Instructions for Entering Information into the Unit Processes Button

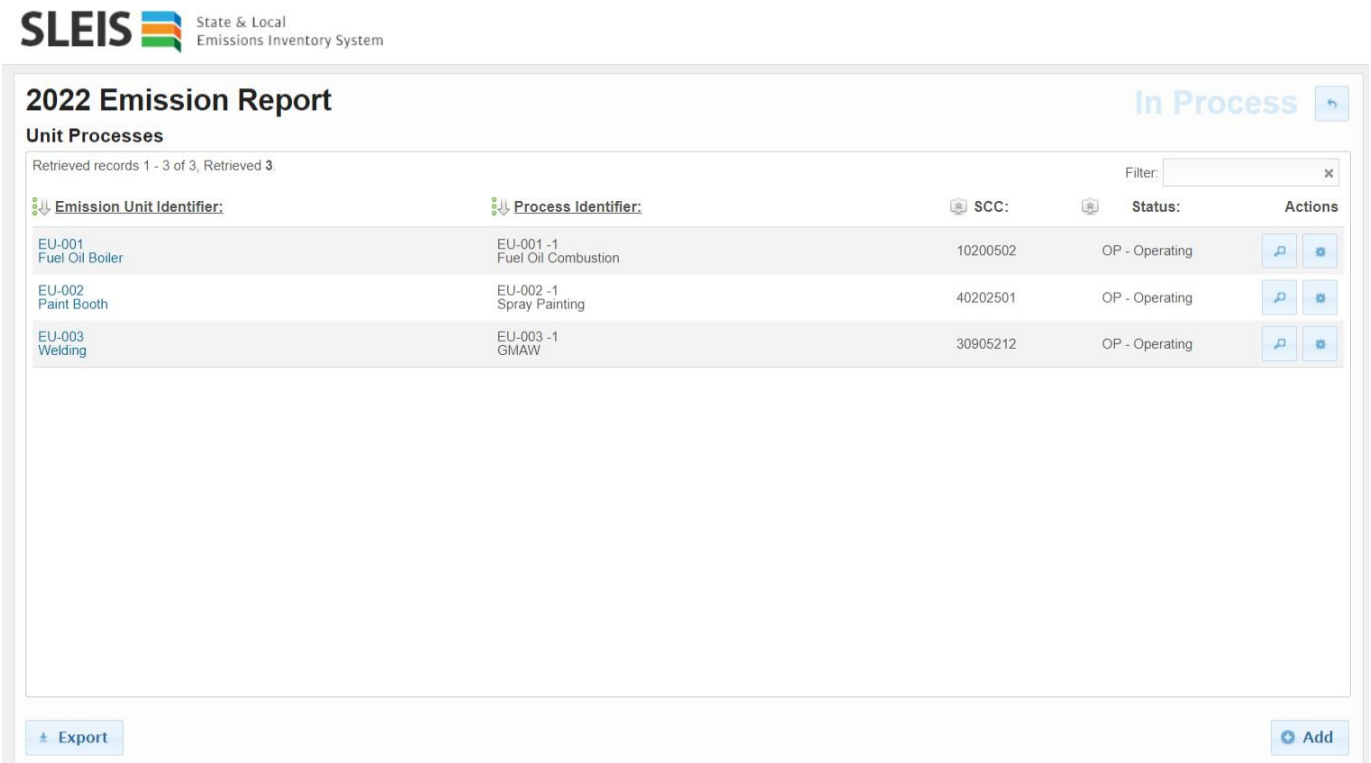
Introduction

The “Unit Processes” button in the SLEIS database is where information is stored regarding processes at the facility. Information located in this button would be similar to the information found on the former INV-4 paper form. Usually, an emission unit has a single process associated with it. However, some emission units, such as engines or boilers burn multiple fuels. In these cases, multiple unit process identifiers for one emission unit are required. If this is the first inventory being entered in SLEIS, it is possible some or all unit processes 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.

Main List Screen

This list contains all unit processes related to the facility. To add a process 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 the unit process is no longer in service, please change its status to “Permanently Shutdown” in the unit process 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 unit process main screen.



