It’s here. It’s easy. It’s intuitive.

It’s SLEIS.

SLEIS 101

SLEIS Version 1.6.3: March 21, 2017

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How to Access SLEIS

SLEIS is located here: https://programs.iowadnr.gov/sleis/

Users with a SPARS account or SLEIS users that have forgotten their password:

Click the login link in the upper right hand corner of the screen. Enter your e-mail address and then click the “Forgot Password?” link. Click send on the next page. An e-mail will automatically be sent to your e-mail account with directions on how to create your initial account password. After clicking the link in the e-mail the user will be taken to the reset password screen. The link to create your initial password expires 24 hours after you receive the e-mail. If 24 hours pass and you have not yet created your password you can use the “Forgot Password?” link again.

New SLEIS users without a SPARS account:

Complete the SLEIS Electronic Reporting Registration Form:
https://programs.iowadnr.gov/sleis/Content/Pdf/SLEIS_ELECTRONIC_REPORTING_REGISTRATION_FORM.pdf

Email the completed form to sleis@dnr.iowa.gov. You could also mail the form to the address in the form’s upper left corner.

Facilities must have a designated Facility Signatory (Responsible Official). The Facility Signatory must submit a paper copy of this form to the Iowa DNR:
https://programs.iowadnr.gov/sleis/Content/Pdf/SLEIS_ELECTRONIC_SUBSCRIBER_AGREEMENT_FORM.pdf. This form is only necessary for users who will be submitting the emissions inventory.

SLEIS Homepage

This is the main “dashboard” for a facility user.

The Facility Homepage provides direct access to all facility application functions, including:

- The facility application header containing *Home, My Facility, My Profile, Help,* and *Logout* links
    - Available to all roles
- The *My Facility* page allows access to all facilities in the user’s profile

The facilities linked to your user profile are shown in the main center box on the page. Click the “Open” icon  to the right of the facility to view the facility’s emissions reports.

Facility emissions reports are created by DNR before the reporting year. Once the facility emissions report is created the facility user can complete the emissions report for the reporting year. We have created 2016 facility emissions report for all facilities currently required to complete a 2016 emissions report.

Your current facility user account roles are displayed on the My Facilities page. You may have a different role assigned for each facility, depending on the access requested for your user profile. The possible facility roles you may be assigned are *Viewer* or *Editor*, as well as *Submitter* and/or *Administrator*.

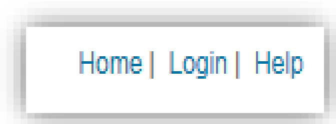
SLEIS Help and Data Validation Features

SLEIS has four different help features that ensure data being input into the database is accurate.

1. Help Link
2. Tip Tool
3. Required Data Elements
4. Data Validation Error Help Text

SLEIS Help Link

Every SLEIS page has a help link in the upper right corner.



This help link is unique to each page and provides a brief description of the information that can be viewed or edited on the screen.

SLEIS Tip Tool

Each data entry field has a tip tool associated with it:

The tip tool contains specific information on where to find the data or equations to use to calculate the required information for the associated field.

Required Data Elements

Data elements that are required fields are indicated by a red bar on the left side of the required field. Fields without a red bar are optional. See example of required and optional data elements below:

Data Validation Error Help Text

SLEIS has multiple data validation checks. If the data entered does not meet the validation requirements, the requirements will be shown near the data input field in red font. Pages may contain multiple tabs and all of the data on all of the tabs must meet the data validation requirements before a save can be executed for that record. Tabs with fields that do not meet the requirements will have an exclamation point . The fields that don't meet the requirements will have red help text near them.

Overview of SLEIS Interface:

Edit General Facility Information

This function allows you to enter or edit the general facility information, including mailing/location address, contacts, alternate names, and additional, custom information defined by the agency. The information shown was migrated from SPARS or entered by the facility or Iowa DNR in a previous emissions report.

