

Air Certification and Emissions Electronic Reporting (ACE) Manual

Air Emissions Electronic Reporting

Table of Contents

Introduction.....	3
Disclaimer	3
Getting Started.....	4
Authorized Users and Roles	4
Personnel Changes	4
Section I	
1.0 Initial Data Entry	6
1.0.1 All Authorized Users and Logon	6
1.1 Emission Statement ‘Processes’ Steps	7
1.1.1 ‘Processes’ data entry	7
1.1.2 ‘Contaminant Emissions’ Data Entry.....	11
1.1.3 Completing the ‘How Determined’ Field.....	16
1.1.3.1 Completing the ‘How Determined’ field using Direct Emissions Monitoring Reporting.....	16
1.1.3.2 Direct ‘Actual Emission’ Contaminant Data Entry.....	17
1.1.4 Completing the ‘How Determined’ field using Indirect ACE Calculated Contaminant Emissions Reporting	19
1.1.4.1 Indirect Calculated ‘Actual Emission’ Contaminant Data Entry for Emissions Reporting	22
1.2 Emission Statement ‘Fuels’ Data Entry Steps.....	26
1.2.1 ‘Fuels’ data entry	26
1.3 Validating a Report.....	31
1.4 Editing ‘Processes’	32
1.4.1 Editing Contaminant Data.....	34
1.5 Editing ‘Fuels’	35
1.5.1 Edit Emissions Statements Fuel Data	36
1.6 Flag a Report for Submission	38
Section II	
2.0 Responsible Official (RO) Report Submission.....	38
Section III	
3.0 Mass Data Upload.....	43
Section IV	
4.0 Processes Review.....	48
4.1 Contaminant Emissions Review.....	49

Section V

5.0 Data Summary.....52

ADDENDUM 1

CODE Lists.....54

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:

<https://dec.ny.gov/environmental-protection/air-quality/air-compliance-emissions-reporting>

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:

<https://dec.ny.gov/environmental-protection/air-quality/air-compliance-emissions-reporting>.

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

The screenshot shows the 'Facility' page with the 'Emission Statements' tab selected. A red arrow points to this tab. The page displays 'Permits By Facility' and 'Air Compliance Responsible Official (ACRO)'.

Permit Number	Effective From	Effective To	Renewal
9-1464	01/30/2009	01/29/2014	1
9-1464	10/29/2001	01/29/2009	0

Authorized Users:

User	Role
James E Hogan	AERO
	ACRO

Need to add/modify user account?

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

Picture 4

The screenshot shows the 'Annual Emissions Statement' screen. A red arrow points to the 'Start' button under the 'Action' column.

Report Start Date	Report End Date	Due Date	Status	Action
01/01/2010	12/31/2010	04/15/2011	Overdue	Start

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

The screenshot shows the 'Annual Emissions Statement' screen with the 'Processes' tab selected. A red arrow points to this tab. The page displays a 'Report Summary' and a table of processes.

Report Summary:

Reporting Period	Status	Due Date
01/01/2010 - 12/31/2010	Overdue	04/15/2011

Flag Report For Submission

Emissions Summary

Fuel Summary

0 Known Errors

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

Processes Fuels

Filter by Process ID: Filter Clear

Showing 1 to 14 of 14 * Process Not Reported

Process ID	Process Type	SCO	Emission Unit	Exempt	Validated	Started	Action
E01	Industrial	3-05-018-13 LIME MFG SILOS	E-10001	YES	NO	NO	

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

Picture 6

Annual Emission Statement

Report Summary

Reporting Period: 01/01/2010 - 12/31/2010
Status: Overdue
Due Date: 04/15/2011

Flag Report For Submission

Emissions Summary
Fuel Summary
0 Known Errors
Version History

Facility Details

Download Template Import Report Validate Report Initiate Submission View Print Report

Processes Fuels

Filter by Process ID: Filter Clear

Showing 1 to 14 of 14 * Process Not Reported

Process ID	Process Type	SOC	Emission Unit	Exempt	Validated	Started	Action
E01	Industrial	3-05-016-13 LIME MFG:SILOS	E-10001	YES	NO	NO	
E02	Combustion/Incineration	2-02-002-02 IND:NATURAL GAS-RECIPROCATING	E-10001	YES	NO	NO	
E03	Industrial	4-04-004-13 U-GROUND:FUEL #2,BREATH LOSS	E-10001	YES	NO	NO	
E04	Industrial	4-04-004-14 U-GROUND:FUEL#2,WORKING LOSS	E-10001	YES	NO	NO	

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

Process Summary

Process ID: P21
Process Type: Combustion/Incineration
Emission Unit: U-00002
Validated: NO
0 Known Errors
Show/Hide Details

Annual Throughput: [] TONS BURNED ☐ Process Not Reported

Annual Averages: [] Hours/Day [] Days/Week [] Weeks/Year

Seasonal Operation (%): [] Dec-Feb [] Mar-May [] Jun-Aug [] Sep-Nov

Peak Ozone Season Averages (June, July, and August): [] Hours/Day [] Days/Week [] Total Days

Carbon Monoxide Season Averages (December, January, and February): [] Hours/Day [] Days/Week [] Total Days

Emission Point(s): 00002 [Need to correct emission point data? Contact us.](#)

Control Device(s): ELECTROSTATIC PRECIPITATOR [Need to correct control device data? Contact us.](#)

Contaminant Emissions

CF	CAS Number	Contaminant Name	Actual Emission (lb/yr)	How Determined	Emission Factor	Action
----	------------	------------------	-------------------------	----------------	-----------------	--------

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

Process Summary

Process ID: 00A
 Process Type: Industrial
 Emission Unit: U-00022
 Validated: NO
 0 Known Errors
[Show/Hide Details](#)

Annual Throughput
 10 TONS SOLVENT IN COATING ☐ Process Not Reported

Annual Averages
 20 Hours/Day 5 Days/Week 49 Weeks/Year

Seasonal Operation (%)
 19 Dec-Feb 13 Mar-May 30 Jun-Aug 38 Sep-Nov

Peak Ozone Season Averages (June, July, and August)
 16 Hours/Day 5 Days/Week 75 Total Days

Carbon Monoxide Season Averages (December, January, and February)
 20 Hours/Day 5 Days/Week 55 Total Days

Emission Point(s): 00022 [Need to correct emission point data? Contact us.](#)

Control Device(s): No control device(s) found. [Need to correct control device data? Contact us.](#)

Contaminant Emissions

CF	CAS Number	Contaminant Name	Actual Emission (lbs/yr)	How Determined	Emission Factor	Action
----	------------	------------------	--------------------------	----------------	-----------------	--------

'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

Process Summary

Process ID: P21
 Process Type: Combustion/Incineration
 Emission Unit: U-00002

Annual Throughput
 184.00000 TONS BURNED ☐ Process Not Reported

Annual Averages
 1 Hours/Day 1 Days/Week 1 Weeks/Year

Process save and validate successful.

Process 5 of 14 [Previous](#) [Next](#) [Report Home](#)

James Hogan, Air Emission Inventory Responsible Official

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

Process Summary

Process ID: P21
 Process Type: Combustion/Incineration

Annual Throughput
 184.00000 TONS BURNED ☐ Process Not Reported

Total fuel use / operation must equal one hundred percent. [E-24]

Process 5 of 14 [Previous](#) [Next](#) [Report Home](#)

James Hogan, Air Emission Inventory Responsible Official

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

The screenshot shows the 'Process Summary' screen. On the left, a sidebar contains the following information: Process ID: 00A, Process Type: Industrial, Emission Unit: U-00022, Validated: NO, 0 Known Errors, and a 'Show/Hide Details' link. The main area contains several sections: 'Annual Throughput' with a value of 10 TONS SOLVENT IN COATING and a 'Process Not Reported' checkbox; 'Annual Averages' with fields for Hours/Day (20), Days/Week (5), and Weeks/Year (49); 'Seasonal Operation (%)' with fields for Dec-Feb (19), Mar-May (13), Jun-Aug (30), and Sep-Nov (38); 'Peak Ozone Season Averages (June, July, and August)' with Hours/Day (18), Days/Week (5), and Total Days (75); 'Carbon Monoxide Season Averages (December, January, and February)' with Hours/Day (20), Days/Week (5), and Total Days (55); 'Emission Point(s):' with the value 00022 and a link to 'Need to correct emission point data? Contact us.'; 'Control Device(s):' with the text 'No control device(s) found.' and a link to 'Need to correct control device data? Contact us.'; and 'Contaminant Emissions' with a red arrow pointing to a table. The table has columns: CF, CAS Number, Contaminant Name, Actual Emission (lbs/yr), How Determined, Emission Factor, and Action.

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

This screenshot is similar to Picture 11 but includes a red arrow pointing to the 'Show/Hide Details' link in the sidebar. Additionally, the top right of the screen shows the user 'Dariusz Hogen, an Emission Inventory Cooperative User', the page number 'Process 4 of 8', and navigation buttons for 'Previous', 'Next', and 'Report Home'.

'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

Process Process 4 of 8 Previous Next Report Home

Process Summary

Process ID: 00A
Process Name: Industrial
Emission Unit: U-00022
Validated: NO
Errors: 0
[Show/Hide Details](#)

Process Description:
CAN SIDE BEAM STRIPE WELDING LINE #2

SCC:
4-02-017-25 METCAN COATBIDE BEAM SPRAY

SCC Description:
SURFACE COATING OPERATIONS
SURFACE COATING OPERATIONS - METAL CAN COATING
Side Beam Spray Coating

[Need to correct process data? Contact us.](#)

Annual Throughput:
10 TONS SOLVENT IN COATING ☐ Process Not Reported

Annual Averages:
20 Hours/Day 5 Days/Week 49 Weeks/Year

Seasonal Operation (%):
19 Dec-Feb 13 Mar-May 30 Jun-Aug 39 Sep-Nov

Peak Ozone Season Averages (June, July, and August):
16 Hours/Day 5 Days/Week 75 Total Days

Carbon Monoxide Season Averages (December, January, and February):
20 Hours/Day 5 Days/Week 55 Total Days

Emission Point(s):
00022 [Need to correct emission point data? Contact us.](#)

Control Device(s):
[Need to correct control device data? Contact us.](#)

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

Contaminant Emissions

CF	CAS Number	Contaminant Name	Actual Emission (lbs/yr)	How Determined	Emission Factor	Action
----	------------	------------------	--------------------------	----------------	-----------------	--------

[Cancel](#) [Save](#) [Save and Validate](#)

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

Process Type: Industrial Annual Average

Emission Unit:

Validated:

0 Known Errors

Show/Hide Details

Process Description:

CAN SIDE BEAM STRIPE WELD

SCC:

4-02-017-25 MET CAN COATINGS

SCC Description:

SURFACE COATING OPERATIONS

SURFACE COATING OPERATIONS

COATING

Side Beam Spray Coating

Need to correct process data?

ion point data? Contact us.

ol device data? Contact us.

tion Factor Action

Cancel Submit

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

Picture 16

Process Type: Industrial Annual Average

Emission Unit:

Validated:

Known Errors

Hide Details

Process Description:

DE BEAM STRIPE WELD

7-25 MET CAN COATINGS

Description:

CE COATING OPERATIONS

CE COATING OPERATIONS

CG

eam Spray Coating

o correct process data?

ion point data? Contact us.

ol device data? Contact us.

tion Factor Action

Cancel Submit

Cancel Save Save and Validate

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

Picture 17

Process Type: Industrial
Emission Unit: Annual Average
Validated: 0 Known Errors
[Show/Hide Details](#)

Add Contaminant
Process ID: 00A

Find a contaminant by using the provided filters, then click the radio button next to the CAS number to select it.

