Washington Emissions Inventory Reporting System (WEIRS) Training

February 1, 2024

Facilitator: Farren Thorpe
Air Quality Program
Washington Dept. of Ecology

Training Outline

- Contacts and reference materials
- Annual schedule/deadlines
- Adding a new facility
- WEIRS access
  - Secure Access Washington (SAW), Air Quality Portal
- User roles
- Screen navigation
- Data view and Data entry
- Control approach notes
- Particulate matter definitions and considerations
- Toxics reporting
- Reports
- Electronic signing

WEIRS Website

(no login required)

https://ecology.wa.gov/Regulations-Permits/Reporting-requirements/Air-quality-emissions-reporting/Emissions-inventory

- User's manual
- Training materials
- Blank data entry forms
- Codes
- Emissions estimation tools
- Permitting agency links
- Federal air emissions reporting rule

Contact Us

You can always call or email

- WEIRS mailbox
  AQWEIRSrequest@ecy.wa.gov
- Farren Thorpe
  - farren.thorpe@ecy.wa.gov
  - 360-407-7658
- Nicole Hancock
  - nicole.hancock@ecy.wa.gov
- Sam Fox
  - samantha.fox@ecy.wa.gov

Contact Us

- Report a bug
- Add a pollutant

- Delete information entered by mistake
- Make a suggestion

This appears at the bottom of every page.

Regional/Local Contacts

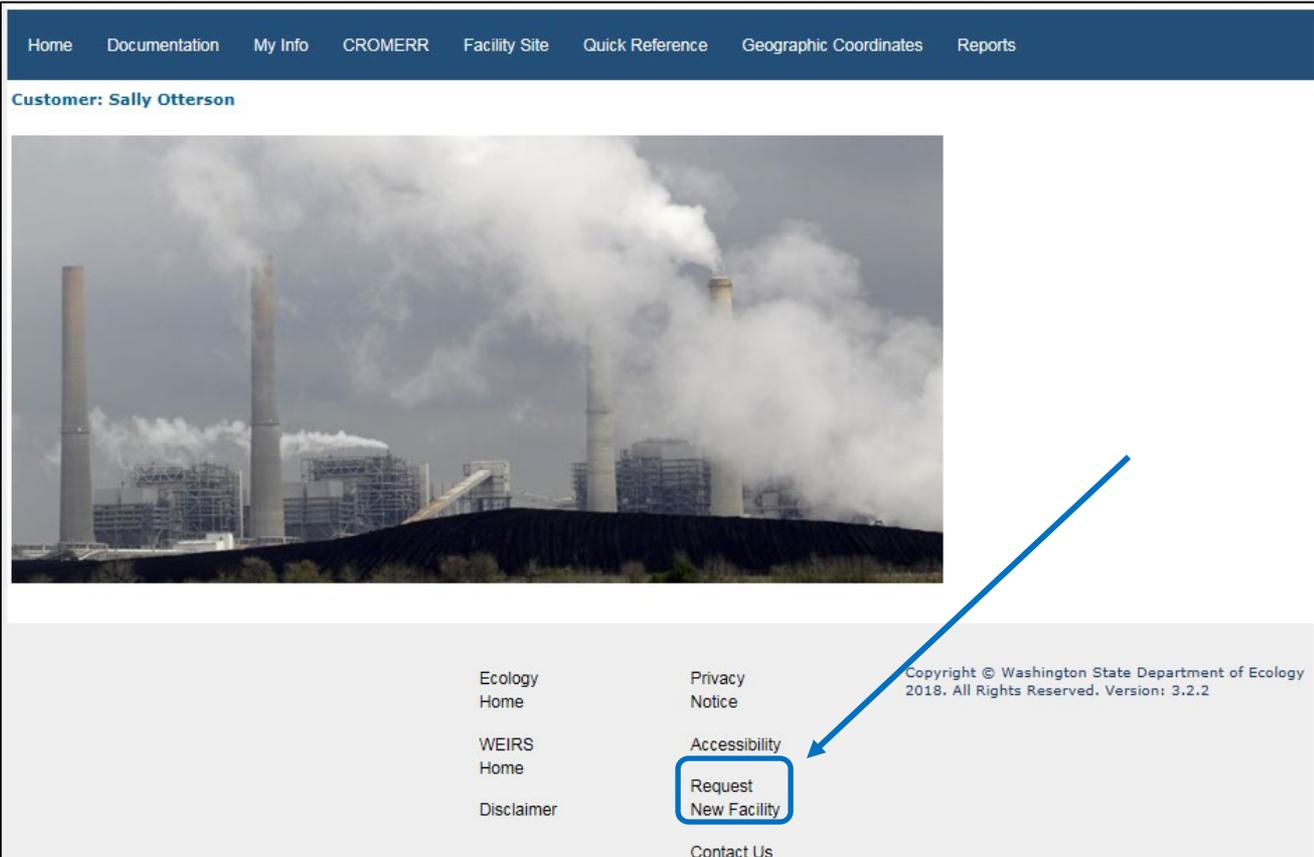For issues not listed on the "Contact Us" slide, contact the local/regional agency:

- ECY Central Regional Office, Ryan Vicente – ryan.vicente@ecy.wa.gov
- ECY Eastern Regional Office, Brian Prisock – brian.prisock@ecy.wa.gov
- ECY Industrial Program, Ewa Kotwicka – ewa.kotwicka@ecy.wa.gov
- ECY Nuclear Waste Program, Matt Williams – matt.williams@ecy.wa.gov
- Benton CAA, Robin Priddy – robin.priddy@bentoncleanair.org
- Northwest CAA, Pamela Crooks – pamelac@nwcleanairwa.gov
- Spokane Regional CAA, April Westby – awestby@spokanecleanair.org
- Yakima Regional CAA, Hasan Tahat – hasan@yrcaa.org

Schedule – Ecology Jurisdiction

Task	Due Date
WEIRS production opens for data entry	February 1
Data entered and signed/submitted to WEIRS	April 15
Preliminary emissions statements sent to facilities	July 31
Corrections identified	August 31
Corrections completed	September 30
Pre-billing notices sent to facilities	October 31

Add a New Facility

- Ecology adds the facility to WEIRS on request.
- You will be contacted when the facility is added.