#	Steps to Perform	Expected Results
1	Click the *Facility* button under the Facility Inventory section.	The *General Facility Information* page is displayed in view mode.
2	Click the *Edit* button.	The *General Facility Information* page is displayed in edit mode.
3	Enter values for required fields (indicated by the red bar) and any other known/needed information, as follows: <u>Facility Tab</u> • **Facility Identifier:** *[NOT EDITABLE]* • **Facility Name:** *[NOT EDITABLE]* • **Company Name:** *[EDITABLE]* • **Description:** *[BRIEF DESCRIPTION]* • **Status:** *[STATUS]* • **Status Date:** *[DATE STATUS WAS APPLICABLE]* • **NAICS:** *[NAICS CODE]* • **Comments:** *[ADD ANY ADDITIONAL INFORMATION THAT WOULD BE OF HELP TO THE FACILITY OR DNR STAFF]* <u>Contacts Tab</u> • **Name**: *[YOUR FULL NAME]* • **Contact** Method: *Phone* (select from drop-down) • **Contact** Value: *[ENTER YOUR PHONE, FORMATTED (###) ###-####]* <u>Addresses Tab</u> Location • **Line 1**: *[YOUR FACILITY ADDRESS]* • **Locality**: *[YOUR CITY]* • **State**: *Iowa* • **Zip**: *[YOUR ZIP CODE]* Mailing • **Line 1**: *[YOUR MAILING ADDRESS]* • **Locality**: *[YOUR CITY]* • **State**: *[YOUR STATE]* • **Zip**: *[YOUR ZIP CODE]* <u>Location Tab</u> • **Latitude**: *[LATITUDE IN DECIMAL DEGREES]* • **Longitude**: *[LONGITUDE IN DECIMAL DEGREES]*	Depending on the data entered for the record, you may receive "Validation error. Please correct issues on all highlighted tabs and then save your changes again." displayed at the top of your screen. All tab pages containing an error will contain an exclamation in the tab heading indicating an error exists on the tab. Examine each tab to determine the cause of the error and take appropriate corrective action.

	• **UTM X**: *[WILL AUTOCALCULATE IF LAT/LONG ARE ENTERED]* • **UTM Y**: *[WILL AUTOCALCULATE IF LAT/LONG ARE ENTERED]* • **UTM Zone**: *[WILL AUTOCALCULATE IF LAT/LONG ARE ENTERED]* • **Other additional information including Collection Method, Data Collection Date, Geographic Reference Point and Geodetic Reference System** *[REVIEW – ENTER ANY KNOWN VALUES]* <u>Additional Information Tab</u> • Review tab, enter any known field values Click the *Save* button.	
4	If needed, correct business rules errors until successfully saved.	The Facility Homepage is displayed for the current facility. Informational message "The facility was successfully saved." is displayed.

Add/Edit Release Points

This function allows you to add/edit Release Point information for the facility, including general release point information, location at the facility, and additional, custom information defined by the agency.

#	Steps to Perform	Expected Results
1	Click the *Release Points* button under the Facility Inventory section.	The *Release Points* list page is displayed, displaying a list of records associated with the facility. The columns displayed in the list page can be sorted by clicking on the column heading (toggle ascending and descending order). The *Filter* textbox can be used to narrow the list of records displayed to only list page rows containing that filter text.
2	To edit a release point, click the edit icon to the right of the release point description. To add a release point, click the *Add* button located in the lower-right of the list page.	The *Release Point* page is displayed in add mode.
3	Enter or edit values for required fields and any other known/needed information, as follows: <u>Release Point Tab</u> • **Identifier**: *[EP-XX]* • **Type**: *[SELECT TYPE]* • **Description**: *[DESCRIPTION]* • **Status:** *Operating* • **Status Date:** *[LEAVE BLANK]* • **Stack Height:** *[HEIGHT IN FT]* • **Stack Shape:** [CIRCULAR OR RECTANGULAR] • **Stack Diameter:** *[DIAMETER IN FT]* or [LENGTH AND WIDTH IN FT]	Depending on the data entered for the record, you may receive "Validation error. Please correct issues on all highlighted tabs and then save your changes again." displayed at the top of your screen. All tab pages containing an error will contain an exclamation in the tab heading indicating an error exists on the tab. Examine each tab to determine the cause of the error and take appropriate corrective action.