CAS Number: Contaminant Name: Chemical Family:

Showing 1 to 20 of 4332

	CAS Number	Contaminant Name	Chemical Family
<input type="radio"/>	000085-30-5	PYRIDINE, 3-(1-METHYL-2-PYRROLIDINYL), (S)-, SULFATE	PARTICULATES
<input type="radio"/>	000075-76-3	TETRAETHYLSILANE	VOLATILE ORGANIC COMPOUNDS
<input type="radio"/>	000081-88-9	XANTHYLIUM, 9-(2-CARBOXYPHENYL)-3,6-BIS(DIETHAMINO)-, CHLORIDE	PARTICULATES
<input type="radio"/>	000094-31-5	BENZALDEHYDE, 4-(2-CHLOROETHYL)METHYLAMINO	VOLATILE ORGANIC COMPOUNDS

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

Add Contaminant
Process ID: 00A

Find a contaminant by using the provided filters, then click the radio button next to the CAS number to select it.

CAS Number: Contaminant Name: Chemical Family:

Showing 1 to 20 of 31

	CAS Number	Contaminant Name	Chemical Family
<input type="radio"/>	000010-97-9	FORMALDEHYDE POLYMER WITH NONYLPHENOL, REACTPROD.	VOLATILE ORGANIC COMPOUNDS
<input type="radio"/>	000050-00-0	FORMALDEHYDE	VOC AND HAP
<input type="radio"/>	000075-92-3	FORMALDEHYDE BISULFITE	VOLATILE ORGANIC COMPOUNDS

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

Picture 19

0 Known Errors
[Show/Hide Details](#)

Add Contaminant

Process ID: 00A

Find a contaminant by using the provided filters, then click the radio button next to the CAS number to select it.

CAS Number: Contaminant Name: Chemical Family:

Showing 1 to 20 of 31

	CAS Number	Contaminant Name	Chemical Family
<input type="radio"/>	068610-97-9	FORMALDEHYDE,POLYMER WINONYLPHENOL, REACTPROD WDIETHANOLA	VOLATILE ORGANIC COMPOUNDS
<input type="radio"/>	000050-00-0	FORMALDEHYDE	VOC AND HAP
<input checked="" type="radio"/>	000075-92-3	FORMALDEHYDE BISULFITE	VOLATILE ORGANIC COMPOUNDS

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

Picture 20

Add Contaminant

Process ID: 00A

CAS Number:

[Select Contaminant](#)

Actual Emission: lbs/year

How Determined:

Emission Factor: lbs/throughput unit Source:

Control Efficiency (%): Capture Efficiency (%):

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 begin 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

The screenshot shows the 'Add Contaminant' dialog box in a software application. The dialog box is titled 'Add Contaminant' and has a close button (X) in the top right corner. It contains the following fields and options:

- Process ID:** 00A
- CAS Number:** (empty field)
- Select Contaminant:** (button)
- Actual Emission:** (empty field) lbs/year
- How Determined:** (dropdown menu) set to 'best'
- Emission Factor:** (empty field) lbs.throughout unit
- Source:** (empty field)
- Control Efficiency (%):** (empty field)
- Capture Efficiency (%):** (empty field)

At the bottom of the dialog box are two buttons: 'Cancel' and 'Submit'. A red arrow points to the 'How Determined' dropdown menu, which is currently set to 'best'. The background shows the 'Process Summary' screen with 'Annual Throughput' of 10 TONS SOLVENT IN COATING and 'Process Not Reported' checked.

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

Edit Contaminant

Process ID: 00A

CAS Number
000050-00-0 FORMALDEHYDE (3-VOC AND HAP)

Actual Emission
lbs/year

How Determined
PUBLISHED EMISSION FACTORS

Emission Factor
lbs/throughput unit

Source

Control Efficiency (%)

Capture Efficiency (%)

Cancel Submit

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

Add Contaminant

Process ID: 00A

CAS Number
000050-00-0 FORMALDEHYDE (3-VOC AND HAP)

Select Contaminant

Actual Emission
lbs/year

How Determined

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

Picture 24

Process ID: 00A

CAS Number: 000050-00-0 FORMALDEHYDE (9-VOC AND HAP)

Actual Emission: 0.76000 lbs/year

How Determined: BEST ENGINEERING JUDGEMENT

Emission Factor: lbs/throughput unit Source:

Control Efficiency (%) Capture Efficiency (%)

Cancel Submit

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

CF	CAS Number	Contaminant Name	Actual Emission (lb/yr)	How Determined	Emission Factor	Action
9	000050-00-0	FORMALDEHYDE		BEST ENGINEERING JUDGEMENT		Delete

Cancel Save Save and Validate

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

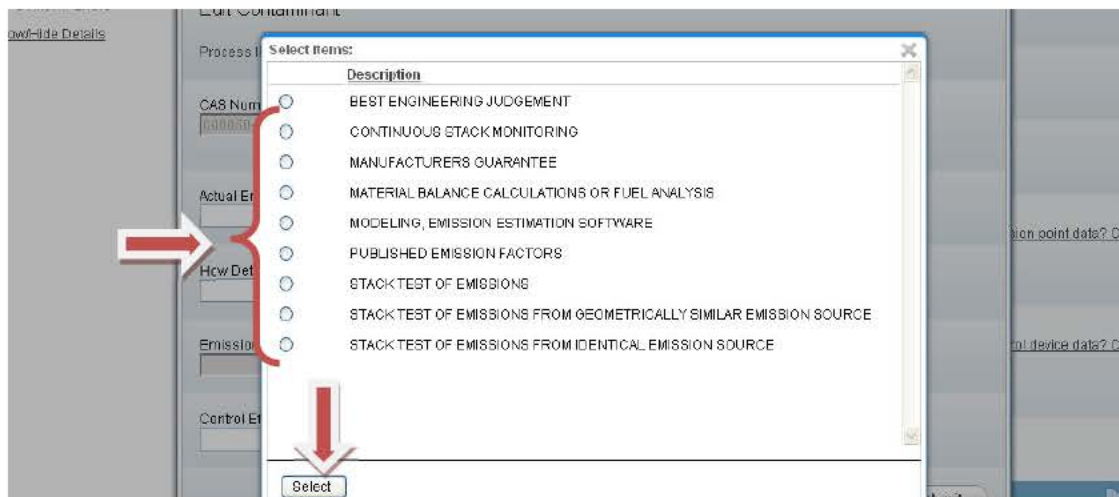
The screenshot shows the 'Add Contaminant' form. The 'CAS Number' field contains '000050-00-0' and the 'Description' field contains 'FORMALDEHYDE (3-VOC AND HAP)'. The 'Actual Emission' field is empty with the unit 'lb/year'. The 'How Determined' field is a dropdown menu, and a red arrow points to it. Below it, the 'Emission Factor' field is empty with the unit 'lbsthroughput unit', and the 'Source' field is empty. At the bottom, there are fields for 'Control Efficiency (%)' and 'Capture Efficiency (%)'.

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

A screenshot of the 'Edit Contaminant' screen. The 'Process ID' is '00A'. The 'CAS Number' is '000050-00-9' and the description is 'FORMALDEHYDE (9-VOC AND HAP)'. The 'Actual Emission' field is empty, with a unit of 'lbs/year'. The 'How Determined' field is set to 'PUBLISHED EMISSION FACTORS'. The 'Emission Factor' field is empty, with a unit of 'lbs/throughput unit'. The 'Source' field is empty. The 'Control Efficiency (%)' and 'Capture Efficiency (%)' fields are empty. Red arrows point to the 'Emission Factor' and 'Source' fields. At the bottom right, there are 'Cancel' and 'Submit' buttons.

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

Picture 29

Edit Contaminant

Process ID: 00A

CAS Number
000050-00-0 FORMALDEHYDE (9-VOC AND HAP)

Actual Emission
lbs/year

How Determined
PUBLISHED EMISSION FACTORS

Emission Factor
lbs/throughput unit

Source

Control Efficiency (%)

Capture Efficiency (%)

Cancel Submit

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 (Picture 30).