Add a New Facility

Add Facility Request

User Name: *	fher461
First Name: *	First name
Last Name: *	Last name
Phone Number: *	(XXX) XXX-XXXX
Email Address: *	Email address
Permitting Agency: *	** Please Select **
Facility Name: *	Facility Name
Source Number: *	Facility Source Number
Address: *	Address
County: *	** Please Select **
City: *	
ZIP Code: *	XXXXX-XXXX
Facility Category: *	** Please Select **
Operating Status: *	Operating
NAICS Code: *	** Please Select **
Latitude: *	Latitude
Longitude: *	Longitude
Needed by: *	XX/XX/XXXX

<	January 2020	>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Additional information: Comments

Submit

Cancel

9

WEIRS Access – SAW

1. Create Secure-Access Washington (SAW) account.

2. Register for the Ecology Air Quality Portal.

3. Request WEIRS as a service in the Portal.

4. Request access to your facility in WEIRS.

WEIRS Access – Test SAW

Training Site:
- test-secureaccess.wa.gov
- Banner is orange.

WEIRS Access – SAW

Production Site:

- secureaccess.wa.gov
- Banner is green.

WEIRS Access – SAW

Don't have an account? Create one by clicking the **SIGN UP!** button.

WEIRS Access – SAW

1. Fill out the sign up form.

SIGN

Not sure if you already have an acco

FIRST NAME

LAST NAME

EMAIL

USERNAME

PASSWORD REQUIREMENTS

Add at least 10 more characters
Add a special character or a lower case letter or an uppercase letter or a number

PASSWORD

CONFIRM PASSWORD

2. Check the "I'm not a robot" box.

☐ I'm not a robot
reCAPTCHA
Privacy · Terms

Privacy Notice   SUBMIT

3. Click on requested pictures, then click the "VERIFY" button. This may take several tries.

Select all images with a
store front

↻ 🎧 ⓘ   **VERIFY**
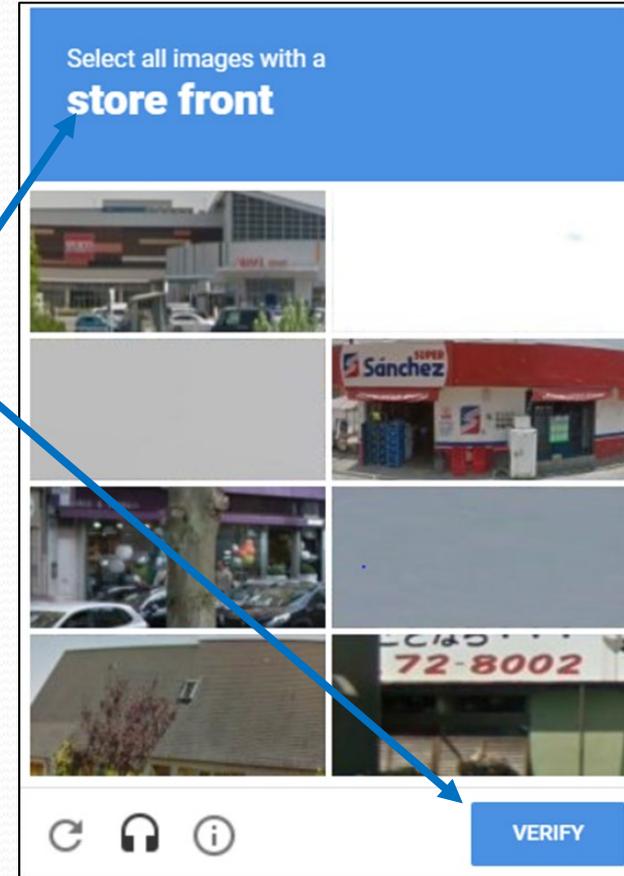
4. You will see a green check when all pictures have been chosen correctly. Then click SUBMIT.

✓ I'm not a robot
reCAPTCHA
Privacy · Terms

Privacy Notice   **SUBMIT**
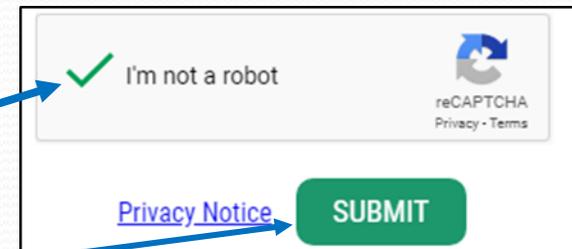
WEIRS Access – SAW
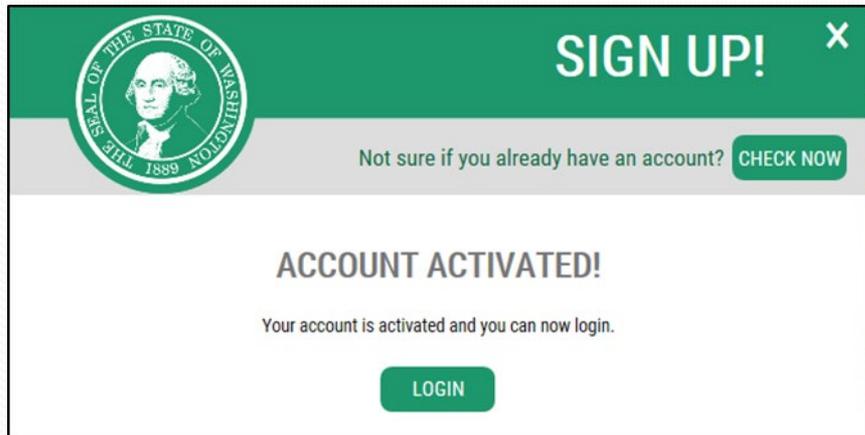
5. Notice to check your email for an activation link. Close the browser.

6. Open the email. Click on the link.

You are almost finished, Sal...

Thank you for signing up with Secure Access Washington.

Your username is: SallyO_production2

To activate your account, please click: https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=81546&userId=SallyO_production2

For questions or concerns about your SecureAccess Washington account, please visit https://secureaccess.wa.gov/public/saw/pub/help.do