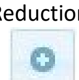
	• **Equivalent Diameter:** *[CALCULATED BY SLEIS IF RECTANGULAR STACK WIDTH IS SELECTED. NOT EDITABLE]* • **Exit Gas Temp:** *[TEMP IN F]* • **Exit Gas Flow Rate:** *[VALUE]* • **Exit Gas Flow Rate UOM:** *[ACFM OR ACFS WILL ALLOW AUTOCALCULATION OF EXIT GAS VELOCITY]* • **Exit Gas Velocity:** *[MAY BE AUTOCALCLUATED]* • **Fence Line Distance:** *[VALUE]* • **Comments:** *[ADD ANY ADDITIONAL INFORMATION THAT WOULD BE OF HELP TO THE FACILITY OR DNR STAFF]* Location Tab • **Latitude**: *[LATITUDE IN DECIMAL DEGREES]* • **Longitude**: *[LONGITUDE IN DECIMAL DEGREES]* • **UTM X**: *[WILL AUTOCALCULATE IF LAT/LONG ARE ENTERED]* • **UTM Y**: *[WILL AUTOCALCULATE IF LAT/LONG ARE ENTERED]* • **UTM Zone**: *[WILL AUTOCALCULATE IF LAT/LONG ARE ENTERED]* • **Additional fields including Collection Method, Data Collection Date, Geographic Reference Point and Geodetic Reference System** *[REVIEW – ENTER ANY KNOWN VALUES]* Additional Information Tab • Review tab, enter any known field values Click the *Save* button.	The *Release Points* list page is displayed, displaying a list of records associated with the facility. If a record was just added it will now be displayed in the list.
4	If needed, correct business rules errors until successfully saved.	Informational message “The release point was successfully saved.” is displayed.
5	Review a release point record in view mode by clicking the view  icon located adjacent to the record.	The *Release Points* page is displayed in view mode for the selected record.
6	Click the Export button located in the lower-left of the list page.	All Release Point records associated with the facility will be downloaded into a series of .CSV files, and compressed as a .ZIP file. The .ZIP file will be downloaded using your browser’s native file download capability.
7	Open the .ZIP file and explore the contents of the file to see how the export function arranges exported data for this record type.	

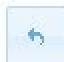
NOTE:

 A Release Point record can be deleted from the Master Facility Inventory if it does not exist as a child record in a report. A Release Point record can be deleted from a report if the Release Point has not been “promoted to the Master Facility Inventory” (thus making it a child of the Master Facility Inventory).

Add/Edit Control Devices

This function allows you to add/edit Control Device information for the facility, including general control device information, controlled pollutants, and additional, custom information defined by the agency.

#	Steps to Perform	Expected Results
1	Click the *Control Devices* button under the Facility Inventory section.	The *Control Devices* list page is displayed, displaying a list of records associated with the facility. The columns displayed in the list page can be sorted by clicking on the column heading (toggle ascending and descending order). The *Filter* textbox can be used to narrow the list of records displayed to only list page rows containing that filter text.
2	To edit a control device, click the edit icon  to the right of the control device description. To add a control device, click the *Add* button located in the lower-right of the list page.	The *Control Device* page is displayed in add mode.
	Enter values for required fields and any other known/needed information, as follows: <u>Control Device Tab</u> • **Identifier**: *[CE-XX]* • **Description**: *[DESCRIPTION]* • **Status:** *Operating* • **Status Date:** *[LEAVE BLANK]* • **Control Measure:** *[TYPE]* (enter by typing all or part of the code or code description and select a value from the list) • **Controlled Pollutants:** o Pollutant**:** *VOC* (or other pollutant - enter by typing all or part of the code (or CAS#) or description and select a value from the list) o Pollutant Reduction Efficiency: [XX%] Click the add pollutant icon  as many times as necessary to add the remaining pollutants being controlled by this control device. To delete a row, click the delete  icon. • **Comment**: *[ADD ANY ADDITIONAL INFORMATION THAT WOULD BE OF HELP TO THE FACILITY OR DNR STAFF]* <u>Additional Information Tab</u> • Review tab, enter any known field values Click the *Save* button.	Depending on the data entered for the record, you may receive “Validation error. Please correct issues on all highlighted tabs and then save your changes again.” displayed at the top of your screen. All tab pages containing an error will contain an exclamation in the tab heading indicating an error exists on the tab. Examine each tab to determine the cause of the error and take appropriate corrective action.

#	Steps to Perform	Expected Results
4	If needed, correct business rules errors until successfully saved.	The *Control Devices* list page is displayed, displaying a list of records associated with the facility. The record just added will now be displayed in the list. Informational message "The control device was successfully saved." is displayed.
5	Review a control device record in view mode by clicking the view  icon located adjacent to the record.	The *Control Devices* page is displayed in view mode for the selected record.
6	Click the Export button located in the lower-left of the list page.	All Control Device records associated with the facility will be downloaded into a series of .CSV files, and compressed as a .ZIP file. The .ZIP file will be downloaded using your browser's native file download capability.
7	Open the .ZIP file and explore the contents of the file to see how the export function arranges exported data for this record type.	
8	Click the application last/back  icon to return to the *Facility Homepage*.	The Facility Homepage is displayed for the currently selected facility.