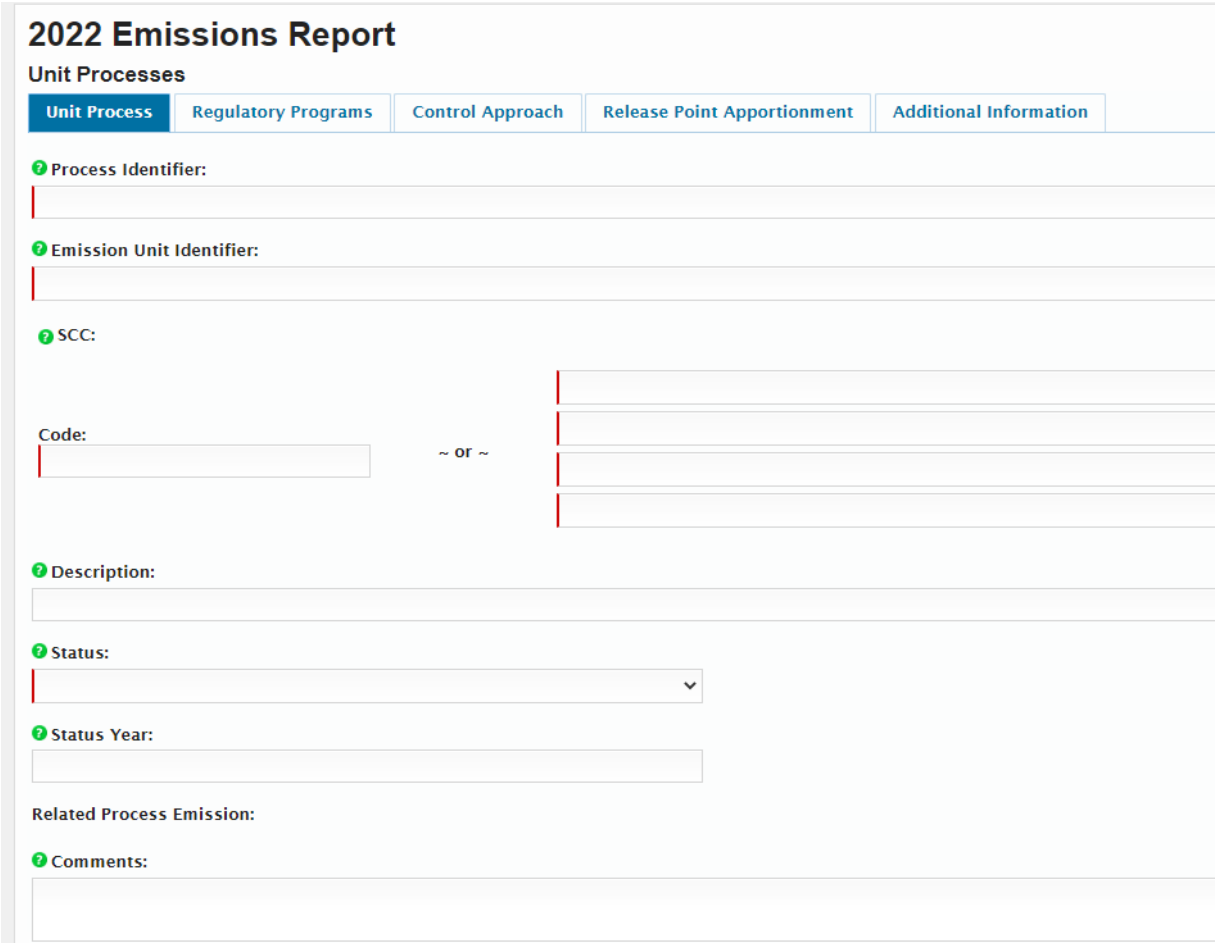
Unit Process Tab

This tab contains information about the unit process. If you have any questions about the fields, you can click the icon and a window will pop up containing information about the field. The data elements presented in the tab are:

1. Process Identifier: The identifier assigned to the unit process. Identifiers must be unique.
2. Emission Unit Identifier: The emission unit identifier the process is associated with.
3. SCC (Source Classification Code): The eight-digit code describing the process. This can be entered into SLEIS in one of two ways:
   - Entering the code directly in the Code field or
   - Using the drop-down menus and selecting all four level descriptions that best describe the process.