Picture 30

Select Items:

Description
<input type="radio"/> AP-42
<input type="radio"/> CUSTOM
<input type="radio"/> FIRE
<input type="radio"/> GREAT LAKES COMMISSION
<input type="radio"/> PERMIT

Select

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

Edit Contaminant

Process ID: 00A

CAS Number
000050-00-0 FORMALDEHYDE (3-VOC AND HAP)

Actual Emission
lbs/year

How Determined
PUBLISHED EMISSION FACTORS

Emission Factor
lbs/throughput unit

Source

Control Efficiency (%)

Capture Efficiency (%)

Cancel Submit

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

Carbon Monoxide Season Averages (December, January, and February)

20 Hours/Day 5 Days/Week 55 Total Days

Emission Point(s): [Need to correct emission point data? Contact us.](#)
00022

Control Device(s): [Need to correct control device data? Contact us.](#)
No control device(s) found

Contaminant Emissions

CF	CAS Number	Contaminant Name	Actual Emission (lbs/yr)	How Determined	Emission Factor	Action
9	000040-00-0	FORMALDEHYDE		PUBLISHED EMISSION FACTORS	2	Delete

Cancel Save Save and Validate



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

Picture 33

Carbon Monoxide Season Averages (December, January, and February)

20 Hours/Day 5 Days/Week 55 Total Days

Emission Point(s): [Need to correct emission point data? Contact us.](#)
00022

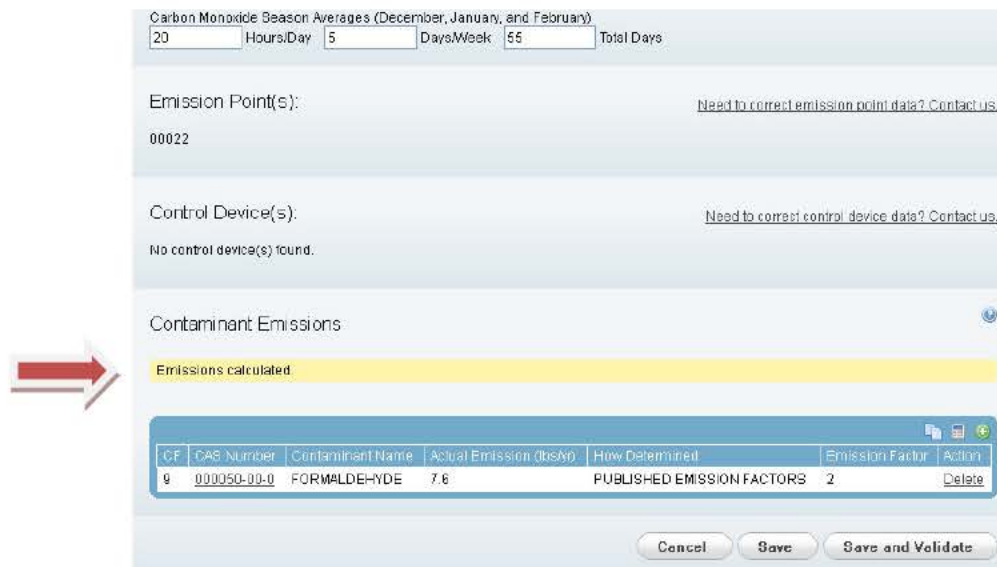
Control Device(s): [Need to correct control device data? Contact us.](#)
No control device(s) found.

Contaminant Emissions

Emissions calculated

CF	CAS Number	Contaminant Name	Actual Emission (lbs/yr)	How Determined	Emission Factor	Action
9	000050-00-0	FORMALDEHYDE	7.6	PUBLISHED EMISSION FACTORS	2	Delete

Cancel Save Save and Validate



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

20 Hours/Day 5 Days/Week 55 Total Days

Emission Point(s): [Need to correct emission point data? Contact us.](#)
00022

Control Device(s): [Need to correct control device data? Contact us.](#)
No control device(s) found.

Contaminant Emissions

Emissions calculated.

CF	CAS Number	Contaminant Name	Actual Emission (lbs/yr)	How Determined	Emission Factor	Action
9	000050-00-0	FORMALDEHYDE	7.6	PUBLISHED EMISSION FACTORS	2	Delete

Cancel Save Save and Validate

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

James Hogan, Air emission inventory respondent

Process 4 of 8 Previous Next Report Home

Process Summary

Process ID: 00A
Process Type: Industrial
Emission Unit: U-00022
Validated: YES
0 Known Errors
[Show/Hide Details](#)

Annual Throughput: 3.8 TONS SOLVENT IN COATING ☐ Process Not Reported

Annual Averages: 20 Hours/Day 5 Days/Week 49 Weeks/Year

Seasonal Operation (%): 19 Dec-Feb 13 Mar-May 30 Jun-Aug 38 Sep-Nov

Peak Ozone Season Averages (June, July, and August): 16 Hours/Day 5 Days/Week 75 Total Days

Carbon Monoxide Season Averages (December, January, and February): 20 Hours/Day 5 Days/Week 55 Total Days

Emission Point(s): [Need to correct emission point data? Contact us.](#)
00022

Control Device(s): [Need to correct control device data? Contact us.](#)
No control device(s) found.

Contaminant Emissions

CF	CAS Number	Contaminant Name	Actual Emission (lbs/yr)	How Determined	Emission Factor	Action
9	000050-00-0	FORMALDEHYDE	7.6	PUBLISHED EMISSION FACTORS	2	Delete

Cancel Save Save and Validate

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

Picture 36

Report Summary

Reporting Period: 01/01/2011 - 12/31/2011
 Status: In Progress
 Due Date: 04/15/2012

[Flag Report For Submission](#)
[Emissions Summary](#)
[Fuel Summary](#)
 0 Known Errors
[Version History](#)

Facility Details

Processes | **Fuels**

Filter by Process ID:

Showing 1 to 8 of 8 Process Not Reported

Process ID	Process Type	SDC	Emission Unit	Exempt	Validated	Started	Action
003	Combustion/Incineration	3-90-006-89 NATURAL GAS GENERAL	U-00009	NO	YES	YES	
005	Combustion/Incineration	3-90-006-89 NATURAL GAS GENERAL	U-00012	NO	YES	YES	
008	Industrial	4-02-017-99 METCAN COATING:NOT CLASSIFD	U-00014	NO	YES	YES	
00A	Industrial	4-02-017-25 METCAN COATSIDE SEAM SPRAY	U-00022	NO	YES	YES	
00B	Industrial	4-02-017-25 METCAN COATSIDE SEAM SPRAY	U-00032	NO	NO	NO	
00D	Industrial	4-02-017-25 METCAN COATSIDE SEAM SPRAY	U-00042	NO	NO	NO	

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

The screenshot shows the 'Annual Emission Statement' interface. On the left is a 'Report Summary' sidebar with fields for Reporting Period (01/01/2011 to 12/31/2011), Status (In Progress), and Due Date (04/15/2012). The main area has tabs for 'Processes' and 'Fuels'. The 'Fuels' tab is selected, and a red arrow points to it. Below the tabs is a table with columns: Process ID, Process Type, SCC, Emission Unit, Exempt, Validated, Stored, and Action. The table shows several records for combustion and industrial processes. A red arrow also points to the 'Fuels' tab in the table header.

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

Picture 38

This screenshot is similar to the previous one, but the table now displays 'No Records Found'. A red arrow points to the 'Fuels' tab in the table header.

The next step will be to add fuel type data.

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

Picture 39

This screenshot shows the 'Fuels' tab selected. A red arrow points to a green circle icon located at the bottom right of the table, next to the 'Action' column. The table header includes columns for Fuel Type, Qty Burned, Units, Sulfur Average (%), Ash Average (%), Heat Value (MMBTU/Unit), Validated, and Action.

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

ACE ELECTRONIC REPORTING

James Hogan, Air Emission Inventory Responsible Official

Report Home

Fuel Usage

Fuel Summary

Validated: NO

0 Known Errors

Fuel Type:

Quantity Burned:

Sulfur Average(%): Ash Average(%): Heat Value: MMBTU/Unit

Cancel Save Save and Validate

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

ACE ELECTRONIC REPORTING

James Hogan, Air Emission Inventory Responsible Official

Report Home

Fuel Usage

Fuel Summary

Validated: NO

0 Known Errors

Fuel Type:

Quantity Burned: Sulfur Average(%): Ash Average(%): Heat Value: MMBTU/Unit

Cancel Save Save and Validate

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 ELECTRONIC REPORTING

James Hogan, Air Emission Inventory Responsible Official

Report Home

Fuel Usage

Fuel Summary

Validated: NO

0 Known Errors

Fuel Type: NUMBER 2 OIL

Quantity Burned: 1000 GALLONS

Sulfur Average(%): Ash Average(%): Heat Value: MMBTU/Unit

Cancel Save Save and Validate

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 screenshot shows the 'Fuel Usage' screen with a yellow banner at the top. The 'Fuel Summary' section on the left indicates 'Validated: NO' and '0 Known Errors'. The main form contains the following fields: 'Fuel Type' (NUMBER 2 OIL), 'Quantity Burned' (1000 GALLONS), 'Sulfur Average(%)' (0.15), 'Ash Average(%)' (0.1), and 'Heat Value' (10000 MMBTU/Unit). At the bottom right, the 'Save and Validate' button is highlighted with a red arrow.

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

The screenshot shows the 'Fuel Usage' screen with a yellow banner at the top that reads 'Fuel successfully saved and validated.' A red arrow points to the 'Report Home' button in the upper right corner. The 'Fuel Summary' section on the left indicates 'Validated: YES' and '0 Known Errors'. The main form contains the following fields: 'Fuel Type' (NUMBER 2 OIL), 'Quantity Burned' (1,000.00000 GALLONS), 'Sulfur Average(%)' (0.015), 'Ash Average(%)' (0.1), and 'Heat Value' (10,000 MMBTU/Unit). At the bottom right, the 'Report Home' button is highlighted with a red arrow.

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

Picture 48

The screenshot shows the 'Fuel Usage' screen with a yellow banner at the top that reads 'Fuel successfully saved and validated.' A red arrow points to the 'Report Home' button in the upper right corner. The 'Fuel Summary' section on the left indicates 'Validated: YES' and '0 Known Errors'. The main form contains the following fields: 'Fuel Type' (NUMBER 2 OIL), 'Quantity Burned' (1,000.00000 GALLONS), 'Sulfur Average(%)' (0.015), 'Ash Average(%)' (0.1), and 'Heat Value' (10,000 MMBTU/Unit). At the bottom right, the 'Report Home' button is highlighted with a red arrow.

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

Picture 49

Annual Emission Statement Facility Home

Download Template Import Report Validate Report Initiate Submission View Print Report

Report Summary

Reporting Period: 01/01/2011 - 12/31/2011
Status: In Progress
Due Date: 04/15/2012

[Flag Report For Submission](#)
[Emissions Summary](#)
[Fuel Summary](#)
0 Known Errors
[Version History](#)

Fuels

Showing 1 to 1 of 1

Fuel Type	Qty Burned	Units	Sulfur Average (%)	Ash Average (%)	Heat Value (MMBTU/Unit)	Validated	Action
NATURAL GAS	1,000	MM CU FT	0.02	0.01	1,050	YES	Delete

Showing 1 to 1 of 1

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

The screenshot shows the 'Annual Emission Statement' interface. On the left is a 'Report Summary' sidebar with fields for Reporting (01/01/2011), Period (-12/31/2011), Status (In Progress), and Due Date (04/15/2012). It also includes links for 'Flag Report For Submission', 'Emissions Summary', and 'Fuel Summary', along with a status indicator '0 Known Errors' and a 'Version History' link. The main area has a top navigation bar with 'Download Template', 'Import Report', 'Validate Report' (highlighted with a red arrow), 'Initiate Submission', and 'View Print Report'. Below this is a tabbed interface with 'Processes' and 'Fuels' tabs. The 'Fuels' tab is active, showing a table with columns: Fuel Type, Qty Burned, Units, Sulfur Average (%), Ash Average (%), Heat Value (MMBTU/Unit), Validated, and Action. A single row is visible for 'NATURAL GAS' with a quantity of 1,000 and units of MM CU FT. The 'Validated' column shows 'YES' and the 'Action' column has a 'Delete' link.