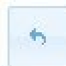
NOTE:

- A Control Device record can be deleted from the Master Facility Inventory if it does not exist as a child record in a report. A Control Device record can be deleted from a report if the Control Device has not been "promoted to the Master Facility Inventory" (thus making it a child of the Master Facility Inventory).

Add/Edit Emission Units

This function allows you to add/edit Emission Units information for the facility, including general emission unit information, and additional, custom information defined by the agency.

#	Steps to Perform	Expected Results
1	Click the *Emission Units* button under the Facility Inventory section.	The *Emission Units* list page is displayed, displaying a list of records associated with the facility. The columns displayed in the list page can be sorted by clicking on the column heading (toggle ascending and descending order). The *Filter* textbox can be used to narrow the list of records displayed to only list page rows containing that filter text.
2	To edit an emission unit, click the edit icon  to the right of the emission unit description. To add an emission unit, click the *Add* button located in the lower-right of the list page.	The *Emission Units* page is displayed in add mode.
3	Enter values for required fields and any other known/needed information, as follows: <u>Emission Unit Tab</u> • **Identifier**: *[EU-XX]* • **Type:** *[EU TYPE]* • **Description**: *[EU DESCRIPTION]* • **Status:** *Operating* • **Status Date:** *[LEAVE BLANK]* • **Operation Start Date**: *[SELECT DATE OF FIRST OPERATION]* • **Design Capacity**: *[VALUE]* • **Design Capacity Unit:** *[UNITS OF MEASURE]* • **Comments:** *[ADD ANY ADDITIONAL INFORMATION THAT WOULD BE OF HELP TO THE FACILITY OR DNR STAFF]* <u>Additional Information Tab</u> • Review tab, enter any known field values Click the *Save* button.	Depending on the data entered for the record, you may receive "Validation error. Please correct issues on all highlighted tabs and then save your changes again." displayed at the top of your screen. All tab pages containing an error will contain an exclamation in the tab heading indicating an error exists on the tab. Examine each tab to determine the cause of the error and take appropriate corrective action.
4	If needed, correct business rules errors until successfully saved.	The *Emission Units* list page is displayed, displaying a list of records associated with the facility. The record just added will now be displayed in the list. Informational message "The emission unit was successfully saved." is displayed.
5	Review an emission unit record in view mode by clicking the view  icon located adjacent to the record.	The *Emission Units* page is displayed in view mode for the selected record.

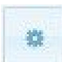
#	Steps to Perform	Expected Results
6	Click the Export button located in the lower-left of the list page.	All Emission Units records associated with the facility will be downloaded into a series of .CSV files, and compressed as a .ZIP file. The .ZIP file will be downloaded using your browser's native file download capability.
7	Open the .ZIP file and explore the contents of the file to see how the export function arranges exported data for this record type.	
8	Click the application last/back  icon to return to the *Facility Homepage*.	The Facility Homepage is displayed for the currently selected facility.

NOTE:

- An Emission Unit record can be deleted from the Master Facility Inventory if it does not exist as a child record in a report. An Emission Unit record can be deleted from a report if the Emission Unit has not been "promoted to the Master Facility Inventory" (thus making it a child of the Master Facility Inventory).

Add/Edit Emissions Unit Processes

This function allows you to add/edit Unit Process information for the facility, including general unit process information, associated regulatory programs, control approach, release point apportionment, and additional, custom information defined by the agency.

#	Steps to Perform	Expected Results
1	Click the *Unit Process* button under the Facility Inventory section.	The *Unit Processes* list page is displayed, displaying a list of records associated with the facility. The columns displayed in the list page can be sorted by clicking on the column heading (toggle ascending and descending order). The *Filter* textbox can be used to narrow the list of records displayed to only list page rows containing that filter text.
2	To edit an emissions unit process, click the edit icon  to the right of the emissions unit process description. To add an emissions unit process, click the *Add* button located in the lower-right of the list page.	The *Unit Processes* page is displayed in add mode.

