Instructions for Entering Information into the Facility Button

Introduction

The "Facility" button in the SLEIS database is where general information about the facility can be viewed as well as entered or changed. Information located in this button would be similar to information found on the former INV-1 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, many of the fields will be blank. 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.

Facility Tab

This tab contains general information, such as the DNR facility number, facility name, and the North American Industrial Classification System code. The data elements presented in the tab are:

1. Facility Identifier: This is the number the DNR assigned the facility when it started operations. Also called a Facility Number. *This information cannot be edited by the facility*
2. Facility Name: The current name of the facility. To request a facility name change, please contact DNR emissions inventory staff. *This information cannot be edited by the facility*
3. Company/Owner Name: The name of the company that owns the facility.
4. Description: An overall business description of the facility. *This information is optional*
5. Status: Operating status of the facility.
6. Status year: The year the status was enacted (i.e. the year the facility started operating, the year the facility shutdown, etc.)
7. NAICS: The NAICS (North American Industrial Classification System) code that best describes the facility. Multiple NAICS can be assigned to a facility by clicking the on the right side of the screen.
8. Comments: Any additional general information about the facility. *This information is optional*

The image below shows an example of the facility tab.

Contacts Tab

This tab contains information about the facility's emissions contact person. The fields presented in the tab are:

1. Name: This is the name of the current emissions contact person.
2. Contact: This is where a facility can enter the contact information. At least one piece of information must be entered in Contact. The information can include:

a. Email
b. Phone number: This is entered in SLEIS as (###) ###-####
c. Mobile: This is entered is SLEIS as (###) ###-####
d. Fax: This is entered is SLEIS as (###) ###-####
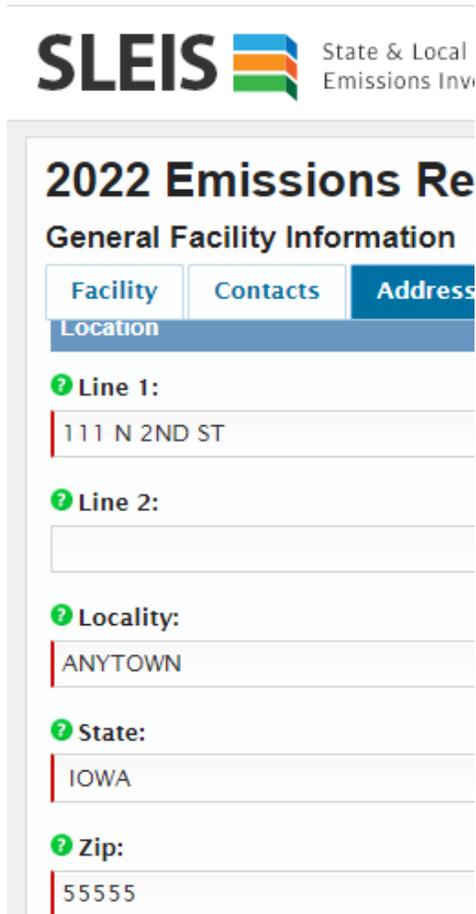e. Other

The image below shows an example of the contacts tab.

To add any additional contact information, you can click the [+] button and an additional field will

appear. To remove a field, click the [trash] button. **At least one field must be present** for the changes to be saved.

Addresses Tab

This tab contains information regarding the physical and mailing addresses for the facility. Each address contains the following:

1. Line 1/Line 2: This is where the building number/ PO Box number is entered.
2. Locality: This is the city/town the facility/mailbox is located in.
3. State: The state the facility/mailbox is located in.
4. Zip: The zip code the facility/mailbox is located in.

The image below shows an example of the addresses tab.

Location Tab

This tab contains information about the facility's geographic coordinates. The fields presented in the tab are:

1. Latitude (decimal degrees): This is the latitudinal coordinates for the facility *This information is entered in by the DNR or auto-filled by SLEIS*
2. Longitude (decimal degrees): This is the longitudinal coordinates for the facility *This information is entered in by the DNR or auto-filled by SLEIS*

3. UTM X (meters): This is the Universal Transverse Mercator X coordinates for the facility *This information is entered in by the DNR or auto-filled by SLEIS*
4. UTM Y (meters): This is the Universal Transverse Mercator Y coordinates for the facility *This information is entered in by the DNR or auto-filled by SLEIS*
5. UTM Zone: This is the Universal Transverse Mercator Zone for the facility. The majority of facilities in Iowa are located in Zone 15, with some facilities in far western Iowa in Zone 14 *This information is entered in by the DNR or auto-filled by SLEIS*
6. Collection Method: The method used to determine the geographic coordinates of the facility. *This information is optional*
7. Data collection date: The date the geographic coordinates of the facility was obtained. *This information is optional*
8. Geographic Reference Point: The code that represents the place for which geographic coordinates were established. *This information is optional*
9. Geodetic Reference System: The code that represents the reference datum used in determining coordinates. North American Datum of 1983 (NAD83) is the preferred reference datum. *This information is optional*

An example of the Location Tab is shown below.
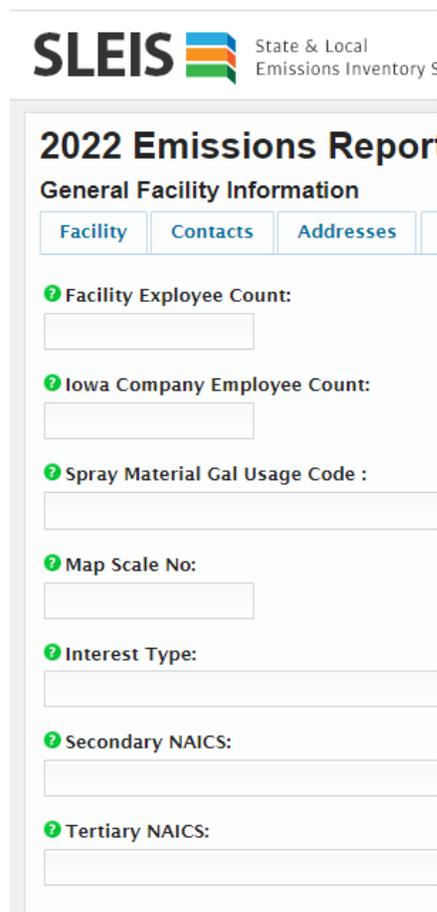
Additional Information Tab

This tab contains extra information about the facility. This tab is not required to be completed as part of the emissions inventory submittal in SLEIS. The fields presented in the tab are:

1. Facility Employee Count: This is the number of employees working at this individual facility.
2. Iowa Employee Count: This is the number of employees the facility employs in the state of Iowa.
3. Spray Material Usage Code: This is the code to determine if a facility is a grain elevator (GRP1 or GRP2) or if a facility has a permit-by-rule for a spray booth (<=1, 1-3, or 3+).
4. Map Scale No.: This is the number that represents the proportional distance on the ground for one unit of measure on the map or photo.
5. Interest Type: This is the type of facility.
6. Secondary NAICS: An additional NAICS code for the facility.
7. Tertiary NAICS: An additional NAICS code for the facility.

An example of the Additional Information Tab is shown on the next page

Conclusion

The information found in the "Facility" button contains general information about the facility. 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.