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

Picture 51

The screenshot shows the 'Annual Emission Statement' interface with an error list displayed. The left sidebar is the same as in Picture 50, but the 'Known Errors' status is now '4 Known Errors'. The main area shows a table of errors with columns: ID, Record Type, and Description. The table lists four errors, all of type 'Process', with descriptions indicating missing operational and/or emissions data for process JE-11. The error IDs are E04, Q00, Q0B, and Q0E. A 'Print' button is located at the bottom of the error list. On the right side of the interface, the 'Validate Report' button is highlighted with a red arrow.

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

Facility

Facility Details

DEC ID: 8-5428

Authorized Users

User Role

Compliance Certifications Emission Statements

Air Emission Inventory Responsible Official (AERO)

Report Start Date	Report End Date	Due Date	Submission Date	Status	Action
01/01/1993	12/31/1993	04/15/1994		Overdue	Start
01/01/2009	12/31/2009	04/15/2010		Being Amended	Continue
01/01/2010	12/31/2010	04/15/2011	04/12/2011	Under Review	View Amend
01/01/2011	12/31/2011	04/15/2012		In Progress	Continue
01/01/2012	12/31/2012	04/15/2013		Not Started	Start

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

Picture 53

Annual Emission Statement

Report Summary

Reporting Period: 01/01/2011 - 12/31/2011

Status: In Progress

Due Date: 04/15/2012

[Flag Report For Submission](#)

[Emissions Summary](#)

[Fuel Summary](#)

0 Known Errors

[Version History](#)

Facility Details

Download Template Import Report Validate Report Initiate Submission View Print Report

Processes Fuels

Filter by Process ID: Filter Clear

Showing 1 to 8 of 8 * Process Not Reported

Process ID	Process Type	SCC	Emission Unit	Exempt	Validated	Started	Action
003	Combustion/Incineration	3-90-006-89 NATURAL GAS GENERAL	U-00009	NO	YES	YES	
005	Combustion/Incineration	3-90-006-89 NATURAL GAS GENERAL	U-00012	NO	YES	YES	
008	Industrial	4-02-017-89 METCAN COATING NOT CLASSIFIED	U-00014	NO	YES	YES	
00A	Industrial	4-02-017-25 METCAN COAT.SIDE SEAM SPRAY	U-00022	NO	NO	YES	
00B	Industrial	4-02-017-25 METCAN COAT.SIDE SEAM SPRAY	U-00032	NO	NO	NO	
00D	Industrial	4-02-017-25 METCAN COAT.SIDE SEAM SPRAY	U-00042	NO	NO	NO	

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

Annual Emission Statement

Report Summary

Reporting Period: 01/01/2011 - 12/31/2011

Status: In Progress

Due Date: 04/15/2012

[Flag Report For Submission](#)

[Emissions Summary](#)

[Fuel Summary](#)

0 Known Errors

Facility Details

Download Template Import Report Validate Report Initiate Submission View Print Report

Processes Fuels

Filter by Process ID: Filter Clear

Showing 1 to 8 of 8 * Process Not Reported

Process ID	Process Type	SCC	Emission Unit	Exempt	Validated	Started	Action
003	Combustion/Incineration	3-90-006-89 NATURAL GAS GENERAL	U-00009	NO	YES	YES	
005	Combustion/Incineration	3-90-006-89 NATURAL GAS GENERAL	U-00012	NO	YES	YES	

A screen showing the specific Process ID appears.

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

Annual Emission Statement

Facility Home

Report Summary

Reporting: 01/01/2011
Period: -12/31/2011
Status: In Progress
Due Date: 04/15/2012

[Flag Report For Submission](#)

[Emissions Summary](#)

[Fuel Summary](#)

0 Known Errors

[Version History](#)

[Download Template](#)

[Import Report](#)

[Validate Report](#)

[Initiate Submission](#)

[View Print Report](#)

Processes		Fuels	
Filter	Process ID: 003	Filter	Clear
Showing 1 to 1 of 1		* Process Not Reported	
Process ID	Process Type	SCC	Emission Unit
003	Combustion/Incineration	3-99-006-99 NATURAL GAS:GENERAL	U-00009
Showing 1 to 1 of 1		* Process Not Reported	

The Process Summary screen appears.

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

Picture 56

Process ID: 003

Process Type: Combustion/Incineration

Emission Unit: U-00009

Validated: YES

0 Known Errors

[Hide Details](#)

Annual Averages

20 Hours/Day 5 Days/Week 49 Weeks/Year

Seasonal Operation (%)

25 Dec-Feb 25 Mar-May 25 Jun-Aug 25 Sep-Nov

Peak Ozone Season Averages (June, July, and August)

16 Hours/Day 5 Days/Week 75 Total Days

Carbon Monoxide Season Averages (December, January, and February)

20 Hours/Day 5 Days/Week 55 Total Days

Emission Point(s):

00009

Control Device(s):

DIRECT FLAME AFTERBURNER WITH HEAT EXCHANGER

Contaminant Emissions

CF	CAS Number	Contaminant Name	Actual Emission (lb/yr)	How Determined	Emission Factor	Action
6	000124-38-9	CARBON DIOXIDE	50	PUBLISHED EMISSION FACTORS	1	Delete
3	000210-00-0	OXIDES OF NITROGEN	60	PUBLISHED EMISSION FACTORS	6	Delete

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

Picture 57

Contaminant Emissions

CF	CAS Number	Contaminant Name	Actual Emission (lb/yr)	How Determined	Emission Factor	Action
6	000124-38-9	CARBON DIOXIDE	50	PUBLISHED EMISSION FACTORS	1	Delete
3	000210-00-0	OXIDES OF NITROGEN	60	PUBLISHED EMISSION FACTORS	6	Delete

Cancel Save **Save and Validate**

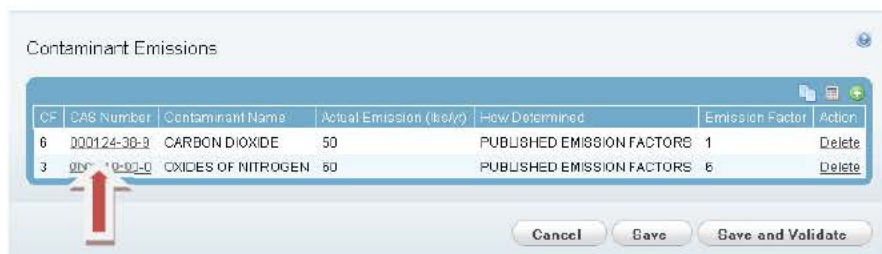
To edit Contaminant Emissions data, continue with Section 1.1.4, Step 36 below.

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



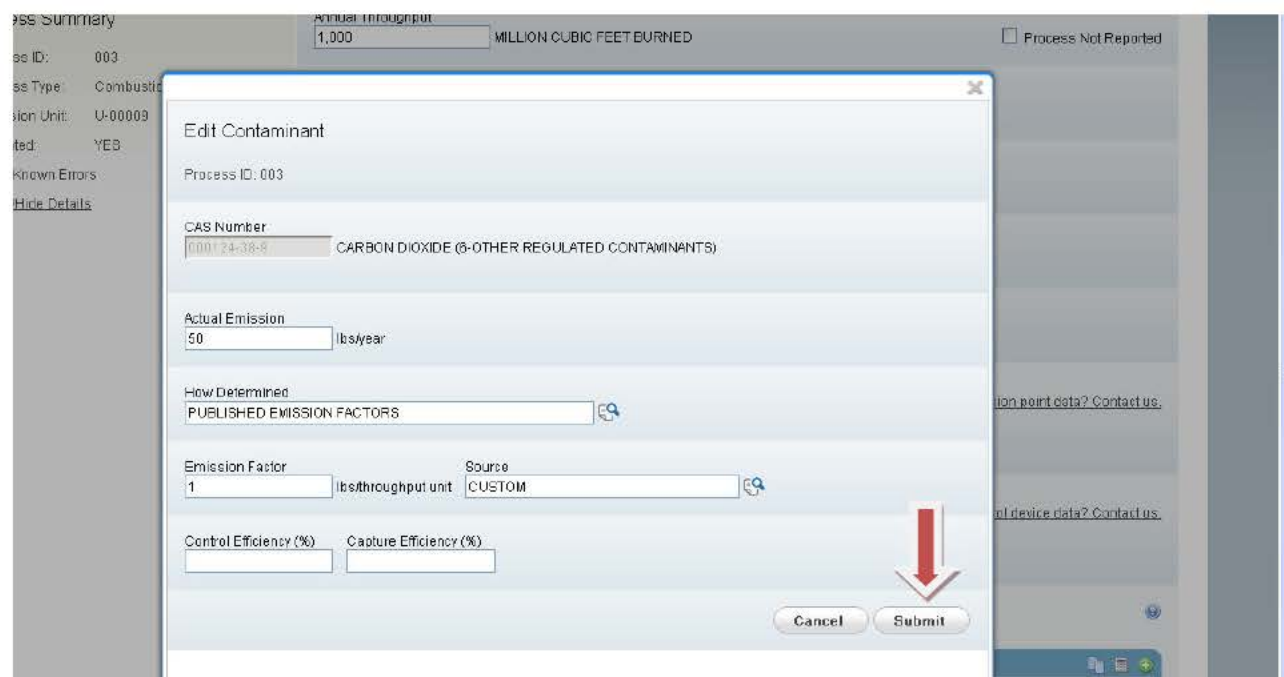
CF	CAS Number	Contaminant Name	Actual Emission (lbs/yr)	How Determined	Emission Factor	Action
6	000124-38-3	CARBON DIOXIDE	50	PUBLISHED EMISSION FACTORS	1	Delete
3	<u>000128-00-0</u>	OXIDES OF NITROGEN	50	PUBLISHED EMISSION FACTORS	6	Delete

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



Process Summary

Annual throughput: 1,000 MILLION CUBIC FEET BURNED

Process ID: 003

Process Type: Combustion

Emission Unit: U-00003

Tested: YES

Known Errors

Hide Details

Process ID: 003

CAS Number: 000124-38-3 CARBON DIOXIDE (6-OTHER REGULATED CONTAMINANTS)

Actual Emission: 50 lbs/year

How Determined: PUBLISHED EMISSION FACTORS

Emission Factor: 1 lbs/throughput unit Source: CUSTOM

Control Efficiency (%) Capture Efficiency (%)

Cancel Submit

The Process screen reappears (Picture 61).

