Air Certification and Emissions Electronic Reporting (ACE) Manual

Air Emissions Electronic Reporting

Table of Contents

Section V

Introduction

Organizationally, this ACE manual has an Introduction and five sections. The Introduction cites the regulations from which ACE derives authority. It then explains how to become an authorized user, describes the various roles, how to make personnel changes to those roles.

Section I provides the initial Logon steps to get into ACE, which are referred to throughout the manual. Then, the Section provides the steps to follow in order to enter data into

1. Emission Statement 'Processes,'
2. Contaminant Emissions associated with 'Processes,'
3. Emission Statement 'Fuels'
4. Validating Reports and
5. Flag Reports for Submission.

Section II provides the steps for the Responsible Official (RO) to submit completed reports to DAR. Only individuals designated as an RO can submit a report.

The Addendum is for the returning or on-going user. Within it are helpful suggestions on how to review data and use the Summary Reports for decision-making and provides suggestions FACILITY management to use ACE data results in assessment, problem-solving and decision-making.

Disclaimer
ACE is an electronic data transfer system. This means that a report submitted through ACE does not guarantee that the submittal is complete, correct or timely. DAR reviews all reports and issues the final compliance determination.

This ACE Emissions Manual complies with 6 NYCRR Subpart 202-2.4(d) Procedures section. Title V facility owners or operators are required, under 6 NYCRR Subpart 202-2.4(d), to base their emissions data on the method which results in the best possible emission estimate.

The emissions format used in this manual follows the same steps as the Title V Facility hard copy permit process. All data required to complete the forms, such as the Standard Classification Codes (SCC) can be accessed within ACE.

Once an application to use the Air Certification and Emissions electronic reporting system (ACE) is accepted by New York State Department of Environmental Conservation (NYSDEC) Division of Air (DAR), users are granted the rights to ACE and given a unique password and user identification name in the system. This information should be kept private and secure by facility owners or operators. Abuse or misuse of the system will automatically remove the applicant's rights to use the system.

Getting Started

Authorized Users and Roles

To become an authorized user of the system, facilities must apply to the Department, and be registered into the ACE system. Only authorized users will be allowed access to ACE. Use of ACE requires prior application to and registration with NYSDEC. The application can be found and downloaded at http://www.dec.ny.gov/chemical/54266.html.

Only individuals identified in the initial application will be granted rights to become authorized users although it is possible to replace, add or remove authorized users from the initial application. This process is discussed below under 'Personnel Changes.'

All authorized users have roles assigned to them by the Title V facility owner and/ or operator during the initial application process. The Air Emissions Electronic Reporting roles are emission statement editor, emission statement reviewer, and responsible official, as follows:

Emission Statement Editor (ESE)
The ESE is an Authorized User who enters and edits the data for a specific emission statement**.** The RO may also fulfill the role of and complete the tasks of the ESE.

Emission Statement Reviewer (ESR)
The ESR is an Authorized User assigned "read only" access to ACE in order to inspect data for accuracy. The Reviewer is not a required role. DAR highly recommends that a Reviewer be assigned, in order to provide the facility an opportunity to review the emission statement.

Responsible Official (RO)
The RO is a required Authorized User role. A facility must have at least one RO (there can be multiple ROs) on record with DAR for the ACE system at all times. Without an authorized RO, a facility cannot submit a report. The RO may fulfill the functions of the ESE and ESR.

The RO is any person(s) who performs policy or decision-making functions and is authorized to legally represent a corporation, partnership, sole proprietorship, or government entity that operates a facility subject to the provisions of 6 NYCRR 201-2(b)(28) regarding the accuracy of the electronically submitted reports.

The authorized RO is
1. Able to enter or edit data like a ESE
2. The only person who can sign off on all prior work,
3. Legally responsible for the accuracy of all information in the form, and
4. The only person with authority to submit compliance certification reports or emissions statements.

Personnel Changes

At any time a Title V facility may change their ESE, ESR, or RO. Changes should be submitted, in writing (whether by mail or electronic mail) to the DAR.

Requests to change or update existing Authorized Users or roles of CCE, ESE, CCR or ESR status can be done electronically using an email template. The email template is accessed as follows:

1. Logon to ACE using the instructions sent by email,
2. Go to the 'My Facilities' screen,
3. Select a facility (which takes the user to the 'Facility' screen),
4. Select the 'Need to add/modify user account? option listed at the bottom left side of the screen.' An email template appears,
5. Enter information and email the request to DAR.

The system only requires that a facility have an authorized RO. Other roles are optional. There must always be at least one authorized RO entered in the system at all times for a facility.

Requests to change or update an existing RO can only be done by informing DAR of the intent to change the RO, then completing and submitting a new application for the new RO in hard copy to DAR for authorization, following the same procedure above. The application is found at http://www.dec.ny.gov/chemical/54266.html.

DAR must accept and authorize the new RO user request before changes in the existing authorized RO will be allowed. To avoid potential submission delays, a facility may choose to assign more than one RO.

Section I

1.0 Initial Data Entry

Each new Authorized User will receive from the Department an initial confirmation email with the correct web address, a user name and password. This information should be kept private and secure by the facility. Abuse or misuse of the system will automatically remove the authorized user's rights to use the system.

If the user has not received a user name and password, or if any problem is experienced with ACE that cannot be resolved, please contact DAR by email at e-reporting.air@dec.ny.gov or by phone at 1-518-402-8507.

1.0.1 Logon by All Authorized Users

Initially, all users follow the same sequence of steps (through Step 3) for both Compliance Certification and Emissions Inventory reporting. At Step 3, the user decides to work on either Compliance Certification or Emissions Inventory reports. This manual provides step by step instruction for emissions reports.

Note: ACE locks the user out after 20 consecutive minutes of inactivity to protect data. Once ACE "locks" the interface, users are required to log back into the system. The user is prompted to re-login.

Step 1: Logon Go to the web address provided in the initial confirmation email from DAR to access initial login page for ACE (Picture 1).

Picture 1

The first time an Authorized User accesses ACE, they complete the login by using the user name and password provided in the confirmation email from DAR. Once logged into the system, first time users are prompted to change the initial password for security purposes and use their new password to enter ACE.

Entering the new password takes the user to the 'My Facilities' screen which lists the facility names and DEC ID#s associated with that the user.

The 'My Facilities' screen is the default program page. An Authorized User is automatically returned to this page after using the 'Help' option in the menu found under the Department logo.

Step 2: Select the DEC ID of the facility (Picture 2)**.**

Picture 2

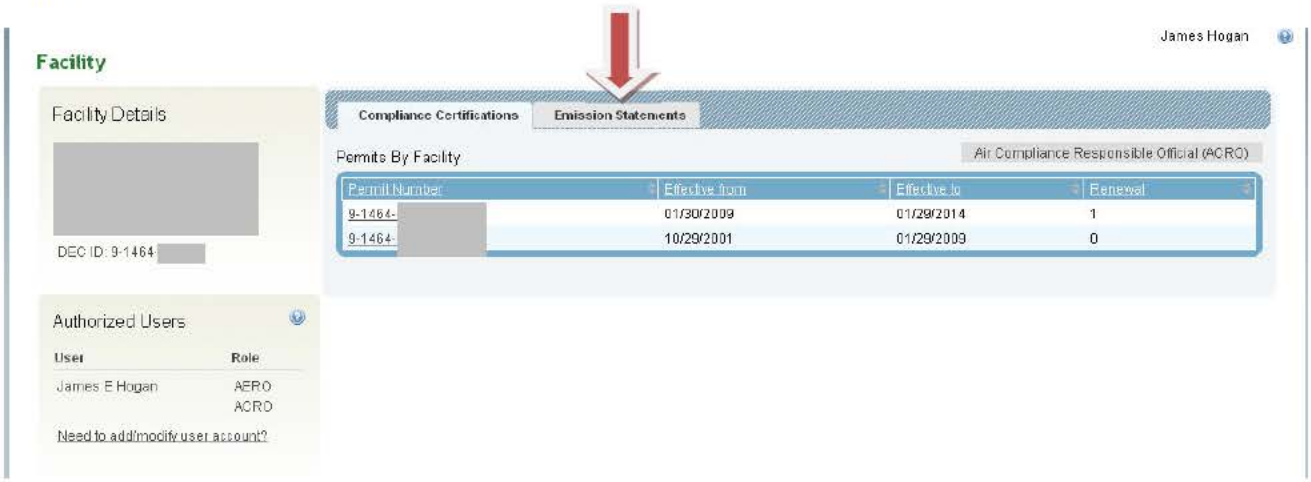
The 'Facility' screen appears showing the permit numbers issued to each facility (Picture 3).

1.1 Emission Statement 'Processes' Steps

1.1.1 'Processes' data entry

Step 3: Select the Emissions Statements tab (Picture 3).

Picture 3



Step 4: Select 'Start' listed under the Action column (Picture 4).

Picture 4

The Annual Emissions Statement screen appears showing a '**Processes'** tab and a '**Fuels'** tab (Picture 5). On the left side of the screen a Report Summary includes the time frame for this data reporting period.

Step 5: Select 'Processes' (Picture 5).

Picture 5

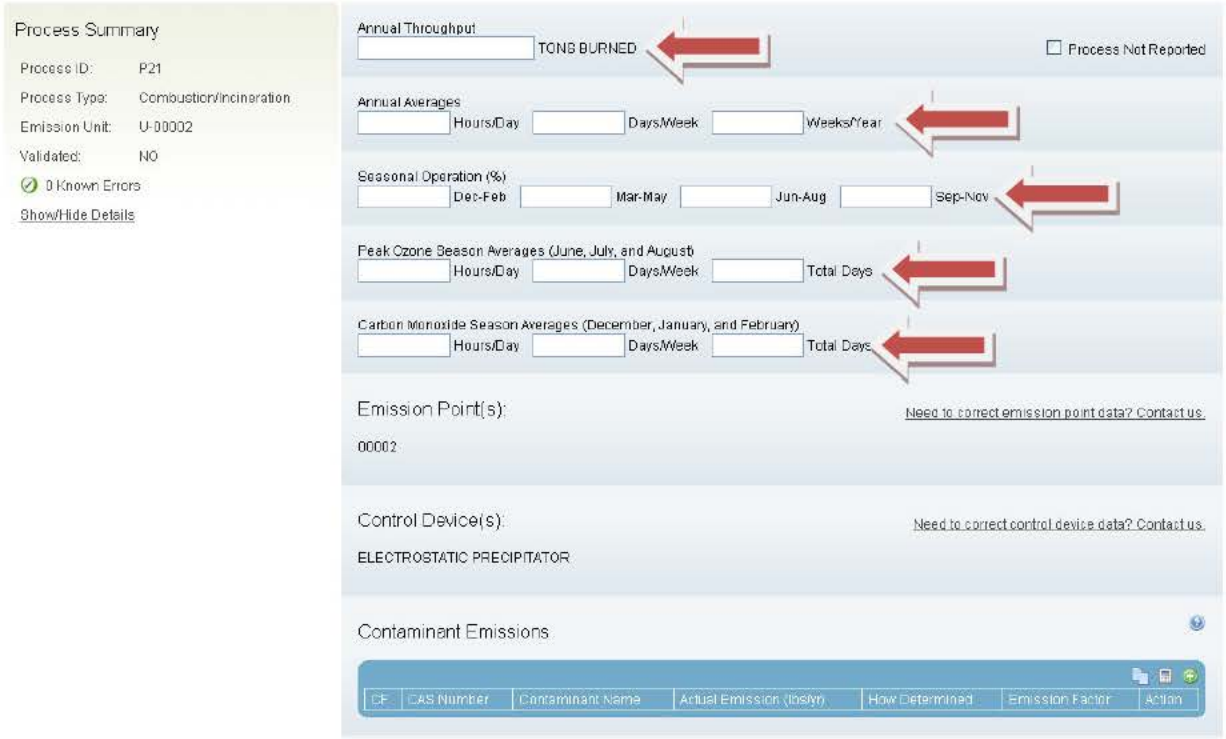
Step 6: Select a process from the Process ID column located on left side of the chart (Picture 6).

Picture 6

A Process screen opens showing data entry fields (Picture 7).

Step 7: Enter data into all fields (Picture 7).
'**Annual Throughput**' and data for all other required fields on this screen are provided by the facility.

Picture 7



NOTE: A facility may track 'Actual Emissions' using a monitoring program, in which case they have a specific numerical amount. Otherwise, ACE calculates Actual Emissions contaminants based, in part, upon Annual Throughputs. Further explanation is worthwhile.

When entering data for 'Annual Averages', 'Seasonal Operation (%)', Peak Ozone Season Averages (June, July, and August)', and 'Carbon Monoxide Season Averages (December, January, and February)' ***whole number digits*** is required. No decimal points or numerical representation of tenths, hundreds, etc. are accepted by the system. For example, if the through calculations the Hours/Day was determined to be 11.2 under the Annual Averages, the number to be used is 11.

'Actual Emissions,' found on page 10 in the Contaminant Emissions screen (Picture 15), is a required field in emission reporting. Actual Emissions can be determined by one of two methods and the method determines the choice of the 'How Determined' field in the 'Contaminant Emissions' screen.

One method is when emissions data is collected by the facility, such as with CEMS monitoring. 'Actual Emissions' based upon monitoring data is considered **direct** and emissions quantities are accurate.

The choice of the 'How Determined' field in the 'Contaminant Emissions' screen for **direct** entry requires a selection of either:

1. 'Best Engineering Judgment',
2. 'Continuous Stack Monitoring',
3. 'Modeling, Emission Estimation Software' or
4. 'Material Balance Calculation Or Fuel Analysis.'

Then, no data can be entered in the 'Emission Factor' and 'Source' fields.

The second method is when ACE calculates 'Actual Emissions' based on Annual Throughputs and data from, for example the EPA Clearinghouse for Inventories & Emission Factors. 'Actual Emissions' quantities based on ACE calculations are considered **indirect**. These quantities tend to be greater than direct monitoring results since EPA's inventory reflects data gathered from many sources which vary in age.

The choice of the 'How Determined' field in the 'Contaminant Emissions' screen for **indirect** ACE calculations requires a selection of either:

1. 'Manufacturers Guarantee',
2. 'Published Emission Factors',
3. 'Stack Test of Emissions',
4. ' Stack Test of Emissions from Geometrically Similar Emission Source', or
5. 'Stack Test of Emissions from Identical Emission Source'.

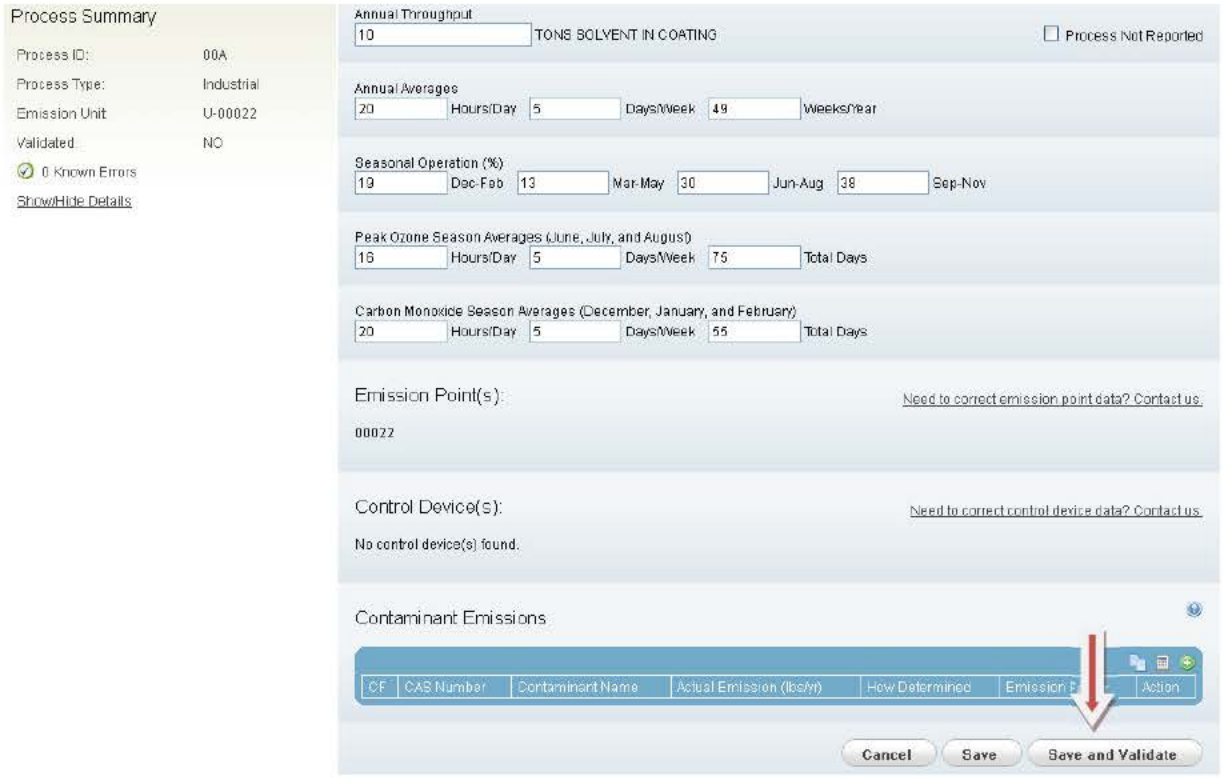
'Emission Factor' and 'Source' fields are required fields when using indirect methods of calculating emissions. Therefore, enter data for both fields.

This will be reviewed in Step 14, page 15.

Step 8: Select 'Save and Validate' (or 'Save' for quick storage without validating the data) when all fields are complete (Picture 8).

DAR highly recommends saving continuously using 'Save and Validate,' throughout the data entry process.

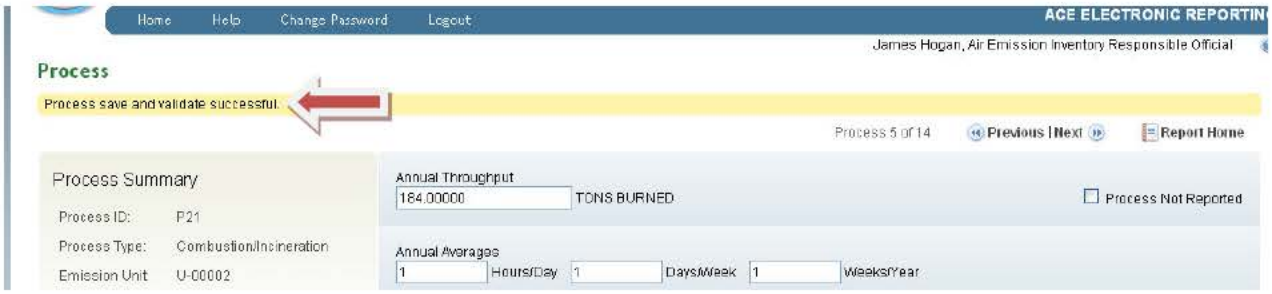
Picture 8



'**Save and Validate**' identifies and explains all errors up to that point, making it easier to quickly correct an error.

When the data is correct, a yellow banner shows across the top of the screen with the words, "Condition save and validate successful" (Picture 9).

Picture 9



If the data is incorrect a pink banner shows across the top of the screen with an explanation of the errors so that corrections can be done immediately (Picture 10). In this case, as a safeguard, DAR recommends using 'Save' to ensure the data entered up to that point is saved.