Thank you,
The Secure Access Washington Team

This is an automated message sent by SecureAccess Washington.
Login at https://secureaccess.wa.gov
If you require assistance, please leave us a note at https://secureaccess.wa.gov/public/saw/pub/help.do
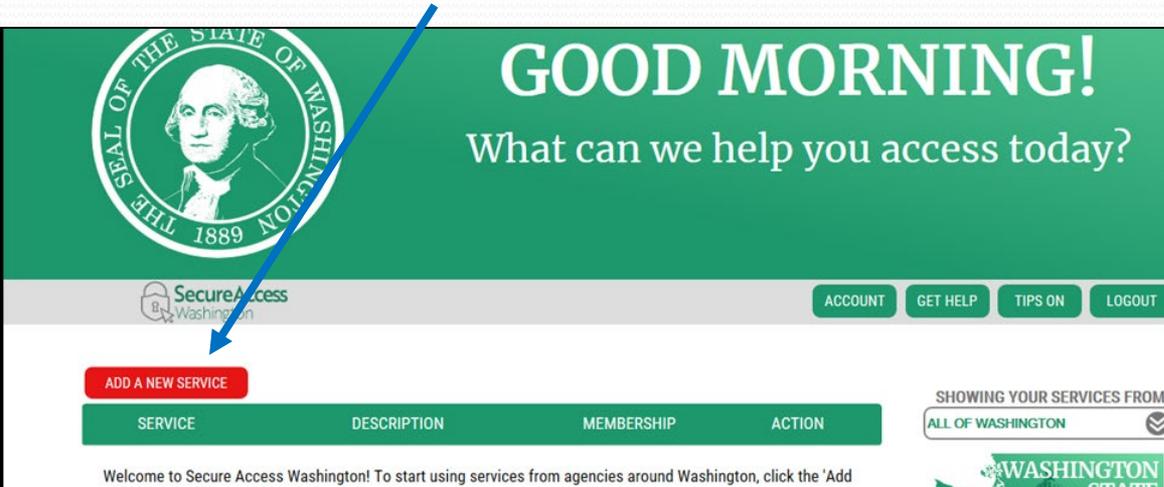
7. Your account will be activated.
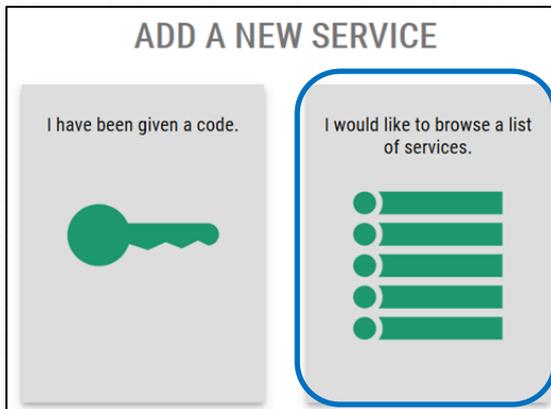

Now you have a SAW account!

WEIRS Access – Ecology Air Quality Portal

1. If you already have a WEIRS account, you can skip the Portal registration steps. You are already registered! If not, log onto SAW and click the "ADD A NEW SERVICE" button.

2. Click on the browse list.

WEIRS Access – Ecology Air Quality Portal

3. Find and click on the Department of Ecology.

ADD A NEW SERVICE

Department of Ecology

4. APPLY for the Portal. The training version will be noted as "TEST."

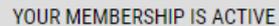**AIR QUALITY APPLICATION PORTAL**   **APPLY**

Air Quality Application Portal

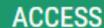5. Approval for the Portal is automatic. Select the Portal.

AIR QUALITY APPLICATION PORTAL

YOUR MEMBERSHIP IS ACTIVE ?

REMOVE   **ACCESS**

6. The first time you enter the Portal, you need to fill out the registration form with your name, address, phone number, and email.
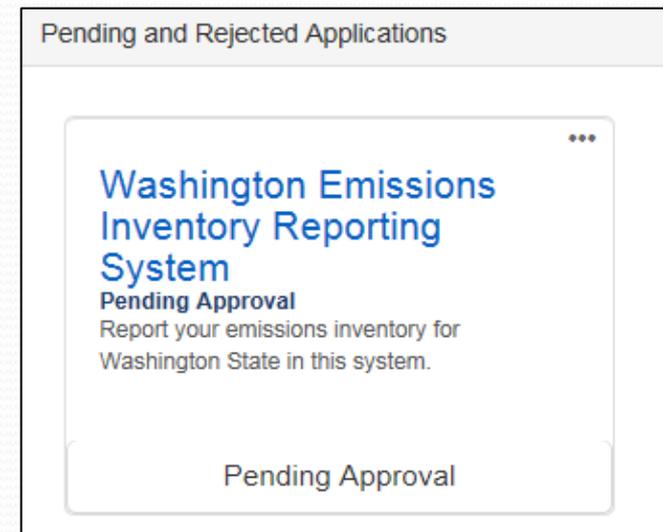
Now you have a Portal account!

WEIRS Access

1. After entering the Portal, click "Request Application" and click "Add" for WEIRS.

Add an application		
Application	**Description**	**Actions**
Washington Electronic Database for Greenhouse Gas Emissions (WEDGE) (WEDGE)	Washington's mandatory greenhouse gas reporting program (WAC 173-441) application for facility reporters	Add
Washington Emissions Inventory Reporting System (WEIRS)	Report your emissions inventory for Washington State in this system.	Add

2. Select your facility (you may choose more than one) and click "Done."

3. Close your browser. Ecology staff will email to ask for your requested user role. We will verify your details with the permitting authority.

Pending and Rejected Applications

Washington Emissions Inventory Reporting System
Pending Approval
Report your emissions inventory for Washington State in this system.
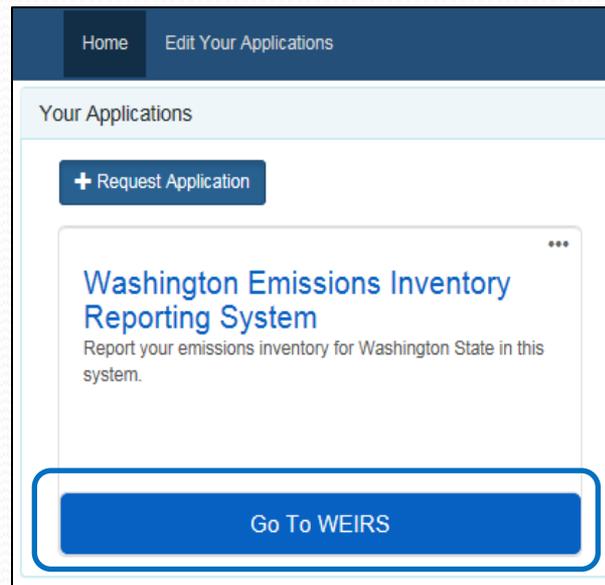
Pending Approval

WEIRS Access

4. After receiving an email granting you access to WEIRS, log onto SAW, and select the Portal as your service.

Now you have a WEIRS account!

5. Click on the "Go To WEIRS" badge.

Secure Access Washington (SAW)

- Tip for SAW users
  - If you are logged onto WEIRS, but haven't used it for a while, it will time-out. You will be directed back to the SAW login screen. Before re-entering your User ID and password, click on the "LOGOUT" button (upper right.) If you don't do this, WEIRS might not recognize you properly.
    - If you don't see the "LOGOUT" button, close your browser and then re-open.