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

Picture 61

Process Process 1 of 8 [Previous](#) [Next](#) [Report Home](#)

Process Summary

Process ID: 003
 Process Type: Combustion/Incineration
 Emission Unit: U-00009
 Validated: YES
 0 Known Errors
[Show/Hide Details](#)

Annual Throughput: 1,000 MILLION CUBIC FEET BURNED ☐ Process Not Reported

Annual Averages: 20 Hours/Day 5 Days/Week 49 Weeks/Year

Seasonal Operation (%): 25 Dec-Feb 25 Mar-May 25 Jun-Aug 25 Sep-Nov

Peak Ozone Season Averages (June, July, and August): 16 Hours/Day 5 Days/Week 75 Total Days

Carbon Monoxide Season Averages (December, January, and February): 20 Hours/Day 5 Days/Week 55 Total Days

Emission Point(s): 00009 [Need to correct emission point data? Contact us.](#)

Control Device(s): DIRECT FLAME AFTERBURNER WITH HEAT EXCHANGER [Need to correct control device data? Contact us.](#)

Contaminant Emissions

CF	CAS Number	Contaminant Name	Actual Emission (lb/yr)	How Determined	Emission Factor	Action
6	000124-38-9	CARBON DIOXIDE	55	PUBLISHED EMISSION FACTORS	1	Delete
3	000210-00-0	OXIDES OF NITROGEN	60	PUBLISHED EMISSION FACTORS	6	Delete

[Cancel](#) [Save](#) [Save and Validate](#)

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

Process PROCESS 4 of 8 [Previous](#) [Next](#) [Report Home](#)

James Hogan, Air Emission Inventory Responsible, [micha](#)

Process Summary

Process ID: 00A
 Process Type: Industrial
 Emission Unit: U-00022
 Validated: NO
 0 Known Errors
[Show/Hide Details](#)

Annual Throughput: 3.8 TONS SOLVENT IN COATING ☐ Process Not Reported

Annual Averages: 20 Hours/Day 5 Days/Week 49 Weeks/Year

Seasonal Operation (%): 19 Dec-Feb 13 Mar-May 30 Jun-Aug 39 Sep-Nov

Peak Ozone Season Averages (June, July, and August): 16 Hours/Day 5 Days/Week 75 Total Days

Carbon Monoxide Season Averages (December, January, and February): 20 Hours/Day 5 Days/Week 55 Total Days

Emission Point(s): 00022 [Need to correct emission point data? Contact us.](#)

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

Annual Emission Statement

Report Summary

Reporting Period: 01/01/2011 - 12/31/2011
Status: In Progress
Due Date: 04/15/2012
Flag Report For Submission
Emissions Summary
Fuel Summary
0 Known Errors
Version History

Facility Details

DEC ID: 8-5428

Owner
SILGAN CONTAINERS MANUFACTURING CORP

Download Template Import Report Validate Report Initiate Submission View Print Report

Processes Fuels

Filter by Process ID: Filter Clear

Showing 1 to 8 of 8 * Process Not Reported

Process ID	Process Type	BOC	Emission Unit	Exempt	Validated	Started	Action
003	Combustion/Incineration	3-90-006-89 NATURAL GAS:GENERAL	U-00009	NO	YES	YES	
005	Combustion/Incineration	3-90-006-89 NATURAL GAS:GENERAL	U-00012	NO	YES	YES	
008	Industrial	4-02-017-99 MET.CAN COATING:NOT CLASSIFIED	U-00014	NO	YES	YES	
00A	Industrial	4-02-017-25 MET.CAN COATSIDE SEAM SPRAY	U-00022	NO	NO	YES	
00B	Industrial	4-02-017-25 MET.CAN COATSIDE SEAM SPRAY	U-00032	NO	NO	NO	
00D	Industrial	4-02-017-25 MET.CAN COATSIDE SEAM SPRAY	U-00042	NO	NO	NO	
00E	Industrial	4-02-017-25 MET.CAN COATSIDE SEAM SPRAY	U-00052	NO	NO	NO	
E04	Combustion/Incineration	1-05-001-06 SPACE HEATER:IND.NATURAL GAS	E-00001	YES	NO	NO	

Showing 1 to 8 of 8 * Process Not Reported

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

Annual Emission Statement

Report Summary

Reporting Period: 01/01/2011 - 12/31/2011
Status: In Progress
Due Date: 04/15/2012
Flag Report For Submission
Emissions Summary
Fuel Summary
0 Known Errors
Version History

Facility Details

Download Template Import Report Validate Report Initiate Submission View Print Report

Processes Fuels

Showing 1 to 1 of 1

Fuel Type	Qty Burned	Units	Sulfur Average (%)	Ash Average (%)	Heat Value (MMBTU/Unit)	Validated	Action
NATURAL GAS	1,000	MM CU FT	0.02	0.01	1,050	YES	Delete

Showing 1 to 1 of 1

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

Annual Emission Statement

Facility Home

Download Template Import Report Validate Report Initiate Submission View Print Report

Report Summary

Reporting Period: 01/01/2011 - 12/31/2011
Status: In Progress
Due Date: 04/15/2012
Flag Report For Submission
Emissions Summary
Fuel Summary
0 Known Errors
Version History

Facility Details

Fuels

Showing 1 to 1 of 1

Fuel Type	Qty Burned	Units	Sulfur Average (%)	Ash Average (%)	Heat Value (MMBTU/Unit)	Validated	Action
NATURAL GAS	1,000	MM CU FT	0.02	0.01	1,050	YES	Delete

Showing 1 to 1 of 1

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

Picture 66

NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Home Help Change Password Logout

Fuel Usage

Fuel Summary
Validated: YES
0 Known Errors

Fuel Type: NATURAL GAS

Quantity Burned: 1,000 MILLION CUBIC FEET

Sulfur Average(%): 0.02 Ash Average(%): 0.01 Heat Value: 1,050 MMBTU/Unit

Cancel Save Save and Validate

James Hogan, Air Emission Inventory Responsible Official

Fuel 1 of 1 Previous Next Report Home

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.

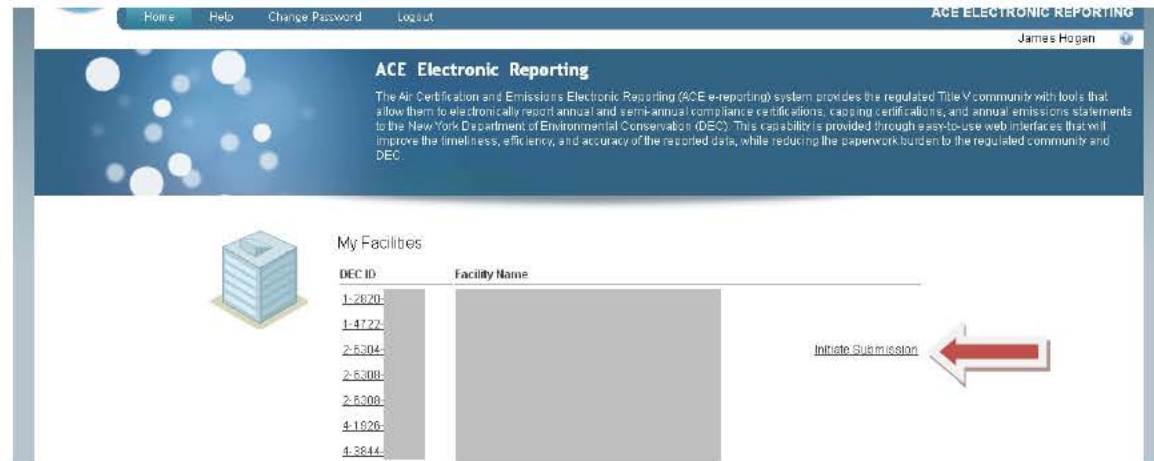
The 'Flag a Report for Submission' is a convenient option that alerts the RO for the users of ACE by placing a link on the 'My Facilities' screens of all the facility ROs. To flag a report follow step 49 below in Section 1.6.

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

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

The screenshot displays the 'Annual Emission Statement' web application. On the left, a sidebar contains navigation links: 'Report Summary' (highlighted with a red arrow), 'Emissions Summary', 'Fuel Summary', 'Known Errors', and 'Version History'. The main content area features a top navigation bar with links: 'Download Template', 'Import Report', 'Validate Report', 'Initiate Submission', and 'View/Print Report'. Below this, there's a 'Processes' tab and a 'Filter by Process ID' input field with 'Filter' and 'Clear' buttons. A table lists processes, with the first row showing '011' as the Process ID, 'Combustion/Incineration' as the Process Type, '2-02-002-03 IND NATURAL GAS, TURB-COGENER' as the Emission Unit, 'U-0001' as the Emission Unit, 'NO' as Exempted, 'YES' as Validated, 'YES' as Status, and an 'Action' column. The table is titled 'Showing 1 to 1 of 1' and 'Process Not Reported'.

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

The screenshot displays the 'Annual Emission Statement' interface. On the left, there is a 'Report Summary' section with fields for Reporting (01/01/2010), Period (-12/31/2010), Status (Overdue), and Due Date (04/15/2011). Below this are links for 'Unfiled Report For Submission', 'Emissions Summary', and 'Fuel Summary'. A 'Facility Details' section shows a DEC ID of 2-6304. The main area features a 'Processes' tab with a table of processes. A red arrow points to the 'Initiate Submission' button in the top navigation bar. Another red arrow points to the 'Open' link in the 'Action' column of the table.

Process ID	Process Type	SCC	Emission Unit	Exempt	Validated	Started	Action
PB0	Combustion/Incineration	1-03-006-02 C/I NAT GAS/10-100MMBTU/HR	1-STACK	NO	YES	YES	Open
PB0	Combustion/Incineration	1-03-005-02 DISTILLAT OIL/10-100MMBTU/HR	1-STACK	NO	YES	YES	
PE0	Combustion/Incineration	2-03-002-01 INS/COM/NATURAL GAS-RECIPROC	1-STACK	NO	YES	YES	
PE0	Combustion/Incineration	2-03-001-01 COM/INS/DIST OIL-RECIPROCATE	1-STACK	NO	YES	YES	
X01*	Combustion/Incineration	1-03-005-04 INS/COM/DISTILLATE GRADE #4	E-10001	YES	YES	YES	
X02*	Combustion/Incineration	1-03-006-03 C/I NAT GAS/10-100MMBTU/HR	E-10001	YES	YES	YES	
X03*	Combustion/Incineration	1-03-005-01 INS/COM/DISTILLATE, GRADES 1 & 2	E-10001	YES	YES	YES	

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

Picture 70

The screenshot shows the 'ACE Electronic Reporting' interface. It includes a header with the system name and a description of its purpose. Below, there is a 'My Facilities' section with a table listing facilities by DEC ID and Facility Name. A red arrow points to the 'Initiate Submission' button next to the facility list.

