SAAELIP USER GUIDE

FOR THE REGULATED COMMUNITY

Issued By:

South Africa Department of Environmental Affairs (DEA)

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1 Overview of SAAELIP

SAAELIP is a One-Stop Portal designed to provide single sign-on entry for Atmospheric Emission Licensing and Air Emission Inventory Reporting, and also to support the general public to query environmental data of their interests.

(A) **For the Regulated Community:**
SAAELIP will serve as a central platform for the facility to manage license applications, licenses, reporting requirements, and compliance reports. SAAELIP offers online options for a wide spectrum of submittals, including:

- Environmental Licensing
  - Apply new licenses
  - Amend licenses
  - Renew licenses
  - Terminate licenses

- Environmental Reporting
  - Submit compliance reports and monitoring data
  - Submit annual emission inventory reports and emission data

SAAELIP offers the following functions for the regulated community.
- Establish a user account and manage all submittals online;
- Apply AEL environmental licenses online;
- Submit AEL environmental compliance reports;
- Submit annual emission inventory reports online
- Monitor the processing status of all online submittals and allows correspondence with Authorities;
- Keep track of all submission history;
- Manage past and current environmental issuances for record keeping, amendment, renewal and termination

(B) **For the General Public:**
The SAAELIP offers an online tool for general public to:
- Access the SAAELIP Public site to search and view submitted applications and issued AELs for their personal interest and concern.

1.1 Definitions, Acronyms, and Abbreviations

This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the System Design Document.

Term	Definition
SAAELIP	South African Atmospheric Emission Licensing & Inventory Portal. The portal provides a single sign-on access to SNAEL and NAEIS systems.
SNAEL	System for National Atmospheric Emission Licensing (SNAEL) System
NAEIS	National Air Emission Inventory System of South Africa, under the SAAQIS II project
DEA	Department of Environmental Affairs
AEL	Atmospheric Emission License
EI	Emission Inventory
AQO	Air Quality Officer
ACO	Accounting Officer
ECO	Emission Control Officer
ESA	Electronic Signature Agreement

Term	Definition
PIN	Personal Identification Number
AELA	Atmospheric Emission Licensing Authority
LA	Licensing Authority

1.2   Prerequisites

In order to use the SAAELIP system, the user will need the following:

- Internet connection
- IE 7.0 or higher
- PDF file Viewer (for viewing PDF files only)

2   Facility Site Account Management

If you plan to submit data through SAAELIP, you will need to establish a user account. This section explains the types of users and details on how to create and manage an account.

If you do not plan to make any online submittal, you do not need an account. You could query data or submit anonymous complaints without a user account.

2.1   Account Types in SAAELIP Facility Portal

Currently SAAELIP has two types of facility accounts – ACO and ECI.Consultant. It is important for the user to identify their role because each account has different access privileges. The table below explains in detail the difference between the two account types.

User Type	Purpose	Account Privileges
ACO	- Only the ACO account can certify and submit applications in SAAELIP. - An ACO can only maintain one User Account, but this User Account can have ACO privileges for certain facilities and have the consultant rights for other facilities. - If the ACO plans to certify a submittal, the ACO must get their account approved by Licensing Authority as the ACO for that facility.	- Will be issued a PIN once their account privileges are approved by the Licensing Authority - View and prepare an electronic data entry form in SAAELIP - Certify and submit an electronic data entry form in SAAELIP - View submitted data in SAAELIP - Keep track of the status of submitted records - Keep track of issuances - Associate a consultant to their account to prepare applications
ECO/Consultant	- An ECO/Consultant is someone who is assigned by an ACO to create and prepare applications for their facility. - The ECO/Consultant has no right to actually submit an application but can prepare applications for a single or multiple ACOs that have him/her associated with them. The types of applications and the facilities that the	- View and prepare an electronic data entry form in SAAELIP - View submitted data in SAAELIP - Keep track of the status of submitted records - Keep track of issuances

	ECO/Consultant can prepare applications for are all defined by the ACO. An ACO can be associated as a Consultant for another ACO.	

2.2 Account Creation Process

Anyone who has access to the SAAELIP Facility Site will be able to create a Facility User Account. Without an account, the user cannot access the SAAELIP system and have access to the features provided by SAAELIP. Follow these steps to obtain a facility user account.

Step 1: Click the **"Create a New Account"** link in the login page.

Step 2: The user will need to enter in their personal identification information (Business, Name, Username, Title, etc.) along with their contact information (address, e-mail, phone number).

Any field that contains an ✷ icon is required and must be filled to continue. If these fields are not filled, the system will display a validation error that fields are missing. Once complete, the user should click the 'Next' button.

By placing the mouse over the 🔵 icon, a help box will display to provide additional information.
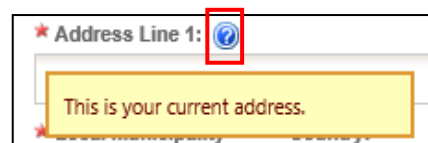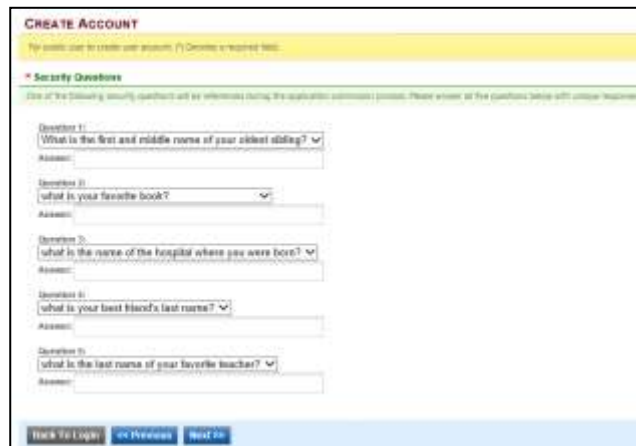
Step 3a: The user will have to select their role associated to the facility. If the user is an 'ECO' or 'Consultant', then the 'ECO/Consultant' account type should be selected.

Step 3b (for ACO Only): If the user is an ACO, then they will need to select which application type he/she is responsible for and for which facilities. The 'Associate New' button will allow the user to search through a list of facilities to add to their profile.

The ACO will need to associate a facility to his/her account in order to create and submit applications for the selected facility. The facility search feature allows the user to search the master facilities by name. Once the results are displayed, the user can check their facility(s) and the application they are responsible for. If the user searches and cannot find their facility(s) listed, the system will provide methods of how to contact the Licensing Authority to have LA add the new facility(s).
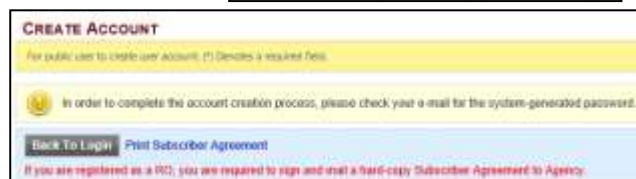
Step 4: Once the selections have been saved, the user should move to the next section. The next section will require the user to provide answers to a few security questions. These questions will be used later on to retrieve a lost password and used to submit applications.

Step 5: To finalize the application, a CAPTCHA needs to be verified. Once verified, the account will be created.

Step 6: The system will display a message with instructions on how to activate the account so that all features can be opened.

Step 6a (for ACO Only): The ACO is required to print out, sign and mail an Electronic Signature Agreement (also known as the "Subscriber Agreement") to the LA for "Certify & Sign" priviledge. This form is needed by the LA so that the LA can approve of the account association to the facility and activate the facility in SAAELIP for the applicant. By clicking the "Print Subscriber Agreement" link, SAAELIP will auto-fill the subscriber agreement form for the user. As a 'Licensing Authority', the 'Subscriber Agreement' will need to be printed, signed, and sent back to the authority. The mailing address will be contained in the 'Subscriber Agreement' form.

Step 7: The user will receive an e-mail notifying them of their account creation with their login name and randomly generated password. After receiving the login/password information, the user can now use this information to login into SAAELIP Facility Portal.

Step 8 (Optional): If the user forgot their password, he/she can simply click on the 'Forgot Password' link on the main login screen.

Step 8a (Optional): The user will need to enter a valid e-mail address to prompt a security question before their password will be sent to them via e-mail. After the system validates the account based on the email and security question response, the system will reset the user's password and send the system generated password to the user's registered email address.

Step 9: To make sure the user account is secured, when the user first logs in, SAAELIP will inform the user that they will have to change their password to a new password with the described criteria.

2.3   Managing Account Settings

After creating an account, the user has the option to go back and modify his/her information. Having the ability to edit the user account information is important because SAAELIP contains several functions that rely on the information that was entered in the fields. For example, SAAELIP will pull and auto-populate certain fieds based on the user account information. For example, if the user has an incorrect e-mail, e-mail notifications will not be received by the user. The user is able to manage his/her account security settings and his/her associations. Poor configuration in this section can lead to hinderance in creating and submitting applications in SAAELIP. This is why it is imperative for the user keep their information up to date and entered correctly.

The user can manage their account settings by clicking on 'My Account'.
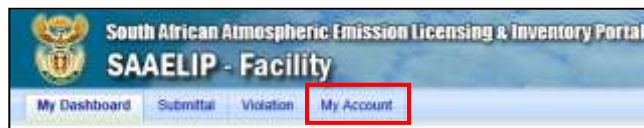
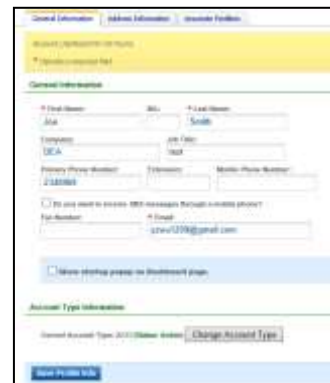In the "My Account" module, the user can select from the following options:
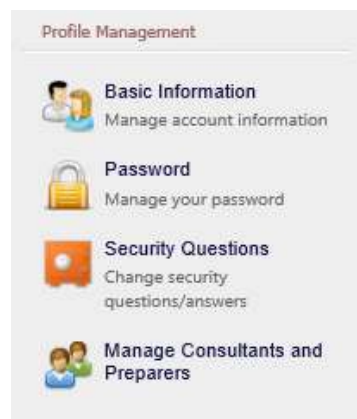
1) In 'Basic Information', the user can change their name and contact information. The section provides tabs along the top so that the user can also change his/her address information.

2) The 'Password' and 'Security Questions' options allow the user to edit/change their password or security questions, which prevents unauthorized access to their account and prevents unauthorized users to submit applications.

3) The 'Managing Associated Consultants and Preparers' section allows user to manage his consultants/preparers.

2.3.1   Manage Account General Information

This section details how the user can manage their acccount information. In 'Basic Information', the user will be able to see three tabs: General Information, Address Information, and Associate Facilities.

In the 'Address Information' tab, the user can specify a different billing address from their mailing address and vice versa.

The 'Associate Facility' tab will allow users to associate different facilities to their User Account.

2.3.2 Protect Account Security

SAAELIP provides three layers of protection over the user's account: password, PIN, and Security Question. The Password is the credential the user uses for login; whereas, PIN and security questions are the credentials for certification and submission, which serves as an electronic signature of the ACO.

The 'Password' and 'Security Questions' options allow the user to prevent unauthorized access to their account and preventing unauthorized users to submit applications.

By clicking 'Password', the user can go to the 'My Password Information' tab to change their password by entering their old password and by entering their new password.

The second security layer SAAELIP has is the PIN number. By clicking on the 'My PIN information' tab, the user will be able to request a PIN number and then change it in the future. The PIN number will be required to submit an application.

Once a PIN number is requested, the user will receive an e-mail of a new PIN. The user will need to click 'Save PIN' to make sure the changes have been stored.

As a part of security measurements, SAAELIP requires the Certifier to answer a security question challenge correctly before it will accept each online submittal. If the user is creating an ACO account, they will also need to setup a pool of security Q/A so that SAAELIP can use their answers to authenticate their identity during the submission certification process. Clicking on the 'Security Question' tab, the user can change their security question(s) and response(s). The security questions will be needed when retrieving a lost password and when submitting an application.

2.3.3 Managing Associated ECOs, Consultants and Preparers

An ACO user could manage a list of associates (consultants or preparers) to help the ACO to prepare draft applications. This option is useful in situations where an ACO manages multiple facilities and requires additional assistance. When a consultant creates an application for the ACO, the ACO can see the newly created application when he/she logs into their account. Once the application is reviewed by the ACO, the ACO can then submit the application. This Section describes features the ACO can use to manage his/her associates within SAAELIP and only viewable by the ACO. This section describes how an ACO will associate and de-associate a consultant for his/her facility.

By clicking the 'Managing Associated Consultants and Preparers' section, a user can see a grid view of preparers that have been associated to their account. The grid view lists out who they have associated with them and for which facility and application type, as well as the effective dates of this association. If the user wants to de-associate the user, they can simply click on the ✖ icon to remove them. By clicking on the 🖋 icon, the user can pull a detail view of the associates setting.

Consultants List

1 - 15 of 21 item(s)

		First Name	Last Name	Facility	Permission	Submittal Type	Effective Date	Expiration Date	Status
✖	🖋	Carry	Smith	Cape Town Drum & Containers (PTY) Ltd(Ekapa Drums)	Preparer	AEL Application	02/01/2013	02/01/2017	Active
✖	🖋	Carry	Smith	Eskom Matimba Power Station	Preparer	AEL Application	02/01/2013	02/01/2017	Active
✖	🖋	Carry	Smith	FFS Refiners (Pty) Ltd (Cape Town)	Preparer	AEL Application	02/01/2013	02/01/2017	Active

To add a new ECO/consultant, the system first prompts for the consultant's e-mail, which means the consultant is required to have an account in SAAELIP first. Next, SAAELIP asks for the effective date and expiration date of this association, if any.