Training Login

- Most users (local clean air agencies, facilities, contractors)
  - Open Chrome and navigate to the test site for Secure Access Washington. Use SAW login credentials.
    - https://test-secureaccess.wa.gov
- Ecology employees
  - Open Chrome and navigate to the internal network. WEIRS automatically logs you in.
    - http://ecyaptestaq/AQPortal/weird/

Overview – Typical User Roles

	Data View	Data Entry	Data Signer
Manage personal contact info	✔	✔	✔
View facility data	✔	✔	✔
Enter/edit facility data	✖	✔	✔
Sign/certify data	✖	✖	✔
Requires CROMERR account	✖	✖	✔

User Roles – Data Signer

Local clean air agencies

- If local clean air agency staff enter the emissions data into WEIRS for their facilities, local clean air agency staff will sign the data.

Facilities

- If a facility or their contractor enters the emissions data into WEIRS, the facility's responsible official (RO) signs the data.

- Responsible officials (RO) can delegate their authority to another user, an alternate designated representative (ADR).

  - The ADR can sign and submit data for the facility.
  - The RO is responsible for any data submitted by the ADR.
  - RO and ADR must complete and sign the Notice of Signature Authority form. Contact us to get the form.

Data Signer – Electronic Signature Account

- Inventories must be signed electronically per federal Cross-Media Electronic Reporting Regulation (CROMERR).

- All responsible officials or their designee (data signers) must create an electronic signature account.

- Allows you to electronically sign/certify the data that is entered for your facility (no paper submissions).

Data Signer – Electronic Signature Account

- Only the responsible official or their delegate may sign and submit the inventory.

- If the responsible official wants to delegate signature authority, they and their delegate must complete the Notice of Signature Authority form. Contact us to get the form.

- If signature authority is delegated, only the delegate needs a CROMERR account. The responsible official doesn't need one.

Data Signer – Electronic Signature Account

- Data signers will login to a CROMERR account to sign and submit the completed emissions inventory.

- If you have a CROMERR account for another Ecology program (e.g., Water Quality), you can use the same account. We just have to approve it for WEIRS.

- CROMERR accounts can be created from the menu.

Electronic Signing – CROMERR

- Your CROMERR account is separate from your SAW account, but you may use the same User ID and password.
- After creating your account, you will receive an email which will include the required electronic signature agreement form (ESA) as an attachment.
- Sign the ESA and **mail** it to us at the address on the form.
  - We must have an original "wet-ink" signature.
  - PDF scans are acceptable for immediate access as needed, but the original paper form must still be sent in.
  - If you have a signed ESA for another Ecology **Air Quality** application (eGGR, CARTS), you don't have to fill out another ESA. Just let us know.

Electronic Signing – CROMERR

- When we receive your ESA, we will verify it with your permitting agency and you will receive an account activation email.

- Click on the link to activate your account.

- The next time you log into WEIRS, you will see a confirmation page. Just click "Home" or "Next."

Home

This is the CROMERR Landing page. It shows whether or not you have been approved to use CROMERR for document signing.
CROMERR registration has been approved. You are free to sign in to the application and sign documentation.

Next

Ecology Home   Privacy Notice

Disclaimer   Accessibility

                              Contact Us
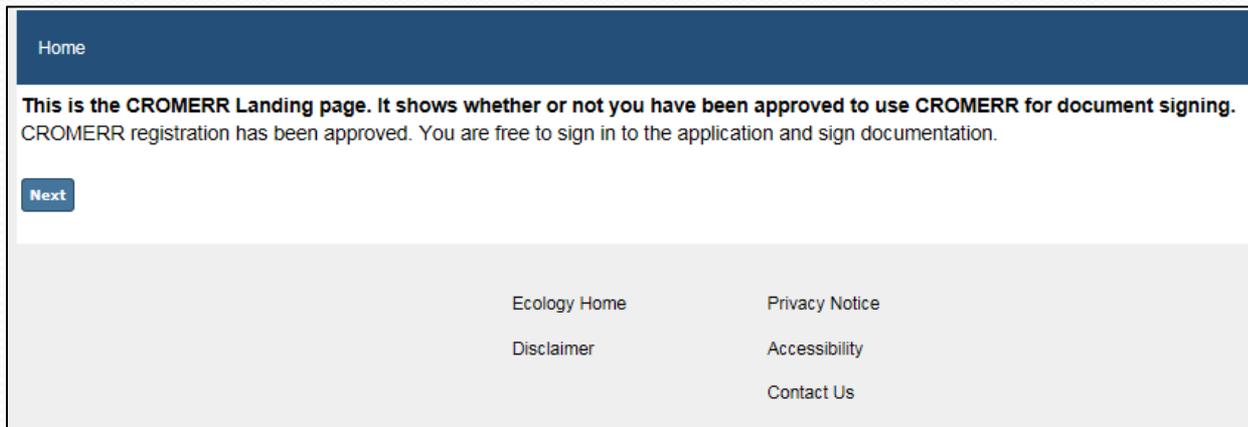
WEIRS Navigation

WEIRS Navigation

Main Menu Bar

Home	Documentation	My Info	CROMERR	Facility Site	Quick Reference	Geographic Coordinates	Reports

Every page in the system has this menu bar along the top.

WEIRS Navigation

You can access menu items by hovering the cursor over the item of interest and selecting one of the drop-down options.
"Home" and "My Info" buttons have no drop-down options and can be clicked directly.

Options with a blue square may be selected. The other options are for Ecology staff only.

WEIRS Navigation

- Documents describing how to access and use the system are available on the main menu.

| Home | Documentation | My Info | CROMERR | Facility Site | Quick Reference | Geographic Coordinates | Reports |

DEPARTMENT OF
ECOLOGY
State of Washington

Washington Emissions Inventory Reporting System User Manual

Version 4.3

January 2022

Publication 11-02-023
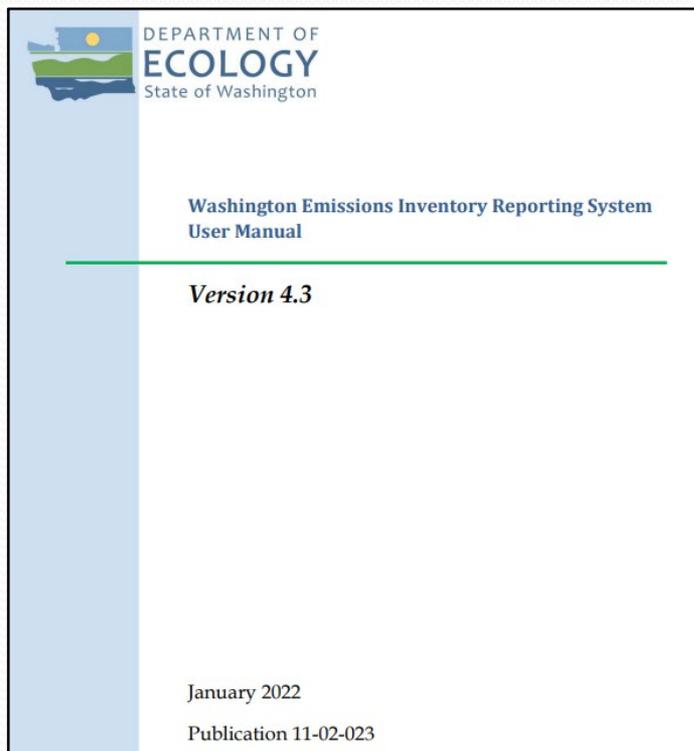
Chap. 1 – Introduction
Chap. 2 – SAW and Ecology Portal
Chap. 3 – System Navigation
Chap. 4 – Facility Data
Chap. 5 – Add or Shutdown Facility
Chap. 6 – WEIRS Reports
Chap. 7 – Submitting Facility Data
Chap. 8 – Troubleshooting
Chap. 9 – Glossary
Chap. 10 – Toxics Groups