3	Enter values for required fields as follows:
	
	<u>Unit Process Tab</u>
	• **Process Identifier**: *[EU-XX -01]*
	• **Emission Unit Identifier**: *[EU-XX]*
	• **SCC (automatically set based on the input of the SCC number on the left or entered by user):**
	  o *[SCC LEVEL 1]*
	  o *[SCC LEVEL 2]*
	  o *[SCC LEVEL 3]*
	  o *[SCC LEVEL 4]*
	• *[SCC]* ***Code****: XXXXXXXX* (Automatically set based on selections above or entered directly by user)
	• **Description**: *[DESCRIPTION OF PROCESS]*
	• **Last/Final Emission Year:** *[LEAVE BLANK]*
	• **Comments:** *[ADD ANY ADDITIONAL INFORMATION THAT WOULD BE OF HELP TO THE FACILITY OR DNR STAFF]*
	
	<u>Regulatory Programs Tab</u>
	• **Regulatory Program**: *[SELECT REGULATORY PROGRAM] (*enter by typing all or part of the code or description and select a value from the list)
	To add multiple regulatory programs, click add  icon as desired.
	
	To delete a row, click the delete  icon.
	
	<u>Control Approach Tab</u>
	
	• **Not Controlled?**: [*CLICK CHEKCBOX FOR UNCONTROLLED EMISSIONS AND LEAVE UNCHECKED FOR UNIT PROCESES THAT ARE CONTROLLED]*
	• **Control Approach Description**: *[DESCRIPTION]*
	• **Control Devices:** *[CONTROL DEVICE IDENTIFIER]* (enter by typing all or part of the control device identifier or description and select a value from the list)
		SCC numbers may be entered using the levels as shown in the example.
		
		If the user knows the SCC number, the number may simply be typed into the SCC field.
		
		Depending on the data entered for the record, you may receive "Validation error. Please correct issues on all highlighted tabs and then save your changes again." displayed at the top of your screen.
		
		All tab pages containing an error will contain an exclamation in the tab heading indicating an error exists on the tab.
		
		Examine each tab to determine the cause of the error and take appropriate corrective action.

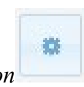
#	Steps to Perform	Expected Results
	To add multiple control devices, click add icon as needed. To delete a row, click the delete icon. <u>Release Point Apportionment Tab</u> • Release Point**:** *[RP-XX]* • Release Point Apportionment %: [X%] Click the add icon once to add one additional row to the Release Point Apportionment section, and enter data for the new row. • Release Point**:** [*RP-XY]* • Release Point Apportionment %: [1-X%] To delete a row, click the delete icon. <u>Additional Information Tab</u> • Review tab, enter any known field values	
4	If needed, correct business rules errors until successfully saved.	The *Unit Processes* list page is displayed, displaying a list of records associated with the facility. The record just added will now be displayed in the list. Informational message "The unit process was successfully saved." is displayed.
5	Review a unit process record in view mode by clicking the view icon located adjacent to the record.	The *Unit Processes* page is displayed in view mode for the selected record.
6	Click the Export button located in the lower-left of the list page.	All Unit Process records associated with the facility will be downloaded into a series of .CSV files, and compressed as a .ZIP file. The .ZIP file will be downloaded using your browser's native file download capability.
7	Open the .ZIP file and explore the contents of the file to see how the export function arranges exported data for this record type.	
8	Click the application last/back icon to return to the *Facility Homepage*.	The Facility Homepage is displayed for the currently selected facility.

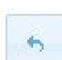
NOTE:

A Unit Process record can be deleted from the Master Facility Inventory if it does not exist as a child record in a report. A Unit Process record can be deleted from a report if the Unit Process has not been "promoted to the Master Facility Inventory" (thus making it a child of the Master Facility Inventory).

Edit Process Emissions

This function allows you to edit reporting year specific process and emissions data being reported in the current report.

