

Electronic Reporting

Submittal of Compliance
Certifications, Monitoring Reports
and Emission Inventory Statements

Electronic Reporting

- The Division of Air Resources is developing a system to submit reports electronically. This system will be available for annual compliance certifications, semi-annual monitoring reports, capping certifications and emissions inventory statements.
- The methods of submittal will be: Direct data entry through a website; upload of a spreadsheet; or paper.
- Title V facilities were sent a copy of DAR-11 “Electronic Reporting”. This policy includes an application for facilities that want to submit electronically. On this application, the facility will identify the method of submittal, the responsible official for the facility (i.e., the person who signs the report), data entry editors and data entry reviewers.

How will the system work?

- Users will be given a userID and password to enter the website.
- The system will know who you are and what facilities you have rights to.
- The initial screen will look like this:

Air Certification and Emissions Electronic Reporting - Microsoft Internet Explorer

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Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://dectest.dec.state.ny.us/ace/app/home> Go Links

NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Home Help Logout **ACE ELECTRONIC REPORTING** TEST USER 1-1

Welcome

The Air Certification and Emissions Electronic Reporting (ACE e-reporting) system enables the regulated Title V community with electronic reporting of annual and semi-annual compliance certifications, capping certifications, and annual emissions statements, to the New York Department of Environmental Conservation (DEC). This capability is provided through easy-to-use web interfaces that will improve the timeliness, efficiency, and accuracy of the reported data, while reducing the paperwork burden to the regulated community and DEC.

My Facilities

DEC ID	Facility Name
1-2820-00947	GLOBAL COMPANIES LLC - INWOOD TERMINAL
2-6204-00064	NY - PRESBYTERIAN HOSPITAL-525 E 68TH ST

News

- ACE e-reporting system design phase completed!**
August 21, 2009
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[MORE](#)
- ACE e-reporting system begins development phase**
August 24, 2009
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About

The New York Department of Environmental Conservation (DEC) has implemented an online electronic reporting application for the regulated Title V community to use to meet their permitted compliance certification and annual emissions statement reporting requirements. For questions or comments regarding this system, please [contact us](#).

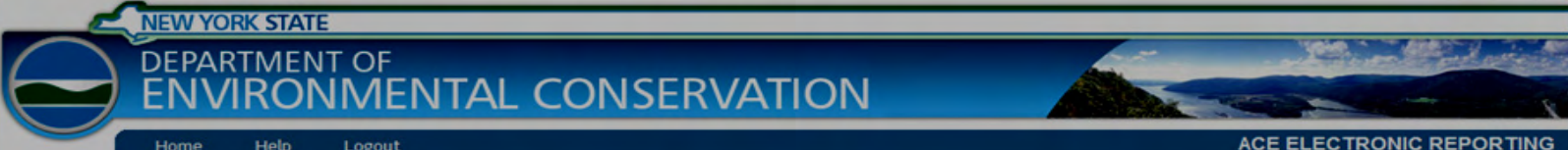
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start Novell GroupWise - M... Mail From: Bret Smith ... Air Certification and E... Document1 - Microsof... 8:16 AM

Facility Information

- Clicking on a facility gives a listing of information about that facility (location, permits, list of people who can work on the reports/statements for the facility).



FACILITY

Facility Details

GLOBAL COMPANIES LLC - INWOOD TERMINAL
 464 DOUGHTY BLVD
 INWOOD, NY 11096
 DEC ID: 1-2820-00947

Compliance Certification

Permits By Facility Air Compliance Responsible Official (ACRO)

Permit Number	Effective from	Effective to	Renewal
1-2820-00947-00002	07/25/2005	07/24/2010	1

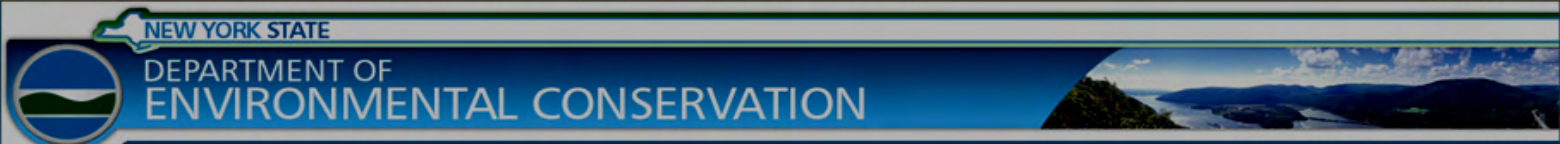
Authorized Users

User	Role
TEST USER 1-1	ACRO
TEST USER 1-2	ACED
TEST USER 1-3	ACRV
	AERV

[Need to add/modify user account?](#)

Report Listing

- A listing of reports associated with a particular permit will come up.
- The due data, reporting period and status for each report is listed.
- Clicking on Action takes you to that report.