DEC ID	Facility Name
1-3820	
1-4722	
2-6304	
2-6308	
2-6308	
4-1826	
4-3844	

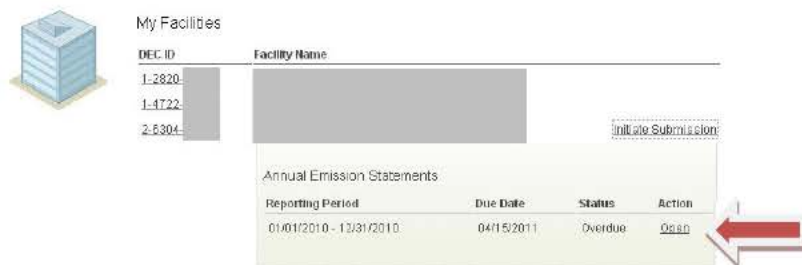
A screen opens listing the reports ready for submission. 'Open' under the 'Action' column links to the report (Picture 71).

Picture 71



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

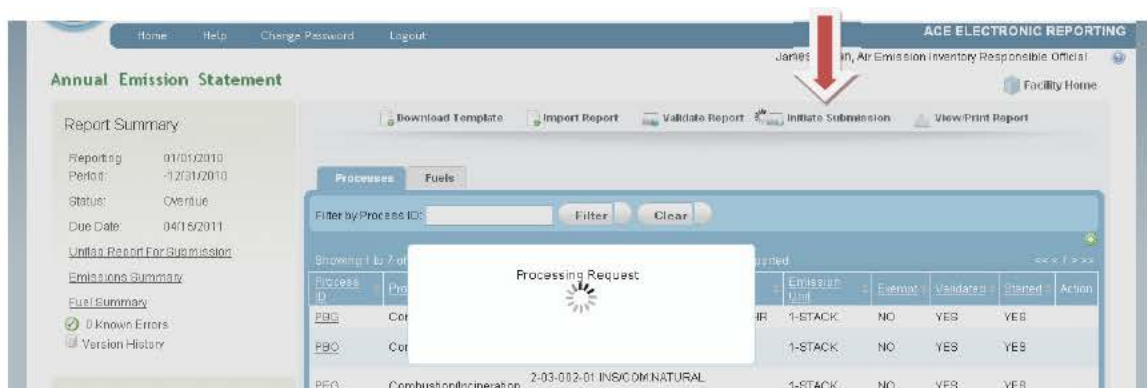
Picture 72



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

Report Summary

Report Type: Annual Emission Statement

Reporting Period: 01/01/2010 - 12/31/2010

Status: Overdue

Due Date: 04/15/2011

Submission Agreement

☐ I am the owner of the account used to perform the electronic submission and signature.

☐ I have protected the account credentials and am in compliance with the Subscriber Agreement.

☐ I have the authority to submit the data on behalf of the facility I am representing.

☐ I agree that providing the account credentials to sign the submission document constitutes an electronic signature equivalent to my written signature.

☐ I understand this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge, and that knowing submittal of false information carries criminal penalties.

☐ I agree that the current authentication credentials have not been compromised now or at any time prior to the submission.

☐ I have reviewed the electronic report being submitted in its entirety, and agree to the validity and accuracy of the information contained within it to the best of my knowledge.

[Click here to view the electronic report.](#)

Cancel Next

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

Report Summary

Report Type: Annual Emission Statement

Reporting Period: 01/01/2010 - 12/31/2010

Status: Overdue

Due Date: 04/15/2011

Submission Agreement

☒ I am the owner of the account used to perform the electronic submission and signature.

☒ I have protected the account credentials and am in compliance with the Subscriber Agreement.

☒ I have the authority to submit the data on behalf of the facility I am representing.

☒ I agree that providing the account credentials to sign the submission document constitutes an electronic signature equivalent to my written signature.

☒ I understand this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge, and that knowing submittal of false information carries criminal penalties.

☒ I agree that the current authentication credentials have not been compromised now or at any time prior to the submission.

☒ I have reviewed the electronic report being submitted in its entirety, and agree to the validity and accuracy of the information contained within it to the best of my knowledge.

[Click here to view the electronic report.](#)

Cancel Next

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

(Picture 76)

Report Summary

Report Type: Annual Emission Statement

Reporting Period: 01/01/2010 - 12/31/2010

Status: Overdue

Due Date: 04/15/2011

Submission Signature

[Click here to view the electronic report.](#)

I certify that I have not violated any term in my Electronic Signature Agreement and that I am not aware of any reason to believe that the confidentiality of my userID and/or password have now or at any time prior to this submission. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

Signature Token

[Request Signature Token](#)

200 characters left.

Cancel Next

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

Picture 77

The screenshot shows the 'Annual Emission Statement' application. On the left is a sidebar with 'Report Summary' and 'Facility Details'. The main area has a 'Report Summary' section with fields for Report Type, Reporting Period, Status, and Due Date. To the right is a 'Submission Signature' section with a yellow banner that reads: 'The signature token was generated and sent to your email account. This token can be used to submit any report during the next 30 minutes.' Below the banner is a 'Signature Token' text box and a 'Request Signature Token' button. A red arrow points to the yellow banner.

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

Picture 78

The screenshot shows an email from 'NYS DEC SER Administrator' to 'James Hogan'. The subject is 'NYS DEC Report Submission Confirmation'. The body text says: 'Your report was successfully submitted to the NYS DEC ace application on May 31, 2011 3:52:33 PM. Thank you. Please find your confirmation number below: 052664069-3K0ZZP0C07'. A red arrow points to the confirmation number.

Step 56:

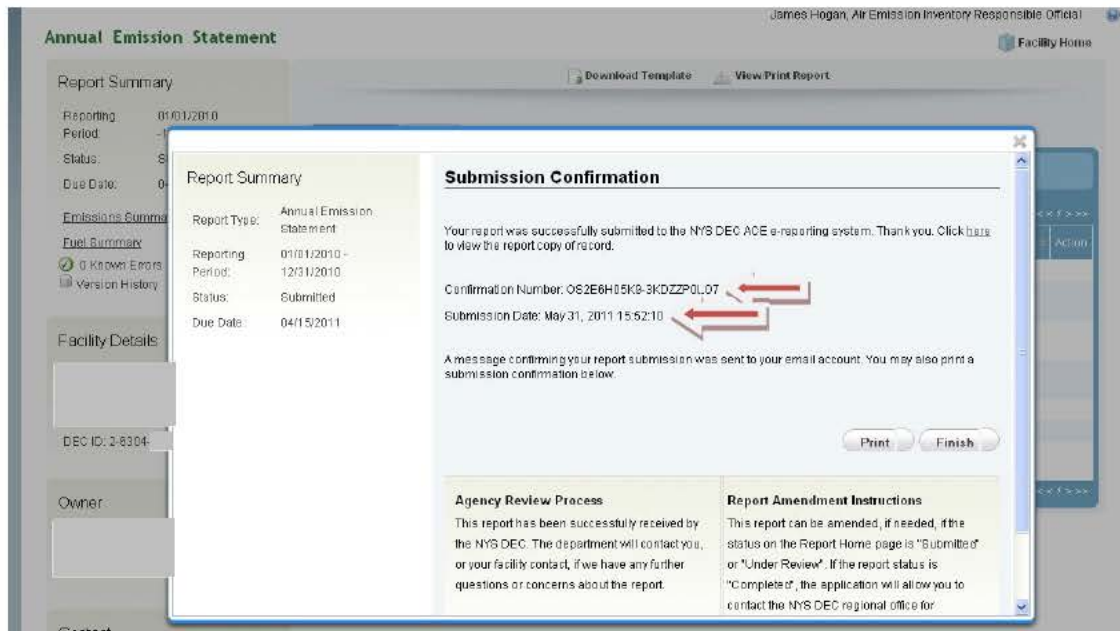
1. 'Cut and Paste' the token into the Signature Token text box (Picture 79) and
2. Select 'Next,' located at the bottom right of the screen (Picture 79).

Picture 79

The screenshot shows the 'Annual Emission Statement' application with the 'Signature Token' text box filled with the token: '1QDMG20M8ABAHT03F0M0FD6R5567DU0S75113NNDVNMBSU19MFG0421'. A red arrow points to the token. Another red arrow points to the 'Next' button at the bottom right of the 'Submission Signature' section.

'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

Annual Emission Statement

Report Summary

Reporting Period: 01/01/2010 - 12/31/2010
Status: Overdue
Due Date: 04/15/2011

[Flag Report For Submission](#)
[Emissions Summary](#)
[Fuel Summary](#)
0 Known Errors
Version History

Facility Details

DEC ID: 2-6303-
Owner:

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

Processes Fuels

Filter by Process ID: Filter Clear

Showing 1 to 8 of 8 * Process Not Reported

Process ID	Process Name	SCC	Emission Unit	Facility	Validated	Started	Action
GT1	Combustion/Incineration	2-02-002-03 IND NATURAL GAS;TURB-COGENER	U-00001	NO	YES	YES	
GT2	Combustion/Incineration	2-02-002-03 IND NATURAL GAS;TURB-COGENER	U-00002	NO	NO	NO	
GT3	Combustion/Incineration	2-02-002-03 IND NATURAL GAS;TURB-COGENER	U-00001	NO	NO	NO	
GT4	Combustion/Incineration	2-02-002-03 IND NATURAL GAS;TURB-COGENER	U-00002	NO	NO	NO	
GT5	Combustion/Incineration	2-02-002-03 IND NATURAL GAS;TURB-COGENER	U-00001	NO	NO	NO	
GT6	Combustion/Incineration	2-02-002-03 IND NATURAL GAS;TURB-COGENER	U-00002	NO	NO	NO	
GT7	Combustion/Incineration	2-02-002-03 IND NATURAL GAS;TURB-COGENER	U-00001	NO	NO	NO	
GT8	Combustion/Incineration	2-02-002-03 IND NATURAL GAS;TURB-COGENER	U-00002	NO	NO	NO	

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

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

Picture 92

James Hogan, Air Emission Inventory Responsible Official

[Report Home](#)

The download template page provides users with a way to download an annual emission statement import template. The generated comma-separated value file will contain process and facility fuel use defaults and allow users to enter annual emission statement data. Once complete, data in this file can be imported into the ACE e-reporting system.