#	Steps to Perform	Expected Results
1	From the Report Homepage, click the *Process Emissions* button under the *Emissions* section.	The *Process Emissions* list page is displayed, displaying a list of records associated with the facility that require entry of emissions data for the reporting year. The columns displayed in the list page can be sorted by clicking on the column heading (toggle ascending and descending order). The *Filter* textbox can be used to narrow the list of records displayed to only list page rows containing that filter text.
2	Click the *edit icon*  located adjacent to the process emissions record row for the emission unit and unit-process to be data entered.	The *Process Emissions* page is displayed in edit mode.
3	Enter values for required fields and any other known/needed information, as follows: <u>Process Tab</u> • **Process is Reported?**: *Checked/True* (default) • **Annual Throughput**: [*THROUGHPUT VALUE]* • **Throughput Unit of Measure**: *[THOUGHPUT UNIT OF MEASURE]* • **Throughput Type**: *[I, O OR E – SEE THROUGHPUT TYPE IN GLOSSARY FOR EXPLANATION]* • **Throughput Material:** *[MATERIAL]* (begin typing material and select from list) • **Supplemental Calculation Parameters (Ash %, Sulfur %, Heat Content)**: *[ENTER IF KNOWN]* • **Comments:** *[ADD ANY ADDITIONAL INFORMATION THAT WOULD BE OF HELP TO THE FACILITY OR DNR STAFF]* <u>Operations Tab</u> • **Average Hours/Day**: *[0-24]* • **Average Days/Week:** *[0-7]* • **Average Weeks/Year:** *[0-52]* • **Actual Hours:** *[AUTOPOPULATED but can be overwritten with a value to within =/- 0.5% of parameters listed for variables above]* Seasonal Operations • **December-February (%)**: *[0-100%]* • **March-May (%)**:*[0-100%]* • **June-August (%):***[0-100%]* • **September-November (%):***[0-100%]*	Depending on the data entered for the record, you may receive "Validation error. Please correct issues on all highlighted tabs and then save your changes again." displayed at the top of your screen. All tab pages containing an error will contain an exclamation in the tab heading indicating an error exists on the tab. Examine each tab to determine the cause of the error and take appropriate corrective action. Seasonal operations percentages must total 99.5%-100.5%

#	Steps to Perform	Expected Results
	<u>Emissions Tab</u> • Open the pollutant by clicking anywhere on the pollutant line • **Pollutant Code**: enter by typing all or part of the code, description, or CAS number and select a value from the list • **Calculation Method**: *[SELECT METHOD CODE]* **Emission Factor (Lbs/Unit):** *[VALUE]* • **Emission Factor Unit:** *[UNITS]* • **Estimated Emissions (Tons):** [AUTOCALCULATED ON-SAVE or select the calculate button next to the pollutant] • **Overall Control Efficiency (%):** *XX%* (read-only and only shown if the calculation method selected is pre-control and if the process is linked to a control device in the facility inventory) • Calculated based upon Unit Process Control Approach, and associated Control Devices and Controlled Pollutants • **Comment**: *[ADD ANY ADDITIONAL INFORMATION THAT WOULD BE OF HELP TO THE FACILITY OR DNR STAFF]* Click the add pollutant icon  as many times as necessary to add the remaining pollutants being emitted from this process To delete a row, click the delete  icon. Click the *Save* button.	SLEIS will automatically calculate emissions if the Emissions Factor Unit of measure matches the throughput unit of measure and the calculate button is clicked.
4	If needed, correct business rules errors until successfully saved.	Estimated emissions are calculated, when applicable, and the *Process Emissions* data is saved. The user remains on the Process Emissions edit page. Informational message “The process emission was successfully updated” is displayed.
5	When done editing Process Emission records, click the *Cancel* button to exit.	The *Process Emissions* list page is displayed.
6	Review a process emission record in view mode by clicking the view  icon located adjacent to the record.	The *Process Emissions* page is displayed in view mode for the selected record.
7	When done viewing Process Emission records, click the *Cancel* button to exit.	The *Process Emissions* list page is displayed.
8	Click the application last/back  icon to return to the Report Homepage.	The Report Homepage is displayed for the currently selected report.

Data Upload Guide

The import template may be used by facilities to upload throughput, operating schedules, and emissions data. The import template cannot be used to update release points, control devices, emission units or unit processes.

In the Emissions Report, click the download template button and then save the zipped folder that will appear at the bottom of your screen. After opening the zipped file, you will see three files. Process Emissions, Processes and ReferenceDataValues. These are csv files that can be opened using Microsoft excel.

> Please note: If your facility uses leading zeroes in the Emission Unit and Process Identifier fields, those leading zeroes will be lost if the user double clicks the .csv files to open them. DNR recommends opening the files through MS Excel and changing the data type to text for the Emission Unit and Process Identifiers. If your facility does not have leading zeroes, simply open the .csv by double clicking the icon.