Picture 10

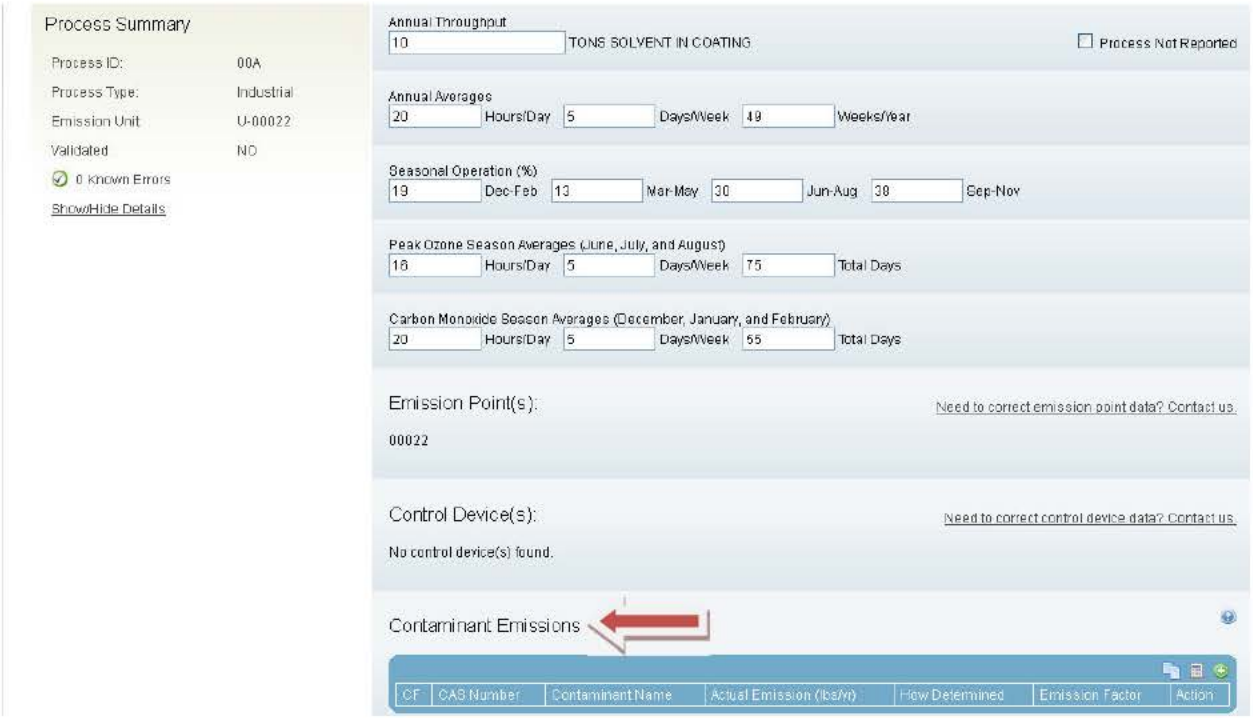
1.1.2 'Contaminant Emissions' Data Entry

DAR knows the contaminants associated with all combustion processes. Therefore the Facility is not required to, although they can, enter that contaminant data into the 'Contaminant Emissions' portion of the report.

If the Facility does not enter contaminant data, DAR calculates the contaminate data based on Annual Throughputs and data from AP-42 (EPA Clearinghouse for Inventories & Emission Factors.)

All contaminant emissions associated with permit processes are reported to NYSDEC DAR by completing the ACE Contaminant Emissions section located at the bottom of the Process Summary screen (Picture 11).

Picture 11



Before leaving this screen, please note the Show/Hide Details link, located on the left side under the Process Summary (Picture 12).

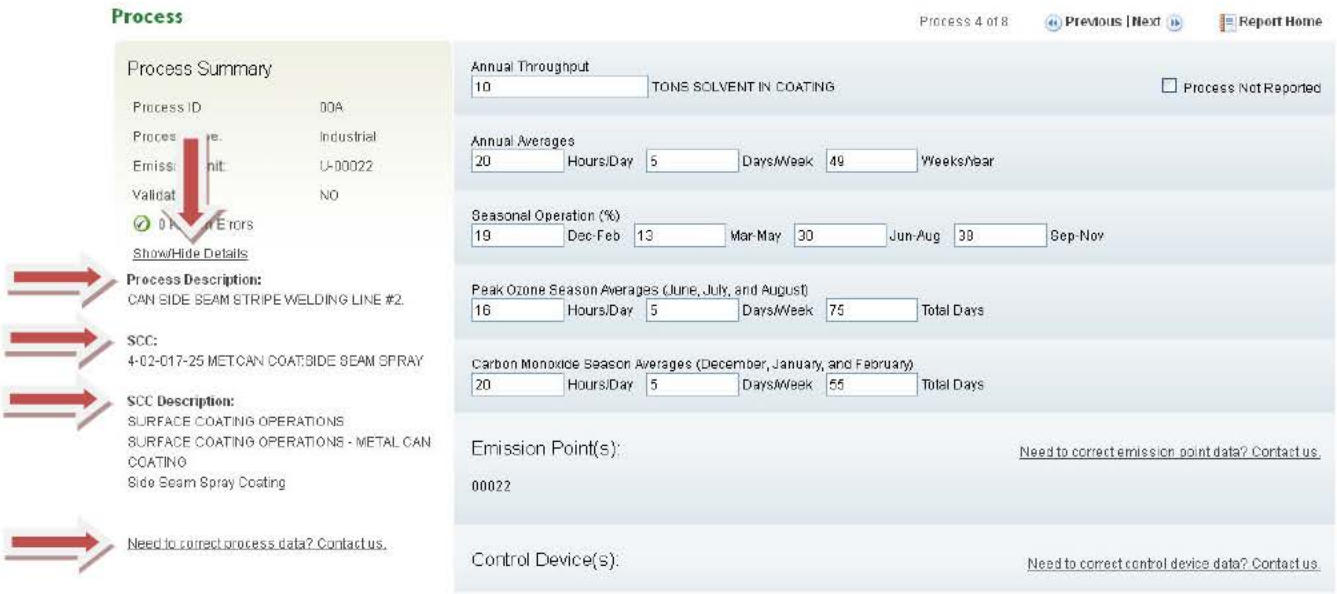
Show/Hide Details is useful to a first time user who may not know what contaminants to report (Picture 12).

Picture 12

'Show/Hide Details' provides (Picture 13)

1. A description of the process,
2. The SCC with description and the fuel type listed in the existing permit, and
3. An email contact to correct errors.

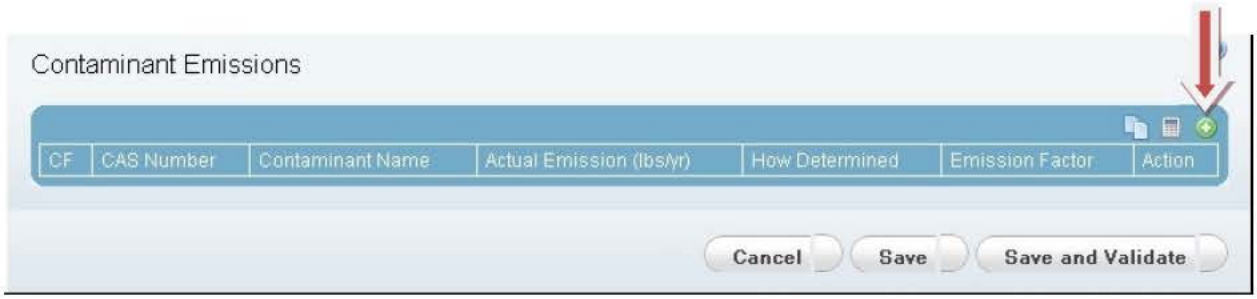
Picture 13



These details may help a first time user complete the Contaminant Emissions fields located at the bottom of the screen (Picture 14).

Step 10: Select the green button located in the lower right of the Process Summary Screen (Picture 14).

Picture 14

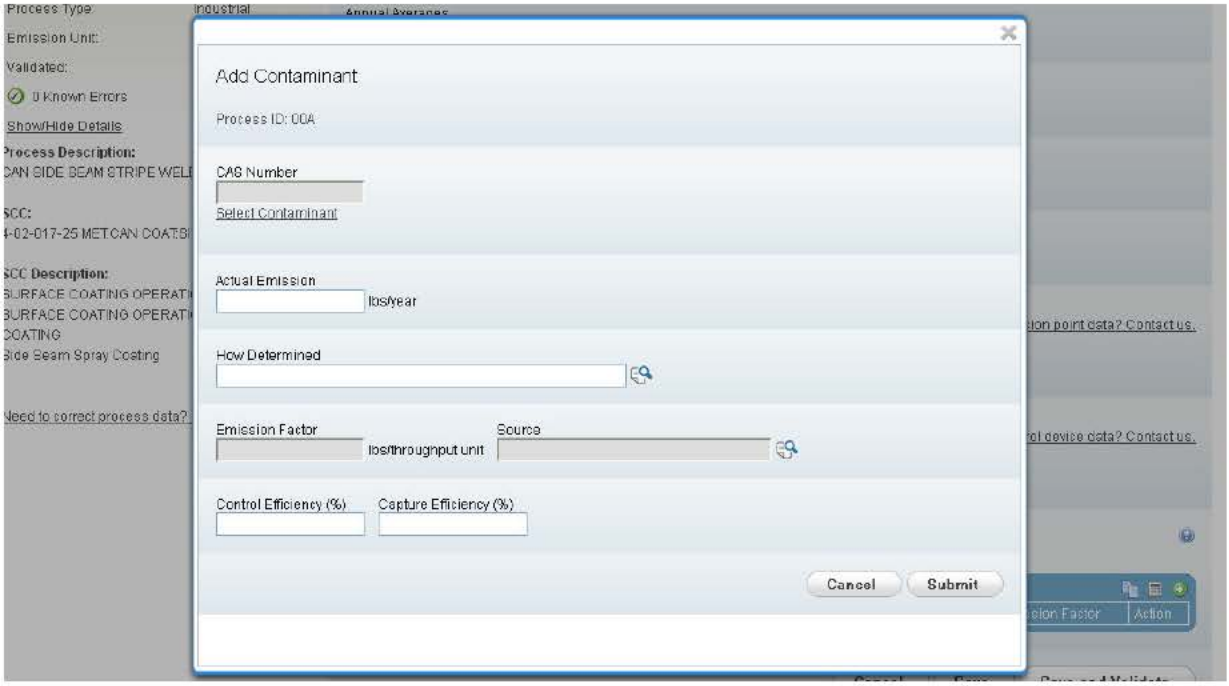


An 'Add Contaminant' screen opens (Picture 15).

Contaminant data is usually available at the facility and most first time users will find the 'Select Contaminant' choice provides them with what they want. Therefore step by step instructions are for using 'Select Contaminant.'

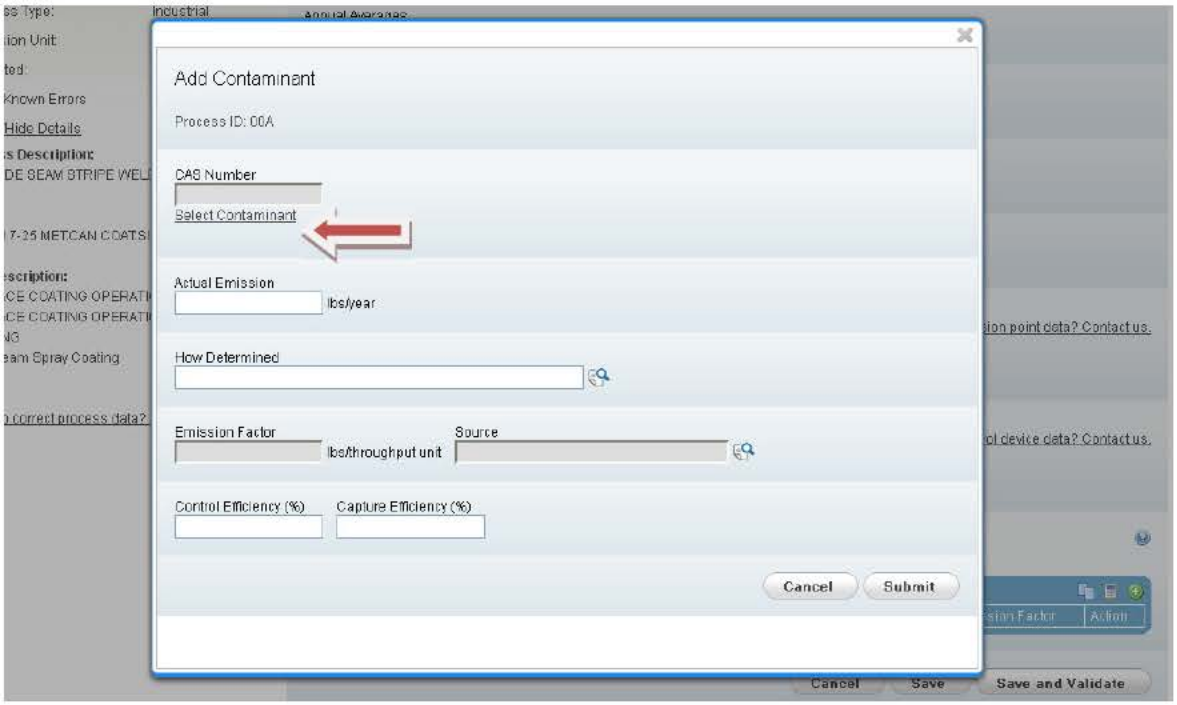
However, it is possible to search the database using the Contaminant Name or the Chemical Family name. The more experienced editor may want to use either of these methods on occasion.

Picture 15



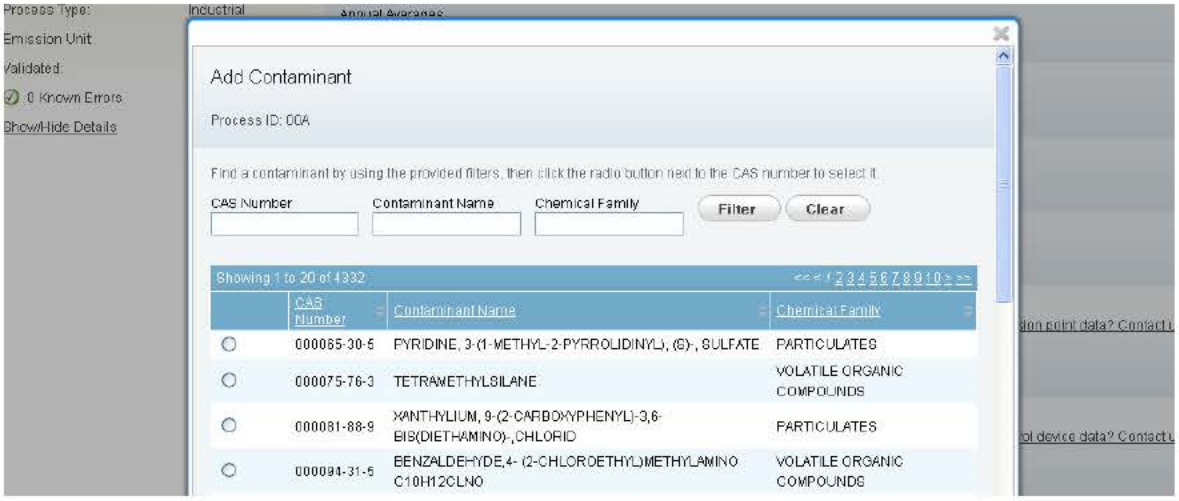
Step 11: Choose 'Select Contaminant' located under the CAS Number data field (Picture 16).

Picture 16



A screen appears listing the over 4300 contaminants in the AFS data base (Picture 17).

Picture 17



To find a specific contaminant in the ACE database, continue with Step 12.

Step 12:

A. Copy the contaminate name from the bulleted list into the 'Contaminant Name' field (Picture 18).

As the letters are typed, ACE fills in possible contaminate names that match what is entered into the field at that point. The more specific the contaminant name, the narrower the search.

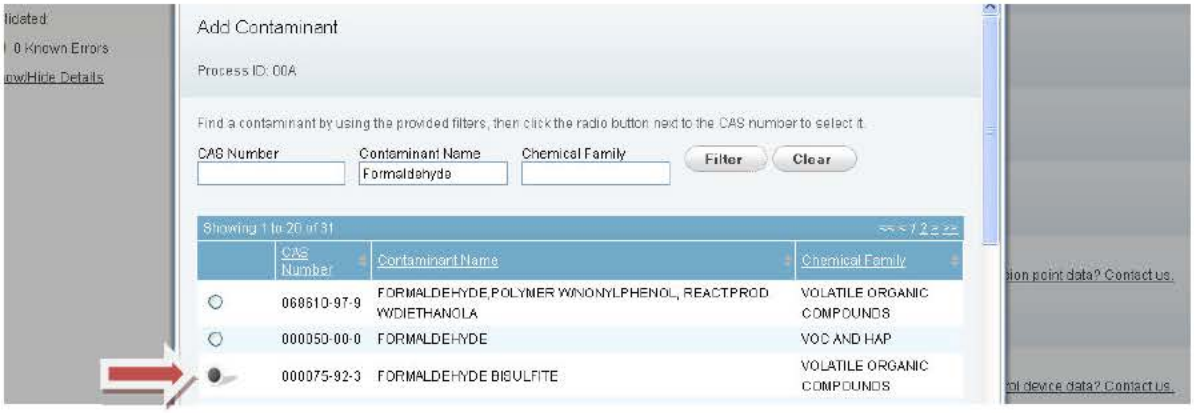
B. Select 'Filter' (Picture 18).

A list of contaminants matching the entry appears.

Picture 18

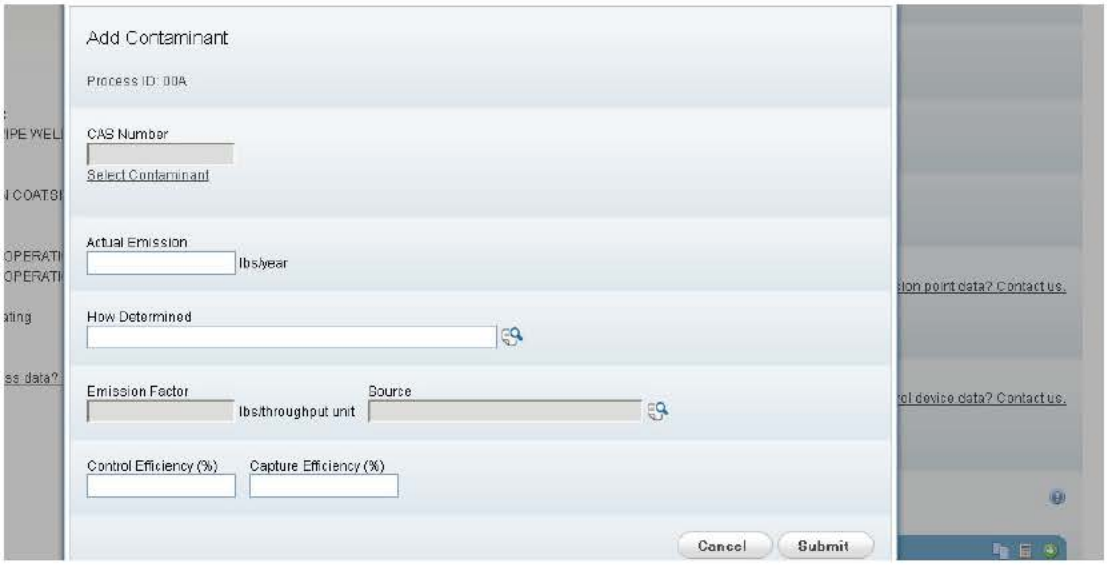
Step 13: **Select the bullet by the correct Contaminate Name** (Picture 19).

Picture 19



The 'Add Contaminant' screen re-appears to continue the reporting steps (Picture 20).

Picture 20



Next, complete the '**How Determined**' field, temporarily skipping the 'Actual Emission' field. This 'How Determined' field is where the previous discussion after Step 7, page 15-16 applies.

Section 1.1.3 Completing the 'How Determined' Field

Recall that the 'Contaminant Emissions' screen is where the ESE establishes how the actual emissions are reported (direct monitoring or indirect ACE calculation) and then selects the appropriate 'How Determined' choice. Since the next few steps may be confusing to a first time user, the 'How Determined' steps are separated into 2 distinct and exclusive methods, 'direct' monitoring reporting and 'indirect' ACE calculation reporting. The steps being with direct monitoring reporting.

When a facility plans to use direct monitoring values, follow Step 14 'How Determined' through Step 18, page 17.

When a facility plans to use ACE to ***indirectly*** calculate the emissions amount go to Step 19 through 22, page 22.