FACILITY

Facility Details

GLOBAL COMPANIES LLC - INWOOD TERMINAL
 464 DOUGHTY BLVD
 INWOOD, NY 11096
 DEC ID: 1-2820-00947

Authorized Users

User	Role
TEST USER 1-1	ACRO
TEST USER 1-2	ACED
TEST USER 1-3	ACRV AERV

[Need to add/modify user account?](#)

Compliance Certification

Permits By Facility

Air Compliance Responsible Official (ACRO)

Permit Number	Effective from	Effective to	Renewal
1-2820-00947-00002	07/25/2005	07/24/2010	1

Compliance Certifications for Permit: 1-2820-00947-00002, Renewal 1

Type	Report Start Date	Report End Date	Due Date	Submission Date	Status	Action
Semi-Annual	10/01/2008	03/31/2009	04/30/2009		Overdue	Continue
Semi-Annual	04/01/2009	09/30/2009	10/30/2009		Not Started	Start
Semi-Annual	10/01/2009	03/31/2010	04/30/2010		Not Started	Start
Annual	04/01/2009	03/31/2010	04/30/2010		Not Started	Start
Annual	04/01/2010	07/24/2010	04/30/2011			

Conditions

- Selecting a report will give a list of conditions to be certified, reported, etc.
- Clicking on the condition link, brings you that particular condition. You fill out the Requirement synopsis, Compliance method description or Non-Applicability Description.
- Clicking on Deviation, takes you to the Deviation pop up.

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Back Forward Stop Home Search Favorites

Address https://dectest.dec.state.ny.us/ace/app/?x=ghSrfEfy2r3LNbcQzAfh9TwxRcC0hdzb31ATptZULKeQTMjks9zdwj61Kp**IDF*byFChM*cAixK5*A70suGDBRO38*Vp-sOrUe**IRYhZaw2-UygFZU-eW1tg6PH8IE8nEel.3Tc Go Links

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 TEST USER 1-1, Air Compliance Responsible Official

COMPLIANCE CERTIFICATION REPORT [Facility Home](#)

Download Template Import Report Validate Report Initiate Submission View/Print Report

Report Summary

1-2820-00947-00002
 Renewal 1

Report Type: Annual

Reporting Period: 04/01/2009 - 03/31/2010

Status: Not Started

Due Date: 04/30/2010

0 Known Errors
[View Version History](#)

Facility Details

GLOBAL COMPANIES LLC - INWOOD TERMINAL
 464 DOUGHTY BLVD
 INWOOD, NY 11096
 DEC ID: 1-2820-00947

Owner Details

GLOBAL COMPANIES LLC
 800 SOUTH ST
 WALTHAM, MA 02453

Regulatory Citation Filter Clear

Showing 1 to 25 of 40 << < 1 2 >>

Condition #	Description	Begin Date	End Date	Regulatory Citation	Permit Level	Compliance Status	Deviation (s)	Started	Validated
1	Emission Unit Definition	04/01/2009	03/31/2010	6 NYCRR Subpart 201-6	FACILITY		0	NO	NO
10	Gasoline RVP Limitation - May 1st thru September 15th	04/01/2009	03/31/2010	6 NYCRR 225-3.3 (a)	FACILITY		0	NO	NO
11	Facility Specific Monitoring	04/01/2009	03/31/2010	6 NYCRR 229.3 (a)	FACILITY		0	NO	NO
12	Facility Specific Monitoring	04/01/2009	03/31/2010	6 NYCRR 229.3 (e) (1)	FACILITY		0	NO	NO
13	Facility Specific Monitoring	04/01/2009	03/31/2010	6 NYCRR 229.5	FACILITY		0	NO	NO
14	Date of construction notification - If a COM is not used.	04/01/2009	03/31/2010	40 CFR 60.7 (a)	FACILITY		0	NO	NO
15	Facility Specific Monitoring	04/01/2009	03/31/2010	40 CFR 60.113b (a)	FACILITY		0	NO	NO
16	Facility Specific Monitoring	04/01/2009	03/31/2010	40 CFR 60.115b (a)	FACILITY		0	NO	NO
17	Facility Specific Monitoring	04/01/2009	03/31/2010	40 CFR 60.116b	FACILITY		0	NO	NO
18	Accidental release	04/01/2009	03/31/2010	40 CFR Part	FACILITY		0	NO	NO

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Condition Listing

Deviations

- To add a deviation, click on Deviations
- Select the type (Emissions exceedance or Recordkeeping)
- Give the Beginning and End Date of the Deviation and the date of the written report
- Describe the deviation, the cause and the remedy

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Address https://dectest.dec.state.ny.us/ace/app/?x=dSTzvNy*hzpYdb1*ZzXcQ Go Links

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Home Help Logout **ACE ELECTRONIC REPORTING**

TEST USER 1-1, Air Compliance Responsible Official

COMPLIANCE CO

Condition Summary

Condition Number:
Regulatory Citation:
Permit Level:
Begin Date:
End Date:
Validated:
Deviations:
0 Known Errors

Deviations
No deviations exist for

Emissions Exceedance
Number of Occurrences: 1

Begin Date: 4/22/2008
End Date: 4/236/2008
Written Notification Date: 4/27/2008

Description:
This is a deviation explanation
3909 characters left

Save and Validate

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Deviation Screen

Electronic Signature

- The Responsible Official (RO) is the person who 'signs' the report, certification, emission statement.
- To sign the item being submitted, the RO, on the signature page, will check a number of boxes regarding the item they are signing (that they intend to sign and submit, that the user information is correct, that they have protected the integrity of the password, that the item is subject to FOIL upon submittal) and then they will enter their userID and password.
- The RO will then receive, via their e-mail account, a 'token' (an alphanumeric string) to be copied and pasted on the appropriate spot.

Frequently Asked Questions (FAQs)

- Is there a deadline for submittal of the electronic reporting application?
- No; the facility can take their time to decide the method of submittal they want to pursue.

FAQs

- Once we select a method, can it be changed?
- Yes; just tell DAR which method you are switching to.
- Can there be more than one RO?
- Yes; whoever is qualified to be an RO (as defined by 6 NYCRR 201-2.1(b)(28), can be listed. Only one RO has to sign the item being submitted.