Reporting Period: 01/01/2011 - 12/31/2011
Status: In Progress
Due Date: 04/15/2012

Download

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:

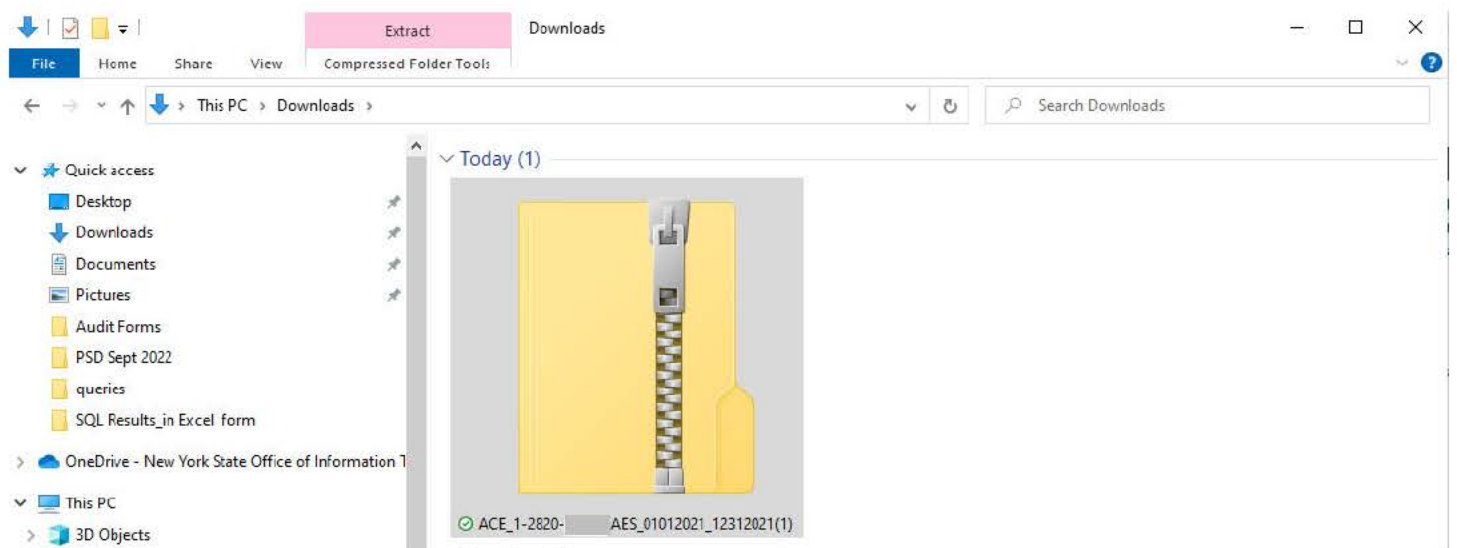
1. **Select 'Save File' to your desktop,** (DAR recommends always saving the compressed folder with the zip files to your desktop) and
2. **Select 'OK'** (Picture 93).

Picture 93



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

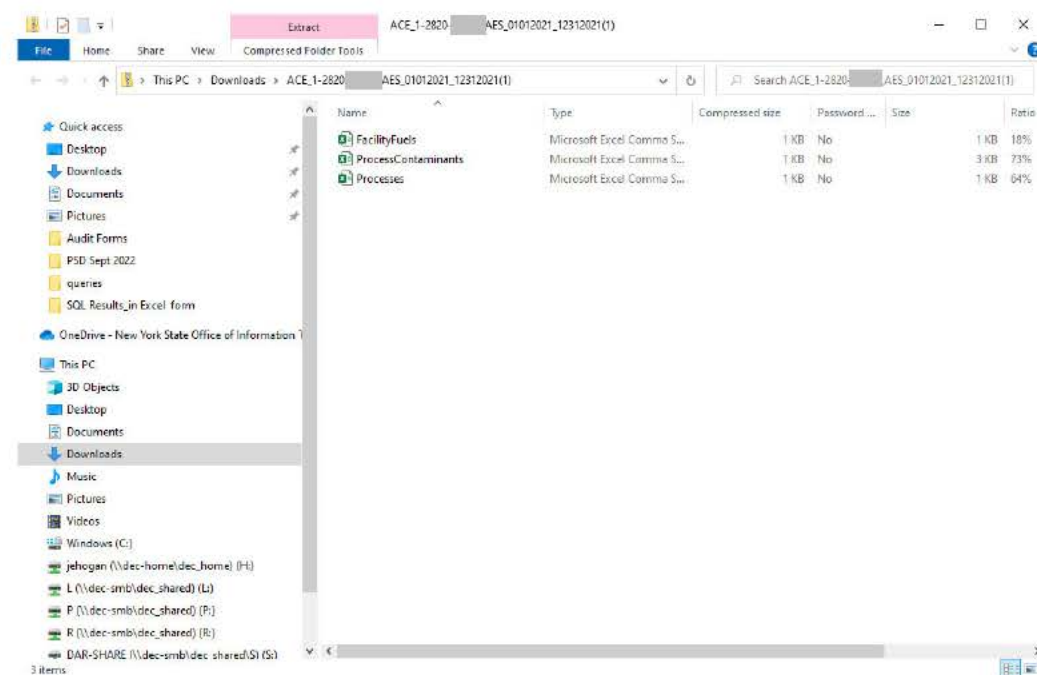
Picture 94



Step 9: Enter into the Win-zip folder.

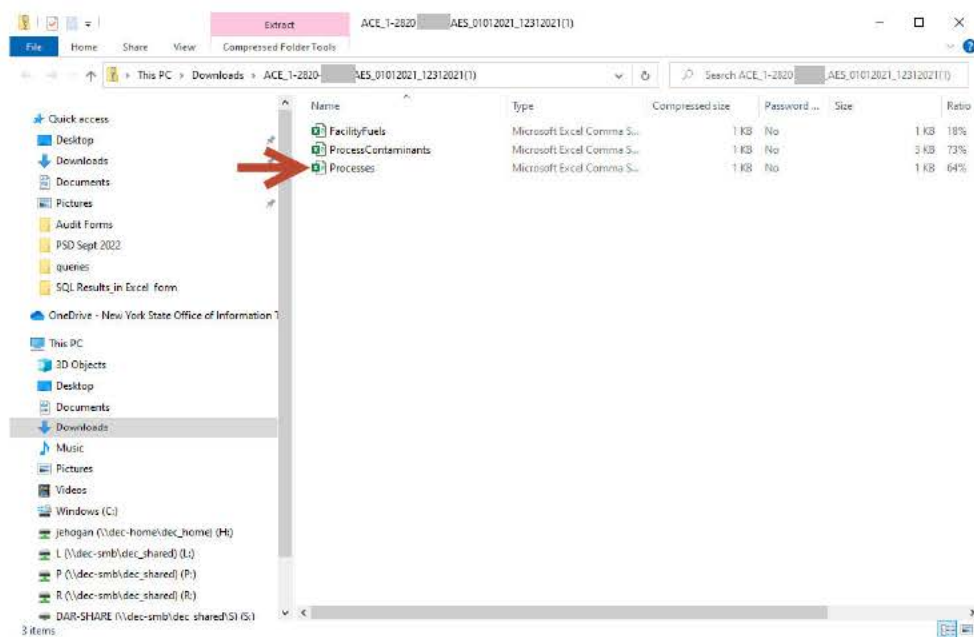
'Processes.CSV,' 'Processes Contaminants. CVS,' and 'FacilityFuels.CSV' are located in this folder (Picture 94). Note: This manual uses Microsoft Excel for this instruction however any spreadsheet program can be used.

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

Processes.CSV - Microsoft Excel

HomeInsertPage LayoutFormulasDataReviewViewAcrobat

PasteCutCopyFormat PainterClipboard

CalibriL1A⁺A⁻
B^BI^I
Font

Wrap Text

Alignment

General\$-%±.0.00%

Conditional FormattingFormat as TableCell Styles

InsertDeleteFormat

AutoSumFillClearSort & FilterFind & Select

Editing

A1																				
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	EPAProc	TotalThru	JunToAug	JunToAug	JunToAug	DecToFeb	DecToFeb	DecToFeb	DecToFeb	MarToMay	JunToAug	SeptToNov	AnnualAv	AnnualAv	AnnualAv	IsReportedIndicator				
2	GT1	1000	8	7	90	8	7	90	25	25	25	25	24	7	52	TRUE				
3	GT3															TRUE				
4	GT5															TRUE				
5	GT7															TRUE				
6	GT2															TRUE				
7	GT4															TRUE				
8	GT6															TRUE				
9	GT8															TRUE				
10																				
11																				

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

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

EPAProcessIdentifier	Contaminant	Emission	ActualEmission	HowDeter	EmissionFactor	SourceCode
GT1						
GT3						
GT5						
GT7						
GT2						
GT4						
GT6						
GT8						

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

- 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.
- This column, ContaminantCASNumber, includes all of the Contaminants associated with the process.
- This column, EmissionControlEfficiencyPercent, is associated with any controls that are placed on the process.
- This column, EmissionCaptureEfficiencyPercent, again is associated with any controls that are placed on the process.
- This column, ActualEmissionQuantity, requires the actual emitted quantities to be listed.
- This column, HowDeterminedCode, details how the emission quantities were calculated. This information corresponds to the data in Addendum 1.
- This column, EmissionFactor, is directly related the ActualEmissionQuantity column. This factor is used to calculate the emissions with the 'Annual Throughput'.
- 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.

- Save to the desktop as 'ProcessContaminants.CSV' and
- Close the file.

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

Picture 100

	A	B	C	D	E	F	G	H
1	FuelTypeCode	Quantity	SulfurAvg	AshAvgPe	HeatValueMMBTU/Unit			
2								
3								
4								
5								
6								
7								

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:

- Open WinZip Wizard by selecting the WinZip Folder on the desktop,
- Select 'Next,'
- Select Update 'ACE...' and select 'Next,'
- Select 'Add files,' A window of the files on desktop appears;
 - Find the unzipped files,
 - Add each file,
- Select 'Zip Now,'
- 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

The screenshot shows the 'Annual Emission Statement' interface. On the left is a 'Report Summary' sidebar with fields for Reporting Period (01/01/2010 to 12/31/2010), Status (Overdue), Due Date (04/15/2011), and links for 'Flag Report For Submission', 'Emissions Summary', 'Fuel Summary', and 'Facility Details'. The main area has tabs for 'Processes' and 'Fuels'. The 'Processes' tab is active, showing a table of processes. A red arrow points from the 'Facility Details' link in the sidebar to the 'Processes' tab.