1.1.3.1 Completing the 'How Determined' field using Direct Emissions Monitoring Reporting

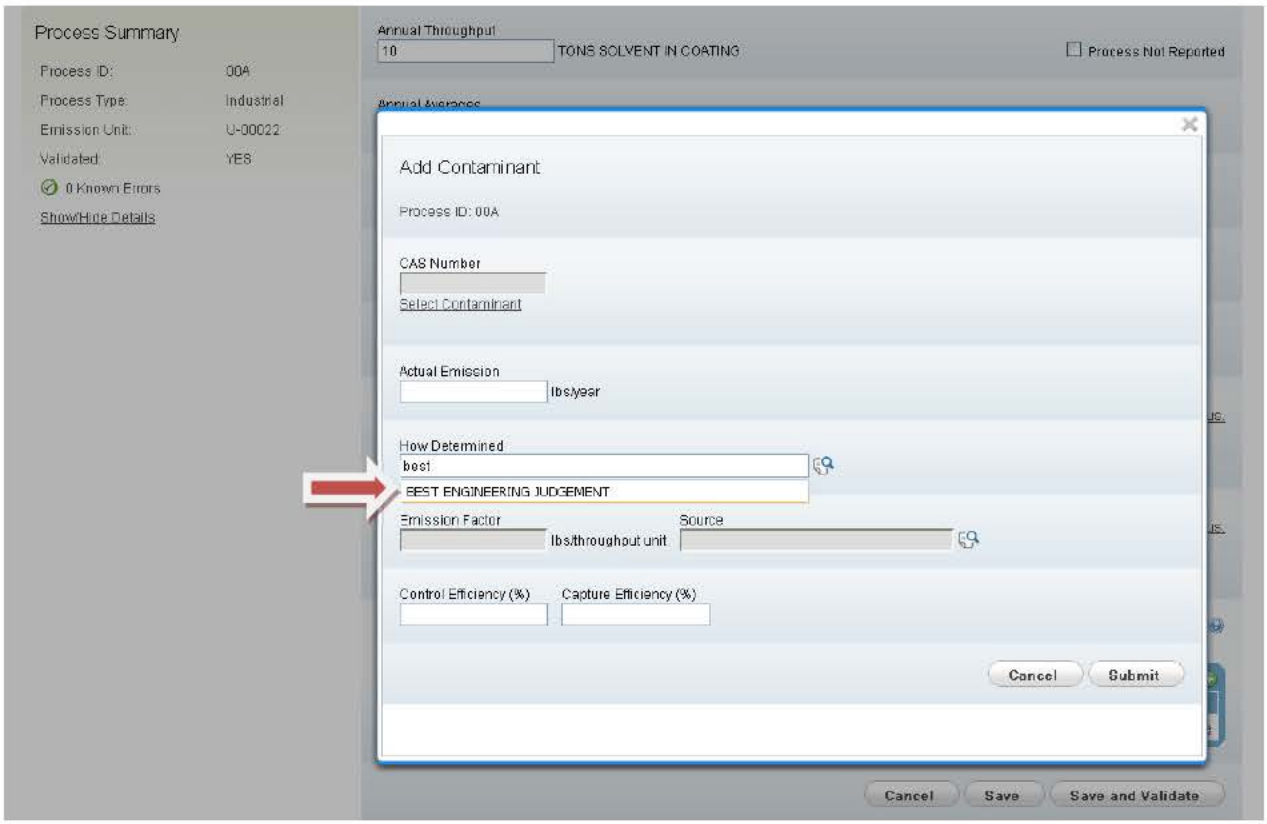
The choice of the 'How Determined' field in the 'Contaminant Emissions' screen for **direct** entry requires a selection of either: 'Best Engineering Judgment', 'Continuous Stack Monitoring', 'Modeling, Emission Estimation Software' or 'Material Balance Calculation Or Fuel Analysis.'

Then, no data can be entered in the 'Emission Factor' and 'Source' fields.

Step 14: Enter one of the following direct methods into the field:

1. **'Best Engineering Judgment',**
2. **'Continuous Stack Monitoring' or**
3. **'Material Balance Calculation Or Fuel Analysis.'**
4. **'Modeling, Emission Estimation Software'** (Picture 21).

Picture 21

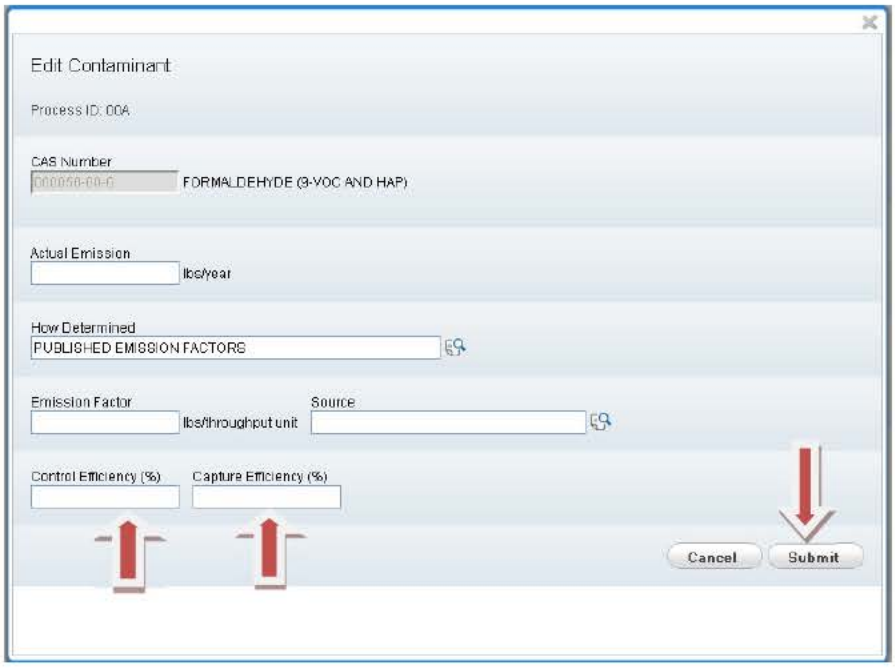


Complete Step 15 when Control Devices are used (Picture 22). Otherwise proceed to Step 16, Direct 'Actual Emission' Data Entry.

Step 15:

A. **Complete the 'Control Efficiency' and 'Capture Efficiency (%)' fields** (Picture 22) and
B. **Select 'Submit' located in the lower right of the screen** (Picture 22).

Picture 22



The Process Summary screen reappears.

The next step in direct monitor reporting is to complete the 'Actual Emissions' field. 'Actual Emissions' data is the last step before entering 'Contaminant Emissions' data or going to the 'Fuels' section.

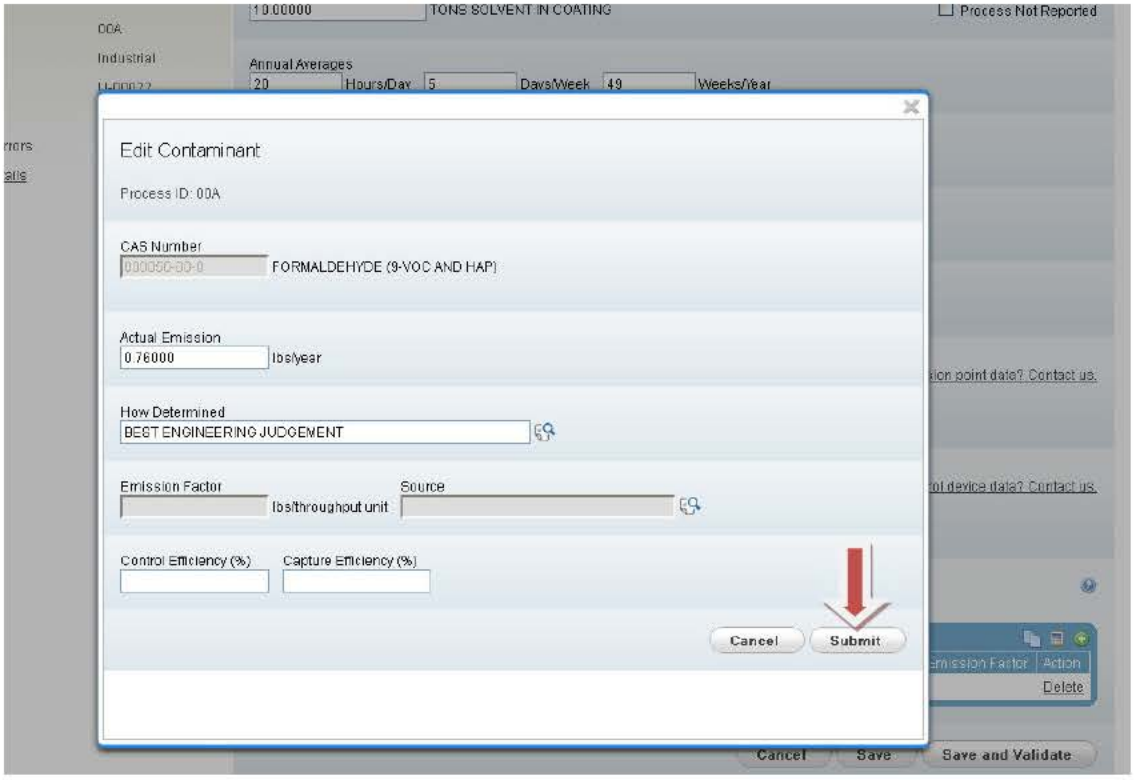
1.1.3.2 Direct 'Actual Emission' Contaminant Data Entry

Step 16: Enter the exact quantity of total contaminant emissions in the 'Actual Emission' field (Picture 23).

Picture 23

Step 17: Select 'Submit' in the lower right of the screen (See Picture 24).

Picture 24



The Process Summary screen reappears with the Contaminant Emissions data (Picture 25).

Step 18: Select 'Save and Validate' (Picture 25). Again, DAR recommends using 'Save and Validate' throughout the data entry process to catch and resolve potential errors immediately.

Picture 25

This completes the steps for direct contaminant data entry. To add additional Contaminant Emission data under the specific process ID you are currently in, repeat the previous steps.

Go to Step 26 (Page 25).

1.1.3.3 Completing the 'How Determined' field using Indirect ACE Calculated Contaminant Emissions Reporting

This Section provides the steps for when ACE calculates 'Actual Emissions.' Remember the calculated value is considered indirect and tends to be greater than direct monitoring results (Step 7, page MM). Actual data is not used.

The ESE completes the 'How Determined' field in the 'Contaminant Emissions' screen based upon **indirect** ACE calculations by selecting either: 'Manufacturers Guarantee', 'Published Emission Factors', 'Stack Test of Emissions', ' Stack Test of Emissions from Geometrically Similar Emission Source', or 'Stack Test of Emissions from Identical Emission Source'.

Step 19: Enter one of the following indirect methods into the field:

1. **'Manufacturers Guarantee',**
2. **'Published Emission Factors',**
3. **'Stack Test of Emissions',**
4. **'Stack Test of Emissions from Geometrically Similar Emission Source', or**
5. **'Stack Test of Emissions from Identical Emission Source'** (Picture 26).

Picture 26

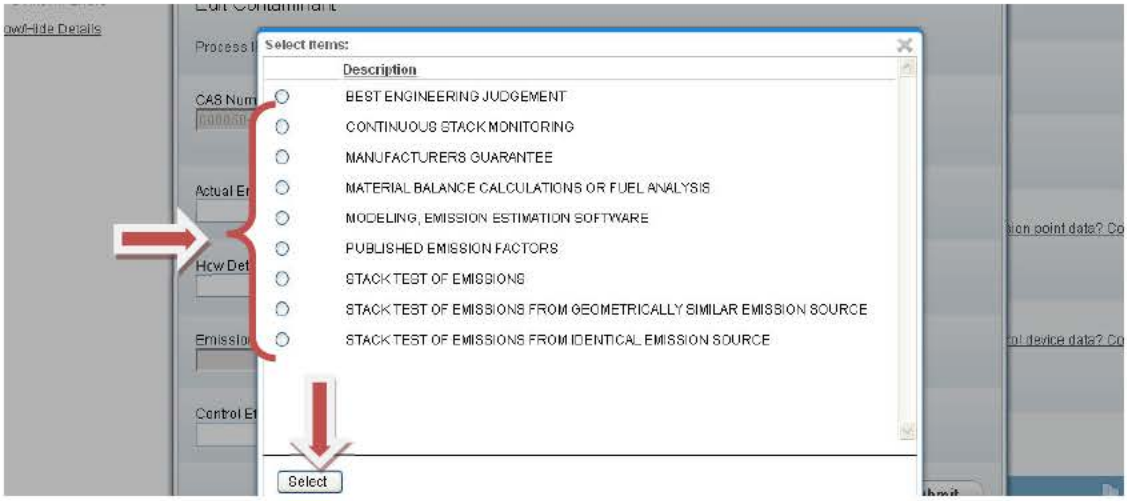
A drop down menu screen entitled 'Selected Items' appears (Picture 27).

Step 20: Complete both A and B

A.) Select the bullet left of the 'Description' (picture 27). Again, these can only be either 'Manufacturers Guarantee', 'Published Emission Factors', 'Stack Test of Emissions', 'Stack Test of Emissions from Geometrically Similar Emission Source', or 'Stack Test of Emissions from Identical Emission Source.'

B.) Choose 'Select' at the bottom left of the screen (Picture 27).

Picture 27

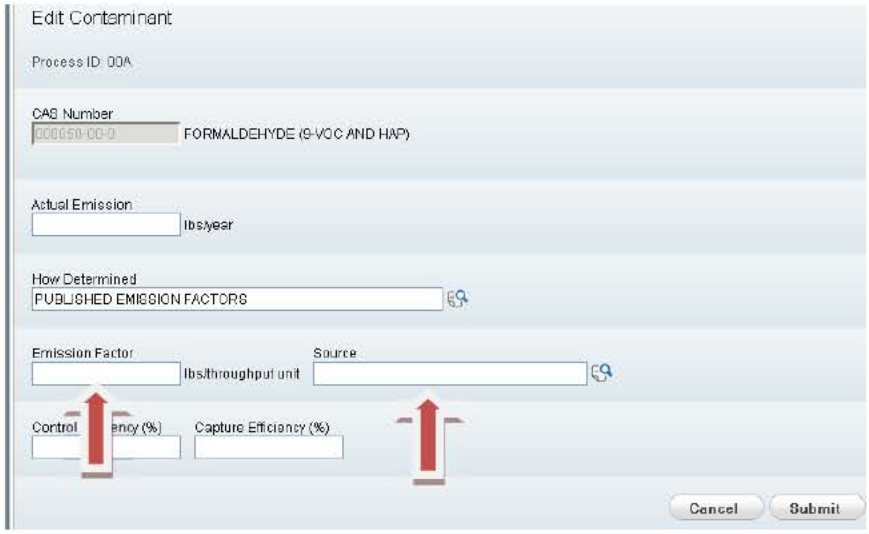


The Edit Contaminant screen reappears.

'Emission Factor' and 'Source' fields are required fields when using the indirect ACE calculated emissions. Therefore, enter data for both fields.

Step 21: Enter data in the 'Emissions Factor' field and the 'Source' field (Picture 28).

Picture 28

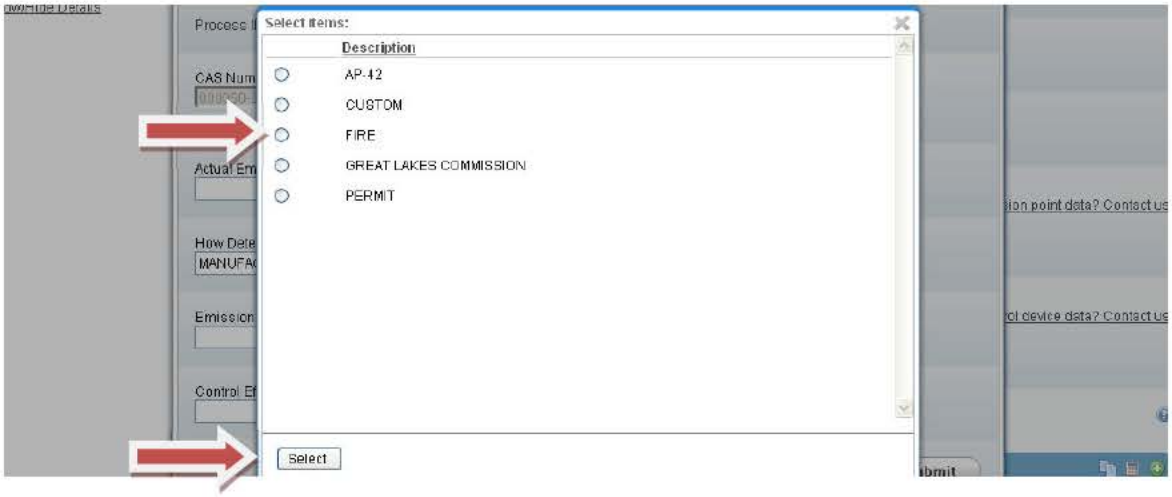


The 'Source' field can also be completed selecting the symbol to the right of the 'Source' field (Picture 29).

Picture 29

A drop down menu appears (Picture 26) from which the ESE chooses the bullet to the left of the correct 'Description' and then chooses 'Select' located at the bottom left of the screen to finish the edits and close the screen (Picture 30).

Picture 30

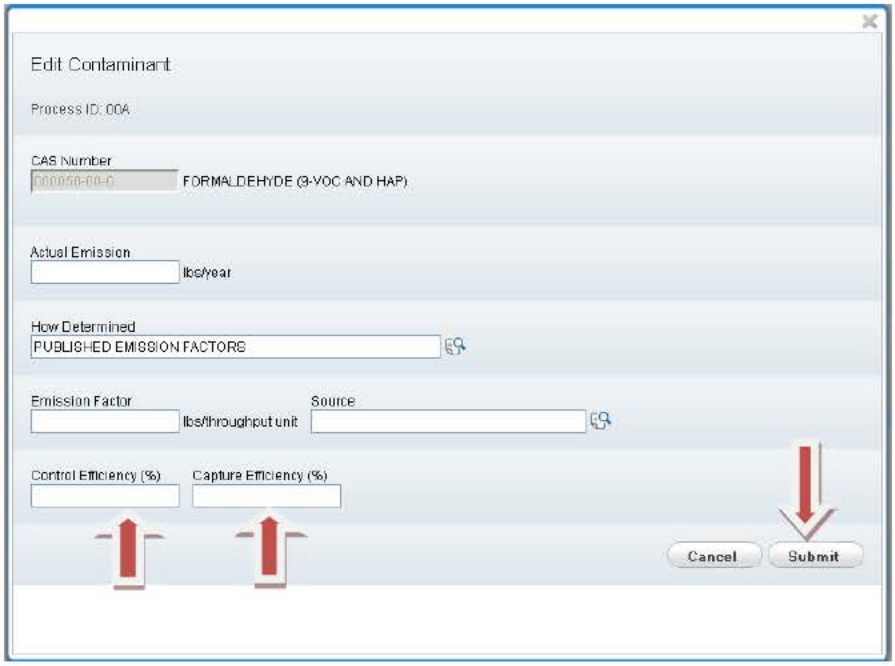


The Edit contaminant screen reappears. When Control Devices are used, continue with Step 22.

Step 22:

C. **Complete the 'Control Efficiency' and 'Capture Efficiency (%)' fields** (Picture 31) and
D. **Select 'Submit' located in the lower right of the screen.**

Picture 31



The Process Summary screen reappears.

The next step is to complete the 'Actual Emissions' field. 'Actual Emissions' data is the last step before entering 'Contaminant Emissions' data or going to the 'Fuels' section.

Section 1.1.4 Indirect Calculated 'Actual Emission' Contaminant Data Entry for Emissions Reporting

This section provides the steps to complete 'Actual Emissions' when ACE is used to indirectly calculate 'Actual Emissions.'

Recall from Step 7 page 7 that ACE can indirectly calculate an 'Actual Emissions' amount based on Annual Throughputs and data from, for example, the EPA Clearinghouse for Inventories & Emission Factors.

The choice of the 'How Determined' field in the 'Contaminant Emissions' screen for **indirect** ACE calculations requires a selection of either:

1. 'Manufacturers Guarantee',
2. 'Published Emission Factors',
3. 'Stack Test of Emissions',
4. 'Stack Test of Emissions from Geometrically Similar Emission Source', or
5. 'Stack Test of Emissions from Identical Emission Source'.

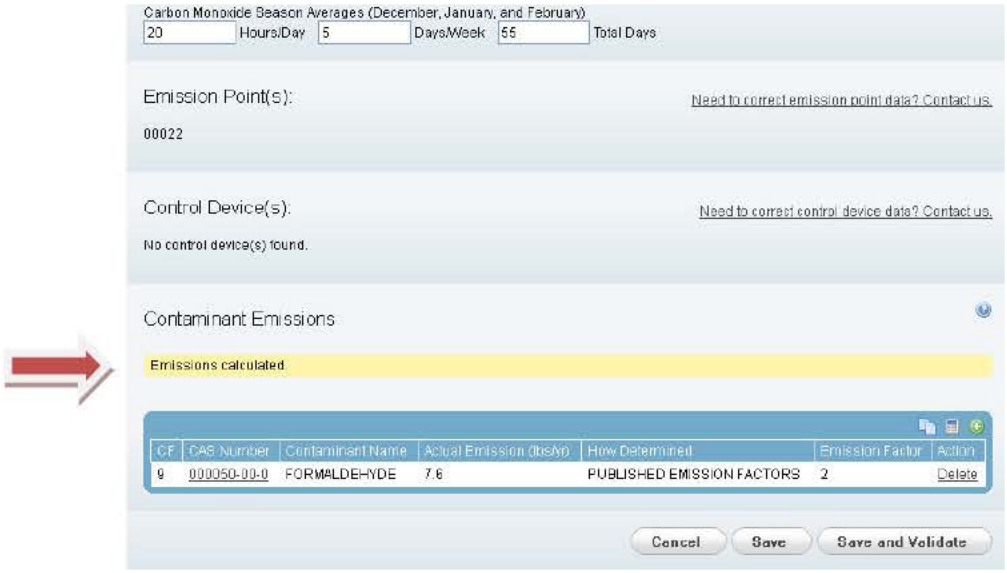
A calculator symbol, located in the upper right corner of the Contaminant Emissions screen between the green circle and the image of two pages, is used to calculate emissions.