Consultant Information

★ Email

Effective Date   Expiration Date

Validate & Associate

As a third step, User needs to 'Add Authorizations' to the consultant. 'Application Authorization' defines the facility(s) and the application type(s) (i.e. AEL Application, AEL Compliance Report, or NAEIS Reporting) the ECO/Consultant is allowed to prepare. Once the association is completed, the consultant can log in and begin working on submittals.
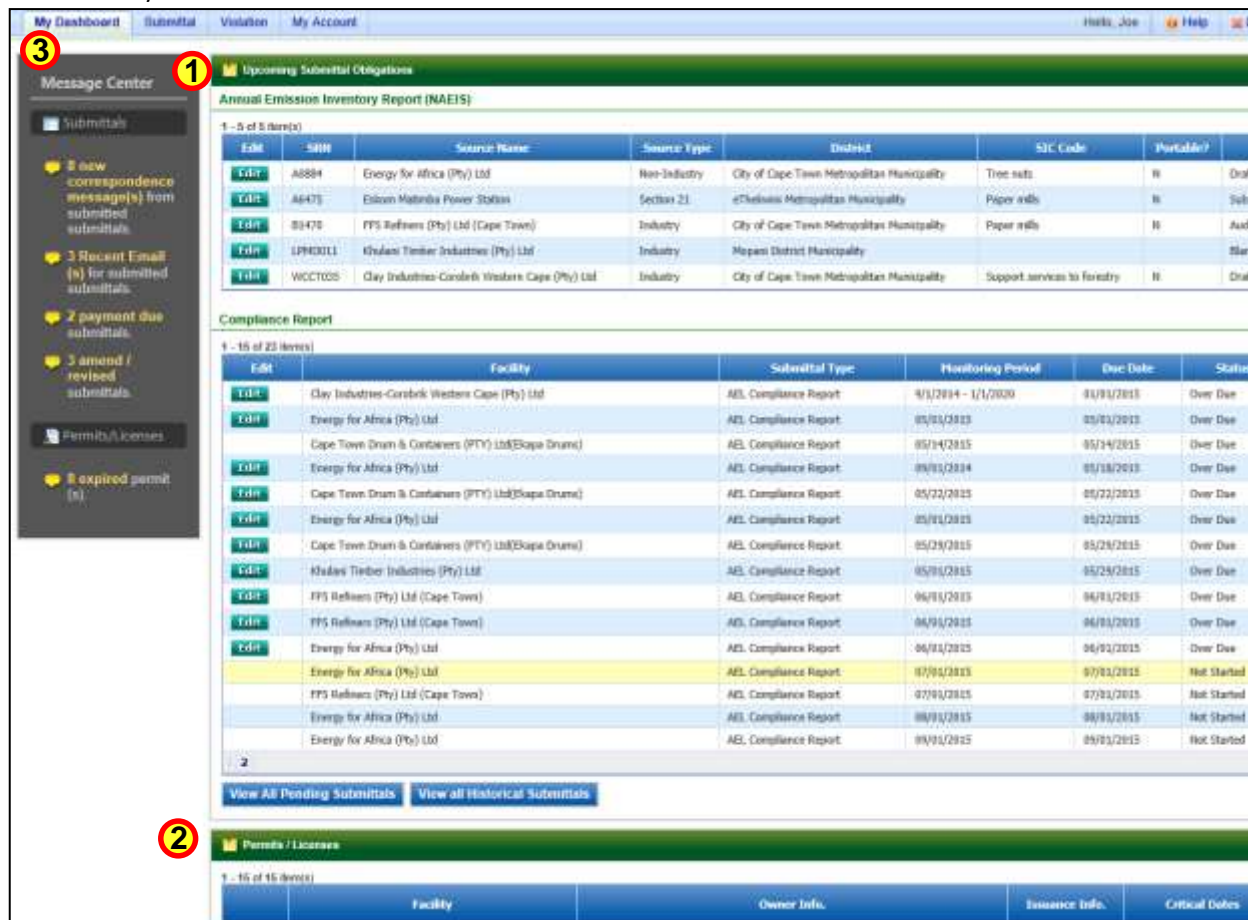
Applications Search

App Name: _____ Type: _____ ▾ Search

1 - 2 of 2 item(s)

	App Name	Type	Permission	Facility
☐	AEL Application	Air Quality	☐ Preparer ☐ Viewer	☐ Energy for Africa (Pty) Ltd ☐ Eskom Matimba Power Station ☐ FFS Refiners (Pty) Ltd (Cape Town) ☐ Cape Town Drum & Containers (PTY) Ltd(Ekapa Drums) ☐ National Asphalt ☐ Khulani Timber Industries (Pty) Ltd ☐ Clay Industries-Corobrik Western Cape (Pty) Ltd
☐	AEL Compliance Report	Air Quality	☐ Preparer ☐ Viewer	☐ Energy for Africa (Pty) Ltd ☐ Eskom Matimba Power Station ☐ FFS Refiners (Pty) Ltd (Cape Town) ☐ Cape Town Drum & Containers (PTY) Ltd(Ekapa Drums) ☐ National Asphalt ☐ Khulani Timber Industries (Pty) Ltd ☐ Clay Industries-Corobrik Western Cape (Pty) Ltd

OK   Cancel

3   Home Page (the "Dashboard")

The home page of SAAELIP is also called the 'Dashboard', which gives the user visibility of key features that SAAELIP has to offer. The dashboard provides access to applications that have to be created, applications that need to be finished, and applications that have already been submitted while being organized by the applications latest activity.

①The 'Upcoming Submittal Obligations' allows the user to view any submittal obligations they have or compliance reports that need their attention. The user can review due dates and statuses of the pending obligations. The User can click on the "Edit" button to open up and view the submittal.

②The 'Permits/Licenses' section lists the different licenses associated with the User. The User can choose to Renew, Appeal, Transfer, or Variation for the different licenses that are assigned to them. The User is able to sort the licenses by Facility, Issuance Info, Critical Dates, or Appeal/Termination Comments.

③ The 'Message Center' provides a link to any communication done via SAAELIP. This provides a shortcut for the user to see e-mails or correspondence messages that were sent to them. The Message Center will also show any expired licenses that may need the User's attention. The messages are hyperlinked to allow the User to receive more detailed information about the correspondences or announcements.

4 AEL Submission and Management

Once an account is established, the user could begin online submittals. Currently SAAELIP provides the ability to submit an AEL Application, AEL Compliance Reports and Annual Emission Inventory report[1]. This Section provides generic features applicable to all online submittals. For data entry forms specific to each submittal (e.g., AEL Application or AEL Compliance Report), please see the Appendix section.

4.1 Overview of Application Submission Process

To better understand how to use SAAELIP, it is important for the user to understand the submission process. The below diagram displays the flow for completing an AEL application.
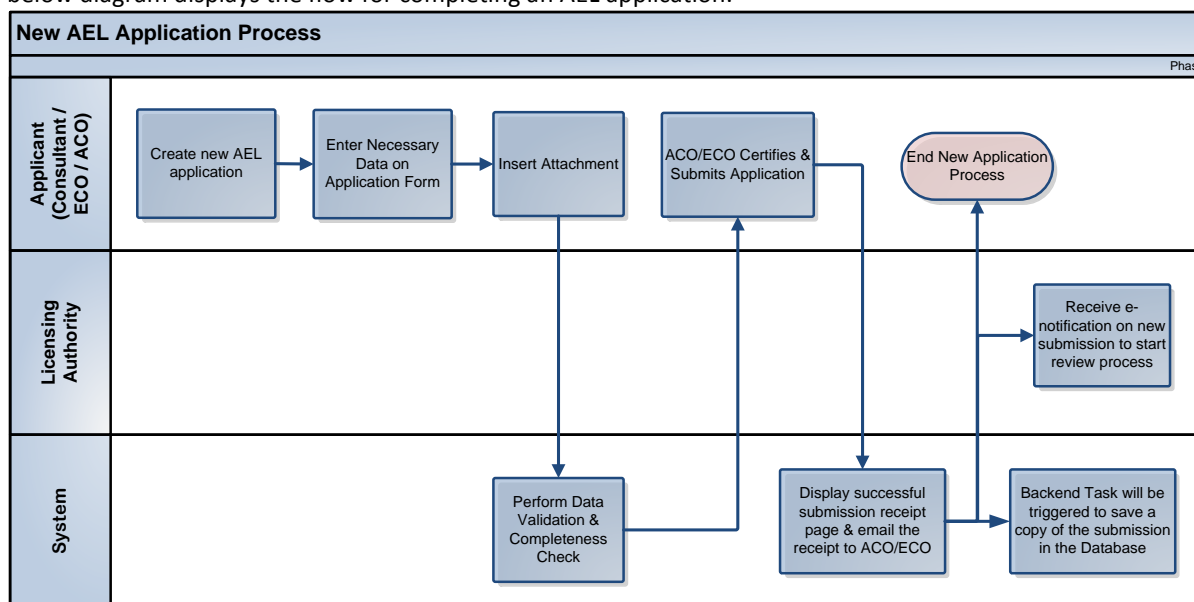
Major steps of submitting an application in SAAELIP are listed in the following table.

Step #	Name	Highlights of System Functions & Description
1.	Select an application type	Based on the selection of the application type, the system will bring up different application forms which mimic the 'paper' form. Currently, SAAELIP offers the AEL Applications and AEL Compliance Reports.
2.	Select a facility	At the start of each submittal (i.e., application or report), the user needs to specify a facility by selecting from a drop-down list. The list is based on: • For ACO: the facilities identified on the Electronic Signature Agreement and approved by LA; • For Consultant: the facilities authorized by the associated ACO. Once a facility is selected, the general information and Facility ID of that facility will be populated from the SAAELIP facility database into the application form automatically. Please note that if an ACO user cannot find a facility from the drop-down list, he/she needs to • Go to 'My Account' → 'Manage Account Type' → To associate new facility • If he/she cannot find the facility from the search, he/she needs to contact LA. If a preparer cannot find a facility from the drop-down list, he/she needs to contact their associated ACO for authorization.
3.	Enter necessary	SAAELIP will conduct data validation along with the preparation of an application

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[1] For detail on how to submit an Annual Emission Inventory Report, please refer to **NAEIS Facility User Manual**, and **NAEIS Training Video**.

Step #	Name	Highlights of System Functions & Description
	information on the application form	form, and display warning / error messages to the user if the data validation fails.
4.	Insert attachment(s)	SAAELIP supports uploading of required and optional attachments. The file format of the attachments include: WORD (doc, docx), EXCEL (xls, xlsx, and csv), PDF, image (JPEG, PNG, GIF, etc.)
5.	Data validation and completeness check	At the end of preparation, SAAELIP will present a tree view summary of the data validation result of each section with a hyperlink to the corresponding section to ease the correction process.
6.	Certification and submission	For all submissions, the user will need to certify that they are a qualified individual, answer a security question, and then enter their PIN before an application can be submitted. Currently, only a 'ACO' can submit applications. The user can refer to section 2.3.2 for more information on how to receive a PIN or reset security question.
7.	Acknowledgement Receipt and confirmation email	For each successful submission, SAAELIP will present an acknowledgement receipt on screen. The receipt can then be printed by the user if they wish. The receipt contains the following information: • Unique Submission ID • Date and Time of submission • IP address from which submission was made • Name, Address, and contact information of ACO • Facility Name and (if applicable) License Number of submission • Indication of (and details for) any attachments provided along with the submission SAAELIP will also send a confirmation email to the user with similar information as the receipt.

4.2 Applying and Submitting Applications

Being able to submit applications online provides a way for both facility and authority users to electronically organize submissions, track and share progress from anywhere and anytime as long as the user can access the internet. Currently SAAELIP allows for the submission of AEL Applications and AEL Compliance reports. To view the guide in completing each individual application, please refer to the appendix.

4.3 Tracking Submitted Applications

The ability to track submitted applications allows the user to effectively manage submissions. Users can track the applications they have submitted by navigating to the 'Submittal' menu bar or the dashboard link. In this section the user is able to search submittals using the search toolbar on top to filter their selection. The user can also filter out submissions that they have withdrawn, amended, or terminated for those that require additional attention.

SAAELIP provides the following features for the user to keep track of their submission:

- Ability to review submission detail
- Ability to add additional supporting documents
- Tracking outstanding balances or make payments
- Track LA work status regarding the submission
- Communicating with the LA regarding the submission
- E-mail tracking of notifications sent by the LA

4.3.1 Review Submission Copy-of-Record

A facility user may have several submissions for their facility(s) so it is important for them to be able to have a tool to review their submissions. By clicking on the 'View' tab from the grid view in 'Manage Submitted Cases', the user will be brought to the screen to the right. The user can see the review status on this page and the most current review task.

The 'Manage Submitted Cases' tab can be broken down into the following:

a. **Submittal:** user can view information related to the submission and status; SAAELIP displays: Submittal ID, App Name Submitted Date, Submitter details (Name, Address, Phone and Email), Most Recent Application Status, Application Status History with Comments and Most Recent Application Form.

b. **Attachment:** displays any attachments that have been uploaded to SAAELIP during submission process; if attachments were uploaded during submission process, the applicant can upload additional sets of attachments in this page.

c. **Payment:** displays total application fee, payment made and fee balance; user is able to make additional payments via Credit Card or electronic Check if there are any pending balances on the application fee.

d. **Work Activities:** displays different application tasks and their progress

e. **Correspondence:** allows applicant to initiate correspondence with authority users, but visible to third-party users as well.

f. **Email History:** displays a list of emails that have been manually sent by authority users, and are not system-automated.

If the user needed to copy his/her submission because of the similarities of a new submission, the 'Copy Submittal' function will create a new application and transpose all the data that was filled in on the previous application.

4.3.2 Attachments

If the User supplied any attachments during the submittal process, then the user can add additional attachments through the 'Managed Submittal Cases' submodule. The User can upload either supporting documents or termination documents.

4.3.3 Tracking Submission Status – Work Activities

The current work activities can be seen by the user by clicking on the 'Work Activities' tab. It will show each tasks complete date and status. This allows the facility user to keep track of the submission review process progress so that if a work task was overdue, that the applicant can address the reason why.

4.3.4 Tracking Correspondences with LA

SAAELIP provides an additional feature for allowing the applicant to notify the LA. Being able to contact the LA is necessary to resolve any issues that require attention and effectively lessen the time needed to resolve any issues. The user can access this section if there is any new correspondence through the message center. The correspondence tab within the submission will only display correspondence regarding the selected submission. By clicking on the ✎ icon, the user can open the correspondence history so that the applicant can review any new correspondences.

The correspondence history will contain time stamps of the conversations, when the correspondence was created, and the subject.

If no correspondence exists, the user can select the new button to start a new correspondence.

4.3.5 Tracking Emails Sent by SAAELIP

SAAELIP maintain a history of all emails pertaining to each submittal. This provides an easy method of record keeping of when they were notified by the SAAELIP system and the details of the e-mail. Only e-mails generated by SAAELIP are stored in this section. This may prove to be useful in situations where the applicant did not receive an e-mail due to several reasons but can use this tool to check on e-mails regarding their submission.

By clicking on the ☻ icon, the user can see the message that was contained in the e-mail sent by the system.

4.4   Request for Application Withdrawal

In some cases, an applicant will want to withdraw his submission. SAAELIP currently only allows the user to request for a withdrawal. The request for withdrawal option is located in the 'Manage Submitted Cases' → 'Submittal' tab. This allows the user to request a withdrawal of their current submission. By doing so, the LA will make a d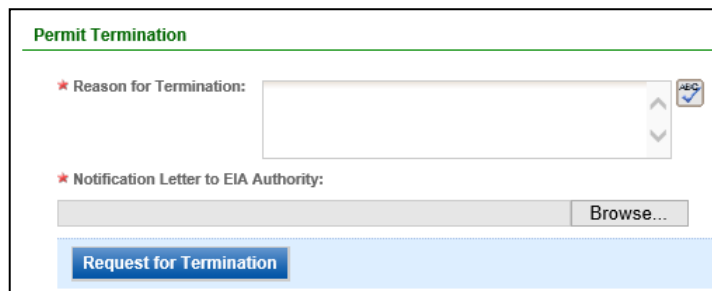ecision of whether or not to approve or deny the request. If the withdrawal was approved, the status will mark the submission as withdrawn and no further action can be taken.

4.5   Request for Application Revision

An applicant might notice an error in their submission and would like to revise their submissions. In such cases the applicant would need to request for revision in order to notify the LA first. The request for revision option is located in the 'Manage Submitted Cases' → 'Submittal' tab. This allows the user to request a revision of their current submission. By doing so, the LA will make a decision of whether or not to approve or deny the request.

If the submission is approved for revision, a new application will be created with the status set as 'Revision'. This will let the user revise their past submission and the old submission will be marked as 'Revised Archived'. No further action can be taken on the old submission.

4.6   Request for License Termination

If a final license has been issued by the LA through a SAAELIP submission and the applicant decides that the license is no longer needed, the applicant can request for termination of the license. The request for termination option is located in the 'Manage Submitted Cases' → 'Submittal' tab. This allows the user to request to terminate of their current license. By doing so, the LA will make a decision of whether or not to approve or deny the request. If the authority approves of the termination, the submission will then be terminated and no longer be modified.