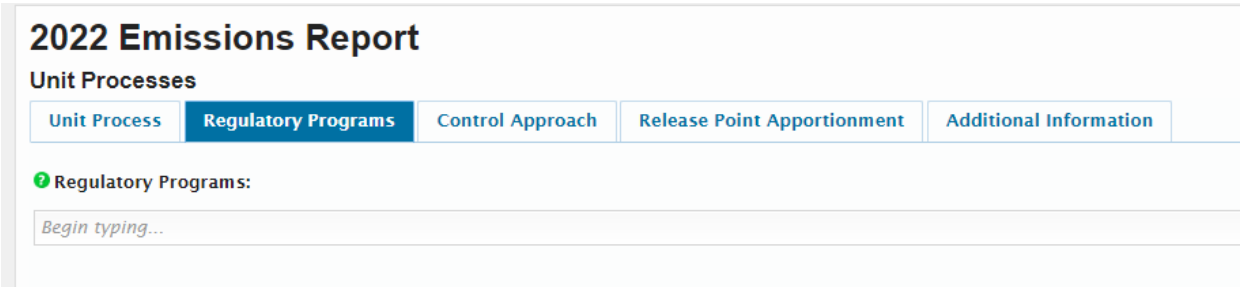
4. Description: A description of the process. **This information is optional.***
5. Status: The operating status of the unit process.
6. Status year: The year the status became effective.
7. Related Process Emission: Throughput, operating schedule, and emissions information related to the unit process. **This information will update as emissions data is entered into SLEIS.***
8. Comments: Comments about the unit process. **This information is optional.***

The image below shows an example of the Unit Process tab.



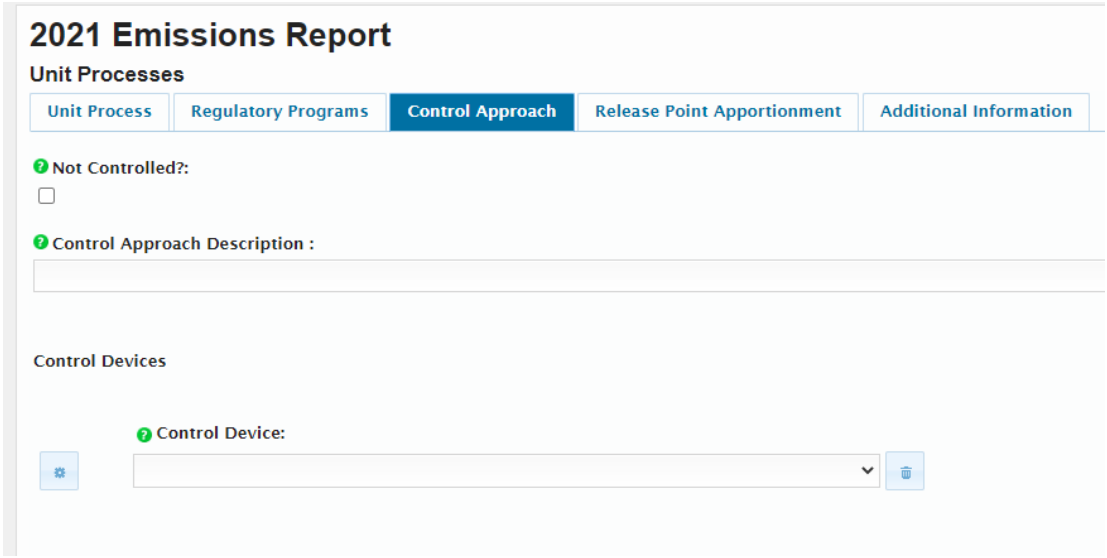
Regulatory Programs Tab

This tab contains information about regulatory programs applicable to the unit process. The information in this tab is optional. If applicable, enter the program that relates to the process. To add regulatory programs, click the  button and an additional field will appear. The image below shows an example of the regulatory programs tab.



Control Approach Tab

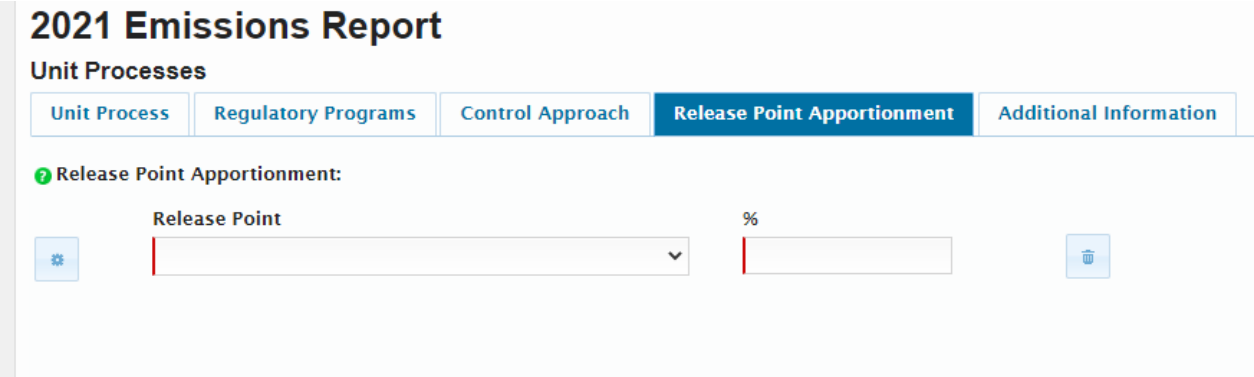
This tab contains information regarding control devices associated with the unit process. If a unit process is uncontrolled, check the box under "Not Controlled." If the unit process is being controlled by a device, uncheck the "Not Controlled" checkbox and enter a description of the control device or approach in the field below the heading Control Approach Description. Select the control device from the drop-down menu to assign it to the unit process. If more than one device is assigned to the unit process, click the button and an additional field will appear. To remove a field, click the button. **At least one field must be present** for the changes to be saved. The image below shows an example of the control approach tab.