Step 23: Select the calculator symbol located between the page symbol and the green circle (Picture 32).

Picture 32

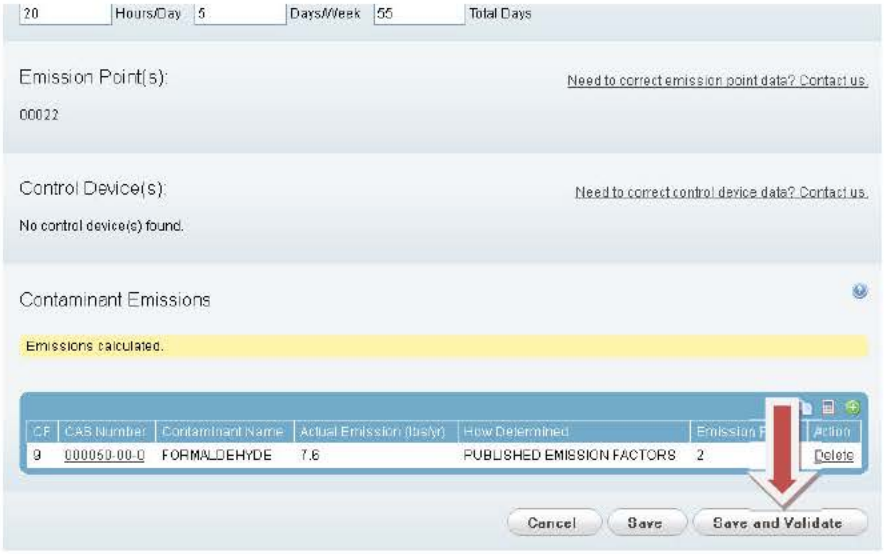
When ACE completes the emissions calculations, a yellow banner with 'Emissions Calculated' appears (Picture 33).

Picture 33



Step 24: Select 'Save and Validate' (Picture 34). DAR recommends using 'Save and Validate' throughout the data entry process to catch and resolve potential errors immediately.

Picture 34



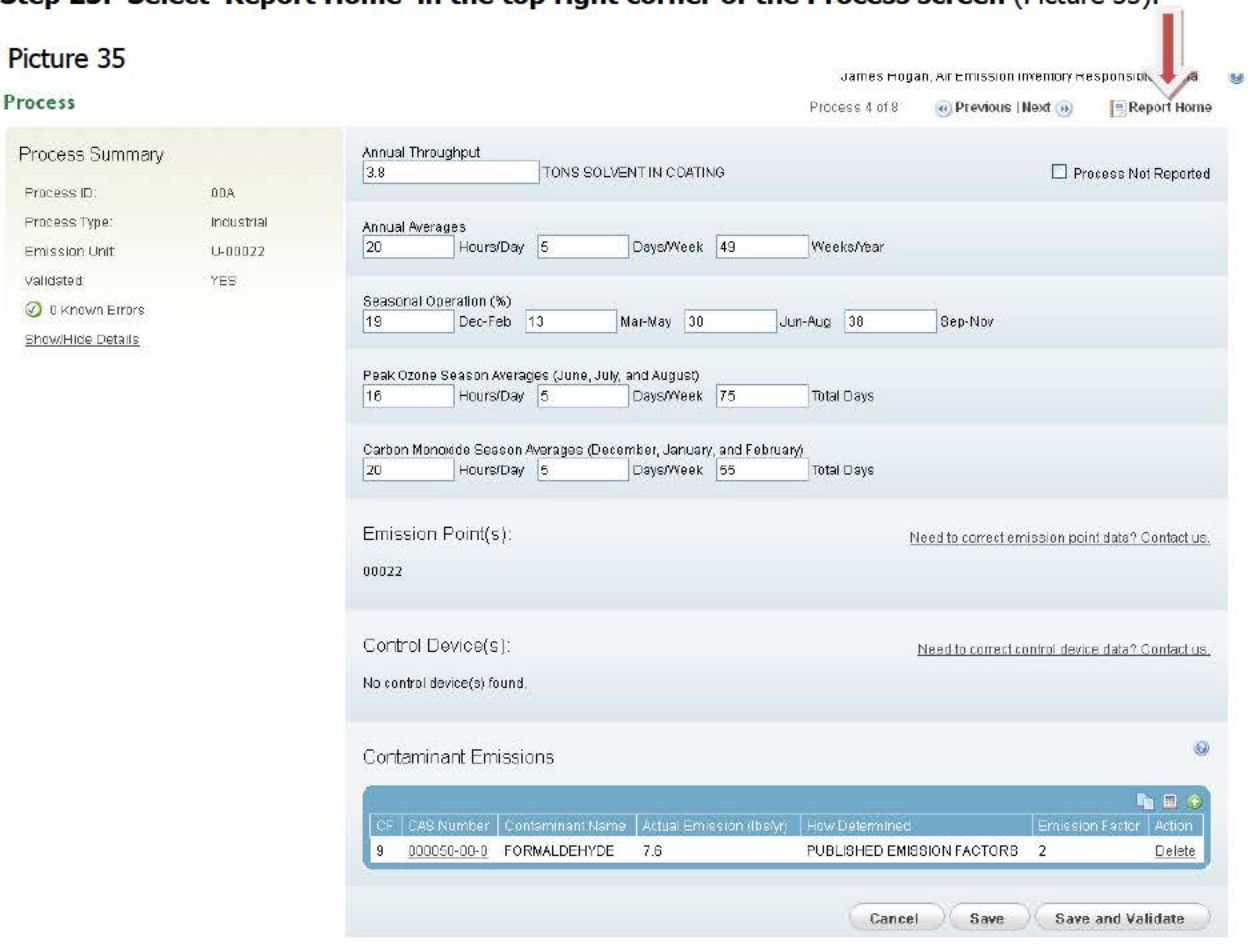
The Process Summary screen reappears (Picture 35).

This completes the steps for **indirect 'Actual Emission' Contaminant Data Entry using** calculated contaminant emissions values. To add more Contaminant Emission data under the specific process ID you are currently in using ACE calculation, repeat steps 19 A through 19 B until all Contaminate Emissions data entries for this specific process ID are complete.

When all contaminate data is entered, continue to Step 25.

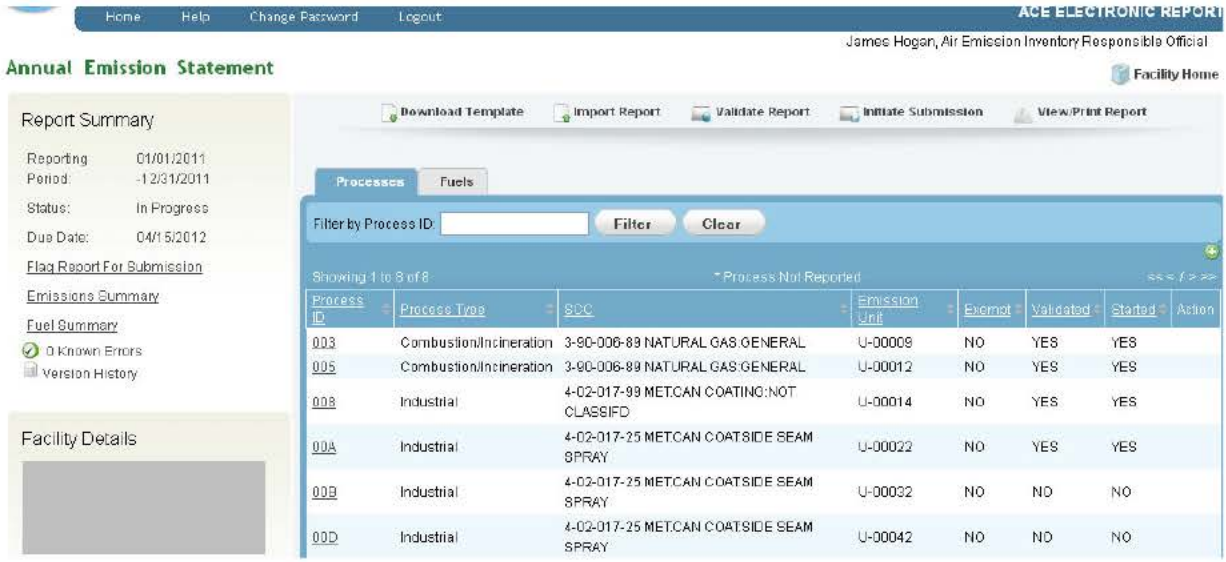
Step 25: Select 'Report Home' in the top right corner of the Process screen (Picture 35).

Picture 35



'Report Home' brings the user back to the 'Annual Emission Statement' screen (Picture 36).

Picture 36



Step 25 completes the series of steps to enter calculated emissions contaminant data in 'Processes.'

The next step is to enter data in 'Fuels.' Section 1.2, page 21 provides the steps to enter data in 'Fuels.'

Facilities that do not have combustion sources have no fuel data entry. Please continue to Section 1.3 Step 33, page 31 to validate the reports, correct any errors and notify the RO the reports are ready for submission.

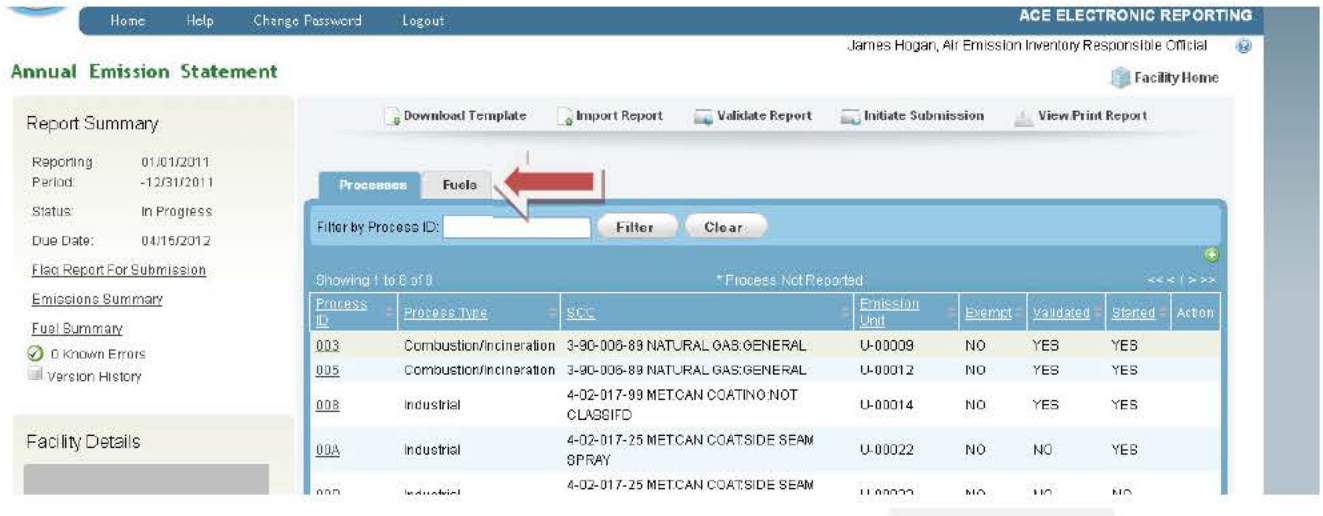
Section 1.2 Emission Statement 'Fuels' Data Entry Steps

A facility completes the Fuels section of the Emission Statement when a Combustion process is used during the reporting period. To begin data entry in 'Fuels,' follow Steps 1 to 4 from pages 3 to 5.

1.2.1 'Fuels' data entry

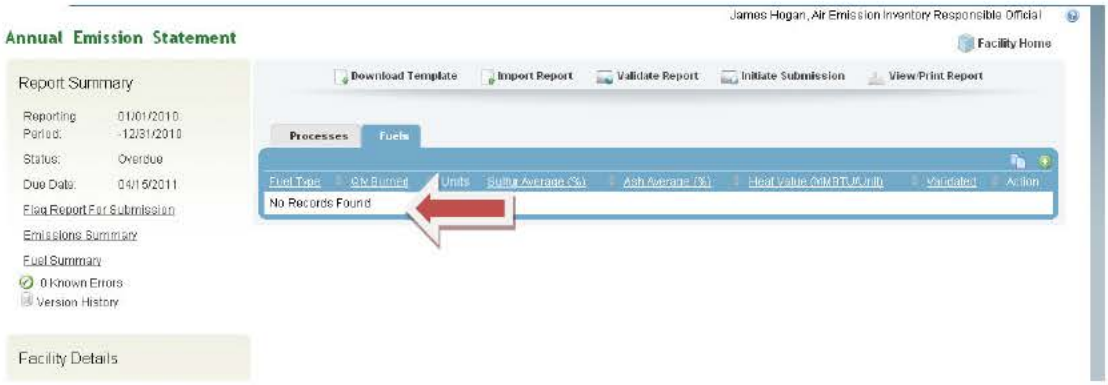
Step 26: Select 'Fuels' tab (Picture 37).

Picture 37



A report screen appears. 'No Records Found' indicates no information has been added to the selected report (Picture 38).

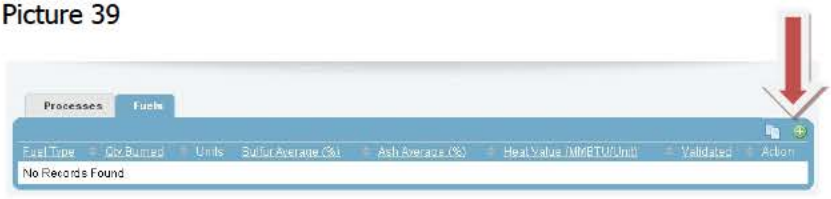
Picture 38



The next step will be to add fuel type data.

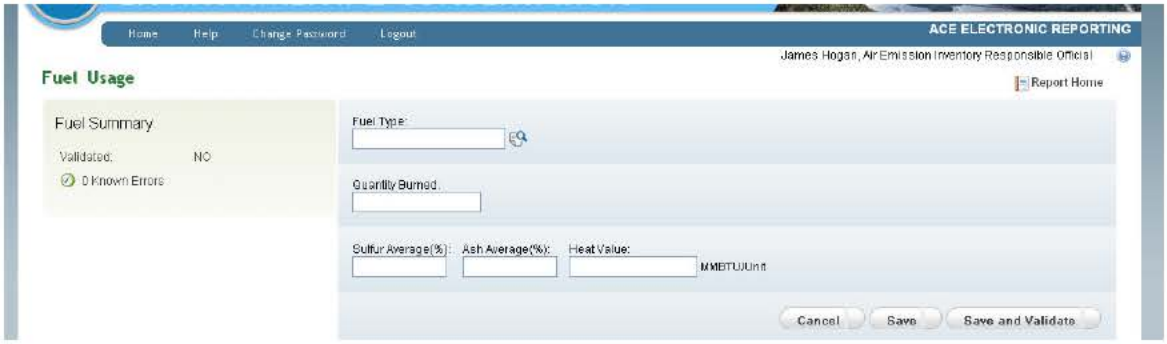
Step 27: Select the green circle under the arrow (Picture 39).

Picture 39



A Fuel Usage screen opens (Picture 40).

Picture 40



The next step is to enter 'Fuel Type'. There are two ways to enter Fuel Type. First time users may not recognize the terms used in ACE. Therefore, the manual provides the as if the fuel name is not known.

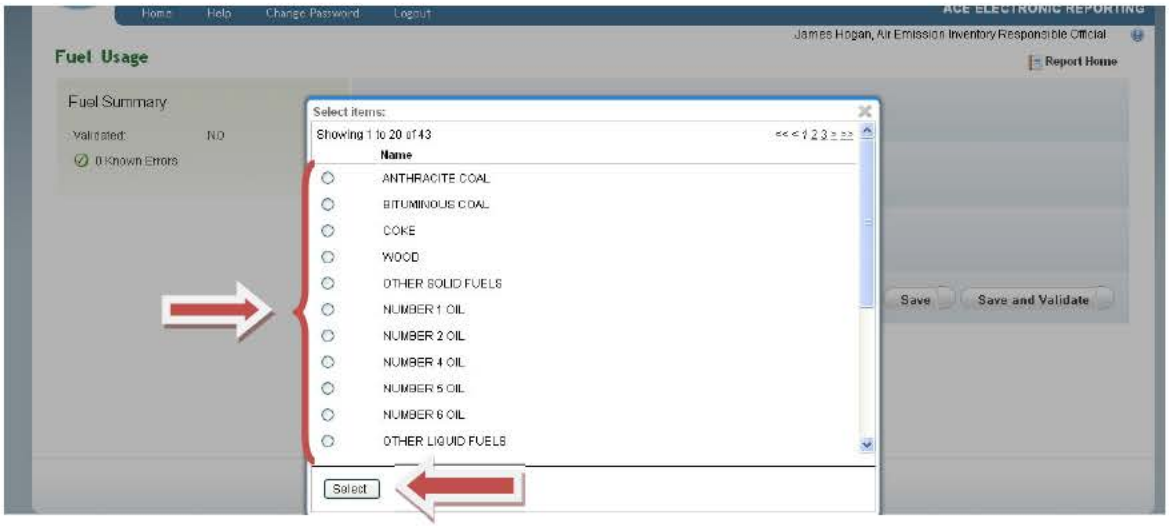
Step 28: Select the magnifying glass located to the right of the 'Fuel Type' field; (Picture 41)
A screen listing forty-three classifications of fuels opens. ACE lists 20 types of fuels per page alphabetically.

Picture 41

Step 29: Complete both A and B.

A. **Select the bullet associated with the fuel type** (Picture 42),
B. **Choose 'Select' located under the bullets** (Picture 42).

Picture 42



A 'Fuel usage' screen opens again.

Alternatively, if the ESE knows the fuel name, the fuel name can be entered directly in the 'Fuel Type' field (Picture 43).

Picture 43

As the letters of the fuel name are typed, ACE fills in possible contaminate names that match what is entered into the field at that point. The more specific the fuel name, the narrower the search (Picture 44).

The ESE then selects one of the choices or finish entering the name.

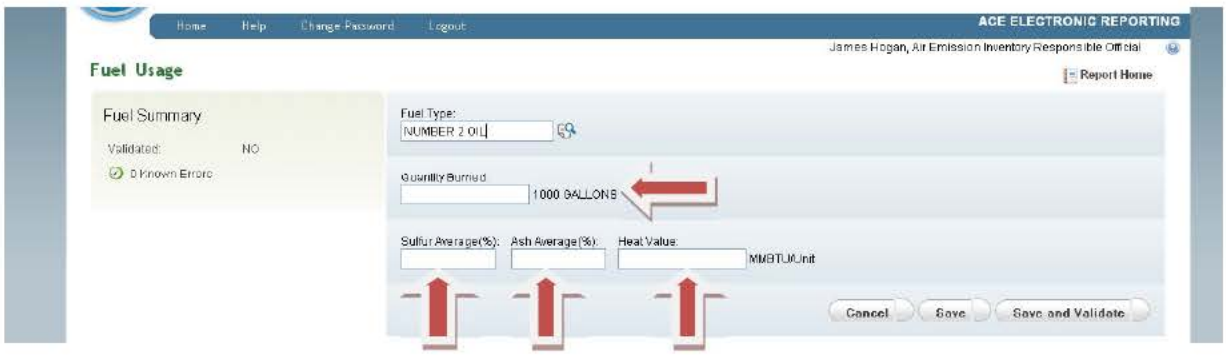
Picture 44

Step 24 information is based upon the fuel type selection.

Step 30: Complete the following fields

1. **'Quantity Burned',**
2. **'Sulfur Average (%),**
3. **Ash Average (%) and**
4. **Heat Value** (Picture 45).