Process ID	Process Type	SCC	Emission Unit	Exempt	Validated	Started	Action
E01	Industrial	3-05-016-13 LIME MFG/SILOS	E-10001	YES	NO	NO	
E02	Combustion/Incineration	2-02-002-02 IND NATURAL GAS RECIPROCATING	E-10001	YES	NO	NO	
E03	Industrial	4-04-004-13 U-GROUND FUEL #2 BREATHLOSS	E-10001	YES	NO	NO	

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

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

Picture 102

The screenshot shows the 'Process' screen for 'Process 4 of 9'. It includes a 'Process Summary' sidebar on the left with fields for Process ID (00A), Process Type (Industrial), Emission Unit (U-00022), Validated (NO), and a 'Show/Hide Details' link. The main area contains several data entry sections with red arrows pointing to specific fields:

- Annual Throughput:** 3.6 TONS SOLVENT IN COATING. A red arrow points to the 'TONS SOLVENT IN COATING' text.
- Annual Averages:** 20 Hours/Day, 5 Days/Week, 49 Weeks/Year. A red arrow points to the '49 Weeks/Year' field.
- Seasonal Operation (%):** 19 Dec-Feb, 13 Mar-May, 30 Jun-Aug, 38 Sep-Nov. A red arrow points to the '38 Sep-Nov' field.
- Peak Ozone Season Averages (June, July, and August):** 16 Hours/Day, 5 Days/Week, 75 Total Days. A red arrow points to the '75 Total Days' field.
- Carbon Monoxide Season Averages (December, January, and February):** 20 Hours/Day, 5 Days/Week, 55 Total Days. A red arrow points to the '55 Total Days' field.
- Emission Point(s):** 00022. A red arrow points to the '00022' field.
- Control Device(s):** No control device(s) found. A red arrow points to the 'No control device(s) found.' text.
- Contaminant Emissions:** A table with columns: CF, CAS Number, Contaminant Name, Actual Emission (lb/yr), How Determined, Emission Factor, and Action. A red arrow points to the 'How Determined' column.

CF	CAS Number	Contaminant Name	Actual Emission (lb/yr)	How Determined	Emission Factor	Action
0	000050-00-0	FORMALDEHYDE		BEST ENGINEERING JUDGEMENT		Delete

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

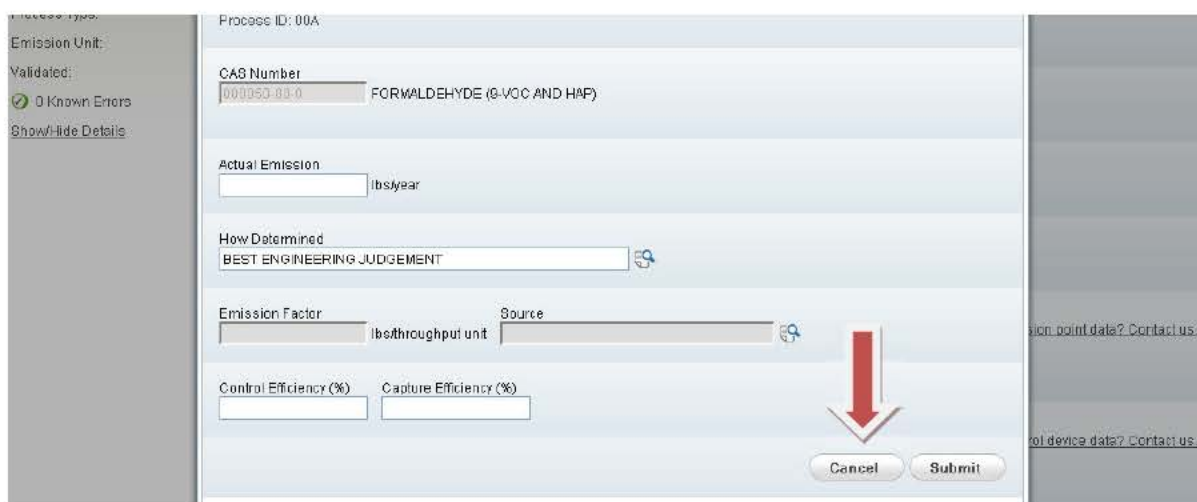


The screenshot shows a table titled 'Contaminant Emissions'. A red arrow points to the 'CAS Number' column. The table has the following data:

CF	CAS Number	Contaminant Name	Actual Emission (lb/yr)	How Determined	Emission Factor	Action
9	000050-00-0	FORMALDEHYDE		BEST ENGINEERING JUDGEMENT		Delete

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

Picture 104



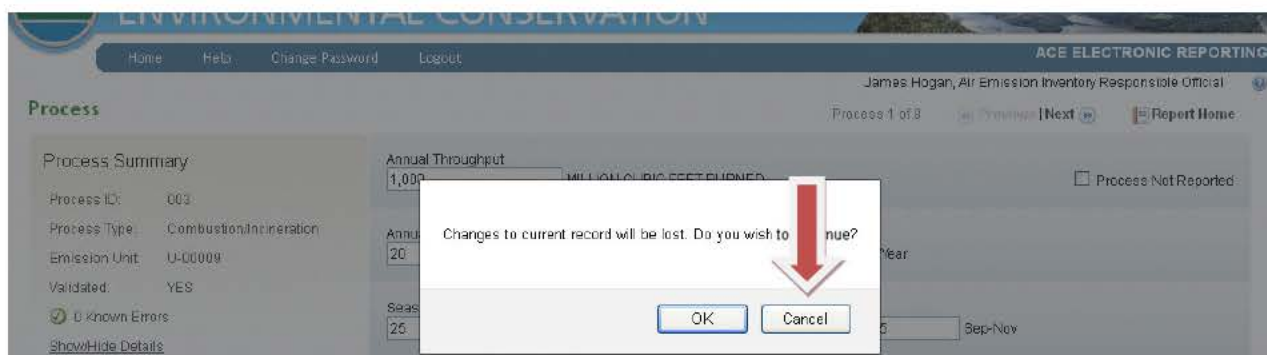
The screenshot shows the 'Contaminant Emissions' review form. A red arrow points to the 'Cancel' button at the bottom right. The form contains the following fields:

- Process ID: 00A
- CAS Number: 000050-00-0 (FORMALDEHYDE (G-VOC AND HAP))
- Actual Emission: [text box] (lb/yr)
- How Determined: BEST ENGINEERING JUDGEMENT
- Emission Factor: [text box] (lb/throughput unit)
- Source: [text box]
- Control Efficiency (%): [text box]
- Capture Efficiency (%): [text box]
- Buttons: Cancel, Submit

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 screenshot shows the 'Process Summary' screen with a confirmation dialog box open. The dialog box asks: 'Changes to current record will be lost. Do you wish to continue?'. The 'Cancel' button is highlighted with a red arrow. The background screen shows the following information:

- Process ID: 003
- Process Type: Combustion/Incineration
- Emission Unit: U-00009
- Validated: YES
- 0 Known Errors
- Annual Throughput: 1,000
- Annual: 20
- Season: 25
- Buttons: OK, Cancel

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

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

Picture 106

Annual Emission Statement

Report Summary

Reporting Period: 01/01/2011 - 12/31/2011
 Status: In Progress
 Due: 04/15/2012
 Flag: [Flag For Submission](#)
 Emissions Summary: [Emissions Summary](#)
 Fuel Summary: [Fuel Summary](#)
 0 Known Errors
 Version History

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

Processed Fuels

Showing 1 to 1 of 1

Fuel Type	Qty Burned	Units	Sulfur Average (%)	Ash Average (%)	Heat Value (MMBTU/Unit)	Validated	Action
NATURAL GAS	1,000	MM CU FT	0.02	0.01	1,050	YES	Delete

Showing 1 to 1 of 1

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

Picture 107

Annual Emission Statement

Report Summary

Reporting Period: 01/01/2012 - 12/31/2012
 Status: Overdue
 Due Date: 04/15/2012
 Flag Report For Submission
 Emissions Summary: [Emissions Summary](#)
 Fuel Summary: [Fuel Summary](#)
 0 Known Errors
 Version History

Summary

Fuel	Reported Annual Throughput		Reported Facility Fuel Usage	
	Throughput Amount	Throughput Unit	Usage Amount	Usage Unit
NUMBER 2 OIL			1,000	1000 GALLONS
NATURAL GAS	1,000	MILLION CUBIC FEET BURNED		

This report displays the total annual throughput reported for each fuel and compares the summed amount to the facility fuel usage quantity reported. If the total quantities look incorrect, please confirm that annual throughput and facility fuel usage data has been accurately entered or imported.

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

The screenshot shows the 'Annual Emission Statement' interface. On the left, a 'Report Summary' sidebar contains fields for Reporting Period (01/01/2011 to 12/31/2011), Status (In Progress), Due Date (04/15/2012), and a 'Flag' section with a red arrow pointing to 'Submission'. Below this is a list of links: 'Emissions Summary' (highlighted), 'Fuel Summary', '0 Known Errors', and 'Version History'. The main content area has tabs for 'Processes' and 'Fuels'. The 'Fuels' tab is active, displaying a table with columns: Fuel Type, Qty Burned, Units, Sulfur Average (%), Ash Average (%), Heat Value (MMBTU/Unit), Validated, and Action. The table shows one entry for 'NATURAL GAS' with a quantity of 1,000 MM CU FT, sulfur average of 0.02, ash average of 0.01, and heat value of 1,050. The 'Validated' status is 'YES' and the 'Action' is 'Delete'.

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 screenshot shows a pop-up window titled 'Emissions Summary' with a close button (X) in the upper right corner. The window contains a table with columns: CAS No., Contaminant, Chemical Family, and Emissions (lbs/year). The table lists one entry: '0NY210-00-0' for 'OXIDES OF NITROGEN' with a chemical family of '3-NITROGEN OXIDES' and emissions of '1.000'. Below the table, a note states: 'This report displays the total pounds per year of all contaminants emitted throughout the reporting year by your facility across all processes. If the total quantities look incorrect, please confirm that emissions data has been accurately entered or imported for all processes.'

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 'ProcessContaminants.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