5 License and Issuance Management

The license and issuance management module offers the Applicant with the following features:

- Track LA review status for their license submissions
- Manage licenses issued by LA
- Renewal of existing licenses
- Amend licenses
- Submit license termination request

Upon login into the SAAELIP, the System will present a list of active licenses associated with the facilities which the user is associated with. At this time, SAAELIP will provide licenses and the list will grow as the System integrates with additional DEA data systems in the future. If the user applies a license via SAAELIP, the license record will contain submission data and the final license. Otherwise, the license record will contain license meta data only (no submission data). SAAELIP allows the user to amend, renew, and terminate their issuances. When renewing or amending a license, please follow the SAAELIP screen Wizard to complete required forms and submit them for LA's review.

The following sections will provide more details on how to manage issuances.

The 'License Manager' module under 'Submittal' allows the user to view all issuances associated to the facility that they are associated with. Similar to the 'Issuance' feature in the 'Manage Submitted Cases', the user can view the license by clicking the icon. The user can filter the licenses by the tool bar above the grid view and filter by 'Application ID', 'License Number', 'Site Address', and/or 'Facility Name'. The user can click on the submission hyperlink in 'Issuance Info' to navigate to the application submission to view the details if the license is associated to a SAAELIP submission.

5.1 Appeal License

A facility User may want to appeal a license that has already been issued by the Authority. In order to appeal a license, the User can navigate to the 'License Manager' submodule to view all the Licenses that are assigned to them.

When the User clicks on the **Appeal** button, they will be alerted by a pop-up message confirming that they wish to appeal the selected license. When the User clicks 'OK,' they will be prompted to enter a reason for their appeal request. The appropriate Authority will be notified of the request once it is sent by the Facility User.
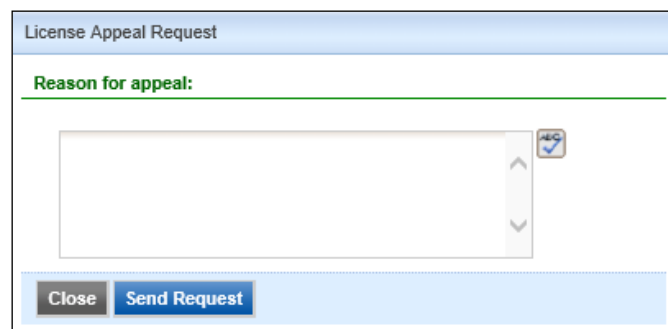

5.2 Renew/Transfer/Variation License

To remain in compliance, applicants will need to renew their licenses prior to license expiration date. If the license is near to expiration or expired, the user will see a 'Renew' button in addition to an 'Appeal, Transfer, and Variation' button. Since facilities can often times change in the way they operate, their existing license will need to be amended to remain in compliance. User can amend a license anytime when the license is effective by clicking on the 'Variation' button. The 'Transfer' option allows the user to change the Ownership or name under which the License is assigned. The workflows for each of these options are very similar and follow the basic steps below:

1. The User should select the option to Renew, Transfer, or Variation next to the appropriate license via the 'License Manager' submodule in 'Submittal.'
2. The User will be alerted by a pop-up message to confirm whether or not they wish to proceed with the action that they clicked.
3. When the User clicks 'OK' to continue, they will view an Application form wizard. The radio button for the specific action the User wished to take will be selected.
4. The page will be directed to an application form based on the license type.
5. If submission history doesn't exist in SAAELIP, the application form will not have any previous submission data pre-populated. But SAAELIP will pre-populate the facility data into the application form.
6. If submission history exists in SAAELIP, the application form will have all previous submission data pre-populated.
7. Applicant is able to revise the data in the application form. Details on how to fill out an online application form are in Section 4.2.
8. Applicant can save and exit the application form any time before submission
9. After the new application form passes SAAELIP validation check, the application can be submitted
10. ACO needs to go through the same submission process as Section 4.2 to submit an renewal, transfer, or variation application
11. ACO can withdraw the amendment submission before a license revision is issued. For details, please refer to Section 4.5.
12. The submission status of the amendment application can be tracked the same way as described in Section 4.3.

6   NAEIS Report Data Entry

To access the Source Form, click the "NAEIS Report" link at the top menu. Click the "View/Edit" icon for a source, and then click "Source" on the left panel.

6.1   Source Form

The Source Form collects basic information about the facility, which includes location and ownership. All sources, both stationary and portable, should complete only one Source Form.

For facilities that submitted a NAEIS report during a previous year, this form should be entirely pre-filled with the most recent previous year data. If information has changed or needs to be updated, edit the appropriate fields. If all the information is accurate and no editing is necessary, continue to the next form – the Contact Form.
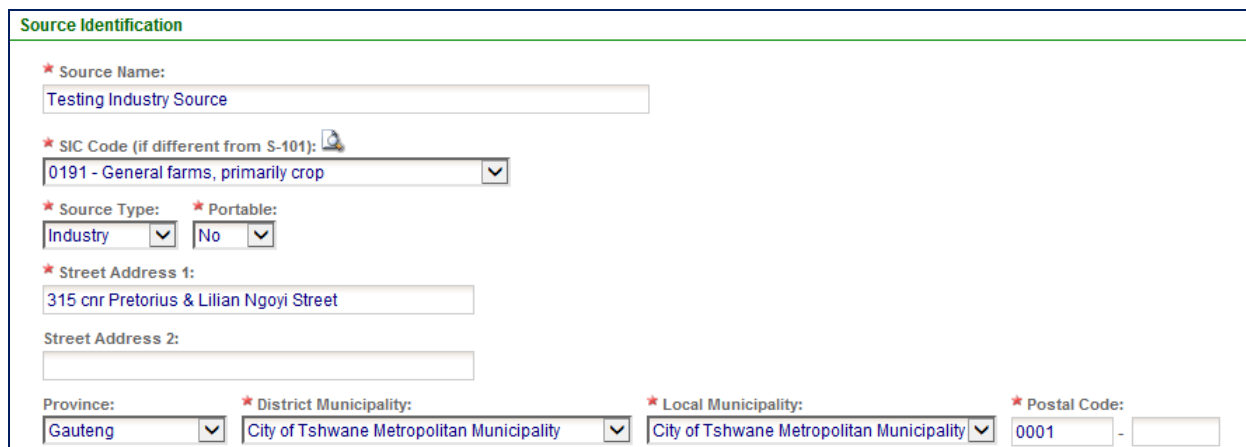
For facilities submitting a NAEIS report for the first time, this form will be partially completed. Follow the instructions for completing the required fields on the Source Form.

6.1.1   Source Form Completion Instructions

This form consists of two sections; the Source Identification section and the Owner Information section. Make sure that all the pre-filled information is correct. If all required fields are completed, continue to the Contact Form.   If this form needs to be completed or fields need to be edited, follow the instructions below for completing the Source Identification and Owner Information Sections. Required fields are marked with asterisks (*).

6.1.2   Source Identification Section

Complete the required fields in this section if information needs to be updated or new information needs to be entered. Follow the steps below.

Figure 6.1 Source Identification Section

1. **Source Name**: Enter the name of the source. For portable sources, enter the name of the company that owns the portable source.

2. **SIC Code**: From the drop-down list, select the Source Identification Code (SIC) that best describes the major product produced or service provided by your source (Figure 6.2). Users can elect to click the ⌕ icon to search and select appropriate SIC Codes.

Figure 6.2 SIC Code on Source Form

3. **Portable**: From the drop-down list, select "Yes" if the source is portable (e.g. asphalt batch plant). Select "No" if this is a stationary source.

4. **Source Address**

   Street Address 1: This is the street number and name where the source is located. Enter the address of the source where the equipment is located. For portable sources, enter the address of the home or main office.

   District/Metro Municipality: From the drop-down list, select the District/Metro Municipality where the source is located. For portable sources, select the District/Metro Municipality where the home or main office is located.

   Local Municipality: From the drop-down list, select the Local Municipality where the source is located. For portable sources, select the Local Municipality where the home or main office is located.

   Postal Code: Enter the Postal code. The postal code must represent the Local Municipality where the source is located. For portable sources, enter the postal code of the Local Municipality selected in the previous field.

Figure 6.3   Source Identification Section (continued)

5. **Latitude**: Enter the source's latitude in decimal degrees or in Degree:Minute:Second format. Use the **Use Deg:Min:Sec Format** button to toggle the formats. If you do not know the source's latitude/longitude, use the Get Lat/Lon function by clicking the **Get Lat/Lon button**.

6. **Longitude**: Enter the source's Longitude in decimal degrees or in Degree:Minute:Second format. Use the **Use Deg:Min:Sec Format** button to toggle the formats. If you do not know the source's longitude, use the Get Lat/Lon function by clicking the **Get Lat/Lon button**.

When clicking **Get Lat/Long**, the map location will default by pointing to the address supplied in the same source form (Step 4). If no address is provided, the default drop pin will be the center of South Africa. You may choose to drag the drop pin around to get a more accurate latitude/longitude location.
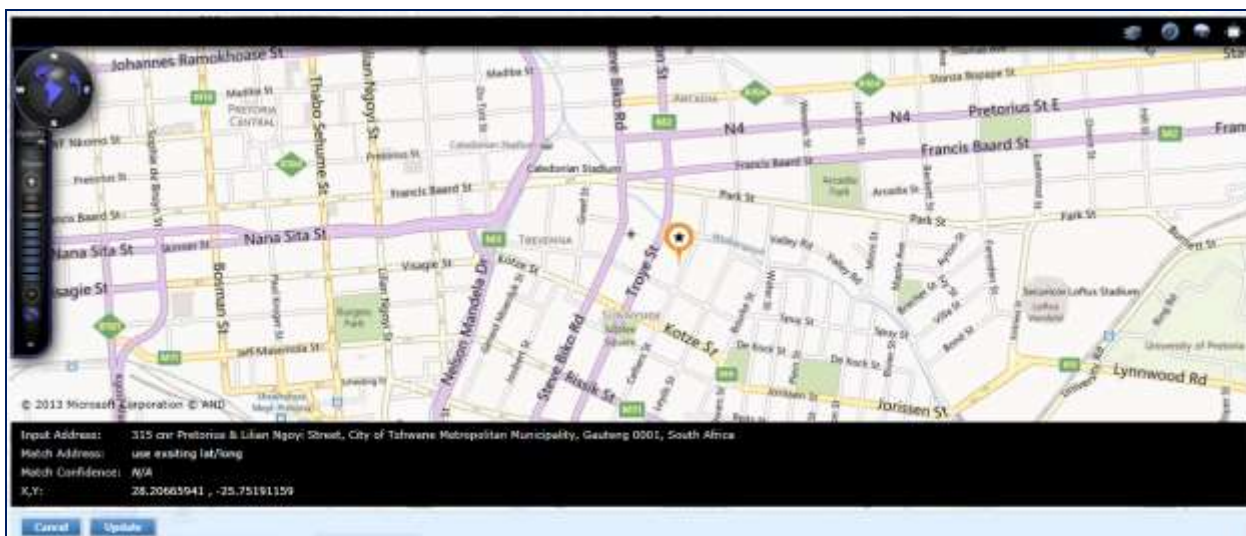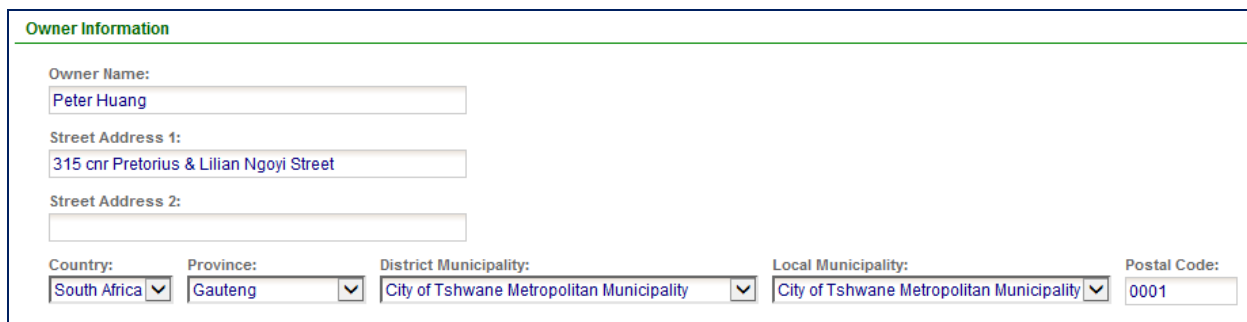

Figure 6.4   Get Latitude/Longitude by Map (Source)

After you are comfortable with the location of the drop pin, click the update button (Figure 6.4). You will then see the latitude/longitude pre-filled on the source form.

7. **Horizontal Collection Method**: From the drop-down list, select the collection method used to determine the latitude and longitude listed.

8. **Source Map Scale**: Enter the scale of the map used. This field is only required if the horizontal collection method code entered is "The geographic coordinate determination method based on interpolation-map."

9. **Horizontal Accuracy**: Enter the accuracy measure of the collection method and report in meters, based on the map or GPS used. If you are using a website, enter 25 meters.

10. **Horizontal Reference Datum**: From the drop-down list, select the datum code used to determine the latitude and longitude.

11. **Reference Point Code**: From the drop-down list, select the point that best describes the location where the latitude and longitude were taken. For instance, if you are using horizontal collection method code "The geographic coordinate determination method based on address matching-house number", reference point code "Entrance of a facility or station" may be used. If you are using a GPS, choose the point closest to where you were standing when reading the GPS, such as code "Center of a facility or station."

12. **Number of Employees**: Enter the average number of people employed at this location.

13. **Principal Product**: Enter the principal product produced at the source (e.g., "Platinum").

14. **Company Registration Number**: Enter the source's "Company Registration Number" that is tied to your Section 21 Obligations.

6.1.3 Owner Information Section

Complete the required fields in this section if information needs to be updated or new information needs to be entered.

Figure 6.5 Owner Information Section

15. **Owner Name**: Enter the name of the owner of the source or the parent/holding company.

16. **Contact Address**: If the owner's address is different than the source address, complete these fields. Fill out the name and address exactly as it should appear on all correspondence.

6.2 Contact Form

The Contact Form collects information for the emission inventory contact person (primary and secondary). The emission inventory contact person is the person who the Authorities will call if they have questions about the submitted NAEIS information. In addition, the annual mailing in January will be sent to the emission inventory contact person, who is also the Accounting Officer. Information for a secondary contact person may be provided. It will be used by Authorities in case the primary contact person may not be available.

For facilities that submitted a NAEIS report in a previous year, this form should be entirely pre-filled. If information has changed or needs to be updated, edit the appropriate fields. If all the information is accurate and no editing is necessary, continue to the Stack Form.

6.2.1 Contact Form Completion Instructions

This form consists of two sections: one for the primary contact and one for the secondary contact. Make sure that all the pre-filled information is correct. If all required fields are completed, continue to the Stack form. If this form needs to be completed or fields need to be edited, follow the instructions below for completing the Emission Inventory Contact Form.