WEIRS Navigation

You can view/edit your user account details by clicking "My Info" in the main menu bar.

- Edit contact details
- View facilities you have access to.

WEIRS Navigation

- Tabs are located at the bottom of a page.
- Elements associated with this page's data

Facility Address	Contacts	Alternate Name	Facility Allowable Emissions	Release Points	Emissions Units	Control Approach

WEIRS Navigation

• Name of page ————————→

• Area at top of window shows where you are in the facility record

Edit Emissions Unit Process

Customer: Farren L. Herron-Thorpe

Composite Site Code Z-001-test01 **Facility Name** Blowing Steam III
Inventory Year 2020

Unit ID 01 **Unit Description** Boiler #1

Process ID * 02

Process Description natual gas

Insignificant Emissions Unit? ☐

Operating Status * Operating

Status Year

WEIRS Navigation

- At the bottom of many pages, you will see these 3 buttons:

- The "Save" button saves your work and takes you back to the previous page.
- The "Save/Refresh" button saves your work and keeps you on the page.
- The "Cancel" button takes you back to the previous page without saving.

WEIRS Navigation

WARNING!

Click "SAVE" or SAVE/REFRESH" **before** leaving a page or your work will be lost!

WEIRS Navigation

Icons/Symbols

 View only – No edits can be made
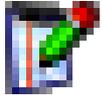
 Edit record

 Delete record

 Add a record

 Required data

WEIRS Navigation

Maneuvering In a Record

- Use the mouse or the tab key to move from field to field
- Fields that say "** Please Select **" or turn grey when hovering with a mouse have a pop-up list.
  - Click in box to select from a pop-up list.
  - Pop-up lists can be navigated by typing in the "Go" box or by using paging arrows.
  - "Clear" will return the field to **Please Select**.

Pop-up for Pollutant

WEIRS Navigation
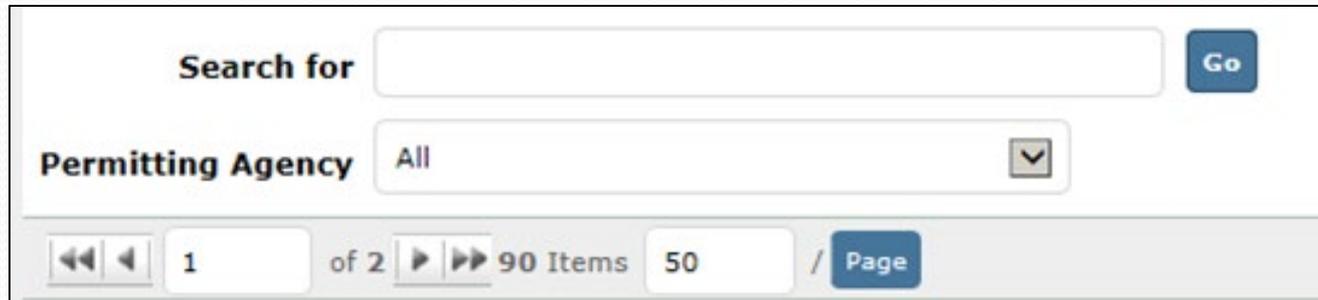
Some pages return large numbers of records.

Notice these numbers when navigating records:

- The page you are currently on *
- The total number of pages
- The total number of records
- The number of records shown per page *

* Press "Enter" or click "Page" to apply any changes you've made.

WEIRS Navigation
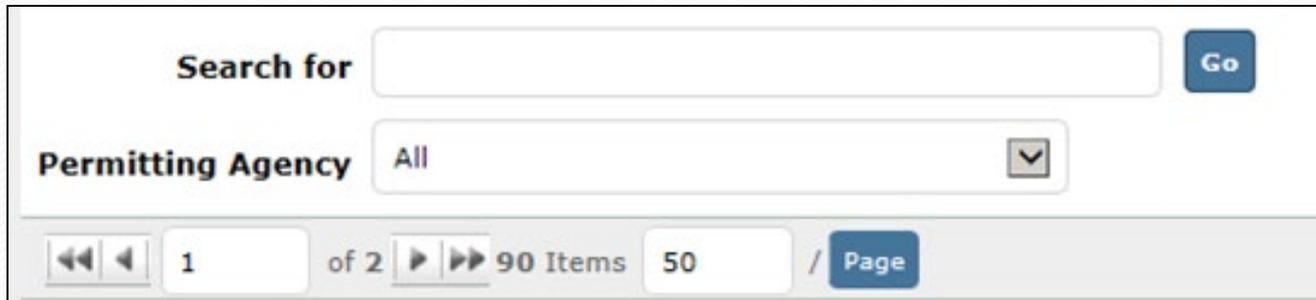
Some pages return large numbers of records.

To move through the list:

A. Use arrows to navigate the list.

Or

B. Change number of items in list.

To limit the list:

A. "Search for" a part of the record, then click "Go."

Or

B. Select the permitting agency.

WEIRS Navigation

Some pages return large numbers of records.

Once the correct record is found, click the "edit" icon next to the record.

