody remember at the very beginning these two facilities looked pretty identical other than the identifiers. Now, this one's ready to report. This 2014 emissions report. I'm going to go into the facility, and this is, back where we were. With all the same stuff we had before. We've got the import data, validate report. I mean I could still back out of this, I don't have to initiate this emission right now, but I'm going to initiate this submission. I'm going to hit this button. Now I've got to view this electronic document before the "continue" button will be available. You

guys saw the PDF open down there. You've got a pretty long PDF. Yeah, this is 30 pages for not a lot of data, you just may find that the new PDF final report, don't look quite like the ones in the KEISS system. The purpose of this report is not to convey information so much as to just protect us from the CROMERR Rule. All the data, that you see there is, and a whole lot of blanks are in there too. I'm going to hit "continue", and now we're to the page where we agreed to our – the submission agreements. There are four boxes here, they all have to be checked. Now some of these refer to electronic signatures. There is no electronic signature for this submittal because the paper copy is still the legal copy. Your paper submittal, you mail in at the end of this process is the submittal that counts, but if you want to use SLEIS and submit your data using it, you must check all four of these boxes. So, I have checked all four of the boxes, so I hit "continue". Now, I am hit with one of my challenge questions. We didn't talk about the challenge questions but, the first time submitters register for the system, you'll have challenge questions, 5 of them you have to answer. The submitter will be hit with one of the challenge questions when they try and submit the final report. We've got a question here as a part of the submission process; 'Is the DOC PDF file, the file that the facility will be required to maintain on file?' Yes, and no, questioner, you will be required to maintain one of these PDFs, not the one we've got so far, because the submittal is not complete. That was kind of a draft. Think of that as the draft report in the old system. We will, when the system goes to read-only, when we're done submitting here, very shortly, then there'll be a new PDF generated and it will also be e-mailed to you. So that may help you in preserving the file. But good question.

So, I'm going to answer the question, and nobody look at my answers, and then I put in my password here and there we go. I'm going to put "no" on that. Now this is the PDF, I was referring to. The official copy of record is right here, this is one place you can download it and save it. Another thing is, it was e-mailed to me. That e-mail also had information about submitting, including having the certification form. Then the final place where I can go and get it, let's say I didn't save this one. Let's say I didn't save this one. Let's say I deleted my e-mail. I can still go into my facilities, go under the facility, I just submitted and if I go into my submission history. You'll see the first thing here. I can download the file right here. There is also a "repudiate" button if you feel that your emission inventory was submitted by mistake or that someone without the proper authority submitted your data somehow, perhaps some kind of internal sabotage or something bizarre like that. This is where you repudiate the report by clicking this button. I don't recommend that you do, because once you do it, your inventory becomes null and void and you'll have to contact us to get back into your system. And you'll still have to submit a 2014 report. But if something really bad happens, this is where you pull the report on that sort of thing.

Another thing here. Let's see initiated submission, and so – oh, back to the home page. I just wanted to show you the certification form. This is the page we talked about if you save this as a PDF you'll be able to edit it. You can't really edit it in the browser window here but if you save this to your desktop, I think there might even be an open with button here, well anyway. I'm

having a little problem with it, but this is an editable PDF. So you can type in it – oh, I guess I can type on it right now. So you can type here and have your RO sign it, down here, and then print this off and put it with the final report, which you will also print off and then you'll include that with the third thing.

Let me go back to the facility, you can still get back here. There's a report on the lower right side the Emission Fees. You'll notice that the emission fee was not calculated anywhere else. Well this is where you do it. You just run this report by clicking on it. Facility emission and calculation and it calculates your emission fee. For users who have used the paper form before this should resemble the worksheet 13 from the old paper form, the spreadsheet form. For users who have used the KEISS system, it is also similar. Here's your actual emissions, and then here they are converted into fees. They're the same in this case, because none of the emissions were above, well you can see the HAP's were 8 tons, up here. But then they've been removed because we want to make sure we – while we double count HAP's, we don't double pay on them. If the HAP's happen to be VOC's, you'll see all the other ones up here are the same. If any of them had been more than 4,000 then they would be capped at 4,000 in this lower section. And then the fee is calculated down below so please – you don't need to include this facility emissions summary calculation but you can if you'd like. But we do need the fee, the check,, with the certification form and the final report. And all that goes in an envelope and mailed to KDHE like you always have. The best thing to do is attention to Barb Bangert, Suite 310, 1000 SW Jackson KS, Topeka, KS, 66612, but you guys have all been doing that for more than 10 years and that information is on the website, on the forms, and all over the place. So, there's one more thing I want to show you.

Now, as veterans of the inventory group know, you're not always done after you do all of that. Sometimes you realized “oh my goodness, oh no no, no, no” as soon as I got this signed by the RO mailed in and the check cut, there's a problem with the data. There's a problem with the data. We've got problem and what you do here or maybe KDHE contacted you, and informed you there was a problem with your data or we wanted to check with you and everyone agrees there's a problem. So you, the user, will have to request an amendment. And I don't know if everyone can see my mouse I'm on the right side, of the facility, under the submission status there is a request amendment button. So, if you just click on that request amendment button and then you'll – in order to get the amendment requested you'll have to send us a message. So, I'm going to type that “my data was bad!” Maybe you'll want to type something different and I'm going to hit submit and now the KDHE has now been informed with an e-mail that there's been a problem with your data. I'm going in – so this is the agency version of SLEIS. And you can see that there are – let's see, I'm going to log out and log back in. As “agency me”, so you can see as I'm coming in here, and I'm seeing – oh I know what the problem is. I'm going to log in again - okay, and you can see there is one pending amendment request, and one pending review. We didn't do the repudiation. But you can see this is from the workshop from the other day. It's 02/24. But, the amendment request, this is the one I just submitted. So, when you submit an

amendment request. KDHE staff will have to come in here and take action and as you can see I get my own text box where I can say “OK” and I can see your text box that says “my data was bad” and I’m just going to hit “allow”. And now that user – uh we’ve got an internal server error. So I’ll just log out and log back in, trying to use the same browser to be two different people is creating some problems. It shouldn’t be a problem for any of you because you won’t be doing any of that. I’ve logged back in – no. And I’ll go back to my facility and you’ll see that – you’ll see that the emission request button is gone but what’s happened instead is the edit button now appears down here and you may not have realized it before, but when we submitted the final report it changed everything to read-only mode. Now I can go back in and edit my emissions again as needed. So, start changing numbers what have you.

We’ve got a question here, “Can an editor send the amendment request and edit the request for re-submittal or an administrator could do that?” That is a good question. The administrator is not part of the question that matters here, the question is whether or not you need the submitter role and I apologize, I do not know this answer, but I believe you do need the submitter role to submit an amendment request. That makes the most sense because if we allowed to edit but did not give them the submitter role that means we don’t want them to interfere with the credibility of the submission. So, the administrator, that particular role would be irrelevant to whether or not you could make the request just the submitter would have to make that request. Does that answer your question, questioner? Yeah, okay, great. I don’t know if there are any other questions this really concludes the presentation I don’t have anything else really prepared and it covers, I hope we covered everything I hope everyone wants to uses SLEIS this year, if you’re not signed up yet please contact us. You can send an e-mail to the SLEIS e-mail account. I’ll show you where that is again, it is on the homepage right here; sleis@kdheks.gov. And any of the emission inventory staff will be able to receive that e-mail and respond to you. And, you know, really that’s it if you have any questions, any more questions? Just let us know. Thanks everybody for attending and we’ll – we’ll be expecting a lot of e-mails and phone calls soon, alright.