Picture 45



ACE establishes set units of measure for Fuel types and therefore automatically generates the units associated with the fuel selected.

Step 31: 'Save and Validate' (Picture 46).

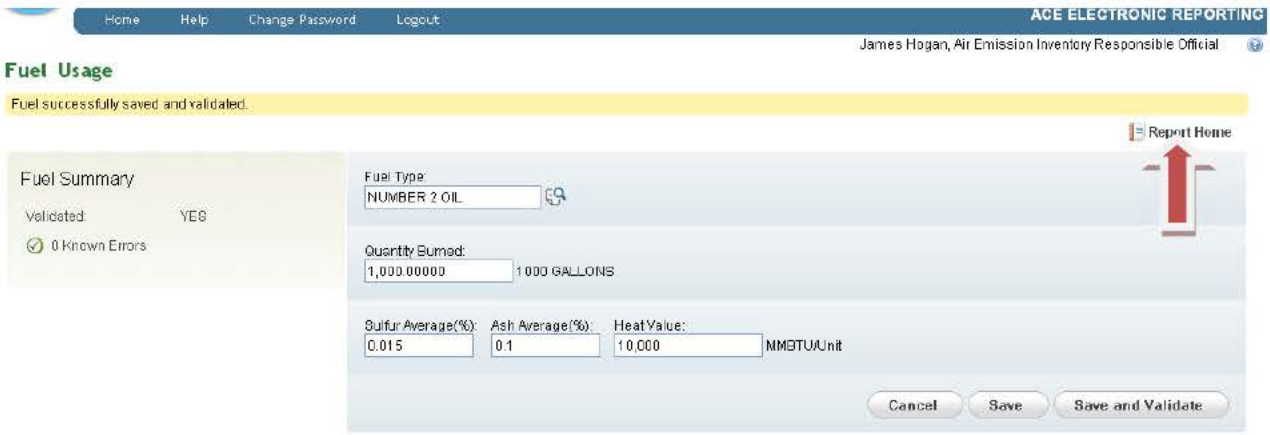
Picture 46

The yellow banner shows across the top of the screen with the words, 'Fuel successfully saved and validated' indicates the data entered was accepted by ACE (Picture 47).

Picture 47

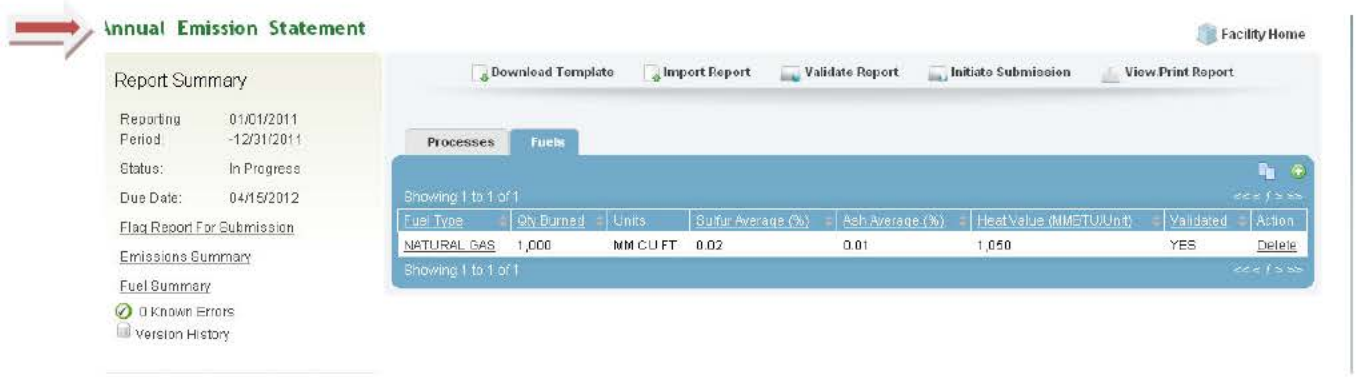
Step 32: Select 'Report Home' located in the upper right of the 'Fuel Usage' screen (Picture 48).

Picture 48



The 'Annual Emission Statement' screen re-appears (Picture 49).

Picture 49



This completes the steps to enter 'Fuel Type' data to 'Fuels' reports. To add more 'Fuels' data under the specific process ID you are currently in, repeat steps 26 through 32 until all 'Fuels' data for this specific process ID are complete.

The next ESE step is to validate the report. DAR recommends the ESE validate the reports prior to contacting the R.O. for submitting.

Section 1.3 Validating a Report

DAR highly recommends the ESE validate all reports before sending them on for submission.

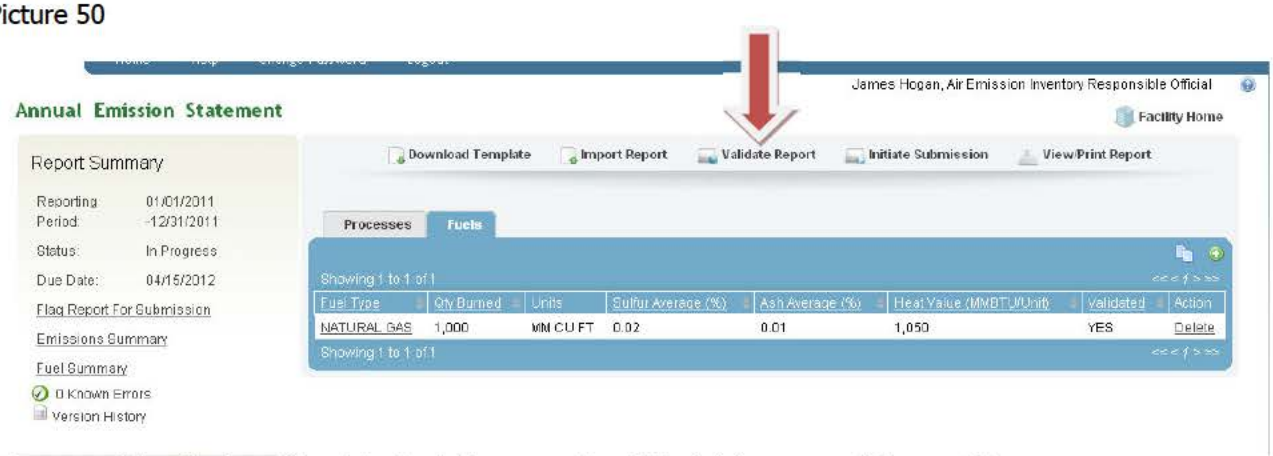
ACE automatically validates all reports during the RO Emission submission process. However, no report submission continues if, during the report validation, an error is found. This is a major reason why DAR highly recommends using 'Save and Validate' continuously throughout the data entry process for both 'Processes' and 'Fuels' reports.

Therefore, DAR recommends the ESE (or the RO) 'Validate Reports' prior to notifying the RO the report is ready for submission. The rationale is that it is easier to run the validation report to identify errors prior to the submission process than to have the RO find that processes and fuels contain multiple errors near the last few steps of submission.

To validate a report prior to notifying the RO a report is ready for submission, continue with Step 33.

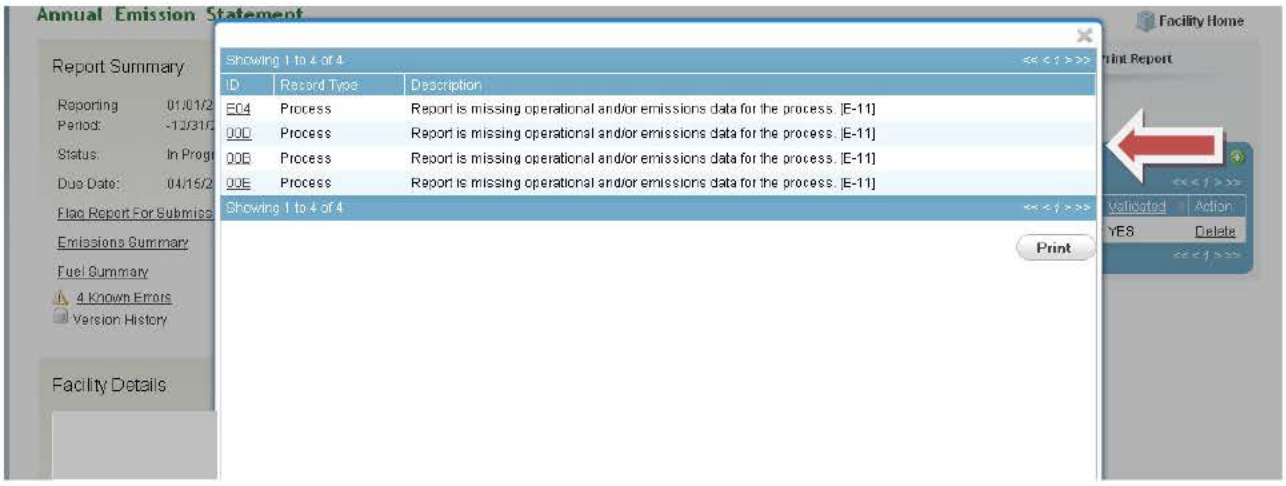
Step 33: Select the 'Validate Report' option (Picture 50).

Picture 50



Errors are identified and listed for both 'Processes' and 'Fuels' data entry (Picture 51).

Picture 51



All errors must be corrected before submitting the reports. If there are no errors, continue with Step 47.

If there are errors the ESE will want to edit the reports. Continue with **Section** 1.4 page 25 to edit 'Processes' reports, Section 1.4.1 page 29 to edit contaminant data and 1.4.2 page 30 to edit 'Fuels' reports.

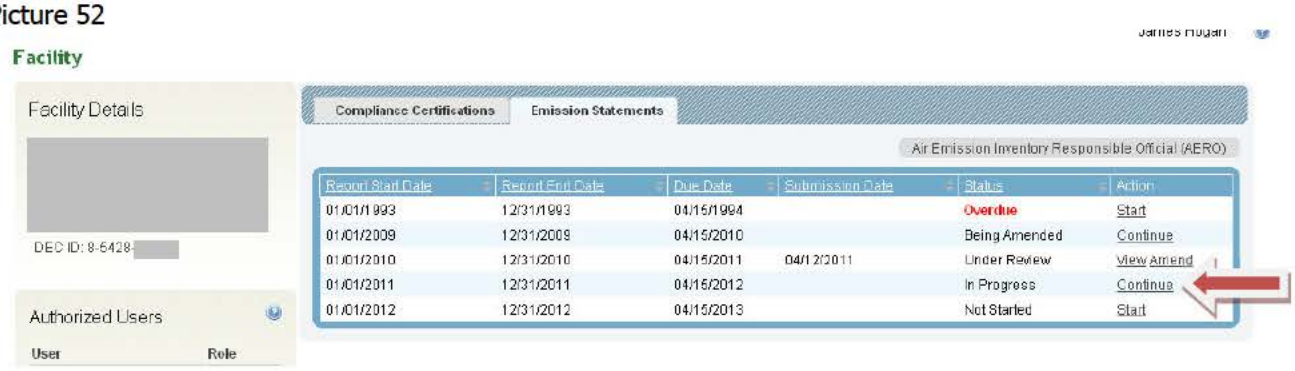
Step 34: Edit the data to complete/resolve the appropriate errors identified from the 'Validate Reports'.

Section 1.4 Editing 'Processes'

On occasion, the ESE or RO will want to edit data in the 'Processes'. To edit existing data, complete Steps 1-3, pages 3 and 4 and continue with Step 4 below, page 31.

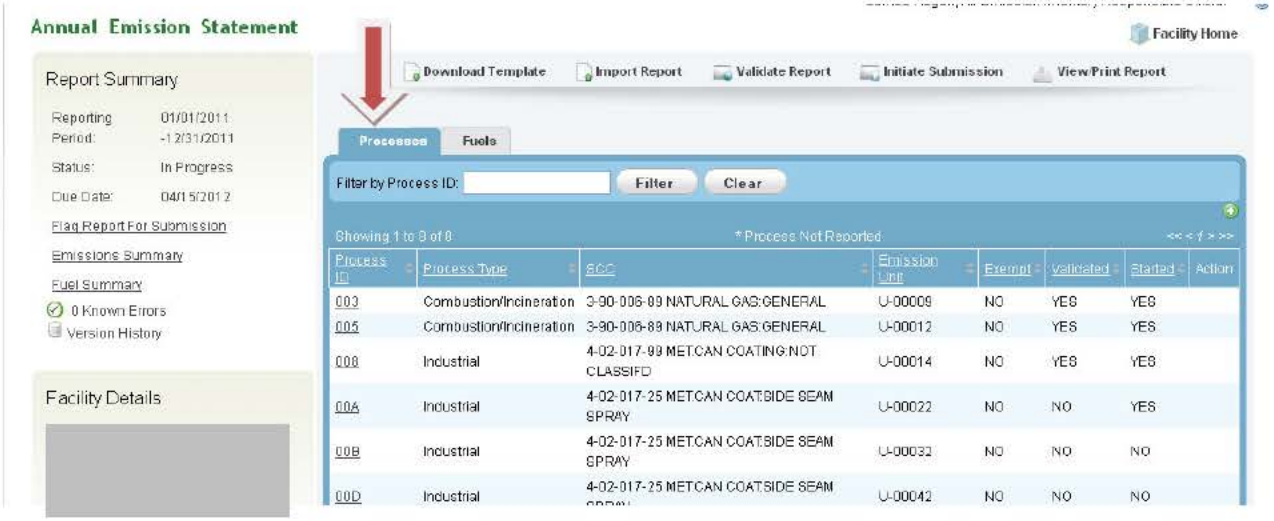
Step 35: Select 'Continue' under the Action column (Picture 52).

Picture 52



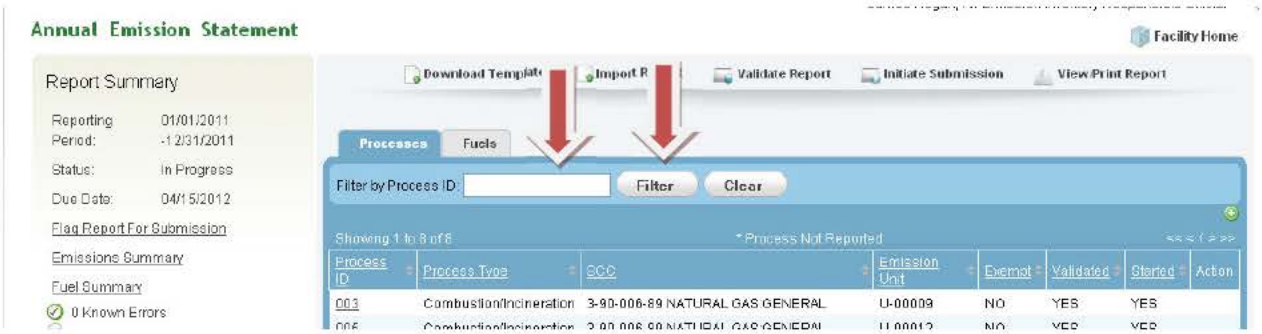
The Annual Emission Statement appears showing a list of Process IDs (Picture 53)

Picture 53



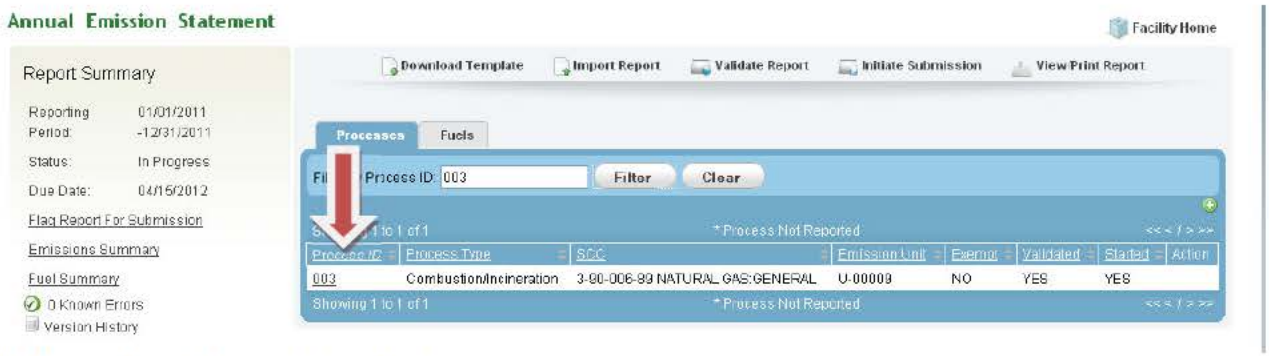
Step 36: Select the Process ID to be edited or enter the Process ID in the Process ID field and select 'Filter' (Picture 54).

Picture 54



A screen showing the specific Process ID appears.

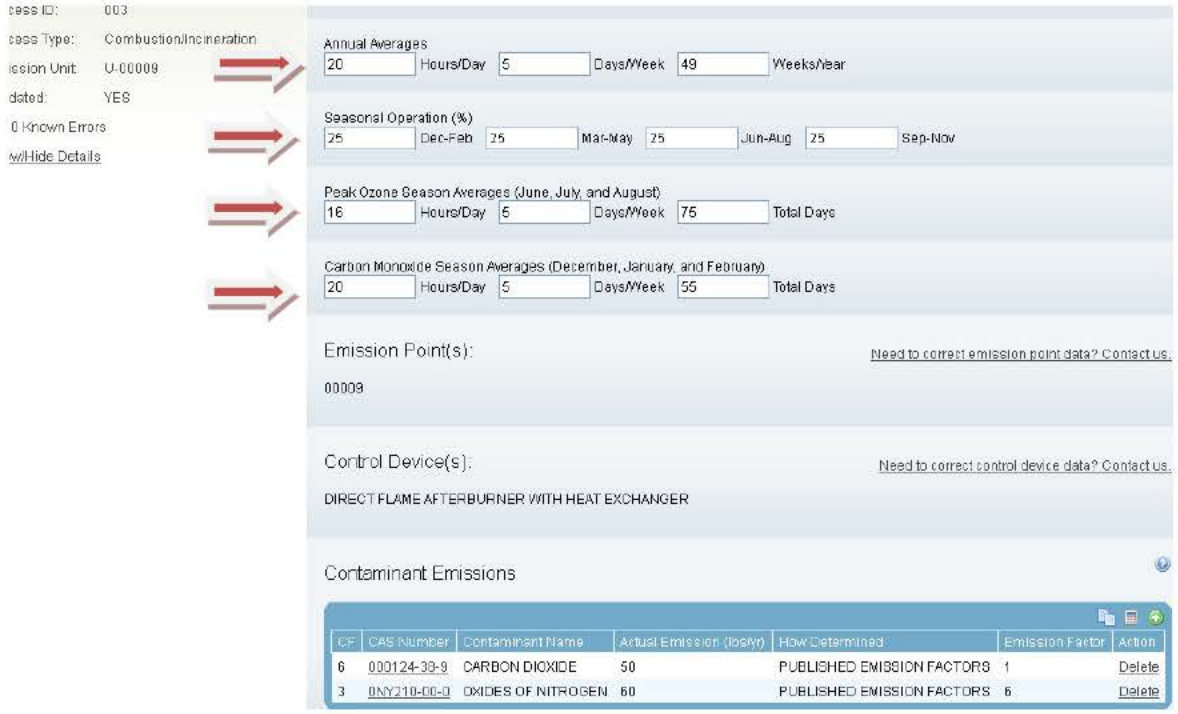
Step 37: Select the ID under the Process ID column (Picture 55).
Picture 5



The Process Summary screen appears.

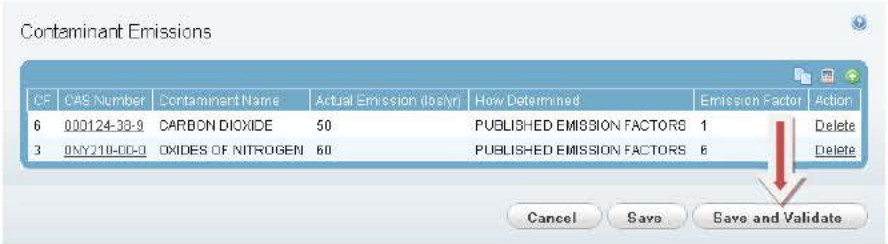
Step 38: Change the data in the appropriate field (Picture 56).

Picture 56



Step 39: 'Save and Validate' (Picture 57).