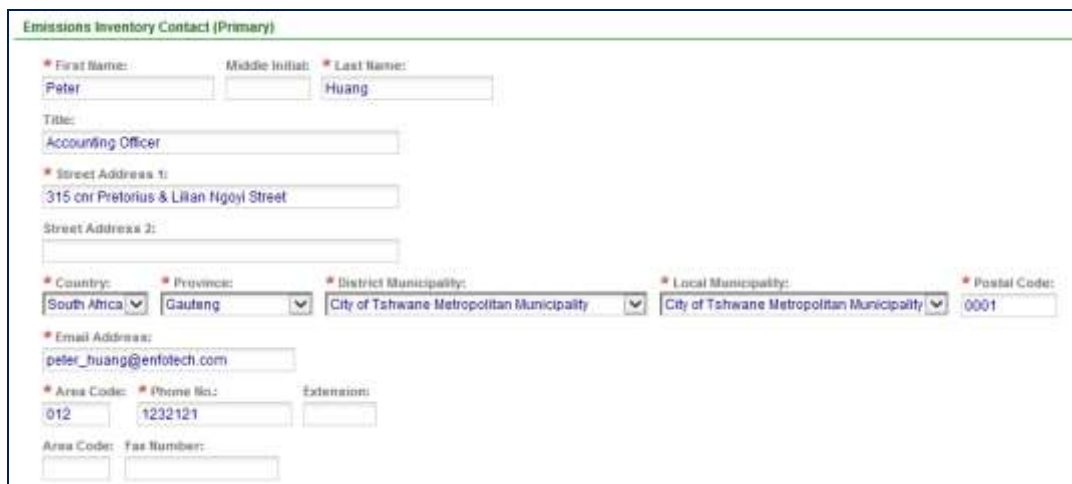### 6.2.2 Emission Inventory Contact Section

Figure 6.6 Primary Emission Inventory Contact Section

If existing information needs to be updated or new information needs to be entered, complete the required fields in this section. Follow the steps below.

1. **Primary Contact Information**: A source contact (the Accounting Officer) must be identified. The address entered is where future NAEIS correspondence will be sent.   Enter the name, mailing address, telephone number (including extension and fax number), and e-mail address.

Figure 6.7 Secondary Emission Inventory Contact Section

2. **Secondary Contact Information**: A secondary contact may or may not be identified. This person must be a source contact. This address is where future NAEIS correspondence will be sent when the primary contact cannot be reached.   Enter the name, mailing address, telephone number (including extension and fax number), and e-mail address.

6.3 Stack Form

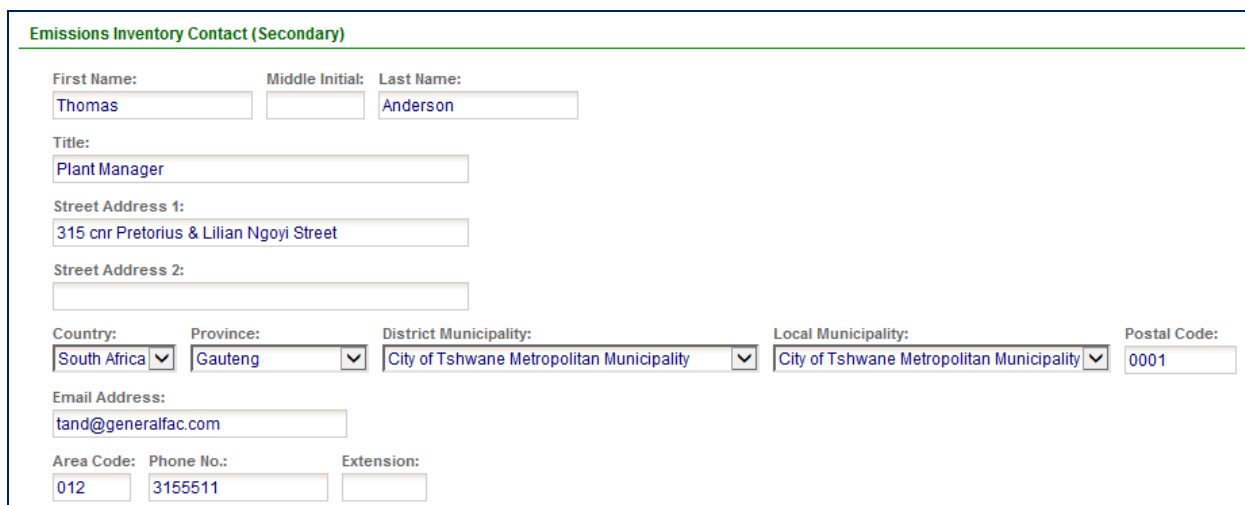The Stack Form collects information about stacks that are connected to emission units listed on the Emission Unit Form.   If an existing stack that was entered during a previous year becomes

decommissioned, it can be removed from NAEIS by clicking the "Delete" icon of this stack (see instructions below). However, this means that only the stack form does not have to be completed – all of the other NAEIS forms are still required. The emissions coming from the emission unit that was once linked to the stack must still be reported on the Emission form because the emissions are reported at the emission unit level, not at the stack level.

6.3.1   Stack Form Relationship to Other Forms

The stacks created in this form will be displayed as a selection in the drop-down list in the Emission Unit Stack(s) Section on the emission unit form.

6.3.2   Stack Form Completion Instructions

This form consists of one section: the Stack Identification section. If the stack was added during a previous year, this information will be pre-filled. If your source does not contain any stacks, you do not need to complete this form and may proceed to the Emission Unit form. If any existing/pre-filled information about any stack is incorrect, enter the correct information in the Stack Identification Section. Following is an explanation of each section of the Stack form, as well as step-by-step instructions on how to complete the required fields.

6.3.3   Stack Identification Section

Click the stack form option on the left panel to display the stack list web page (Figure 6.8). This page lists all the stacks in this source. Click the "View/Edit" icon to edit an existing stack, the "Delete" icon to delete an existing stack, or the "Add New Stack" to add a new stack for this source.

Figure 6.8 Stack List

If you choose to edit an existing stack or add a new stack, the stack detail page will display (Figure 6.9).

Figure 6.9 Section of Stack Identification

Complete the fields in this section for new stacks or to make changes to old information. Follow the steps below.

1. **Stack ID**: This is the Stack ID. Enter a unique ID for each stack that must be reported. Stack IDs begin with an "SV" prefix plus any combination of up to 14 letters, numbers, or keyboard characters. Spaces are not allowed within the ID. Stack IDs may have already been established in a Section 21 Permit. If so, be sure to use the ID that is in the permit. If a stack ID does not already exist, create an ID that is easy to associate with the stack that it represents (e.g. SVSTACK#1, SVBOILER#3).

2. **Dismantle Date**: If the stack was dismantled or rendered permanently inoperable during the reporting year, enter the date that this occurred. Although the stack has been dismantled, the following steps must still be completed. If a dismantle date is entered, do not delete this stack from the stack list because a dismantled stack may still require emissions reporting for this year. If this is a portable source, the dismantle date should be left blank.

3. **Stack Description**: Provide a brief description of the stack.

4. **Actual Stack Height Above Ground**: Enter the height of the stack in meters from the ground up to the discharge point.

5. **Building Height:** Enter the height of the building in which the stack resides.

6. **Building Length:** Enter the length of the building in which the stack resides.

7. **Building Width:** Enter the width of the building in which the stack resides.

8. **Inside Stack Diameter**: If the stack is circular, enter the inside top stack diameter. If the stack is rectangular, convert the area inside of the stack to a circular diameter using the following procedure:

    (a) Obtain the length and width in meters.

    (b) Calculate the area by multiplying the length times the width.

    (c) Divide the area by 3.14.

    (d) Take the square root of the value from step (c) to obtain the radius.

    (e) Calculate the diameter by multiplying the radius (from step [d]) by 2.

    (f) Enter the diameter (from step [e]) in item 5.

9. **Exit Gas Temperature**: Enter the stack exit gas temperature in degrees Celsius.

10. **Actual Exit Gas Flow Rate**: Enter the stack exhaust volume in actual cubic meters per second, at actual operating load and temperature.

11. **Stack Orientation**: From the drop-down list, select the most appropriate orientation.

12. For steps 15 through 19, smaller sources can use the same coordinate information that was entered on the source form. Larger sources should enter the specific coordinates for each stack. These fields are not required for portable sources.

13. **Latitude**: Enter the source's latitude in decimal degrees or in Degree:Minute:Second format. Use the "Use Deg:Min:Sec Format" button to toggle the formats. If you do not know the facility's latitude, use the "Get Lat/Lon" function by clicking the "Get Lat/Lon" button in the source form.

14. **Longitude**: Enter the source's Longitude in decimal degrees or in Degree:Minute:Second format. Use the "Use Deg:Min:Sec Format" button to toggle the formats. If you do not know the facility's longitude, use the "Get Lat/Lon" function by clicking "Get Lat/Lon" button in the source form.

When clicking **Get Lat/Long**, the map location will default by pointing to the address supplied in the source form in Section 5.1. If no address is provided, the default drop pin will be the center of South Africa. You may choose to drag the drop pin around to get a more accurate latitude/longitude location.
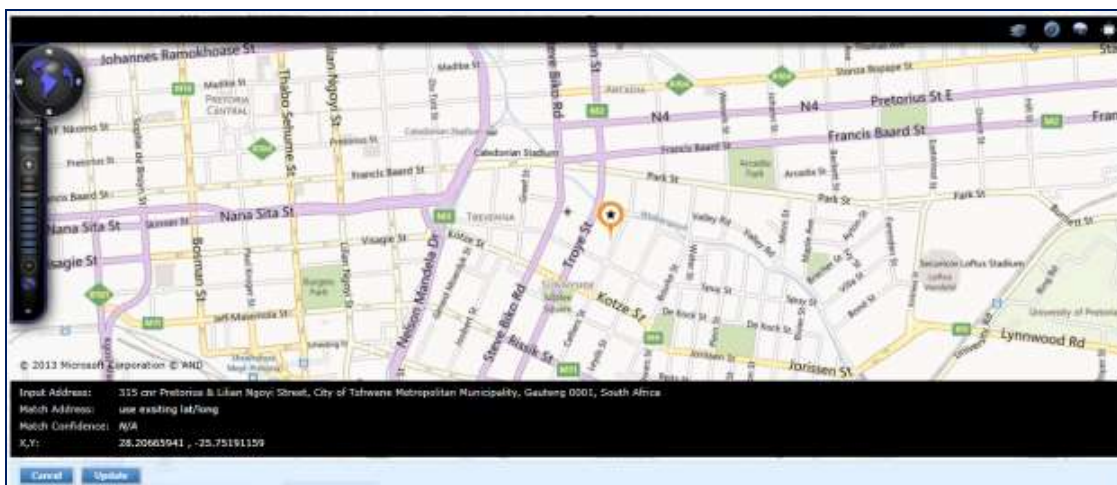

Figure 6.10 Get Latitude/Longitude by Map (Stack)

After you are comfortable with the location of the drop pin, click the update button (Figure 6.10). You will then see the latitude/longitude pre-filled on the source form.

15. **Horizontal Collection Method**: From the drop-down list, select the collection method used to determine the latitude and longitude listed.

16. **Source Map Scale**: Enter the scale of the map used. This field is only required if the horizontal collection method code entered is "The geographic coordinate determination method based on interpolation-map."

17. **Horizontal Accuracy**: Enter the accuracy measure of the collection method and report in meters, based on the map or GPS used. If you are using a website, enter 25 meters.

18. **Horizontal Reference Datum**: From the drop-down list, select the datum code used to determine the latitude and longitude.

19. **Reference Point Code**: From the drop-down list, select the point that best describes the location where the latitude and longitude were taken. For instance, if using horizontal collection method code "The geographic coordinate determination method based on address matching-house number" reference point code "Point where substance is released" may be used. If using a GPS, choose the point closest to where you were standing when reading the GPS.

20. **Bypass Stack Only**: From the drop-down list, select "Yes" if this stack is used only when emissions are bypassing the emission control equipment. Otherwise, select "No." "No" is the default selection.

21. **If Yes, Main Stack ID**: If "Yes" was selected for Step 16, select the Stack ID of the stack that this vent bypasses. Otherwise, leave this field blank.

6.3.4 Adding a Stack

Follow the steps below to add a stack to your NAEIS report.

1. Click "Add New Stack" in the stack list (Figure 6.8).
2. A new stack form will be displayed for you to complete (Figure 6.9).
3. Follow Steps 1 – 21 in the Form Completion Instructions.

6.3.5 Deleting a Stack

If you have stack information that you would like to delete, follow the steps below.

1. In the stack list, click the "Delete" icon to delete a stack.
2. If this stack is newly added this year, the stack will be directly deleted. If this stack has been reported in a previous reporting year, follow the instructions in the pop-up window to delete this stack.

Figure 6.11 Pop-up Window 1 when deleting a stack

Figure 6.12 Pop-up Window 2 when deleting a stack

Figure 6.13 Pop-up Window 3 when deleting a stack

6.4 Emission Unit Form

The Emission Unit Form identifies and describes a facility's emission units. Emission units that were entered during previous reporting periods will be pre-filled. If you have an emission unit at your facility that is not already included on the emission unit form, it may need to be added. Use the guidelines on the following pages to help you determine which emission units at your facility need to be reported.

6.4.1 Emission Unit Form Relationship to Other Forms

For each emission unit entered on the emission unit Form, an activity form is automatically generated. In addition, the user may link stack IDs (that were created on the stack form) to the emission unit in the Emission Unit Stack(s) Section.

6.4.2 Emission Unit Form Completion Instructions

The Emission Unit form consists of six sections:

- Emission Unit List section,
- Emission Unit Identification section,
- Capacity Information section,
- Permit Applicability Section,
- Control Device(s) section,
- Emission Unit Stack(s) section.

If an emission unit was added to your facility during the reporting period and it must be reported, add it to the emission unit form by clicking the "Add New Emission Unit" button.

For emission units that were added in previous years, the information will already be pre-filled. If any information has changed or needs to be updated, edit the appropriate fields. If no emission units were added during the reporting period and if all the information that is pre-filled is still accurate, you do not have to complete this form and you may proceed to the reporting group or activity form (Section 5.5 and 5.6).

Following is an explanation of each section of the emission unit form, as well as step-by-step instructions on how to complete the required fields.

Emission Unit List

Items per page: 100

1 - 5 of 5 item(s)

View/Edit	Emission Unit ID	Emission Unit Desc	Installed Date	Dismantle Date	Delete
	EU00001	AGGREGATE DRYER	05/15/1996		
	EU00002	ASPHALT HEATER	05/15/1996		
	EU00003	BURNER FOR DRYER	05/15/1996		
	EU00004	ELEVATORS, SCREENS, BINS	05/15/1996		
	EU00005	Yard Activities, storage piles and vehicle travel	05/15/1996		

Export to Excel

Add New Emission Unit

Figure 6.14 Emission Unit List

6.4.3 Emission Unit List Section

This section lists all the reported emission units in this source. Click the "View/Edit" icon to edit an emission unit, the "Delete" icon to delete an emission unit, or the "Add New Emission Unit" button to add a new emission unit.

Click the "View/Edit" icon to access other sections of this emission unit form.

6.4.4 Emission Unit Identification Section

Complete the fields in this section for new emission units or to make changes to the previous year's report. Follow the steps below.

Figure 6.15 Emission Unit Identification Section

1. **Emission Unit ID**: Enter a unique ID for this emission unit. Emission unit IDs must begin with an "EU" prefix plus any combination of up to 14 letters, numbers, or keyboard characters. Spaces are not allowed within the ID. Make the emission unit ID specific and easy to associate with the emission unit(s) it represents (e.g. EUPAINTBOOTHS, EUBOILER#2).

2. **SIC Code**: From the drop-down list, select the Source Identification Code (SIC) that best describes the major product produced or service provided by your source. Users can elect to click the 🔍 icon to search and select appropriate SIC Codes.

3. **Installation Date**: Enter the date that the emission unit was first installed using the date format provided (MM/DD/YYYY).

4. **Dismantle Date**: If the emission unit was dismantled or rendered permanently inoperable during the reporting year, enter the date that this occurred. Although the emission unit has been dismantled, the remaining fields must still be completed. If this is a portable source, the dismantle date should be left blank. Do not complete this field if it is not applicable to the emission unit.

5. **Emission Unit Description**: Enter a brief narrative description of the emission unit. Make sure that this description is specific and will help to identify the emission unit, especially if there are several emission units that are alike.