Search for		Go
Permitting Agency	All	

|◄◄ ◄ 1 | of 1 ► ►► 7 Items 50 | / Page |

	Facility Name	Composite Site Code	Permitting Agency
✏	Agrium US Inc	J-005-0002	Benton Clean Air Agency
✏	Air Liquide	D-057-018	Northwest Clean Air Agency
✏	Alcoa Primary Metals Intalco Works	S-073-0001	Dept. of Ecology Industrial Section
✏	Alcoa Wenatchee LLC	S-007-0001	Dept. of Ecology Industrial Section
✏	Anacortes Wastewater Treatment Plant	D-057-1613-CV-S	Northwest Clean Air Agency
✏	Avista	A-065-0033	Dept. of Ecology Eastern Regional Office

Entering and Checking Your Data

General Data Entry Information

- Inventory populated with previous year's data
  - Review for accuracy
  - Edit as needed
- Facility users cannot change some items
- Tabs
  - Review each tab, not just information in box above tabs

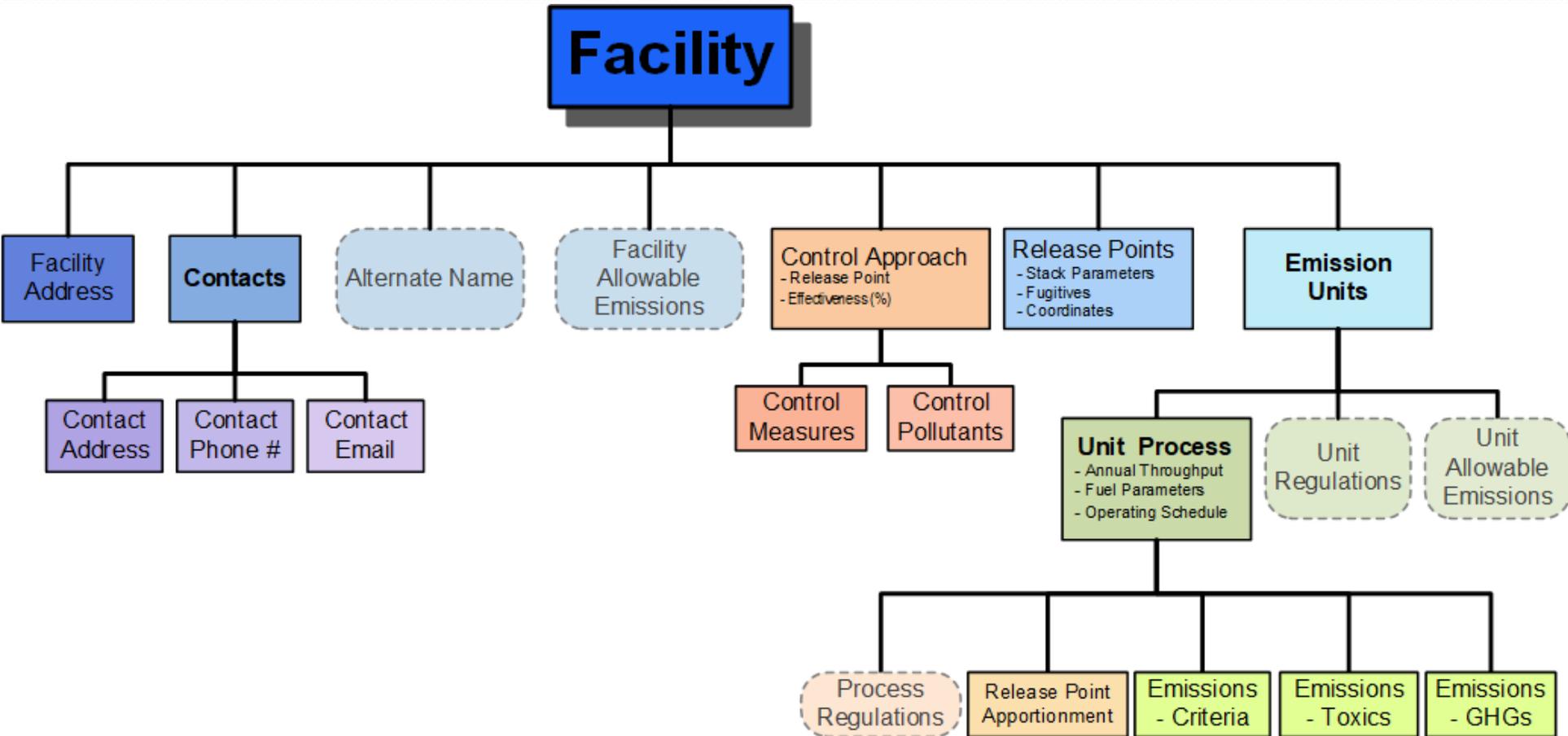| Facility Address	Contacts	Alternate Name	Facility Allowable Emissions	Release Points	Emissions Units	Control Approach

WEIRS Hierarchy
How to find the parameter you're looking for

WEIRS Hierarchy

How to find the parameter you're looking for

- **Option 1**: Start at the top level (facility) and work down to the level containing the parameter you want to update or view.

- **Option 2**: Use Quick Reference to jump to different levels.

  - Most users prefer this option to update the inventory.

  - This option is not available for viewing the inventory once it has been signed and submitted.

Quick Reference

- Shortcut to data elements within a facility
  - Release point
  - Emission units
  - Unit process
  - Process control approach
  - Annual emissions
  - The "Reviewed" column (✓ or ✖) shows whether the record has been saved this year. Use the [Save] or [Save/Refresh] buttons to trigger ✓
    - These indicators are only for the editor's convenience. You don't have to trigger them all to ✓ for data to be accepted.

Quick Reference

- Available from the WEIRS menu.

- An at-a-glance view of the whole facility and a quick way to navigate all records.

- You can collapse each table by using the up arrow in the top left corner of the title.

- Edit facility info button at the bottom of the page takes you to the main facility page.

Edit Facility Details

Edit Facility

Composite Site Code Z-001-test01   **Inventory Year** 2018

Source Number * — test01

Facility Name * — Blowing Steam III

Country * — United States of America

State * — Washington

County * — Adams

Permitting Agency * — Dept. of Ecology Headquarters

Facility Category * — HAP and CAP Major

NAICS Code * — 321113 - Sawmills

Operating Status * — Operating

Operating Status Year —

Comments —

Tribal Land — ** Please Select **

Ecology Facility Site ID * — 1115111   **Get ID from Ecology's Facility-Site system**

Facility Coordinates

Latitude * — 45.50000

Longitude * — -117.23000

Reference Point * — Entrance Point

Comments — testing

| Facility Address | Contacts | Alternate Name | Facility Allowa |

| Facility Address | Contacts | Alternate Name | Facility Allowable Emissions | Release Points | Emissions Units |

Facility Address

- A facility **must** have one location address.
- Only one location address is allowed.
  - Additional addresses can be added under "Contacts."

| Facility Address | Contacts | Alternate Name | Facility Allowable Emissions | Release Points | Emissions Units |

| | 1 | of 1 | 1 Items | 10 | / Page |

Type	Address	City	State	ZIP Code	Preferred Address?
Location Address	300 Makeup Way	Batum	Washington	98522	Yes

Contact

- Must have at least one

- Preferred name can be changed

- Only one can be chosen as "Preferred Contact"

- At least one address, email, and phone number

Facility Address	Contacts	Alternate Name	Facility Allowable Emissions	Release Points	Emissions Units

◀◀ ◀ 1 of 1 ▶ ▶▶ 3 Items 10 / Page

Preferred Name	User Status	User Type	Preferred Contact?
Ivgot Munee	ACTIVE	Billing	Yes
Mr Stan Levity	INACTIVE	EI Contact	No
Mr. Joe Blow	ACTIVE	EI Contact	No

Contact Details

Address
- Enter country, state, county, and city top down.