Picture 57



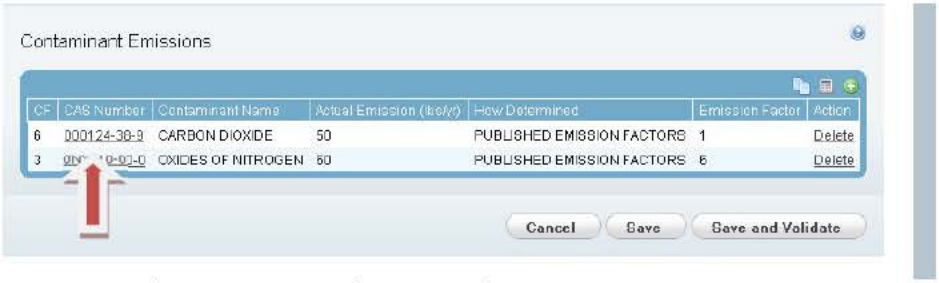
To edit Contaminant Emissions data, continue with Section 1.1.4, Step 36 below.

1.4.1 Editing Contaminant Data

Complete steps 35 through 39, pages 27 through 30.

Step 40: Select the underlined 'CAS Number' located in the lower portion of the Process screen (Picture 58).

Picture 58

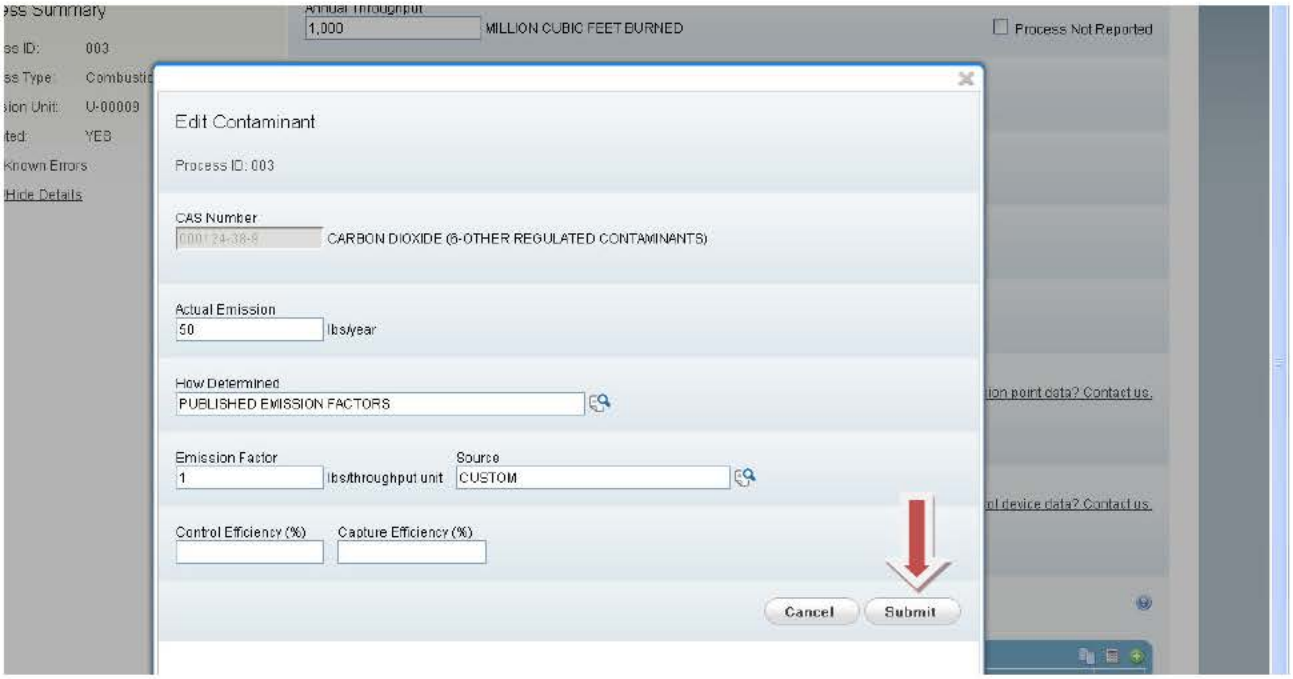


An 'Edit Contaminant' screen appears (Picture 59).

Step 41:

1. **Edit data as necessary** (Picture 60)
2. **Select 'Submit' located in the lower right corner of the screen** (Picture 44).

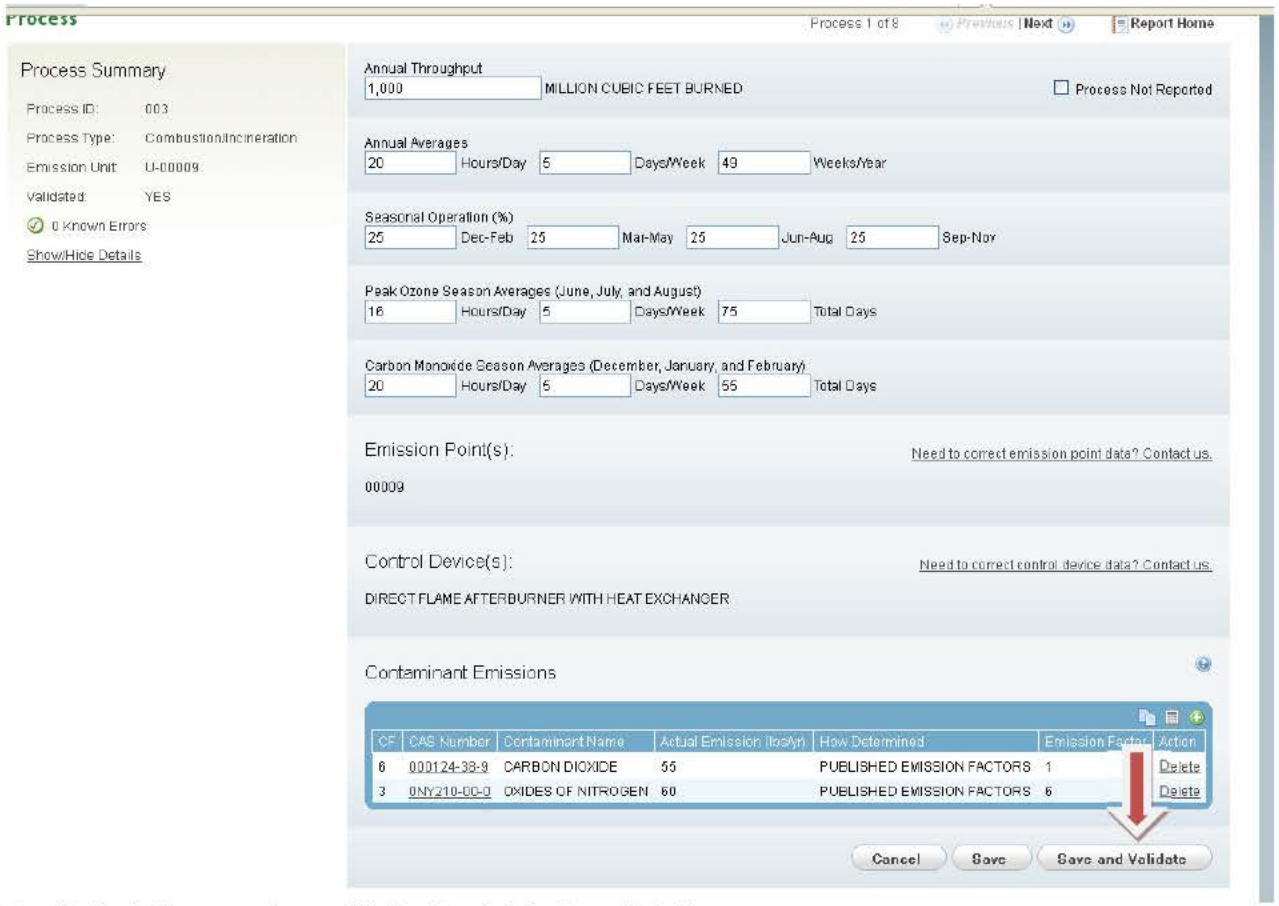
Picture 60



The Process screen reappears (Picture 61).

Step 42: Select 'Save and Validate' at the bottom right of the screen (Picture 61).

Picture 61



To edit Fuel data, continue with Section 1.4.1, Step 43 below.

Section 1.5 Editing 'Fuels'

Step 43: Select 'Report Home' in the upper right side of the Process screen (Picture 62).

(Note: This step assumes the user is already in the system and on the 'Process' screen.)

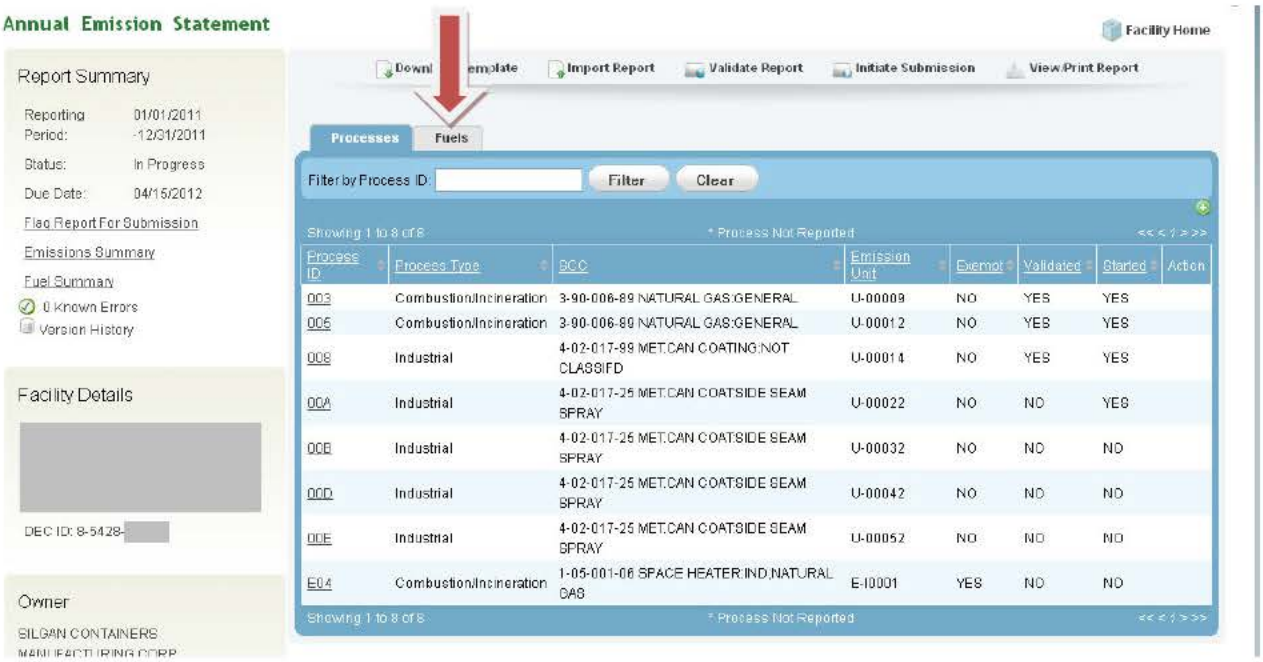
Picture 62

An Annual Emission Statement Report Summary screen opens, Picture 63.

1.5.1 Edit Emissions Statements Fuel Data

Step 44: Select 'Fuels' (Picture 63).

Picture 63



A screen opens that lists all the Fuel Type's in ACE.

Step 45: Select the fuel for review from the list in the 'Fuel Type' column (Picture 64).

Picture 64

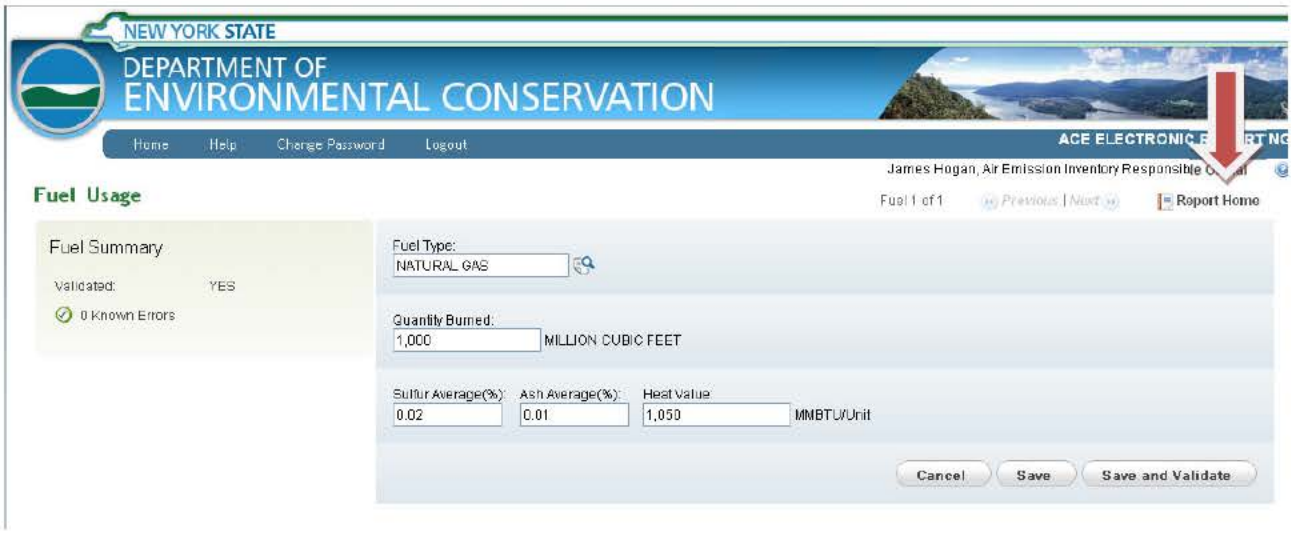
A screen opens showing 'Fuel Usage.' The next step is to edit the Fuel Type data (Picture 65),

Step 46: Select the 'Fuel Type' to be edited.

Picture 65

Step 47: Select 'Report Home' to return to the 'Annual Emission Statement' (Picture 66).

Picture 66



Once all the data is edited, reports validated and errors corrected the next step is to notify the RO the reports are ready for submission.

Step 48: Inform the RO the reports are ready for submission.

Once the RO has been notified, DAR recommends using the 'Activate Flag Report for Submission' option found on the left side of the Report Summary (Picture 67) screen to inform and guide the RO to the specific report ready for submission.

The 'Flag a Report for Submission' is a convenient option that alerts the RO for the users of ACE by placing a link on the 'My Facilities' screens of all the facility ROs. To flag a report follow step 49 below in Section 1.6.

The 'Flag a Report for Submission' is located on the Annual Emission Statement screen (Picture 67).

Section 1.6 Flag a Report for Submission

Step 49: Select 'Flag Report for Submission' located on the left side of the Annual Emission Statement screen (Picture 67).

Picture 67

A link appears on the RO's 'My Facilities screen, and an 'Initiate Submission' message appears on the R.O.'s Home screen alerting the RO(s) the reports are ready for submission (Picture 68).

Picture 68

Continue to Section II.

Section II

2.0 Responsible Official (RO) Report Submission

Report submissions can only be done by a RO. The RO accesses the report by completing Steps 1 through 4 on pages 2 through 4 of Section I in the manual.

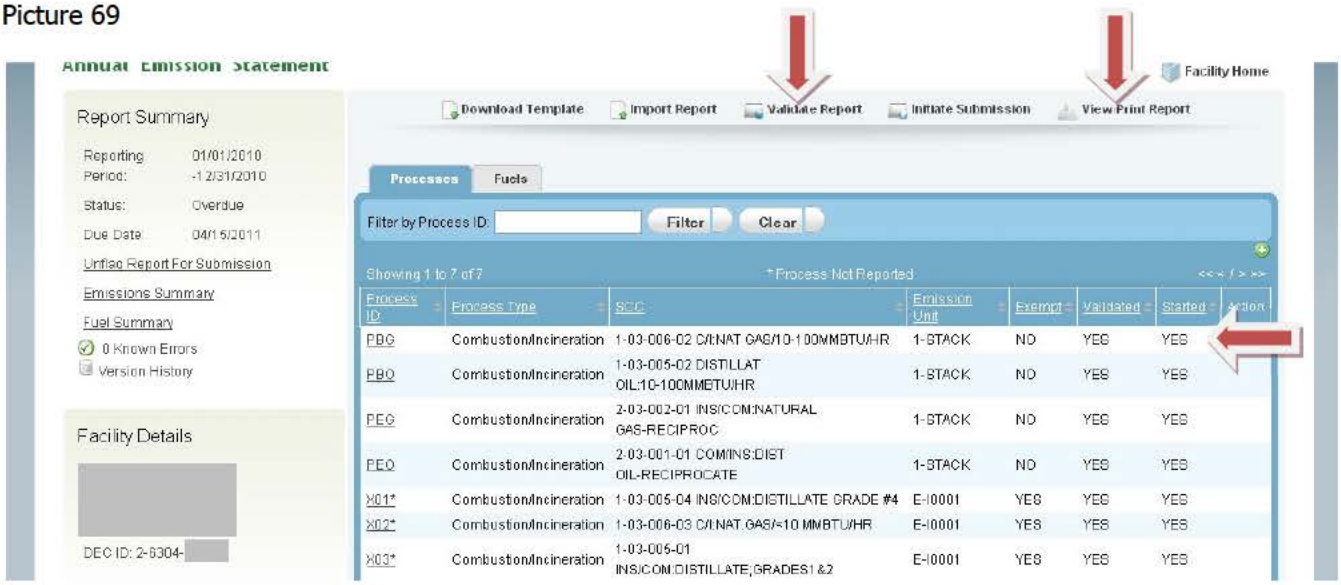
Note: Only the RO can submit a report.

Reports are ready for submission when

1. The data is entered,
2. 'Save and Validate' is complete and the screen displays 'Condition Save and Validate Successful,'
3. 'Validate Reports' is finished and
4. All errors are corrected.

Step 52: The RO may review the data, and print or validate any reports before initiating a submission (Picture 69). Steps to review data are found on Section III, page

Picture 69



Step 50: Select the 'Initiate Submission' link (Picture 70).

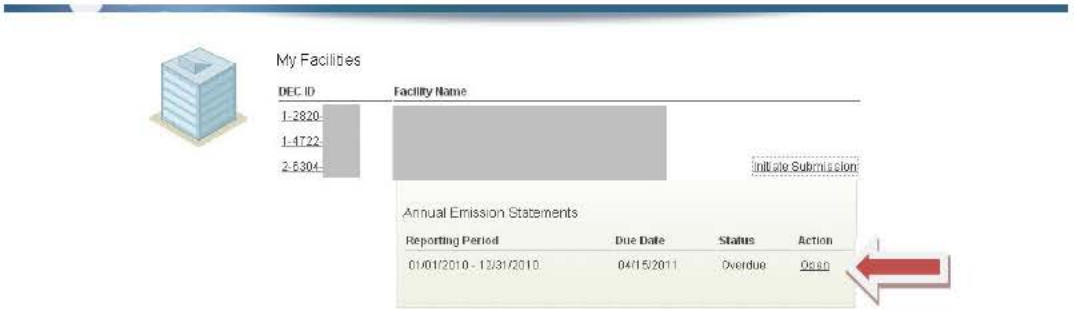
Picture 70

A screen opens listing the reports ready for submission. 'Open' under the 'Action column links to the report (Picture 71).

Picture 71

Step 51: Select 'Open' (Picture 72).

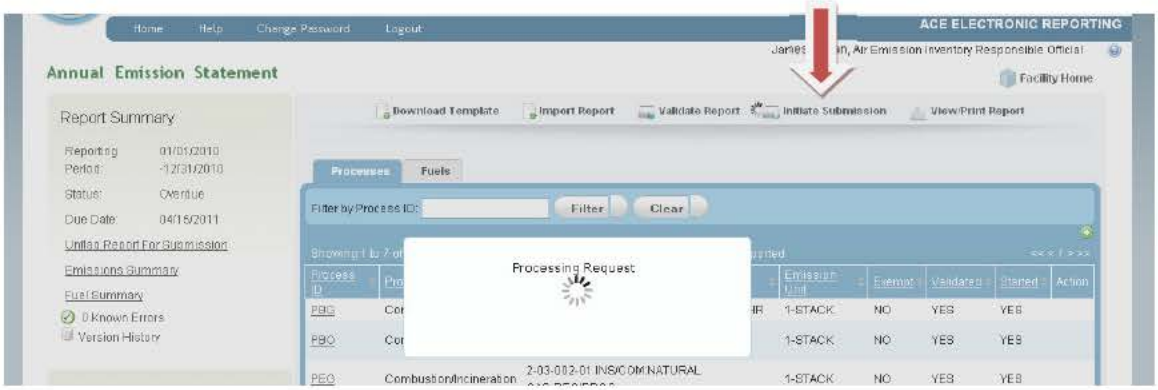
Picture 72



The Annual Emission Statement report page opens listing the reports ready for submission.