6.4.5 Capacity Information Section

Complete the fields in this section for new emission units or to make changes to the previous year's report. Follow the steps below.

Figure 6.16 Capacity Information Section
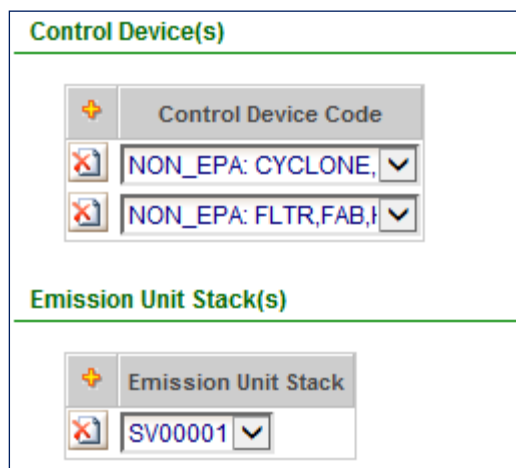
6. **Is this a Combustion Source**: If the emission unit is a combustion source, choose Yes from the drop-down list. If "No" is chosen, please ignore steps 7-10.

7. **Design Capacity**: Only complete this field if the emission unit is a combustion source. Enter the design capacity.

8. **Design Capacity Numerator and Denominator**: Only complete these fields if you completed the Design Capacity field in Step-7

    -   Design Capacity Unit Numerator: Choose the appropriate code from the Unit Code drop-down list.
    -   Design Capacity Unit Denominator: Choose the appropriate code from the Unit Code drop-down list.

9. **Is this combustion source used to generate electricity**: Choose "Yes" if this emission unit is used to generate electricity. If "No" is chosen, please ignore step 10.

10. **Maximum Nameplate Capacity**: Only complete this field if this emission unit is used to generate electricity. Report the electric generator's rated design capacity at 100% (maximum) operation in megawatts.

6.4.6 Control Device Section

11. **Control Device Code**: If there is a control device associated with the emission unit, select the most appropriate control device from the drop-down list.

    If there is more than one control device, additional control device codes may be added. Follow the steps below to add a control device.

    (a) After the first control device code has been selected, click the "+" icon in the grid view.
    (b) Another drop-down field will appear. Select another control device.

Figure 6.17 Control Device and Emission Unit Stack Section

6.4.7 Emission Unit Stack Section

12. **Stack ID**: Click on this field and a drop-down list will appear containing the Stack ID's that were created on the stack form. If a stack that was reported on the stack form is associated with the emission unit, select the appropriate Stack ID. Every Stack ID that was created on the stack form must be listed on at least one emission unit form.

    If more than one reported stack is associated with the emission unit, additional Stack IDs may be added. Follow the steps below to enter additional Stack IDs.

    (a) After the first Stack ID has been selected, Click the "+" icon in the grid view.
    (b) Another field will appear. Select another Stack ID.

6.4.8 Adding an Emission Unit

Follow the steps below to add an emission unit to your NAEIS report.

1. Click "Add New Emission Unit" in the emission unit list (Figure 6.14).
2. A new emission form will be displayed for you to complete (Figure 6.15 – 5.17).
3. Follow Steps 1 – 12 in the Form Completion Instructions.

6.4.9 Deleting an Emission Unit

If you want to delete emission unit information, follow the steps below.

1. In the emission list (Figure 6.14), click the "Delete" icon to delete an emission unit.
2. If this emission unit was newly added this year, it will be directly deleted. If this emission unit has been reported in a previous reporting year, follow the instructions in the pop-up window to delete this emission unit.

Figure 6.18 Pop-up Window 1 when deleting an emission unit

Figure 6.19 Pop-up Window 2 when deleting an emission unit

Figure 6.20 Pop-up Window 3 when deleting an emission unit

6.5 Reporting Group Form

The Reporting Group Form is used to combine emission units into reporting groups to simplify emission calculations. THIS IS AN OPTIONAL FORM – facilities are not required to create reporting groups. However, for some facilities, reporting emissions at the reporting group level may be easier than at the emission unit

level if multiple emission units have common emission limits and record keeping requirements. If this form is used, the Activity form and the Emissions form must be completed at the reporting group level.

6.5.1 Reporting Group Form Completion Instructions

If a reporting group was created during a previous reporting year, the fields in this form should be pre-filled. Check to ensure that all the information is accurate. If any information needs to be changed, follow the instructions below and edit the appropriate fields. If you would like to add or delete a reporting group, see the instructions below.

6.5.2 Reporting Group List

Figure 6.21 Reporting Group List

This section lists all the reporting groups in this source. Click the "View/Edit" icon to edit a reporting group, the "Delete" icon to delete a reporting group, or the "Add New Reporting Group" button to add a new reporting group.

Click the "View/Edit" icon to access other sections of this reporting group form.

6.5.3 Reporting Group Identification

Complete the fields in this section for new reporting groups or to make changes to the previous year's report. Follow the steps below.

Figure 6.22 Reporting Group Form

1. **Reporting Group ID**: Enter a unique ID for this reporting group. Reporting Group IDs must begin with an "RG" prefix plus any combination of up to 14 letters, numbers, or keyboard characters. Spaces are not allowed within the ID. Make the reporting group ID specific and easy to associate with the reporting group it represents (e.g. RGBOILERS).

2. **Reporting Group Description**: Provide a brief narrative description of the reporting group.

6.5.4 Reporting Group Emission Units Section

3. **Emission Unit ID**: To add an emission unit to this list, click the "+" sign in the grid view, the select the emission unit ID to be included in this reporting group. Repeat this step to add more emission units. Click the "x" sign to delete an emission unit from this reporting group.

6.6 Activity and Emission Form

The Activity Form describes operating schedules and material information for an emission unit or reporting group. One activity form must be completed for each reporting group and each emission unit that is not part of a reporting group.

6.6.1 Activity Form Completion Instructions

The activity form consists of three sections: the Emission Unit and Reporting Group List section, the Activity Information section, and the Material Information section. For portable sources, the form also includes a section of Portable Material Usage Schedule.

All activity information that was entered for emission units in previous years will be pre-filled, except the material throughput information. This is a required field that must be updated every reporting year. If any other information needs to be updated, edit the proper fields. If no other information needs to be added and if all the information that is pre-filled is still accurate, all you have to do is enter the proper material throughput information for each activity and move on to the emission form (discussed in later sections in this page). Following is an explanation of each section of the activity form, as well as step-by-step instructions on how to complete the required fields.

6.6.2 Emission Unit and Reporting Group List Section

Emission Activities Sorted by Emission Unit and Reporting Group

Items per page: 100
1 - 5 of 5 item(s)

Did Not Operate This Year	View/Edit	EU/RG ID	Emission Unit Desc	Installed Date	SCC Code	Activity Desc	Material Code
☐	✎	EU00003	BURNER FOR DRYER	05/15/1996	39990003	DRYER BURNER	NATURAL GAS
☐	✎	EU00004	ELEVATORS, SCREENS, BINS	05/15/1996	30500202	ELEVATOR OPERATIONS	Hot Mix Asphalt
☐	✎	EU00005	Yard Activities, storage piles and vehicle travel	05/15/1996	30500203	STORAGE PILES	MATERIAL
☐	✎	EU00005	Yard Activities, storage piles and vehicle travel	05/15/1996	30500290	Haul road travel	Asphaltic Concrete

Figure 6.23 Activity List

This section lists all the activities in this source. Click the "View/Edit" icon to edit an activity, or the "Delete" icon to delete an activity.

If the SCC Code for an emission unit or a report group is blank, there is currently no activity in this emission unit or reporting group. To add an activity for this emission unit or reporting group, click the "View/Edit" icon to enter Activity and Emission Details (Figure 6.24a) and then click the "Add New Activity" button to add an activity.

Emission Calculation: Click "Calculate Emissions" in this view to calculate emissions for all emission units and reporting groups in this source.

6.6.3 Activity Information Section

Figure 6.24a Activity and Emission Details

Figure 6.24b Activity and Emission Details (Part 2)

Every source must complete one of these sections for each activity associated with the emission unit or reporting group displayed in the emission unit and reporting group list (Figure 6.23)

1. **NAEIS Source Code:** The NAEIS Source Code is a set of codes mandated by the South African Department of Environmental Affairs that contain and describes the process for creating emission in an emission unit or reporting group. For licensed sources, these will be your Section 21 codes. For a new activity, Click on the "+" icon (Figure 6.24a) and a listing of all NAEIS Source Codes (NSC) will appear (Figure 6.25). Select the NSC that most accurately describes the activity from the drop-down list. If more than one activity takes place at the emission unit or reporting group, select an NSC for each of the activities that take place at the emission unit/reporting group. To add a new activity, simply click the "Add New Activity" button (Figure 6.24a).

Figure 6.25 NAEIS Source Code Information

Figure 6.26 NAEIS Source Code List

2. **IPCC Code**: The Intergovernmental Panel on Climate Change (IPCC) set up at the request of member governments. Its mission is to provide assessments of information worldwide about the risk of climate change caused by human activity. The 2006 IPCC Guidelines for National Greenhouse Gas Inventories (2006 IPCC Guidelines) provide methodologies for estimating national inventories of anthropogenic emissions by sources and removals by sinks of greenhouse gases.

- Once an NSC is selected, the IPCC Code would be selected by the system.

- IPCC needs to be manually selected only when the uncategorized/Non-Industry NSC is chosen (Figure 6.28a&b).

Figure 6.28a Uncategorized NSC

Figure 6.28b Manually Select an IPCC Code

3. **SCC Code**: Once a NSC is selected, a sub-set of Source Classification Codes (SCC) will appear. The Source Classification Code (SCC) is an eight-character code linked to the NAEIS Source code and may or may not further describe the process selected in step 1.

NAEIS Source Code ➕ SA010100204

⬇

★ SCC Code: 10100204 - Spreader Stoker (Bituminous Coal) ▾

NAEIS Source Code ➕ SA060100102

⬇

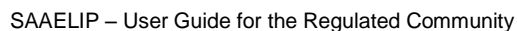★ SCC Code: 40700402 - Acetic Anhydrides: Working Loss ▾

Figure 6.29 NSC to SCC Code Relationship

4. **Activity Description**: Provide a brief description for the process that best represents this activity. You may use the description that is provided in the read-only field "Source Classification Code Description".

5. **Seasonal Material Usage Schedule**: Enter the percentage of material used per season. The total of all four seasonal percentages must equal 100%.

6. **Hours per Day**: Enter the hours this emission unit or reporting group normally operates per day based on an annual average.

7. **Days per Week**: Enter the days this emission unit or reporting group normally operates per week based on an annual average.

8. **Days per Year**: Enter the days this emission unit or reporting group operated over the reporting year.

6.6.4 Material Information Section

Complete this section for the material identified for the NSC, IPCC and SCC in Step 1.

9. **Material Code**: This field is automatically pre-filled if the NSC-SCC Combination selected has a material associated with it. If this field is not pre-filled, it means the NSC-SCC Combination selected does not have a material associated with it. Click on the field and a drop-down list with a selection of material codes will be displayed. Select the most appropriate material for the NSC-SCC Combination. To make your search easier you may want to refer to the Material Code section in System Utilities Module.

10. **Material Throughput**: Enter the amount of material identified in Step 8 that was processed, produced, applied, or combusted during the reporting year. For example, if "Coating" is identified in the Material Code field, enter how many liters (L) were applied during the reporting year. Be sure that the throughput entered in this field matches the unit code pre-filled or selected in Step 10.

11. **Unit Code**: This field should be pre-filled if Step 1 and Step 9 were completed.

12. **Net Caloric Value**: This field is only required if there is Greenhouse Gas emission.

13. **Material Description**: Provide a brief description of the material that is processed, produced, applied, or combusted.

14. **VOC Content**: This field is only required if the material is a coating or solvent. Enter the weight percent of the volatile organic compounds (VOC) contained in the throughput material, "as applied." "As applied" refers to the composition of the throughput material at the point of application. If thinners are added to the throughput material, the VOC content of the thinner must be considered when calculating the weight percent of VOC "as applied."

15. **Density**: Density is required for materials that have a mass throughput. In the first field, enter the density of the throughput material at standard temperature and pressure. Click on the second field and a drop-down list with unit options will appear.

16. **Sulfur Content**: This field is required only if the material identified in Step 8 is a fuel. Enter the sulfur content in mass percent. Please consult the National DEA Air Quality and Climate Control Office for a list of ranges.

17. **Ash Content**: This field is required only if the material identified in Step 8 is a fuel. Enter the ash content in mass percent. Please consult the National DEA Air Quality and Climate Control Office for a list of ranges.

6.6.5   Portable Material Usage Schedule

If this is a portable source, the activity form will have an additional section: Portable Material Usage Schedule (Figure 6.30).

Figure 6.30 Portable Material Usage Schedule Section

18. **District/Metro Municipality**: Click the "+" icon to add a new District/Metro Municipality, or click the "x" icon to delete a District/Metro Municipality from the list.

19. **Percentage of Throughput**: Enter the percentage of throughput for each District/Metro Municipality for the process listed above. The totals of these percentages must equal 100%.

Emission Calculation: Click the "Calculation Emissions" button in Figure 6.24a to calculate all emissions under this emission unit or reporting group, depending on which activity is selected.

The Emissions Form is used to report all emissions of criteria pollutants and any other pollutants relevant to the process. An emissions record must be completed for each emission unit or reporting group identified on the emission unit and reporting group forms.

Click the "Emissions" tab to display the emission list (Figure 6.31)

Figure 6.31 Emission List

6.6.6 What Emissions Must Be Reported?

When a new activity is created, or when an activity having been reported in previous years is accessed for the first time this year, all the criteria pollutants are listed in the emission list. These pollutants are required to be reported.

To report more pollutants for this activity, in the Emission List (Figure 6.31), click the "+" icon next to "Emission List" label (in the **white** area, NOT in the **gray** area) to load the emission factor window (Figure 6.32).

	Pollutant Code	Unit Code	Factor	Exp	Material Code	Unit Code	Control Device 1	Control Device 2	Emission Factor Type
○	CO		6	-1	25903				Generic
○	LEAD		8.9	-3	25903				Generic
○	NOX		1.8	1	25903				Generic
	PM10,FLTRBLE		1.3	-2	25903		Baghouse		Generic
	PM10,FLTRBLE		1.1	0	25903		Multicyclone		Generic
	SELENIUM		7.625	-4	25903		Electrostatic Precipitator		Generic
○	VOC		7	-2	25903				Generic
○	PM10,FLTRBLE		2.3	0	25903				Generic
○	SO2		3.9	1	25903				Generic
○	AMMONIA		5.65	-4	25903				Generic

SCC/Pollutant List — 1 - 10 of 16 item(s) — 1 2

Figure 6.32 Emission Factor Table with SCC Code and Pollutant List

In the SCC/Pollutant List (see Figure 6.32), some of the criteria pollutants have additional emission factors that do not have a radio button. These are "controlled" emission factors, which are used to calculate default control efficiency. These entries will be pre-populated if you select a control device on the emission unit level. The system will not allow you to select a "controlled" emission factor.

To calculate emissions for this process, click the "Calculate Emission" button in the emission list. When the calculation is completed, the "System Calculated Value" column will be populated in the grid view. If the system-calculated value is verified to be correct, click the checkbox under "Use System Calculated Value" to auto-fill the other fields of each emission (Figure 6.33).

