Instructions for Entering Information into the Emission Units Button
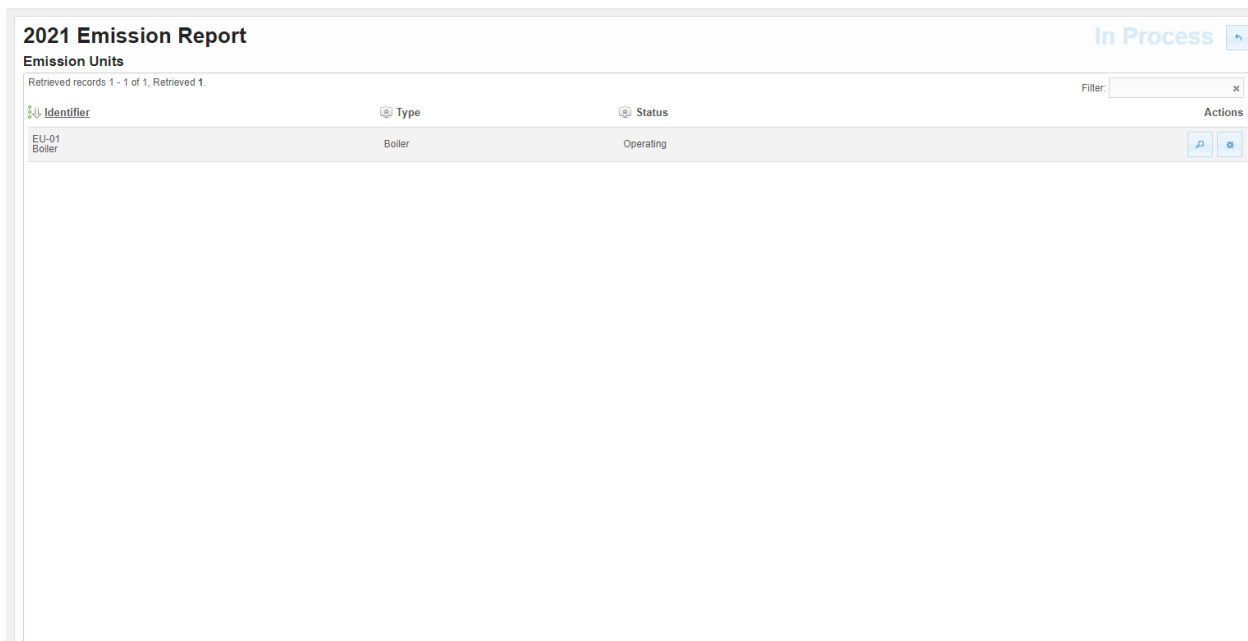
Introduction

The "Emission Units" button in the SLEIS database is where information is stored regarding emission units at the facility. Information located in this button would be similar to information found on the former INV-3 paper form. This document will show the various fields located in the button and what information can be found or entered in it. If this is the first inventory being entered in SLEIS, it is possible some or all emission units may not be available. In order to make any changes in SLEIS, a user with the editor role should click the "Edit" button and to save any changes made, click the "Save" button. If you have any questions about the fields, you can click the ❓ icon and a window will pop up containing information about the field.

Main Screen List

This list contains all emission units related to the facility. To add an emission unit into SLEIS, click the "Add button" in the lower right-hand corner. Please note once data is saved in SLEIS and submitted to DNR as part of an emissions inventory, it cannot be removed. If an emission unit is no longer in service, please change its status to "Permanently Shutdown" in the emission unit edit screen discussed later in this document and provide a value in the status year field for which the status became effective.

The image below shows an example of the emission unit main screen.

Emission Unit Tab

This tab contains information about the emission unit. The fields presented in the tab are:

1. Identifier: The emission unit identifier assigned to the emission unit.
2. Type: The type of emission unit. Begin typing in the field and select from the options provided.

3. Description: A brief description of the emission unit.
4. Status: The operating status of the emission unit.
5. *Status year:* The year the status became effective. *This information is optional. *
6. Operation Start Date: The date the unit started operating. *This information is optional. *
7. *Design Capacity:* The hourly capacity the unit would run at if it were operating at 100% capacity. If a capacity is provided, the unit of measure must also be provided *This information is optional. *
8. Related Unit Processes: The unit process identifiers and their descriptions that are associated with the emission unit. (This will update automatically as unit processes are linked to the emission unit.) *This information is optional. *
9. Comments: Comments about the emission unit. *This information is optional. *

The image below shows an example of the emission unit tab.

Additional Information Tab

This tab contains additional information about the emission unit. The information in this tab is optional. The fields presented in the tab are:

1. Location Description: This is the location of the emission unit at the facility.
2. Construction Date: This is the date the unit was constructed.
3. Installation Date: This is the date the unit was installed.
4. Modification Date: This is the most recent date the unit was modified.
5. Engine Use Type: A description of how the engine is being used.
6. Engine Use Text: Text describing the engine use.
7. Permit By Rule Flag: Whether the unit has a permit-by-rule or not.
8. Federal Enforceable Limit Text: Any federally enforceable limits can be entered here.
9. Permit or Rule Limit Text: Enter the permit(s) or rule(s) establishing limit(s) associated with the emission unit. Multiple permits may be entered.
10. Construction Limits Desc: Any limits enforced by a construction permit.

The images below show examples of the Additional Information tab.

Conclusion

The information found in the "Emission Unit" button contains information about all emission units. While only one tab is required to be completed, please fill out as much information as possible. This information should be kept up-to-date as often as possible. Any questions regarding the information should be directed to a member of the Air Quality Bureau's Emission Inventory Section using the SLEIS Help Desk e-mail address: sleis@dnr.iowa.gov.