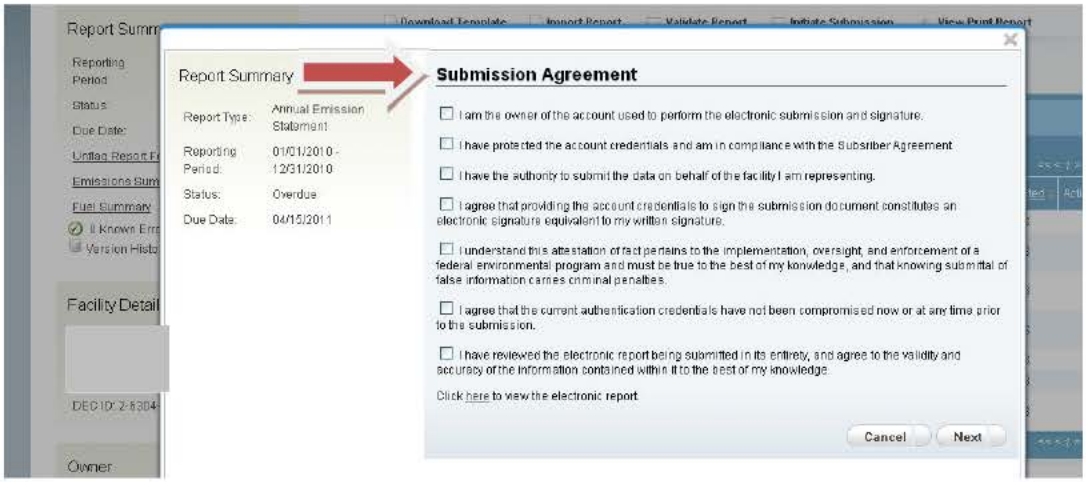
Step 53: Select 'Initiate Submission' on the top menu. (Picture 73)

Picture 73



A 'Submission Agreement' window appears (Picture 74).

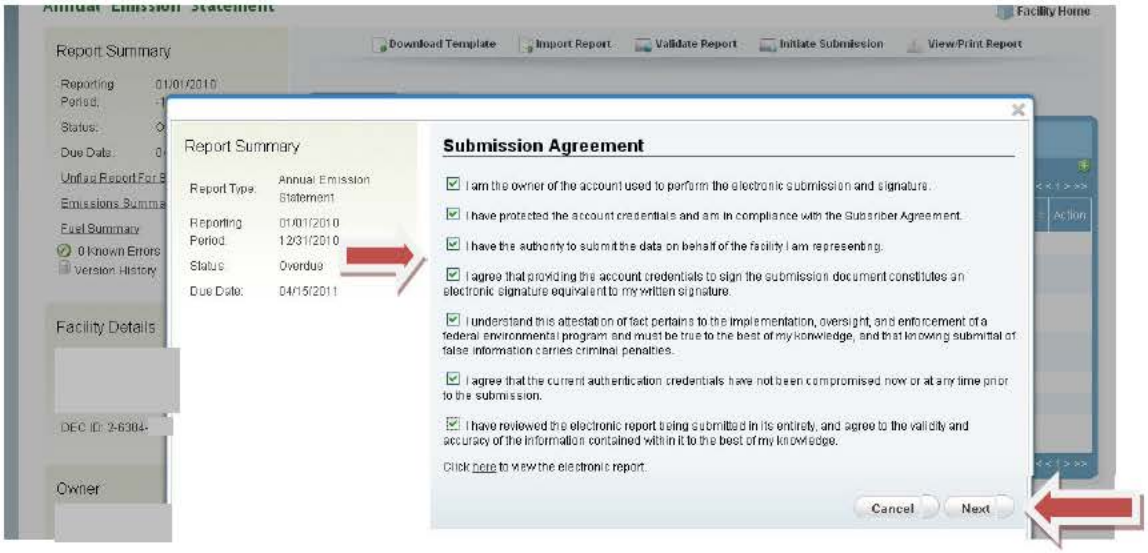
Picture 74



Step 54:

1. **Read the Submission Agreement,**
2. **Check each box to the left of the statements on the screen,**
3. **Select 'Next' located at the bottom right hand of the screen** (Picture 75).

Picture 75

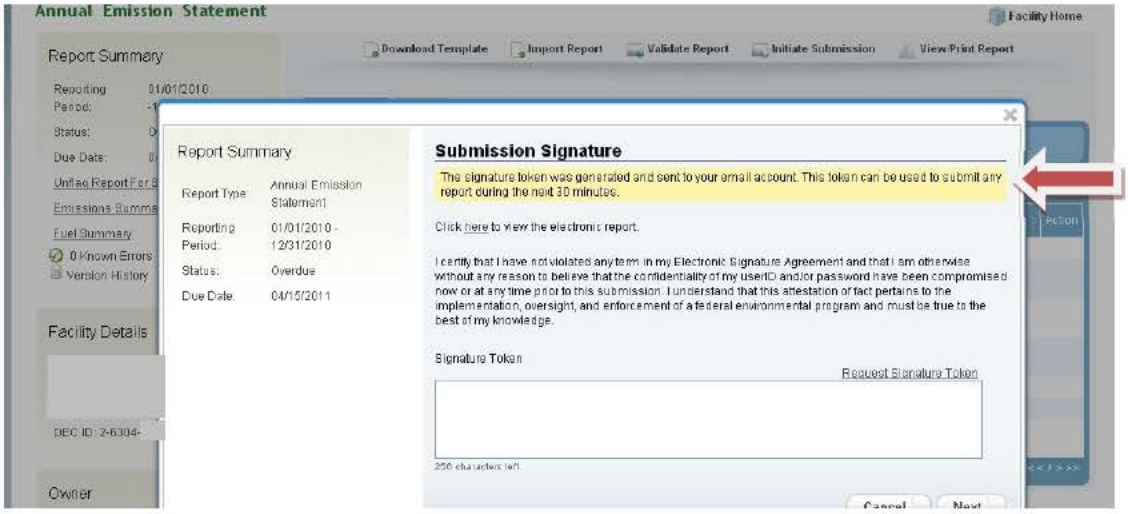


Step 55: Select 'Request Signature Token' (Picture 76)

(Picture 76)

A yellow banter appears notifying the RO the signature token was sent to the email address listed on the initial application (Picture 77).

Picture 77



The token is a sting of characters ranging from 26 to 256 (Picture 78).

Picture 78

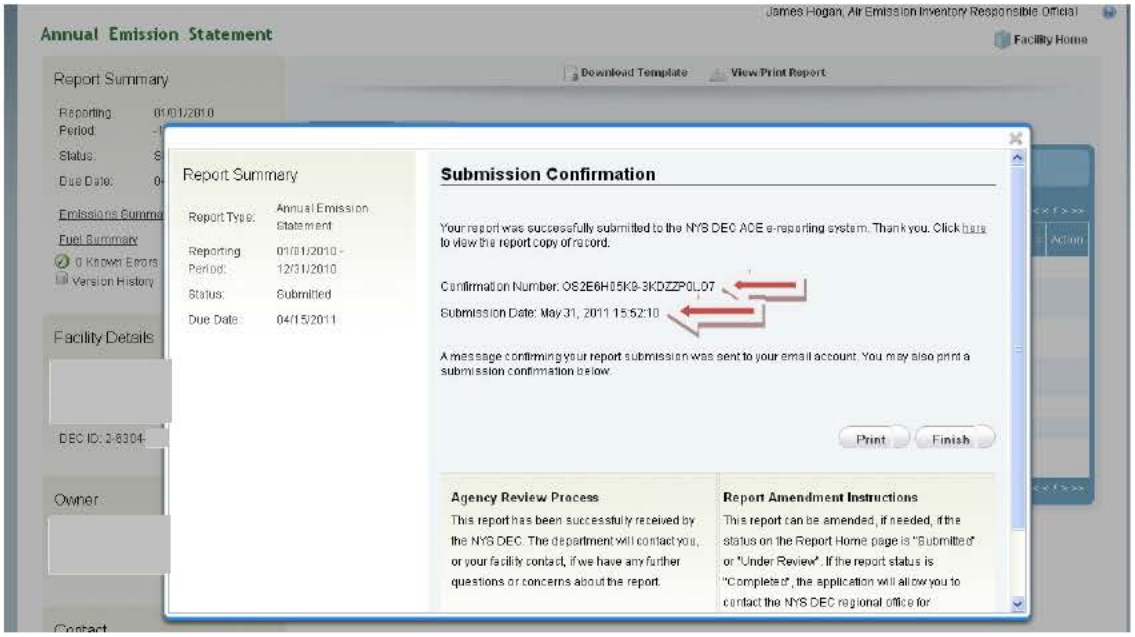
Step 56:

1. **'Cut and Paste' the token into the Signature Token text box** (Picture 79) and
2. **Select 'Next,' located at the bottom right of the screen** (Picture 79).

Picture 79

'Submission Confirmation' including a Confirmation Number and Submission Date with time appears in a pop up window. If the email does not arrive, the user should contact DAR (Picture 80).

Picture 80



Submitting the report to the AFS system is the same as delivering a 'hard copy' to DAR. When the report is accepted, the Screen displays submitted under the 'Action' column (Picture 81)

Picture 81

The report can no longer be edited unless it is amended.

Section III

3.0 Mass Data Upload

Mass Data Upload can be a time saver for the experienced user. The ESE, or the RO completing the steps of a ESE, enters ACE by following steps 1 through 5 described on pages 7 to 8. Mass data entry is done at step 6 instead of entering the conditions manually.

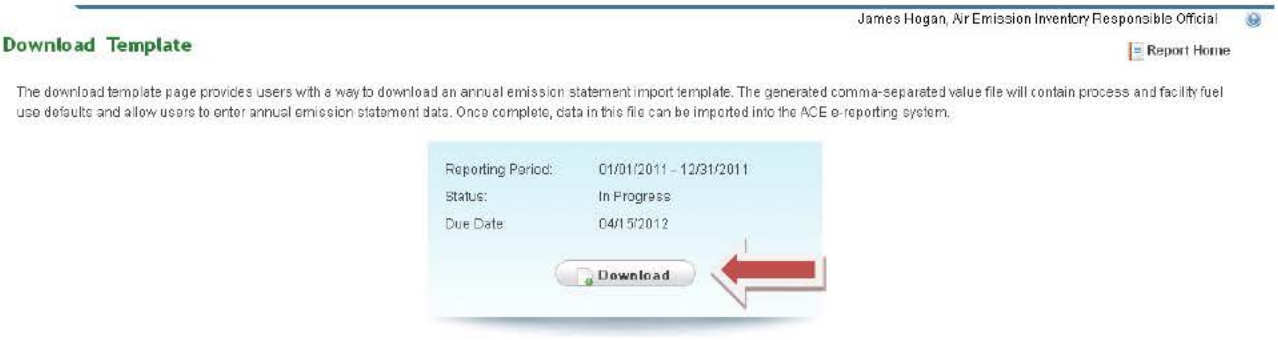
Step 6: Select 'Download Template,' in the Report Summary, located at the top, left of center (Picture 91).

Picture 91

A **Download Template** screen opens (Picture 92).

Step 7: Select 'Download,' located in the center of the screen (Picture 92)

Picture 92



A zip screen opens. Note the opportunity to verify the report period and report dates before download (Picture 92).

Depending on what browser/application that is being used, the template will download to the user's computer (Picture 93):

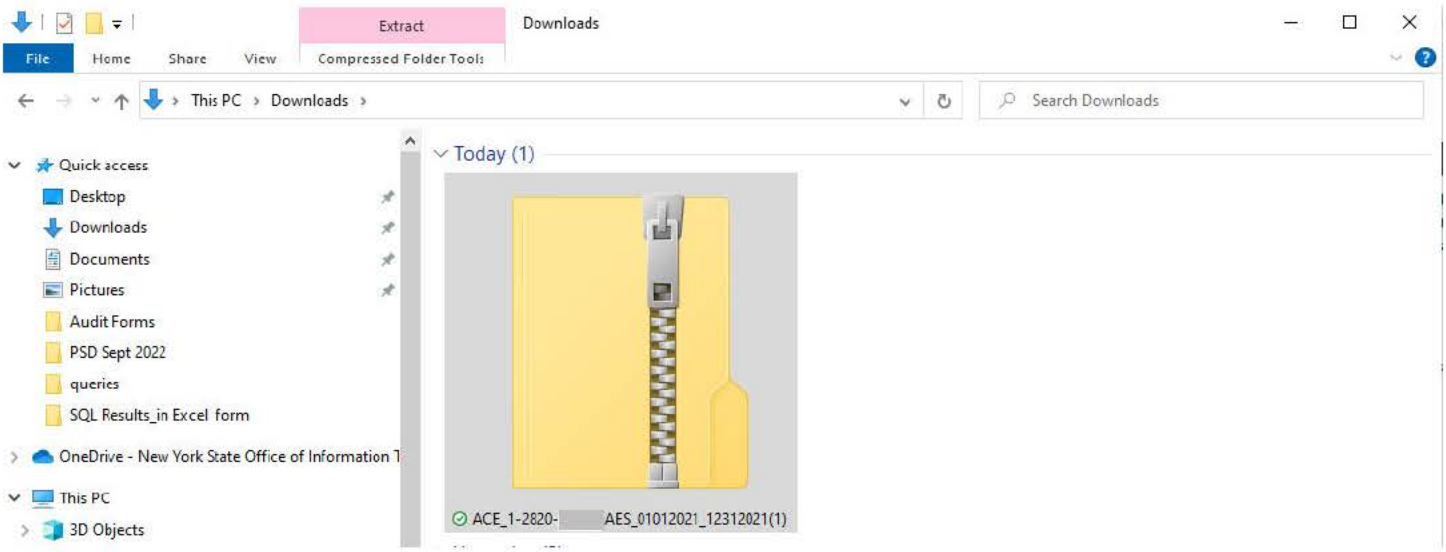
Step 8:

1. **Select 'Save File' to your desktop,** (DAR recommends always saving the compressed folder with the zip files to your desktop) and
2. **Select 'OK'** (Picture 93).

Picture 93

A compressed folder (zip icon shown in Picture 94) containing at least three zip spreadsheet files downloads to your desktop (Picture 94).

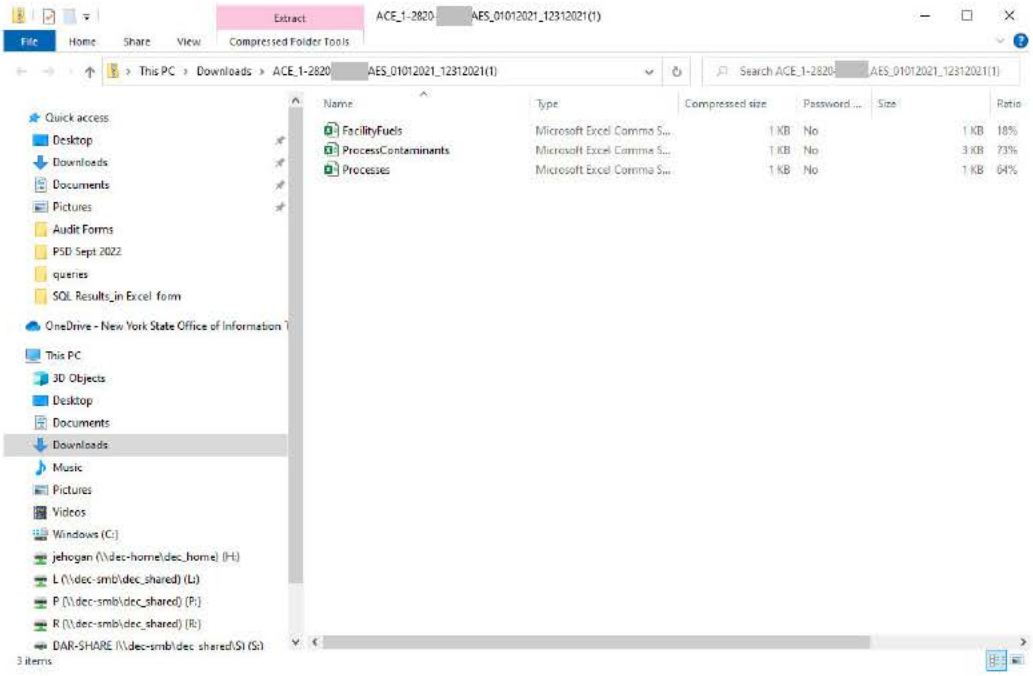
Picture 94



Step 9: Enter into the Win-zip folder.

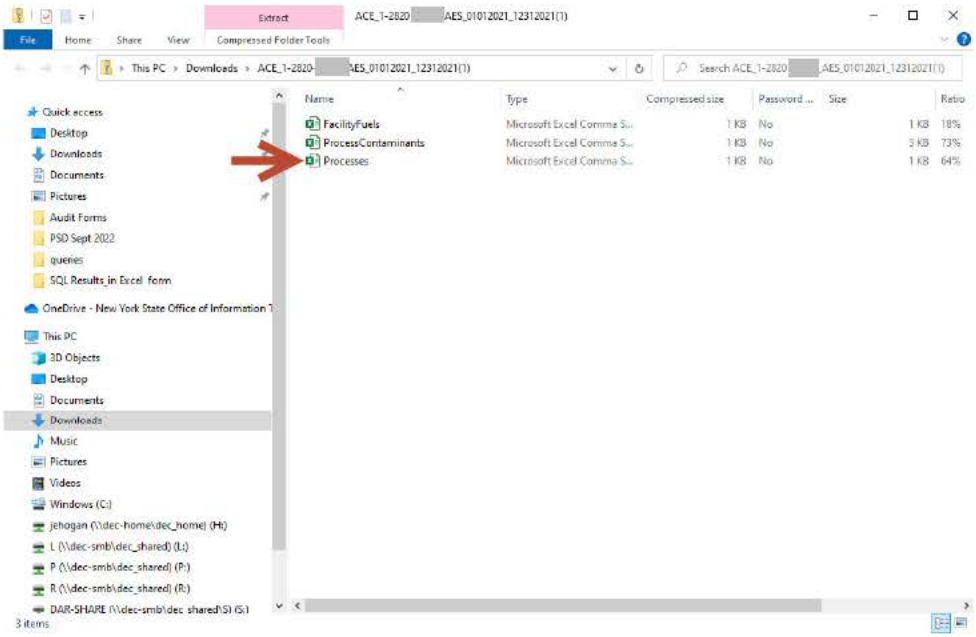
'Processes.CSV,' 'Processes Contaminants. CVS,' and 'FacilityFuels.CSV' are located in this folder (Picture 94). Note: This manual uses Microsoft Excel for this instruction however any spreadsheet program can be used.

Picture 95



Step 10: Open the 'Processes.CSV' spreadsheet (Picture 96)

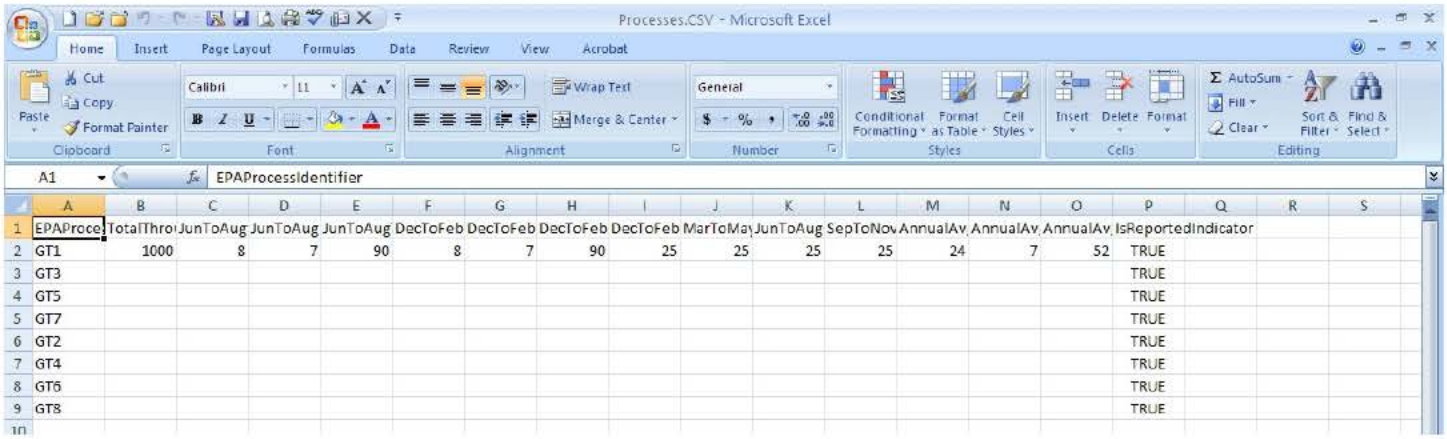
Picture 96



Column A, (EPA Process Identifier) and Column P (Is Reported Indicator) contain existing operating information from the permit data and ASF (Picture 97).