Figure 6.31 Use System Calculated Value for Emission

After the calculation, there will be a few new rows appearing on the Emission List. These are the Greenhouse Gas (GHG) with default IPCC Emission Factors filled in. The "NAEIS Calculated Value" column will be populated as well for these GHG. To calculate the CO_2 Equivalent Emission, click the "Calculate GWP" button. For calculation details, just point to the ⊙ .

Figure 6.32 GHG Calculation

Beside each pollutant name in the emission list, there is an icon. Click this icon to enter emission form for each emission (Figure 6.33).

6.6.7 Emission Form Completion Instructions

The emission form consists of emission details. No fields on this form have been carried over from the previous year's submittal. Annual emissions values of all required pollutants must be completed. Following is an explanation of each section of the emission form as well as step-by-step instructions on how to complete the required fields.

Figure 6.33 Emission Form

6.6.8 Emission Details

Complete this section for each criteria pollutant that is emitted from the material identified in correlated activity form.

1. **Pollutant Code**: This is non-editable field. The pollutant has been selected in the emission list page.

2. **Emission Basis**: (If this field has been pre-filled with "NAEIS Emission Factor" and you would like to use the factors provided, skip this field). After you have identified the pollutants that need to be reported in the pollutant code field, you will need to enter the basis on which you will calculate your annual emissions for that pollutant. Click on the field and a drop-down list with your options will appear. Select the basis on which you will estimate emissions for this pollutant. Emissions should be estimated using the best available site-specific data according to the hierarchy below.

   ➢ *CEM* - Continuous Emissions Monitoring

   ➢ *Site Specific Stack Test* - Stack test protocol. Results from the most recent stack test (generally conducted less than five years previous) should be used.

> ➤ **PEM** - Parametric Emissions Monitoring

> ➤ **Mass Balance** - The method that allows estimation of emissions by analyzing inputs of a material to a process minus consumption, accumulation, and loss of that material during a process.

> ➤ **Tank Model** - The TANKS model is an US-EPA computer software program that computes estimates of volatile organic compound (VOC) emissions from fixed and floating-roof storage tanks. TANKS are based on the emission estimation procedures from Chapter 7 of US-EPA's Compilation of Air Pollutant Emission Factors (AP-42), plus recent updates from the American Petroleum Institute. The TANK software can be accessed via the Internet at www.epa.gov/ttn/chief.

> ➤ **Landfill Model** - This US-EPA model was developed by the Control Technology Center (CTC). The Landfill Air Emissions Estimation Model can be used to estimate emission rates for methane, carbon dioxide, non-methane organic compounds, and individual toxic air pollutants from landfills. The Landfill software can be accessed via the Internet at www.epa.gov/ttn/chief.

> ➤ **NAEIS Emission Factor** - SCC code/emission factors that are in the NAEIS reference table.   If you are using an emission factor not provided in the emission factor table at the bottom of the screen, you should select "Other" as the emission basis.

> ➤ **IPCC Emission Factor** - IPCC code/emission is provided by The Intergovernmental Panel on Climate Change

> ➤ **Other** - If not previously identified, select "Other", and attach supporting documentation.

3. **Emission Factor/Exponent**: These fields must be completed only if you are using an emission factor to estimate emissions for the pollutant. If you are using another method to calculate your emissions (e.g. Mass Balance, TANKS, etc.), leave these fields blank. If "NAEIS Emission Factor" was entered for Step 2, these fields will be pre-filled. If "IPCC EF" was entered, these fields will be blank and not used.

List the proper emission factor, using scientific notation. The emission factor unit code will be pre-filled with the unit code pounds divided by the unit code for the material entered on the activity form.

Scientific Notation:

The emission factors are expressed in scientific notation, which means that the decimal point has been moved. If the exponent is negative, move the decimal point to the left. If the exponent is positive, move the decimal point to the right. If the exponent is zero, the decimal point does not move. For example, if a number is expressed as 2.0E-1, move the decimal point one place to the left to get 0.20. If a number is expressed as 2.0E2, move the decimal point 2 places to the right to get 200. If a number is expressed as 2.0E0, the decimal point does not move – the number is 2.0.

4. **Control Efficiency %**: Enter the control efficiency percent of the control device(s) for the pollutant being reported (this could be a combination of capture and destruction efficiencies). Control efficiencies may be listed on the equipment, in the equipment documentation, or by contacting the equipment supplier.

If you are using NAEIS emission factors, after control efficiency is entered, you can run the Emission Calculation (by clicking the "Calculate Emission" button) to automatically calculate your actual controlled emissions. If you are not using NAEIS emission factors to calculate your actual emissions, see the Control Efficiency Discussion below to calculate your actual emissions after control.

Using the Control Efficiency to Calculate Actual Emissions:

If a facility has control equipment, the actual emissions after control can be calculated by multiplying the actual uncontrolled emissions by a control factor. Calculate the control factor by subtracting the percent control efficiency (entered for Step 4) from 100 and then dividing that number by 100. Overall control efficiency is calculated by multiplying the capture efficiency by the control efficiency.

For example, if you have a control device with a capture efficiency of 85% and a control efficiency of 95%, the overall control efficiency would be 0.85 x 0.95 = 0.8075 (80.75%). Use the overall control efficiency to calculate the control factor (100 – 80.75)/100 = 0.19. Using the control factor, we can estimate the annual emissions after control. Using the control factor above, if an emission unit has actual uncontrolled emissions of 129,600 kg/year, the actual emissions after control would be 129,600 kg/year x 0.19 = 24,624 kg/year or 24.62 ton/yr. You would enter 24.62 tons into the Annual Emissions/Unit Code fields (see step 5).

5. **Annual Emissions**:

To use the emission calculator, click the "Calculate Emission" button in this form. You can enter user-calculated annual emission in this field. Otherwise, if you agree to use the system-calculated value, click the "Use System Calculated Value" checkbox, and this field will automatically populate.

6. **Comment**: If needed, enter any explanation or description of the information entered on this form in this field. If you have to submit calculations or other data to support your emissions estimate, click on the "Attachment" tab to upload your supporting documentation to system.

6.6.9 Non-Industrial Source Specific – Activity and Emission Form

For Non-Industrial Sources, please make sure to select SA99-99 Non-Industry Code for the NAEIS Source Code.

Figure 6.34 NAEIS Source Code – Non-Industry

In this case, IPCC Code needs to be selected manually.
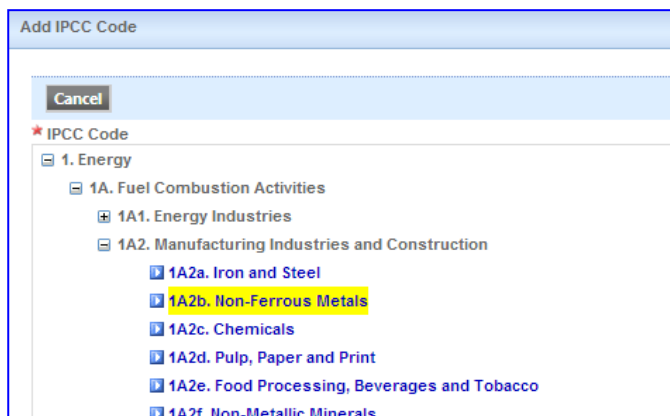
Figure 6.35 IPCC Code – Non-Industry

From there, the dropdown for the SCC Code selection will show all Non-Industrial SCC Codes, as seen below.

Figure 6.36 SCC Code – Non-Industry

6.7 Completeness Check

Once you have completed all the forms, use the Completeness Check function to scan the forms for possible warning/error message. The Completeness Check ensures that there are reasonable responses in required data fields. If fields are incomplete or incorrect, the System will generate warning or error messages.

The error report and messages will describe the potential problem and indicate on which form and field must be corrected. The completeness check does not verify whether the information you have entered is correct, but rather if the information you have entered is adequate for a complete submittal.

Errors generated from the Completeness Check must be corrected before the forms are submitted, while warnings will not hold back the EI Report submissions. After the corrective actions are taken, running the Completeness Check again will then re-assess the result of these actions. If you encounter any Completeness Check error messages that appear to be irresolvable, please contact the appropriate Authority accordingly.
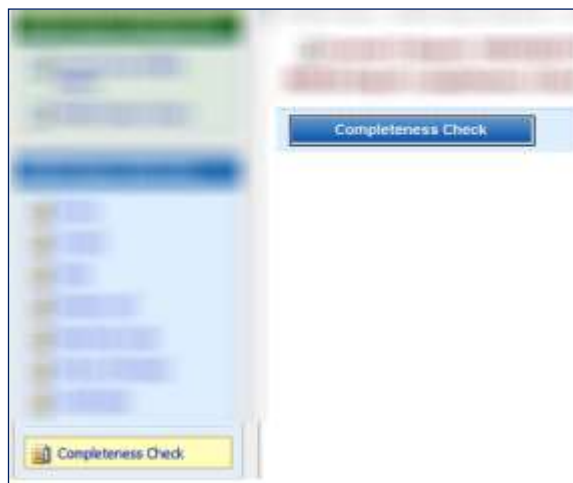
Figure 6.37 Completeness Check Function

If errors are encountered in the Completeness Check, this message will display: "Failed Completeness Check".
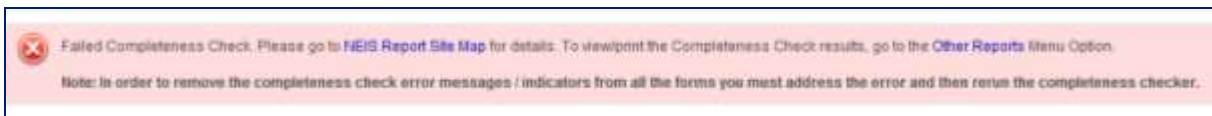
Figure 6.38 Completeness Check with Error(s)

If no error is generated from the Completeness Check, this message will display: "Passed Completeness Check".
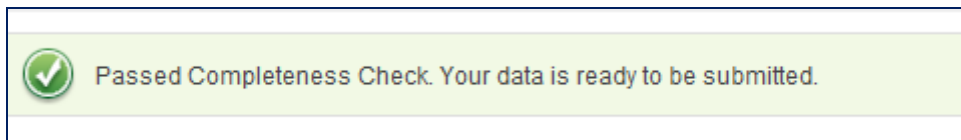
Figure 6.39 Completeness Check without Error

There are three ways of viewing error or warning message details:

1. Go to the NAEIS Report Site Map and hover the mouse over the data entry form with an error or warning icon (Figure 6.40). The error message is indicated by the use of "Red" icon. The warning message is indicated by the use of "Yellow" icon. The error or warning message will appear in the tooltips.

Figure 6.40 NAEIS Report Site Map - Completeness Check Error/Warning Message

2. In the Site Map, click the entry with an error or warning icon. The system will lead you to the specific source, contact, stack, emission unit, reporting group, activity, preparer, or Accounting Officer form. The warning/error message generated from the completeness check will display in the upper portion of the specific form (shown below). The error message is indicated by the use of "Red" background. The warning message is indicated by the use of "Yellow" background.

Figure 6.41 Sample: Stack Form with Completeness Check Warning/Error Displayed

3. All of the Completeness Check errors and warnings are compiled into a report, "Completeness Check Report". The "Completeness Check Report" can be accessed in NAEIS Report Module → Report Management → Other Reports → Completeness Check Report (See Figure 6.42).

Figure 6.42 Completeness Check Report

Click the "View" icon next to "Completeness Check Report" to view the details of the report. The report will list the basic information of this source, and the error and warning messages in each form. This report will be useful in the correction of relevant forms based on the Completeness Check results.

A sample of the Completeness Check Report is shown in Figure 6.43.

Figure 6.43 Sample of Completeness Check Report

6.8 Certification and Submission

6.8.1 Preparer Form Overview

The Preparer Form is an optional form which displays information about the person(s) responsible for the individual Emission Units in the NAEIS Report.

Some companies have different people responsible for emissions from different processes at the facility. Therefore, instead of making one person responsible for all of the emissions, each person can list their respective data. If a facility has more than one preparer listed on this form, the reporting groups and emission units that the preparer is responsible for must be listed on the "Emission Unit(s) Preparer worked on" section of the form.

6.8.2 Preparer Form Completion Instructions

Completion of this form consists of three sections: the Preparer List section, the Preparer Information section, and the "Emission Unit(s) Preparer worked on" section. If you submitted a NAEIS report during a previous reporting period, all of this information should be pre-filled. If any information has changed or needs to be updated, edit the proper fields. If all the information that is pre-filled is still accurate, you do not have to complete this form. Following is an explanation of each section of the preparer form, as well as step-by-step instructions on how to complete the required fields.

6.8.3 Preparer List Section

Figure 6.44 Preparer List

The Preparer List shows the current preparers who have contributed to the NAEIS reporting of this source. Click "Add New Preparer" to add any preparer that is not in this list but has prepared the data entry forms.

Click the "View/Edit" icon to access the preparer form.
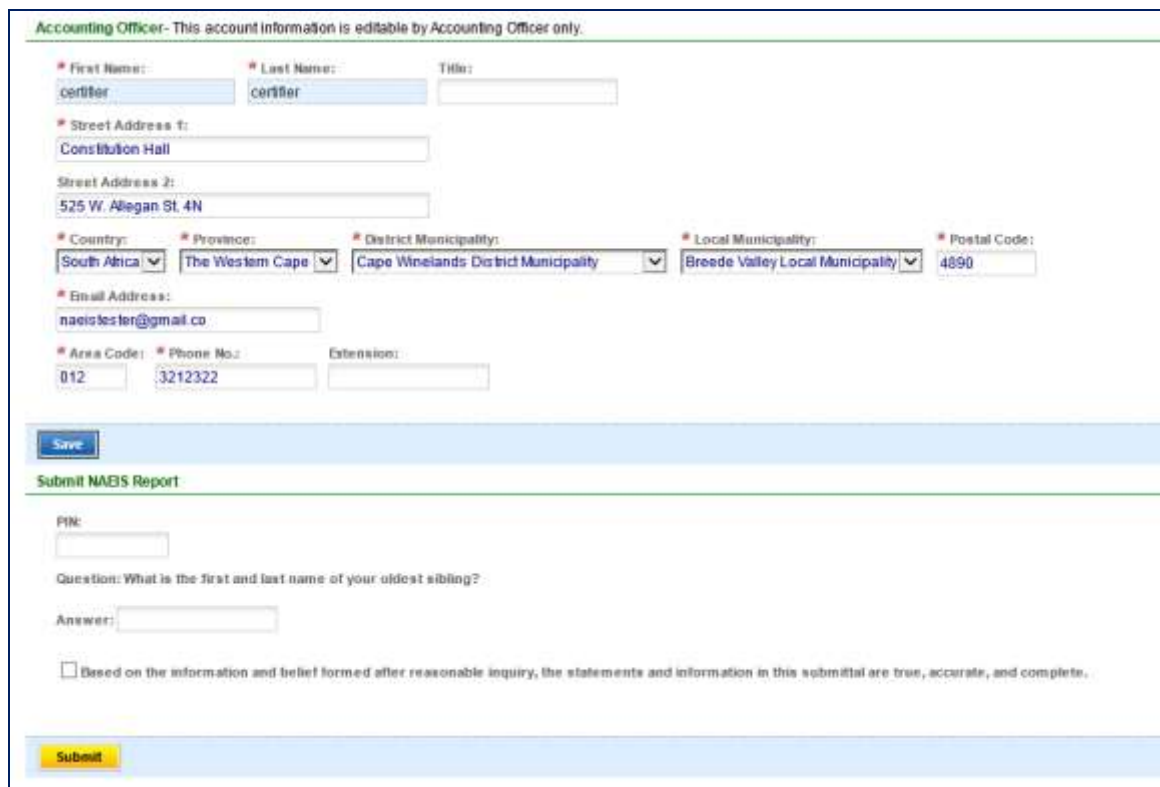
6.8.4 Preparer Information Section

Figure 6.45 Preparer Form

Complete the fields in this section for each preparer. Follow the steps below (refer to the form in Figure 6.45).