Phone
- Select phone type and enter the number.

Email
- Add at least one email address.

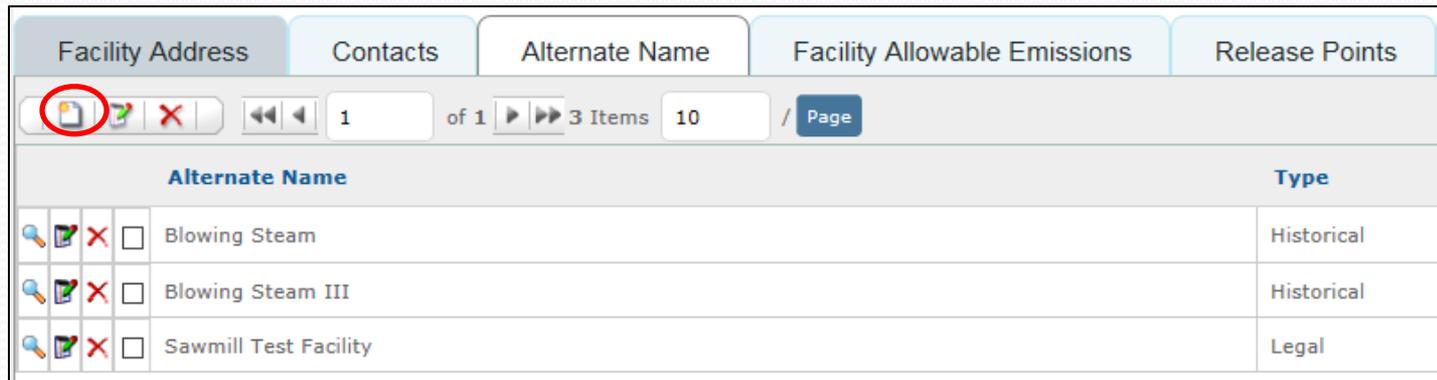Each contact type must have one "Preferred" value
- WEIRS will automatically select the first entry as the "preferred" value, but users can change it as needed.

	Contact Address	Contact Phone Number	Contact Email

Type	Address	City	State	ZIP Code	Preferred Address?
Mailing Address	3759 Fir Lane	Littlerock	Washington	98566	Yes
Location Address	300 Desmond Drive	Lacey	Washington	98502	No

Alternate Name

- Add as many alternate names as you want.

- Track historical and other names.

Allowable Emissions

- Optional in the system, but requested for permitting
- Facility Allowable Emissions and Unit Allowable Emissions have the same data entry process
- Top down pollutant entry
  - Pollutant type —> Pollutant
- If a pollutant limit is entered, then a unit for that limit must be selected.
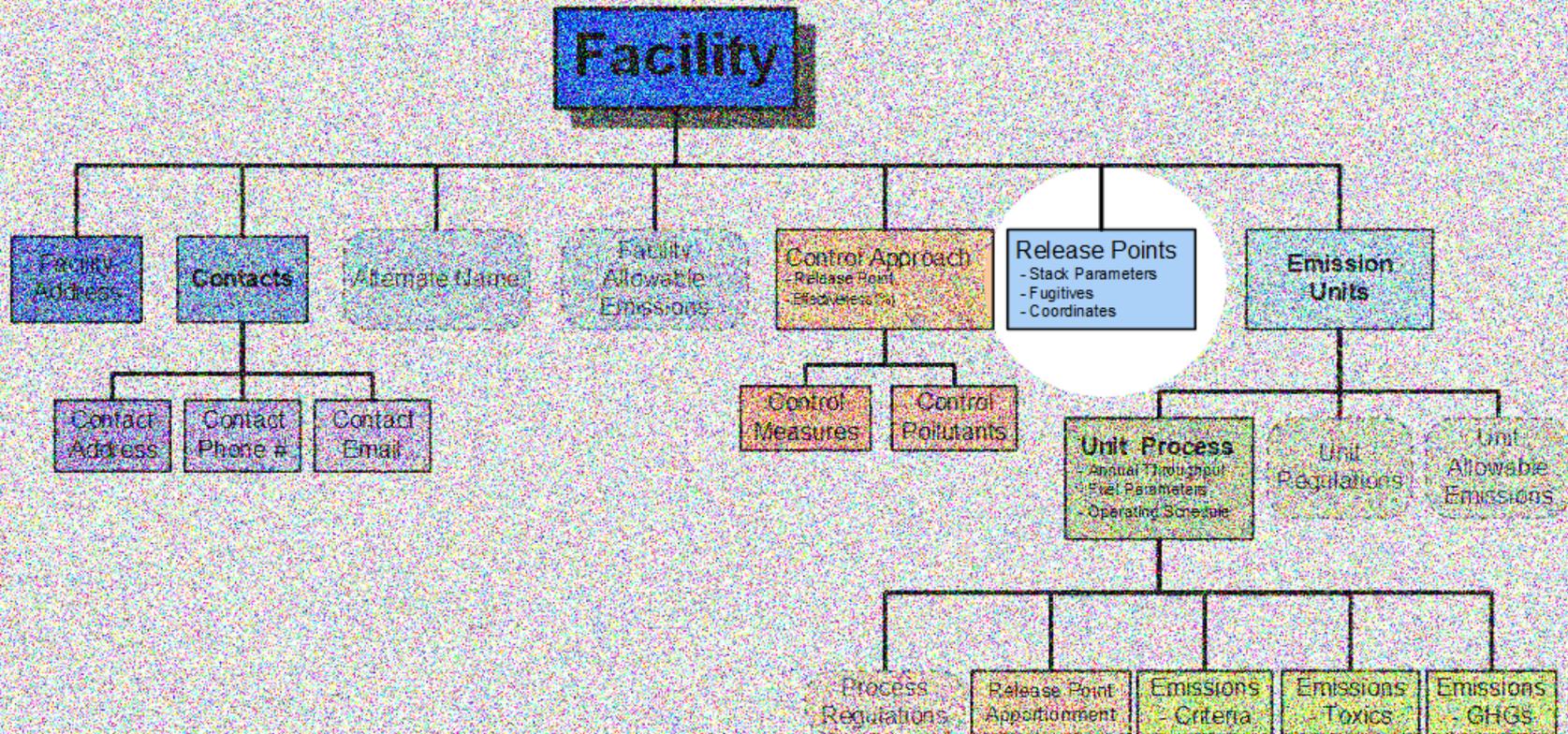- Unit of "tons per year" is the annual limit

	Facility Address	Contacts	Alternate Name	Facility Allowable Emissions	Release Points	Emissions Units

	Pollutant Type	Pollutant	Averaging Period	Limit	Units	Tons Per Year
🔍 📝 ✕ ☐	CAP_NH3	NH3 - Ammonia	24-Hour	0.90	Tons/Day	40.00
🔍 📝 ✕ ☐	CAP_NH3	PM10-FIL - PM10 Filterable	3-Hour	50.00	Pounds/Hour	200.00

Facility

- WEIRS facility page walk through

  Examples: Add an alternate name.