The Process Emissions and Processes .csv files can be filled out to import this data into SLEIS. Do not edit the column headings, or delete or add columns. It's important to remember that the same validation rules that apply to editing process throughputs and emissions in the SLEIS interface apply when the template is being imported, so be sure not to use invalid codes or enter operating schedules that violate SLEIS rules, such as 25 hours per day or 53 weeks per year. On the processes.csv file, Columns G through R and AA through AC are not used by DNR. Please see the ReferenceDataValues template file for a list of valid codes.

Completed Process.csv and ProcessEmissions.csv files can be imported into SLEIS from the Emissions Report screen. Click "Import Data." Select the files from the browse dialog boxes. Then click continue. Make sure you select the processes.csv file for the processes.csv dialog box and the processemissions.csv for the processemissions.csv dialog box.

Note that a new import template does not need to be downloaded for every emission report. The same import template can be used. But if you add new equipment or processes you need to add them using the SLEIS interface first. Then enter the new emission unit and unit process identifiers using the same names and numbers into the import template. Finally, upload the template into SLEIS with the new unit and process identifiers entered in them.

Emissions Fee Calculation

Title V facilities are required to pay fees for the facility emissions of certain pollutants. SLEIS automatically calculates the fee due based on standardized rules set by Iowa DNR. To view the fee calculations do the following:

1. Go to the Emissions Report screen for the year in question.
    a. This screen is the first screen that you see after selecting the emissions year.
2. Click on the HTML link on the right side of the screen labeled "Title V Annual Emissions Fee Payment."
3. A new tab will open with the SLEIS Form 5.0. This is calculated based on the current data in SLEIS. To change any information in this form, it must be changed in the SLEIS interface.

Glossary

1. **Administrator** – can remove facility users (does not delete the account, just removes association with the facility) and change a user's role who is assigned to the same facility as a user with the Administrator role. While an Administrator can assign someone as a Submitter, a user with the Submitter role cannot submit the report unless the DNR has received an Electronic Subscriber Agreement Form for that user.
2. **Amendment request** – if a submission needs to be revised, the user can request that DNR return the emissions report to a status of "in process." Once the revisions have been made to the emissions report, the submitter can re-submit the report to DNR.
3. **Calculation method code** – the source of the emission factor used to estimate emissions. In the past, this was referred to as the emission factor source.
4. **Editor** – can view and start/modify the contents of an emissions report (can modify facility inventory and emissions data).
5. **Emissions report** – commonly referred to in the past as the minor source emissions inventory for minor source facilities or the Title V emissions inventory for major source facilities. Also previously known as an "EIQ." The emissions report is a listing, by source, of the amounts of pollutants actually emitted over a period of time-usually annually. Emission reports for minor source facilities will be due May 15 while emissions reports for major source facilities will be due on March 31.
6. **Facility inventory** – data related to general facility information, release points, control devices, emission units, and unit processes. Commonly referred to in the past as "Site Management."
7. **Import file** – a zipped file containing three .csv files used to import data related to unit-processes and process emissions.
8. **Reference data values** – one of the three .csv files used to import process emissions data into SLEIS. This list of codes must be used in order to successfully import data into SLEIS.
9. **Release point** – commonly referred to in the past as an emission point. This is the point where emissions from a process enter the atmosphere.
10. **Repudiate submission** - if the submission was made by unauthorized staff, or was made in error the user can repudiate the report.
11. **Submitter** – can submit the emissions report to DNR. The ability for a submitter to edit the contents of the emissions report depends on whether they have been assigned the editor role. If they have not been assigned the editor role, the submitter will only be able to view the emissions report.
12. **Subscriber agreement form** – allows the facility to request that DNR create a facility signatory account(s) for a facility employee. Completion of this form is the first step in attaining the submitter role for a facility.
13. **Throughput type** – code indicating whether the material measured is an input (I) to the process, an output (O) of the process, or a static count (E)—not a throughput for the process.
14. **Validate report** – a button available to the editor role to check if there are any missing or invalid data values in the emissions report prior to initiating the submission of the emissions report.
15. **Validation report** – a report available to the editor role after the data import process is completed or after completing data entry of the emissions report in the SLEIS interface. The

validation report communicates to the editor if there are any missing or invalid data values in the emissions report as well as corrective actions.
16. **Viewer** – can view the contents of the emissions report, but cannot make any data modifications

Frequently Asked Questions:

1. **Q:** Can a facility have multiple users?
   A: Yes
2. **Q:** Can a username be assigned to multiple facilities?
   A: Yes
3. **Q:** Will SPARS still be maintained for permitting?
   A: At this time SPARS can still be used to submit construction permit and Title V operating permit applications.
4. **Q:** Once we've moved to SLEIS, will minor sources be required to submit potential to emit?
   A: There is not currently an interface in SLEIS to allow facilities to submit potential emissions and that is not one of the enhancements being considered.
5. **Q:** Will there be a limit to the number of facilities that can be under one person's profile?
   A: SLEIS does not have any restrictions on the number of facilities that can be under one user's profile.
6. **Q:** The DNR must generate the annual emission report in SLEIS for the facility to fill out. When will DNR generate the emissions inventory report in SLEIS?
   A: Mid to late-December unless a facility contacts DNR needing it to be done earlier
7. **Q:** Will facilities be able to make corrections to migrated data?
   A: Changes made to a completed, submitted inventory will be brought into future inventories.
8. **Q:** Can the user overwrite actual hours in the hours of operation on the process emissions tab?
   A: Yes, within a 0.5% tolerance.
9. **Q:** Does the import template have to be downloaded every time?
   A: No, but if you want to add new units and/or unit processes you need to add them using the SLEIS interface first. Then add them to the template and upload the template with the new units and/or unit processes in them.
10. **Q:** Is a facility allowed to have more than one facility administrator?
    A: Yes.
11. **Q:** Will the facility be able to view data associated with both an initial and supplemental emissions report?
    A: The facility can view all submitted inventories, initial or supplemental by opening the Emissions Report and clicking on the "View Submission History" link, then click the download icon.
12. **Q:** What information was migrated to SLEIS in the master facility inventory?
    A: Data which was saved in the site management portion of SPARS (general facility information, emission point data, emission unit data, and control equipment data).
13. **Q:** Do facilities need to submit the subscriber agreement form?
    A: Each submitter must complete a SLEIS subscriber agreement form. A new form is not required if the submitter has completed a SLEIS subscriber agreement form in the past.
14. **Q:** Once a facility submits an emissions report, a confirmation e-mail is sent from the DNR to the facility. Who receives this e-mail?

A: Only the facility user with the submitter role receives the e-mail, not all of the authorized users.

15. **Q:** Does SLEIS maintain a record of submitted emission reports?
    A: Yes
16. **Q:** Can the user generate a .pdf of the emissions report without initiating submission of the report?
    A: Yes
17. **Q:** Does the facility administrator or submitter receive an e-mail indicating the report is ready for submittal?
    A: No
18. **Q:** Do the hours of operation and seasonal operation percentages get copied over into the next emissions report or do they get "zeroed out?"
    A: Yes, the get copied from the previous emissions report.
19. **Q:** If the status for an emission unit is changed to permanently shut down, does the status cascade to the associated release point(s) or unit process(es)?
    A: No. The unit that has been permanently shut down will not be included in future emissions reports generated by DNR once the DNR has clicked the "Review Complete" button and then promoted data to the master facility inventory.
20. **Q:** Can you save a formula in the import .csv file?
    A: No, but you can save the formula in an excel file. Then converting the excel file to a .csv file will save the value as a number rather than a formula and then the .csv file can successfully be imported into SLEIS.
21. **Q:** What will DNR do if a facility submitting on paper changed its EP/EU numbering scheme?
    A: If DNR believes that the new numbering scheme still represents the same set of equipment that was existing in SLEIS, DNR will ask for a crosswalk which would allow us to continue reporting emissions to EPA using one set of identifiers. If the facility indicates to DNR that the new numbering scheme represents new equipment, then the new numbering scheme will be entered in SLEIS.

Known SLEIS Issues

SLEIS has the following known issues:

1. Control Efficiency

   For a process that has more than two control devices linked to it in SPARS, the data from SPARS took the control efficiency in the most recent emissions inventory for the process (INV-4 or Form 4.0) and migrated that control efficiency to SLEIS for each of the control devices linked to that process.

   Example: A Coal Fired Boiler with an ESP and a low NO_x burner. The migration from SPARS to SLEIS assumed the overall control efficiency for PM-10 is applied to both control devices. However, in reality the low NO_x burner does not control PM-10.

   Facilities should ensure that the control efficiencies are correct when submitting emissions reports. Control efficiency is found in the Master Facility section in the Control Devices. The Control Devices tab contains a data field under Controlled Pollutants for control efficiency.