1. **Company Name**: Enter the company name with which the preparer is associated.

2. **Preparer's Information**: Enter the preparer's name, title, mailing address, telephone, fax number, and e-mail address. Every source must have at least one preparer.

3. **Emission Unit(s) Preparer worked on:**

    - If there is only one preparer in this source, select the "All" radio button.

    - When there is more than one preparer in this source, select the radio button "Select Specific Units from list below", and check the applicable emission units and reporting groups.

6.8.5 Primary Preparer Form Overview

Click the Certification tab (Figure 6.46) and enter the Accounting Officer Form.

Figure 6.46 Accounting Officer Form

This form is required for all submittals. The Accounting Officer of the NAEIS Report submission will need to fill in his/her contact information here, certify the data entry forms, and make the submission.

6.8.6 Form Completion Instructions

1. **Accounting Officer Contact Information**: Enter the Accounting Officer's name, title, mailing address, telephone, fax number, and e-mail address.

2. **PIN**: Enter the PIN number. The PIN number can be retrieved in the "My Account" module.

3. **Security Question & Answer**: A randomly picked security question will display for the Primary Preparer to answer. Enter the user-defined answer to this question. The security questions and answers will be set when the user logs into the NAEI system for the first time. They can be accessed in "My Account" module as well.

4. **Submission**. When everything in the data entry form is verified, click the checkbox "Based on the information and belief formed after reasonable inquiry, the statements and information in this submittal are true, accurate, and complete." Click the "Submit" button to submit the NAEIS Report.

6.8.7 Completeness Check Executed by the System When an EI Report is Submitted

When an EI Report is submitted, a completeness check will be executed by the system on all data entry forms. If the completeness check failed, the error message(s) will display in the upper portion of page.

Upon seeing this message, go to the NAEIS Report Site Map (on the left navigation panel) to review the form errors, and make applicable corrections to ensure the validity of submitted data. Then, submit the EI Report again.

If the completeness check passes, an EI Report submission successful message will display in the upper portion of page.

Please see Section 6.7 for more information on Completeness Check.

6.9 Reports

The use of reports within the NAEIS is a feature that allows authority users to view data about specific EI Reports in a presentable format. Reports can be exported into several different formats (excel, word, pdf) and can be printed upon command. These are very helpful when authority users need to perform further analysis on the emission data for a particular source. Because of the reports flexibility, it can show comparison between the current year data and previous years' data. This is helpful in allowing auditors to draw comparison between different years.

The following list contains pre-defined reports that exist in the NAEI System.

1. **Source Summary Report** – lists user-entered source, contact, emission unit, stack, activity, and emission data, presented in a summarized table formats.

2. **NAEIS Data Entry Forms –** prints the user-entered Source, Contact, Emission Unit, Stack, Activity, Emissions, Preparer, and Certifier data in the format of "paper" EI forms. This report has the look and feel of a traditional "paper" EI Report.

3. **Additions Report** – displays all Stacks, Emission Units, Reporting Groups, SCC Code Activity, and Preparers (Operators) that have been added to the source in this reporting year. For example, if you add a new stack to the Stack form, then that stack will appear on the Additions report.

4. **Removed Report** – displays all Stacks, Emission Units, Reporting Groups, SCC Code Activity, and Preparers (Operators) that have been removed from the source in this reporting year. For example, if you delete a stack from the Stack List, then that stack will appear on the Removed Report. All Emission Units and Stacks that have a "Dismantle Date" entered will also be listed on the Removed Report. Information that is dismantled or deleted from the system will not appear in the blank report in the following year.

5. **Emission Comparison (Source Totals Report)** - Shows the comparison between the emissions calculated by the reporting facility and the emissions calculated by DEA. This is for the whole source in general. **Note that this report is only applicable to Industrial sources.**

6. **Emission Comparison (Emission Unit Totals Report)** – Shows the comparison between the emissions calculated by the reporting facility and the emissions calculated by DEA. This is sorted by emission unit. **Note that this report is only applicable to Industrial sources.**

7. **Completeness Check Report** – uses the administrative completeness check to edit the entered data for errors. The Completeness Check edit must result in zero errors before the database can be submitted. This completeness check ensures that there are reasonable responses in required data fields. If something is missing or incorrect, the system will generate an error report to show the error messages. The error report will describe the problem and indicate which form and field must be corrected. **Note that this report is only applicable to Industry type sources.**

In each pop-up report window, you will see an option of "view/print/export" at the top of the report (Figure 6.47).

To export, select a file format from the drop down list, then click "export". Choose the file path you want to save and then save the file.


Figure 6.47 View/Export a Report

7 Appendix

7.1 Apply for AEL

The main purpose for AEL application is to initiate the first step for a user to apply, renew, and amend air emission license. SAAELIP has broken down the AEL Application Form into multiple sections. The sections are described as the following:

- General Information: This section contains the basic facility information such as rules/regulations and pollutants that are associated with the facility.

- Contact Information: This section allows the user to input contacts for the facility.

- Raw Materials & Production: This section allows the user to enter details about raw materials that are used that may result in a change in air emission output.

- Control Device: This section details the control units relevant to the license and allows the user to select the associated pollutants.

- Stack: This section lets the user define in the detail the release points associated with the application.

- Emission Unit: The emission source lists the emission and allows the user to associate the release point, control device, and rule.

- Reporting Group: This section allows the user to define if testing and monitoring are needed for the group and define the group by type.

- Emission and Activity: Emission and activity lets the user describe the emission path group in further detail.

- Monitoring, Management, & Mitigation: Monitoring defines the process in which each emission source is handled.
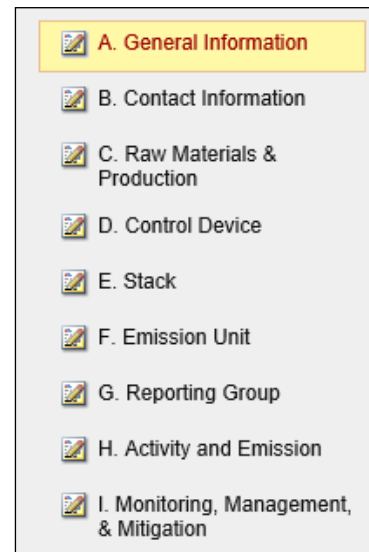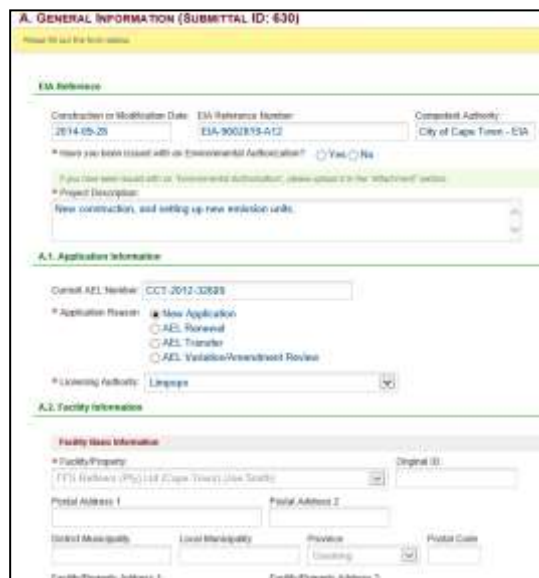
AEL Navigation Wizard

7.1.1 General Information

In this section, the standard AEL application will be used as the base and does not completely reflect how all other types are handled.

Any fields that contain a ✳ as an icon is required to be filled or the system will generate a validation error.

In 'General Information', the user will begin by describing the project followed by selecting the application type and selecting the facility.

AEL General Information

By selecting the different application reasons, the form will alter based on the application needs. In the instance of selecting 'AEL Transfer", the previous description box was altered to a drop down menu for 'Licensing Authority' and a 'Summary of Name or Ownership Change' field box.

A.1. Application Information

Current AEL Number: CCT-2012-32609

* Application Reason
- ○ New Application
- ○ AEL Renewal
- ● AEL Transfer
- ○ AEL Variation/Amendment Review

* Licensing Authority: Limpopo

* A Summary of Name or Ownership Change:

AEL Application Reason Selection

The next section provides additional required fields for the application to be completed. Selecting the right SIC Code is extremely important since this will determine the unit that will receive the application.

* Does your facility have less than 100 employees? ○ Yes ● No

If "To be initiated" is selected, then additional requirements will be added to the attachment section at the end of the application.

Does your facility have a complaint's register? ● Yes ○ No ○ To be initiated

SIC Code: **10 (Description: Manufacturing of food products)**

Search SIC

* Facility Description:

Petrochemical sector, pulp and paper sector or platinum industry

AEL Application Description

The applicable regulation and the pollutant section play an intricate part of the application process. The regulations have been designed by using a search tool. In this utility, the user can search by Section 21 code description, or code name. Once selected, the rule will populate in a grid view.

Applicable Rule(s)

Description: _____ Rule: _____ Rule Type: [▼] Search

Save Close

Section 21 Listed Activities Search Tool

AEL Rule Grid view

At this stage, the user should click either the save button or the next button to prevent loss of information.

7.1.2   Contact

After the next button is clicked, the user is brought to the 'Contact Information' section of the application. In this section the user can select the contact individual(s) and declare their responsibility.

7.1.3   Raw Materials & Production

This section allows the user to enter details about raw materials that are used that may result in a change in air emission output. The User can click the "Add New Record" button to add different raw materials or production information to the License.

7.1.4 Control Device

As the process moves on to the 'Control Device' section, certain guidelines will be explained on how to configure the selected device(s). In this example, filter fabric was selected. The 'Control Unit ID' and 'Control Unit Name' are required to be unique within control devices so that the same ID and name cannot be used twice.

Every single control device requires a pollutant to be associated with them. In this case, the pollutant selected in 'General Information' will be displayed. The user will need to also define the control efficiency of the control device for the particular pollutant(s).

Control Device Pollutant Selection

The user also has the option to 'Batch Update Pollutants'. For control devices with exactly the same pollutants and control efficiency, the user can 'Batch Update Pollutants' and apply the pollutant(s) to all checked control devices instead of having to enter them in one by one.

7.1.5 Stack

When all the control units have been added, the user should click on the 'next' button to validate and save all entered data. Once verified that all the entered data has passed validation, the user will be brought to the 'Stack' section.

In 'Stack', similar to control devices, the 'Stack ID' and the 'Stack Name' are to be unique within the section.

Stack Form

SAAELIP allow the user to find the latitude and longitude of each stack using a Map interface. The lat./long is defaulted to the location of the facility. By clicking on the 'Get Lat./Long' a map will be displayed and the user will be able to move the cursor to the exact position of the stack.
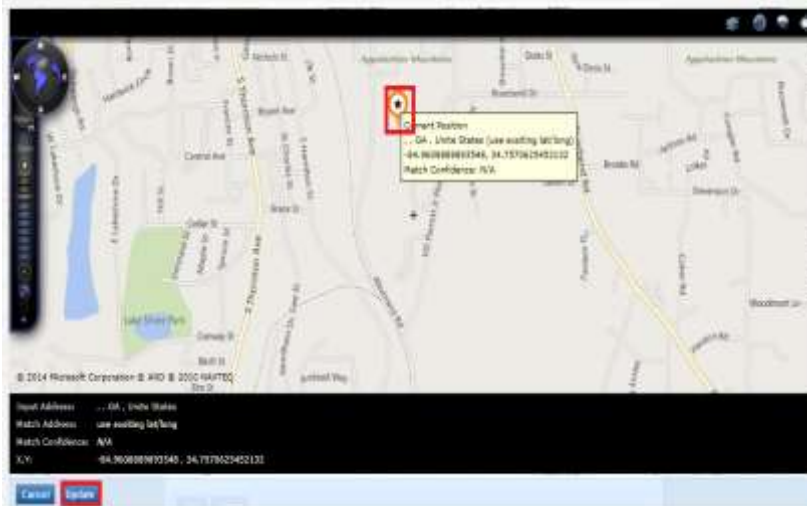
Stack Mapping Utility

Once the desired position is selected, the user can then click on the 'Update' button to replace the original lat./long fields.

Lat./Long Display

When all desired release points are entered, the user should either click on 'Save' or 'Next' to store the data and move on to 'Emission Unit'.

7.1.6 Emission Unit

The 'Emission Unit' is extremely dynamic and similar to the control devices where the form will alter based on the emission unit type selected. Also similar to the control device section, the 'Emission Unit Identifier' must be unique and cannot be repeated.

Emission Unit Form

Once the basic emission source information is filled, a new section will open up where the user will need to 'Associate Control Device', 'Associated Stack', and 'Associate Rule'. In some cases, this portion is optional.

However, the 'Associated Control Device', 'Associated Release Point', and 'Associated Rule' will always be displayed and the user can associate both the control devices and rules that were entered in the previous sections to the emission unit.

Like control devices, SAAELIP provides features for the user to batch update rules to all checked emission units. The user can also copy a previously entered emission unit by checking on an emission unit and clicking on the 'Copy Emission Unit' button. The user will then be prompted to enter a new emission unit ID and name. Again, the user should save and/or click the 'next' button to store all data before moving on.

7.1.7   Emission Reporting Group

The next section 'Reporting Group' allows the user to associate emission units that have the same emissions reporting.
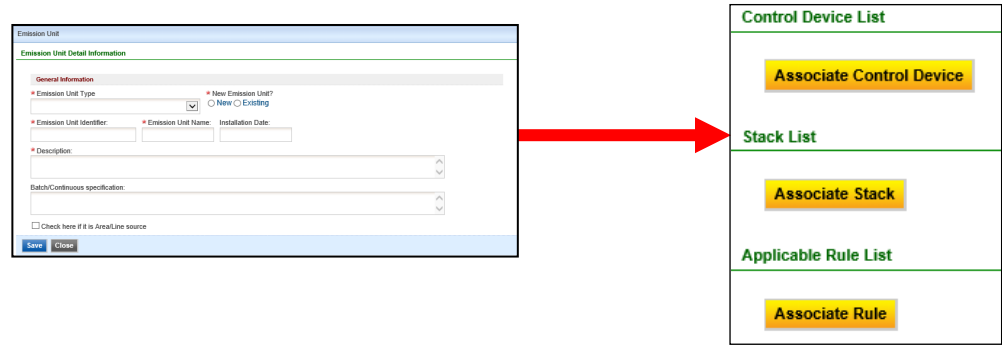
7.1.8   Activity and Emission

Each emissions reporting group in 'Activity and Emissions' can be opened for the user to enter further detail. By clicking on the [icon] next to the emissions reporting group, the user is prompted to a screen to select the pollutants associated with the emissions reporting group and fill in additional information.

Select	View/Edit	Delete	Edit Apportionment	Pollutant	Maximum Release Rate (mg/Nm³)	Average Period	Maximum Gas Volumetric Flow (m³/hr)	Maximum Gas Exit Velocity (m/s)	Emission Hours	Type of Emission	Basis for Emission Rates
☐	✎	✗	📄	PM	50	Annually	45	24	24	Type of Emission	mass calculation

Emission & Activity Grid View

The system allows for the same pollutant to be entered in more than once in situations where the emissions reports may have different results for the same pollutant. The user can 'Batch Update' the groups if more than one have matching criteria.

7.1.9   Monitoring, Management, and Mitigation

Based on the emission reporting group, some groups will be required to complete additional information in the 'Monitoring, Management, and Mitigation'. If the indicator states 'No' in either of the 'Specified Monitoring Entered?' or 'Specified Mitigation Entered?' field, then no further action is required.