When entering data for 'Annual Averages', 'Seasonal Operation (%)', Peak Ozone Season Averages (June, July, and August)', and 'Carbon Monoxide Season Averages (December, January, and February)' ***whole number digits*** is required. No decimal points or numerical representation of tenths, hundreds, etc. are accepted by the system. For example, if the through calculations the Hours/Day was determined to be 11.2 under the Annual Averages, the number to be used is 11.

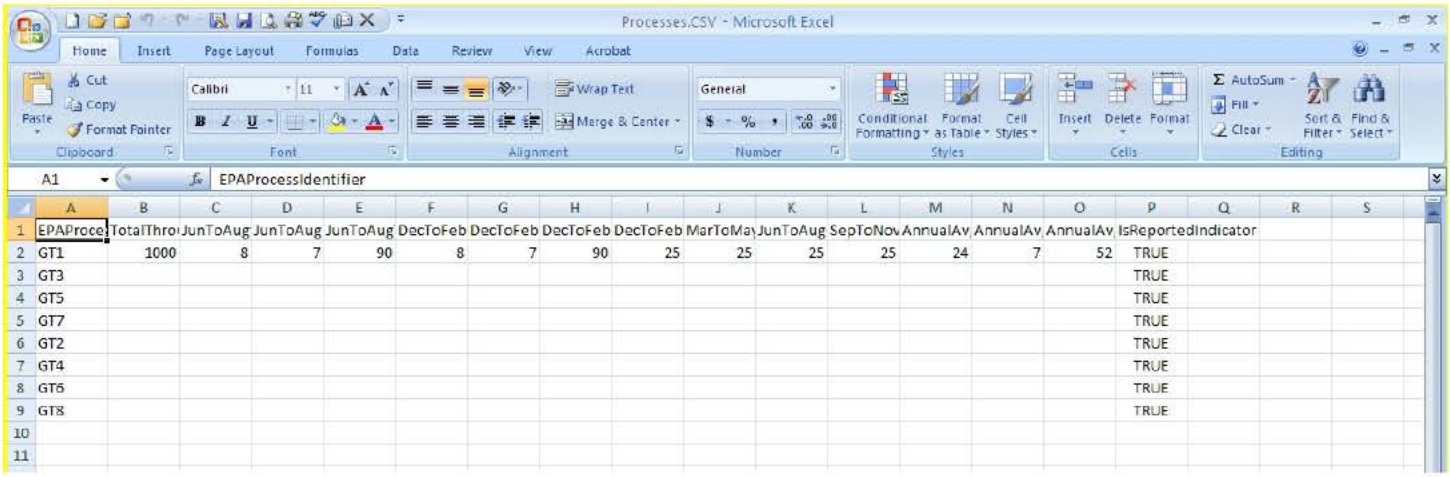
Picture 97



Step 11: Enter all data for each "Process".

Alternatively, the ESE could also go through the processes *AFTER* uploading in order to change any data as. Picture 98 shows an example of data entered for a specific process.

Picture 98

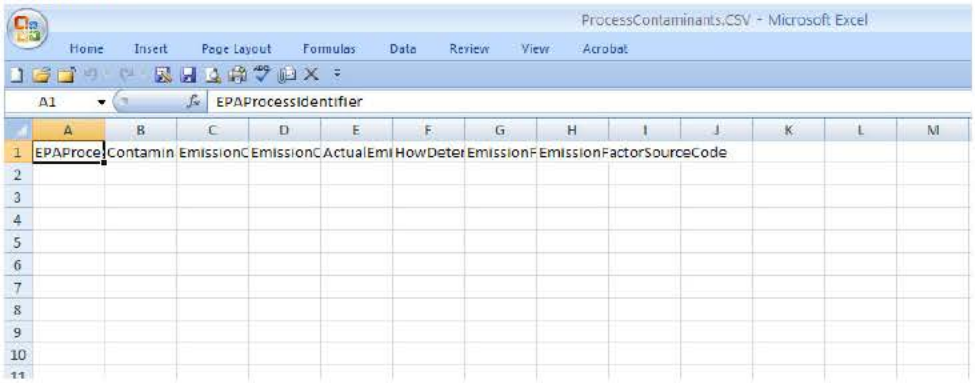


Step 12: Save 'Processes.CSV' and leave open on the desktop for reference with "Process Contaminants.CVS.'

An error message may appear informing the ESE that saving in CSV form may result in loss data. A prompt asks if you want to save anyway. Select 'Yes.'

Step 13: Open the 'ProcessContaminants.CSV' spreadsheet (Picture 99)

Picture 99



Step 14: Enter physical emissions data for each of the columns.

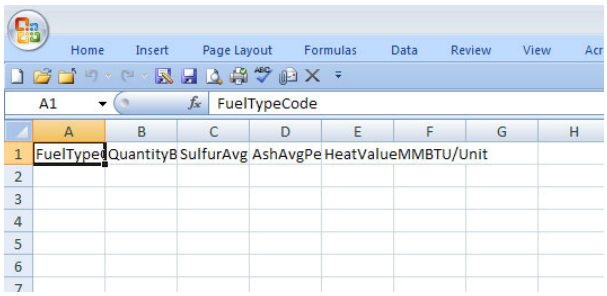
a. The processes listed in the 'Processes' file (see Step 13) above must be entered into this file. Column A must include the process for which the contaminant will be associated with the active permit.
b. This column, ContaminantCASNumber, includes all of the Contaminants associated with the process.
c. This column, EmissionControlEfficiencyPercent, is associated with any controls that are placed on the process.
d. This column, EmissionCaptureEfficiencyPercent, again is associated with any controls that are placed on the process.
e. This column, ActualEmissionQuantity, requires the actual emitted quantities to be listed.
f. This column, HowDeterminedCode, details how the emission quantities were calculated. This information corresponds to the data in Addendum 1.

g. This column, EmissionFactor, is directly related the ActualEmissionQuantity column. This factor is used to calculate the emissions with the 'Annual Throughput'.
h. This column, EmissionFactorSourceCode, details the source from where HowDeterminedCode came from This information corresponds to the data in Addendum 1.

Step 15: Complete both 15A and 15B.
A. **Save to the desktop as 'ProcessContaminants.CSV' and**
B. **Close the file.**

Step 16: Open the 'FacilityFuels.CSV' spreadsheet (Picture 100)

Picture 100



Step 17: Enter data for each Fuel Type.

Step 18: Save the data in an Excel format.

Step 19: Then Save on the desktop as 'FacilityFuels.CSV' (Note: ACE only recognizes the CSV file type)**. Close out of the file.**

Step 20: Re-zip each of the CSV spreadsheet files as follows:
a.) Open WinZip Wizard by selecting the WinZip Folder on the desktop,
b.) Select 'Next,'
c.) Select Update 'ACE...' and select 'Next,'
d.) Select 'Add files,' A window of the files on desktop appears;
    a. Find the unzipped files,
    b. Add each file,
e.) Select 'Zip Now,'
f.) Select 'Finish.'

NOTE: In order to process any submission, the user must submit *all three files,* **'Processes.CSV'** and the **'FacilityFuels.CSV'** *regardless whether or not data has been entered. Therefore, even when the emissions report does not contain a 'fuel', the three files must be submitted together.*

The ACE Report screen remains open throughout the mass data entry. Re-login if necessary.

Section IV

4.0 Processes Review

Once ACE is up and running, data summaries and reports provide the engineer who reviews the data with an opportunity to make sure the data is consistent with facility operations.

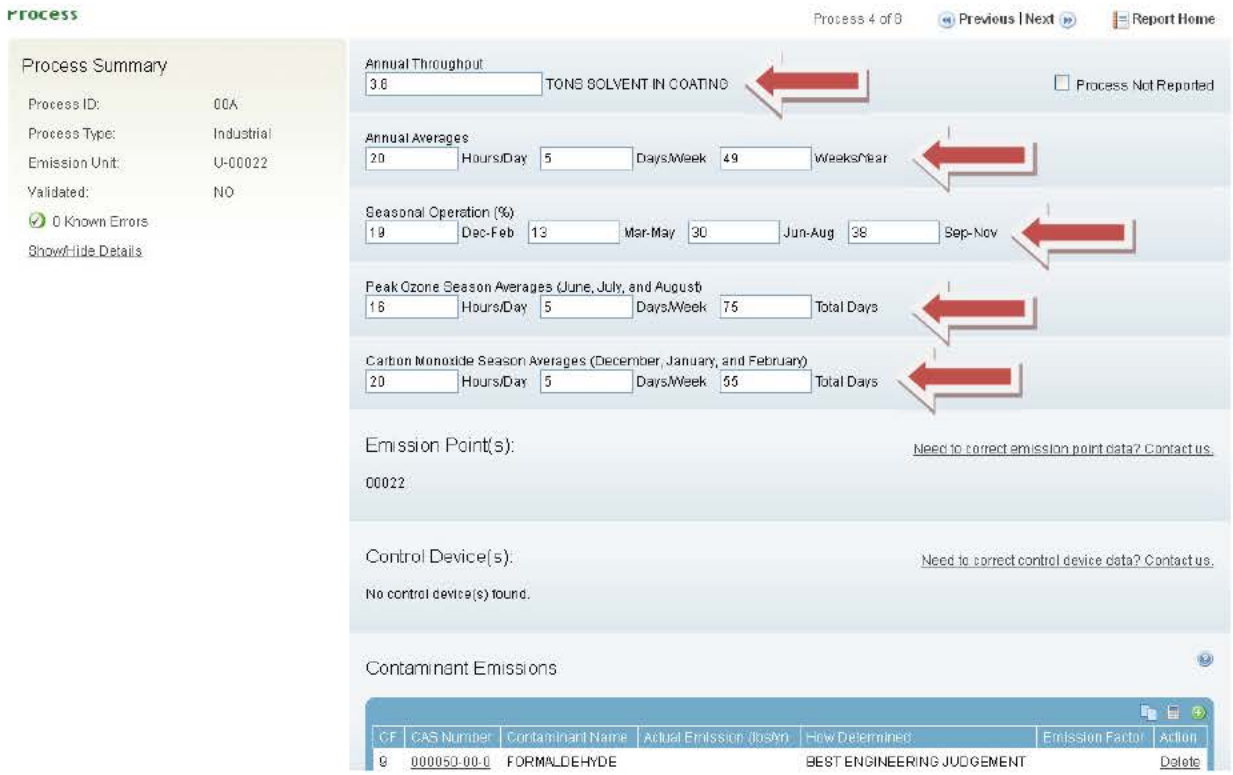
Step 1: Select a process from the Process ID column located on left side of the chart (Picture 101).

Picture 101

A Process screen opens showing data entry fields (Picture 102).

Step 2: Review data in all fields (Picture 102).

Picture 102



Section 4.1 Contaminant Emissions Review

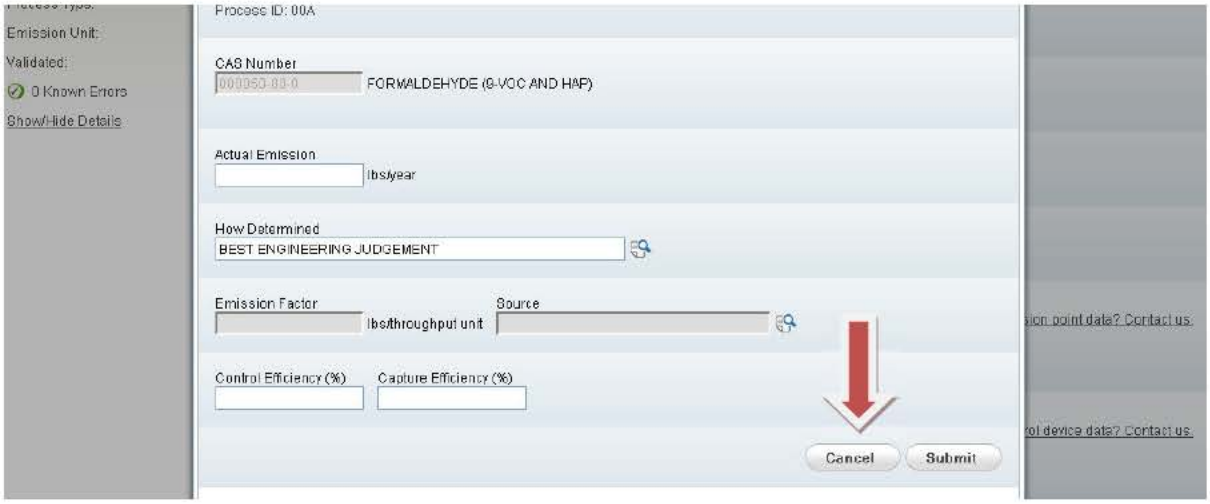
Review 'Contaminant Emissions' data associated with this process.

Step 1: Select the number in the CAS Number column (Picture 103)**.** Remember to 'Save and Validate' all changes.

Picture 103

Step 2: Select 'Cancel' when all the data has been reviewed (Picture 104)**.**

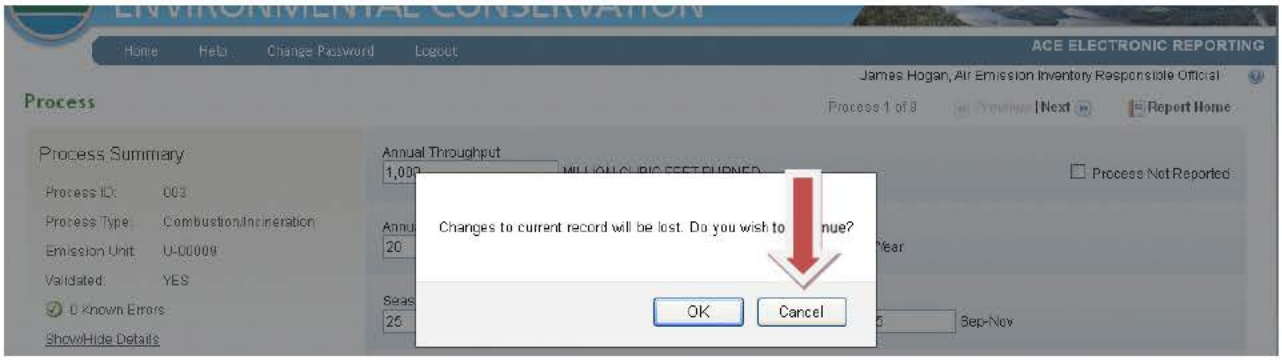
Picture 104



If Step 2 is skipped, a window will open prompting the user to save changes.

Step 3: Select 'Cancel' to save any changes (Picture 105). If 'OK' is selected, all changes will be lost.

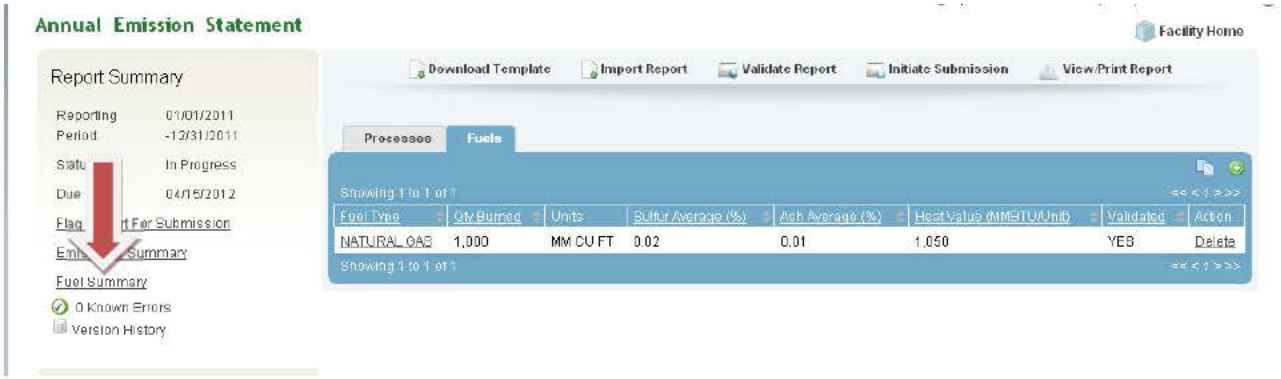
Picture 105



The Process Screen re-appears. Next, a facility may want to review the Fuels data.

Step 4: Select 'Fuel Summary' (Picture 106)**.**

Picture 106



A screen appears that lists the fuel types and their Emissions in ACE (Picture 107).

Picture 107

Section V

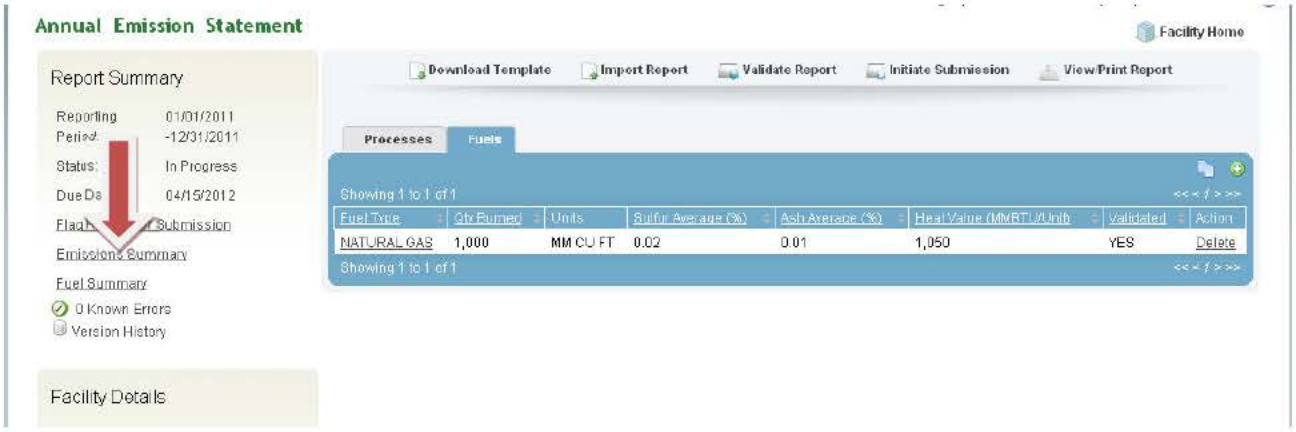
5.0 Data Summary

ACE provides a summary of data for both Emissions and Fuel reports. A Data Summary provides the big picture of overall facility emissions relative to future decision-making and direction.

To create a data Summary follow Steps 1 to 4 on pages 4 to 5, then complete steps 1 and 2 below.

Step 1: Select 'Emissions Summary' (Picture 108)

Picture 108



A screen appears that lists all the Contaminants with associated emissions (Picture 109).

Step 2: Select the 'X' in the upper right hand corner.

Picture 109

The screen closes and the Annual Emission Statement screen reappears.

Addendum 1

Code Lists

When using a ‘Template' to upload data, users will need the following codes in order to describe “How Determined” and “Emission Factor Sources” with the file.

In the 'ProcesssContaminants.csv' file, the following columns need a code entered instead of a description: HowDeterminedCode and EmissionFactorSourceCode.

For HowDeterminedCode column please use the following codes:

How Determined **Code**	How Determined **Description**
01	STACK TEST OF EMISSIONS
02	MATERIAL BALANCE CALCULATIONS OR FUEL ANALYSIS
03	PUBLISHED EMISSION FACTORS
04	BEST ENGINEERING JUDGEMENT
05	STACK TEST OF EMISSIONS FROM IDENTICAL EMISSION SOURCE
06	STACK TEST OF EMISSIONS FROM GEOMETRICALLY SIMILAR EMISSION SOURCE
07	CONTINUOUS STACK MONITORING
08	MODELING, EMISSION ESTIMATION SOFTWARE
09	MANUFACTURERS GUARANTEE

For EmissionFactorSourceCode column please use the following codes:

Emission Factor Source Code	**Emission Factor Source Description**
1	FIRE
2	AP-42
A	PERMIT
C	CUSTOM
G	GREAT LAKES COMMISSION