Release Point Apportionment Tab

This tab contains information about which release points are venting the unit process. To assign a release point to a unit process, select the drop-down menu. Then, enter the percent of the exhaust steam from the unit process which is emitted through the release point. If the unit process is emitting through more than one release point, click the button and add an additional row. To remove a row, click the button. **At least one release point identifier must be listed and the percent should total 100** for the changes to be saved.

The image below shows an example of the release point tab apportionment.

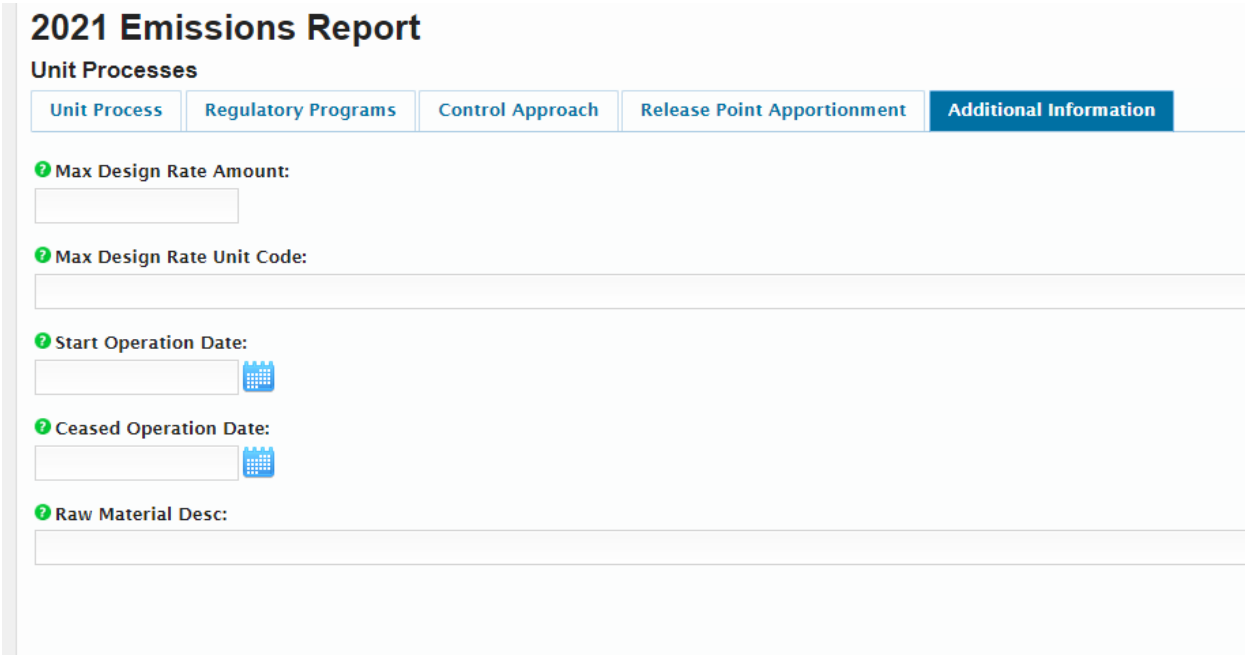


Additional Information Tab

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

1. Max Design Rate Amount: The amount of raw material or product the unit process can handle at 100% capacity in one hour.
2. Max Design Rate Unit Code: The unit of measure for the raw material the unit process can handle.
3. Start Operation Date: The date the unit process started operating.
4. Ceased Operation Date: The date the unit process ceased operating.
5. Raw Material Description: A description of raw material used in the process.

The image below shows an example of the additional information tab.



Conclusion

The information found in the “Unit Processes” button contains information about all unit processes. 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.