I. MONITORING, MANAGEMENT, & MITIGATION (SUBMITTAL ID: 631)

Please fill out the form below.

Monitoring, Management & Mitigation Information

1 - 2 of 2 item(s)

Monitoring	Mitigation	Reporting Group ID	Reporting Group Type	Specified Monitoring Entered?	Specified Mitigation Entered?
📝	📝	RGEU002	Single-Unit Reporting Group	Yes	Yes
📝	📝	RG001	Multi-Unit Reporting Group	Yes	Yes

Monitoring, Management, and Mitigation Grid View

If the indicator displays 'Yes', then the user must click on the 📝 icon to enter in the required data. The user will have a prompt that will allow the user to specify the monitoring and mitigation method separately for each emission reporting group.

7.1.10 Attachment

The user can provide attachments that are required to be submitted with the application. SAAELIP provides the user to either digitally upload or provides information if the user rather mail their documents to the LA.

ATTACHMENT (SUBMISSION ID: 631)

To include your attachment(s), click on the "Upload" button and follow the instructions to upload.

"Upload" button can be clicked multiple times to attach multiple files under each category.

Attachment

Supporting Document *(Optional)*   ● Online ○ Mail ○ Other ○ N/A

Upload (Please upload one file at a time. Repeat the Upload process if you have multiple files.)

Attachment description:

| Exit | Save | Previous | Next |

AEL Supplement Attachments

7.1.11 Data Validation

In the final step, SAAELIP will validate that all required inputs and sections were completed based on the validation rules required by the application forms.

If the application passes the validation checks, the user can then submit the application.

However, if any section fails to pass, SAAELIP will alert the user by marking the section with an 'X' and with a description of the reason why.

VALIDATION (SUBMISSION ID: 631)

Review your Application and any Attachments. Save any changes you make before returning to this page. Proceed to Submission by clicking NEXT.

Application Form(s) Summary

✓ Online A. General Information   📄 A. General Information - Form View
✓ Online B. Contact Information   📄 B. Contact Information - Form View
✓ Online C. Raw Materials & Production   📄 C. Raw Materials & Production - Form View
✓ Online D. Control Device   📄 D. Control Device - Form View
✓ Online E. Stack   📄 E. Stack - Form View
✓ Online F. Emission Unit   📄 F. Emission Unit - Form View
✓ Online G. Reporting Group   📄 G. Reporting Group - Form View
✓ Online H. Activity and Emission   📄 H. Activity and Emission - Form View
✓ Online I. Monitoring, Management, & Mitigation   📄 I. Monitoring, Management, & Mitigation - Form View

Attachment(s) Summary

✓ Attachment

| Exit | Previous | Next |

AEL Validation Screen

7.1.12 Submission Receipt

After the application is submitted, the user will receive a receipt confirming the

submission and providing the user IP
address.

Submission Receipt

7.2   Submit AEL Compliance Report

After approval of a facility's AEL License, the facility will be required to submit
AEL Compliance reports. This allows for the Authority to monitor facilities and
verify whether facilities are staying within the regulations of their license. A
Facility User will be able to search through their reporting requirements when
they start to prepare a new compliance report The User may also choose
whether they wish to complete an online data entry form or to copy and paste
the information from a past report. In order for a facility to submit an AEL
Compliance report, they must enter information in the following sections:

- Data Entry/AEL Compliance Report: This section contains the basic facility
  information such as the facilities addresses, phone number, and a place to
  add an executive summary or comments. The User must also enter the
  Licensing Authority that is associated to the particular license.

- Attachment: This is where the user will specify how they wish to submit
  their compliance report. The report can either be uploaded and submitted
  through SAAELIP or the User can choose to mail in the report via the
  address that is listed on the Attachment page. The User may upload any
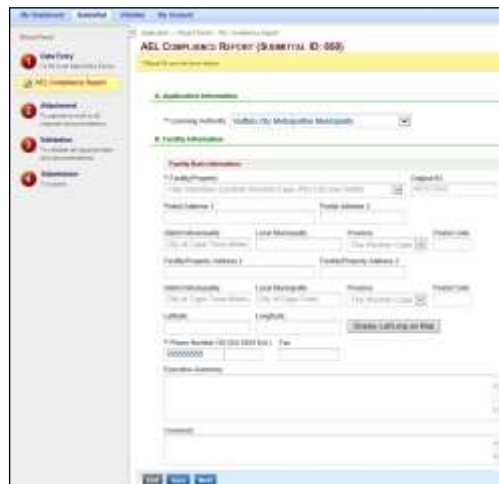 other supporting documents related to their compliance report.

Before beginning a new Compliance Report in SAAELIP, the user
should download the Report through the 'Start a New Submittal'
submodule in 'Submittal.' This will allow the User to fill out the
report and later upload it to SAAELIP via the 'Attachment' step of
the wizard. The User can download the document by clicking on
the Word document icon. The User can hold the cursor over the
icons to view more information about what they do.

7.2.1 Data Entry

In this section, the User will verify all information that is entered on the screen is correct or will enter any required information that is not completed.

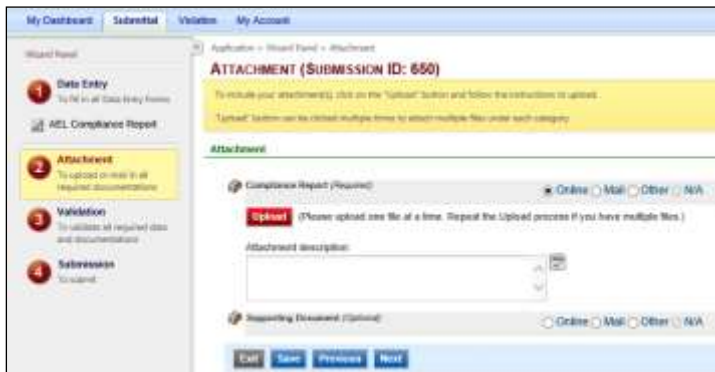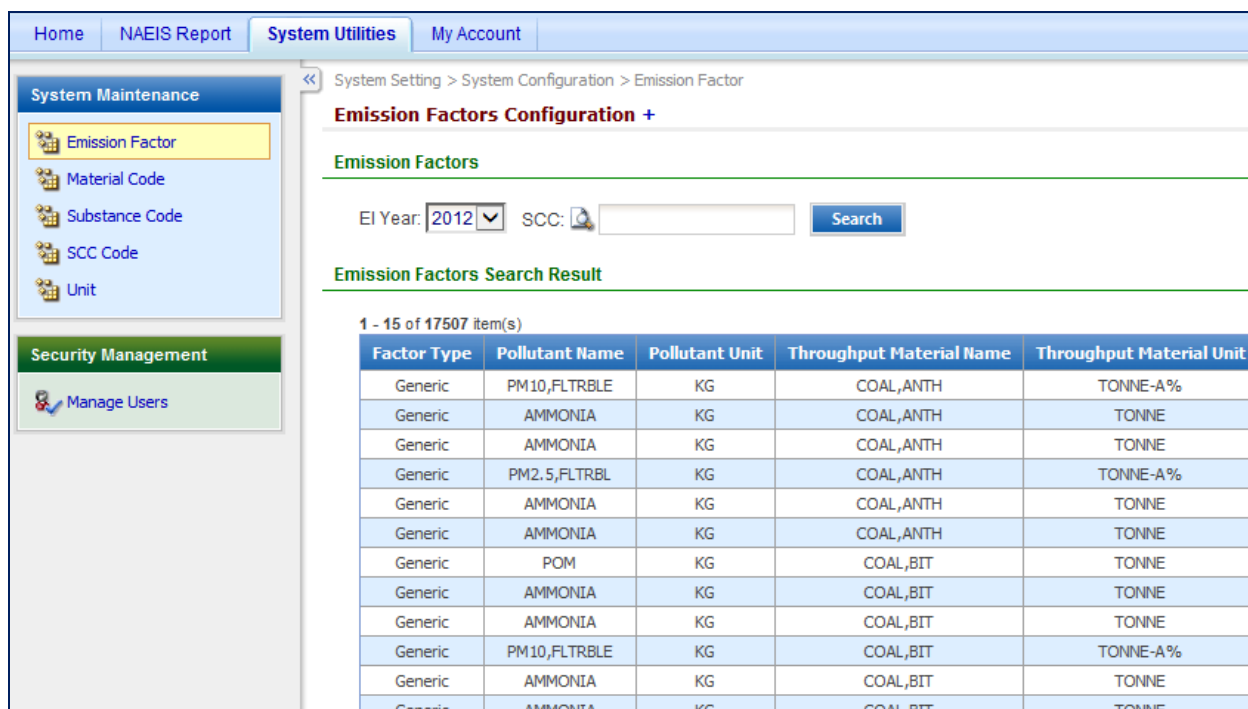The User must associate a Licensing Authority to the compliance report.

Any fields that contain a ✱ as an icon is required to be filled or the system will generate a validation error.

AEL Compliance Report-Data Entry

7.2.2 Attachment

The User must attach their compliance report to the submission or select that they will mail in the report. SAAELIP provides the user to either digitally upload or provides information if the user rather mail their documents to the LA. The User has the option to upload supporting document.
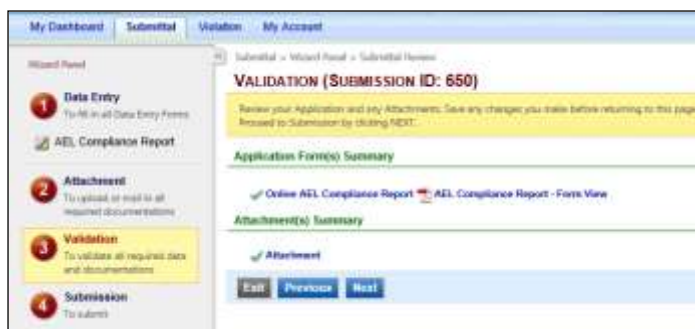
AEL Compliance Attachments

7.2.3 Data Validation

In the final step, SAAELIP will validate that all required inputs and sections were completed based on the validation rules required by the report forms.

If the application passes the validation checks, the user can then submit the report.

However, if any section fails to pass, SAAELIP will alert the user by marking the section with an 'X' and with a description of the reason why.

7.2.4 Submission Receipt

After the report is submitted, the user will receive a receipt confirming the submission and providing the user IP address.

7.3 NAIES Reference Data Look-up

Industry users will use this module to find specific emission factors, substance code, material code, SCC code, or unit code.

7.3.1 Emission Factor

To view Emission Factor reference data in the NAEIS database, go to the System Utilities module - Emission Factor. You can use the search function to find the specific emission factors. The search criteria include:

- Search by **EI Reporting Year**
- Search by **SCC code**

Figure 8.1 Reference Data of Emission Factors

7.3.2 Material Code

To view Material reference data in the NAEIS database, go to the System Utilities module - Material Code. You can use the search function to find the specific material codes. The search criteria include:

- Search by **EI Reporting Year**

Figure 8.2 Reference Data of Material Codes

7.3.3 Substance Code

To view Substance reference data in the NAEIS database, go to the System Utilities module - Substance Code. You can use the search function to find the specific substance codes. The search criteria include:

- Search by **EI Reporting Year**

Figure 8.3 Reference Data of Substance Codes

7.3.4   NAEIS Source Code

To view NAEIS Source Code reference data in the NAEIS database, go to the System Utilities module – NAEIS Source Code. You can use the search function to find the specific NAEIS Source codes.

In the tree view (Figure 8.4), click the "+" icon to see all the child NAEIS Source codes. After clicking the bottom layer of the NAEIS Source Code, the system will display all SCC Codes associated with it.
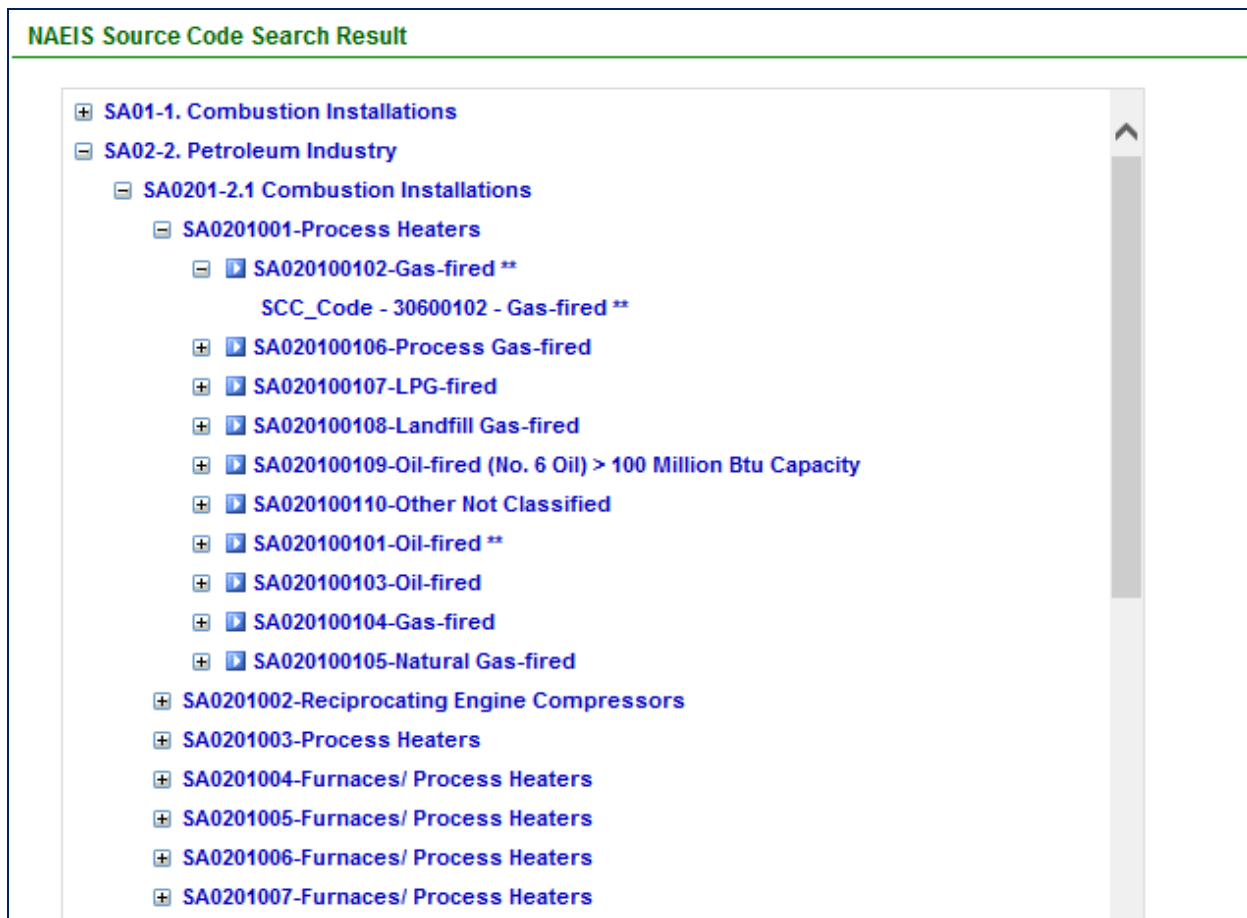

Figure 8.4 Reference Data of NAEIS Source Codes

7.3.5   Unit Code

To view Unit Code reference data in the NAEIS database, go to the System Utilities module - Unit. You can use the search function to find the specific Unit codes. The search criteria include:

- Search by **EI Reporting Year**

Figure 8.5 Reference Data of Units