  Edit EI contact details.

Edit Release Points

Release Point

	Release Point ID	Release Point Description	Operating Status
Facility Address	Contacts	Alternate Name	Facility Allowable Emissions	Release Points	Emissions Units

Release Point ID	Release Point Description	Operating Status
01	Boiler #1 Stack	Operating
02_a	Lumber Kiln Stack 1	Operating

1 of 1 ▶ ▶▶ 5 Items 10 / Page

•Define as "stack" or "fugitive"

•"Stack" includes
- Height
- Diameter
- Temperature
- Flow rate and units
- Velocity and units

Stack:

If the release point is a stack or vent, the height, diameter, temperature, flow rate, and velocity are required.

Height (ft)	35.0
Diameter (ft)	5.5
Temperature (° F)	244.0
Flow Rate	12000.0
Flow Rate Units	Actual cubic feet per minute
Velocity	505.1
Velocity Units	Feet per minute

•WEIRS can calculate flow or velocity

•Incomplete "stack" parameters are coded as "fugitive" and noted in "comments."

We Need Your Stack Data

- Emissions are used in:
  - Permitting
  - National Air Toxics Assessment (NATA)
    - Estimates the risk of cancer and other serious health affects
  - Other air quality analyses
- If a stack is labeled as fugitive, it is modeled that way. This results in an artificially-high impact because the emissions are released at ground level.

Release Point

- WEIRS release point page walk through

  Examples: Add a new release point.

  Edit existing release point.

  Check release point apportionment.

Edit Emission Units
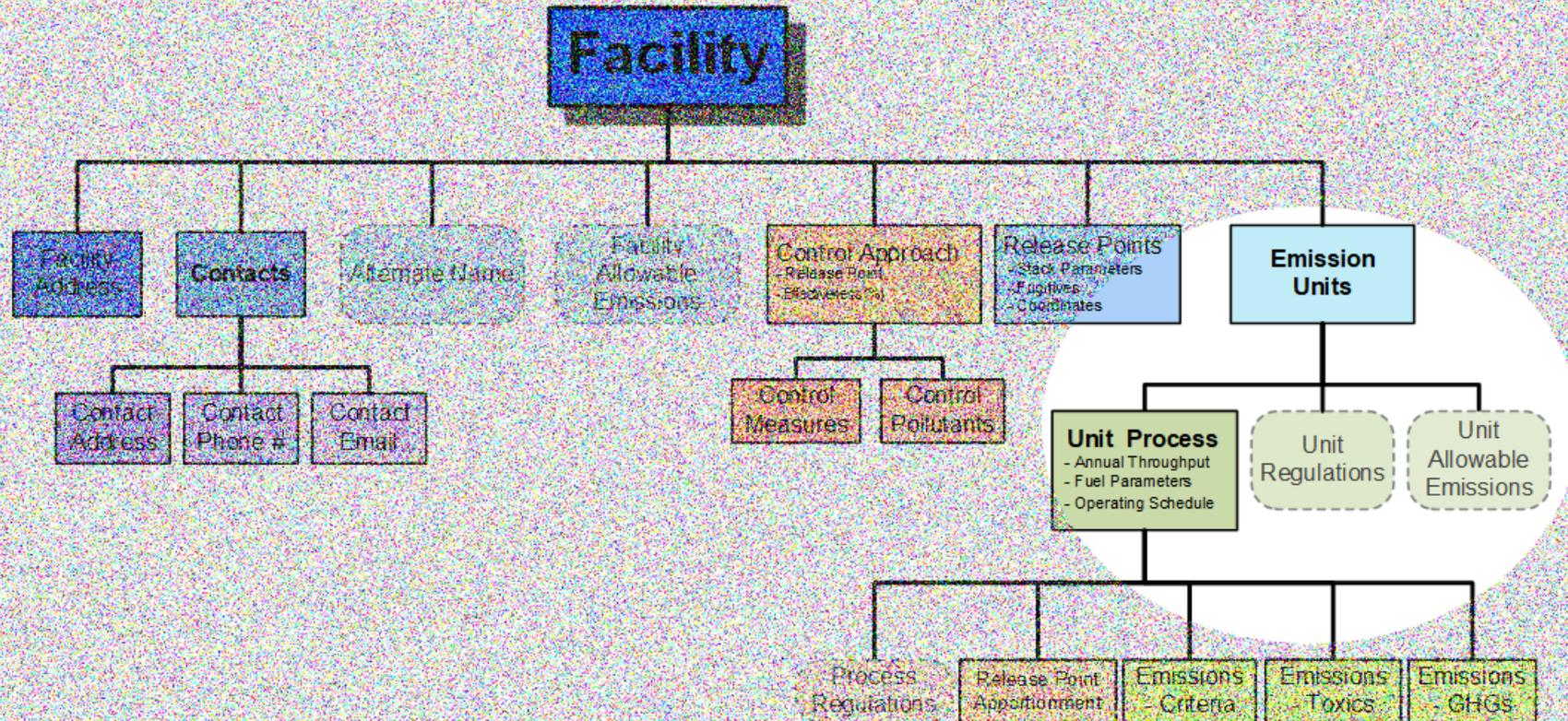
Emission Units

- Unit ID
- Unit description
- Unit type
- Operating status – change requires a year *
- Several optional items:
  - Design capacity
  - Units (for design capacity)
  - Comments

Operating Status

- Release points, emissions units, and emissions unit processes have an operating status of either
  - Operating
  - Temporarily shut down
  - Permanently shut down
- If the operating status is changed, the operating year must be filled in.
- If the operating status is changed from operating to permanently or temporarily shut down, it must have been shut down for the entire year.

Regulations

- Optional
- May be entered at the unit or process level
- If entering a "state, local, or tribal local regulation," then the "non-federal regulation description" is required.

Unit Allowable Emissions

- Optional entry
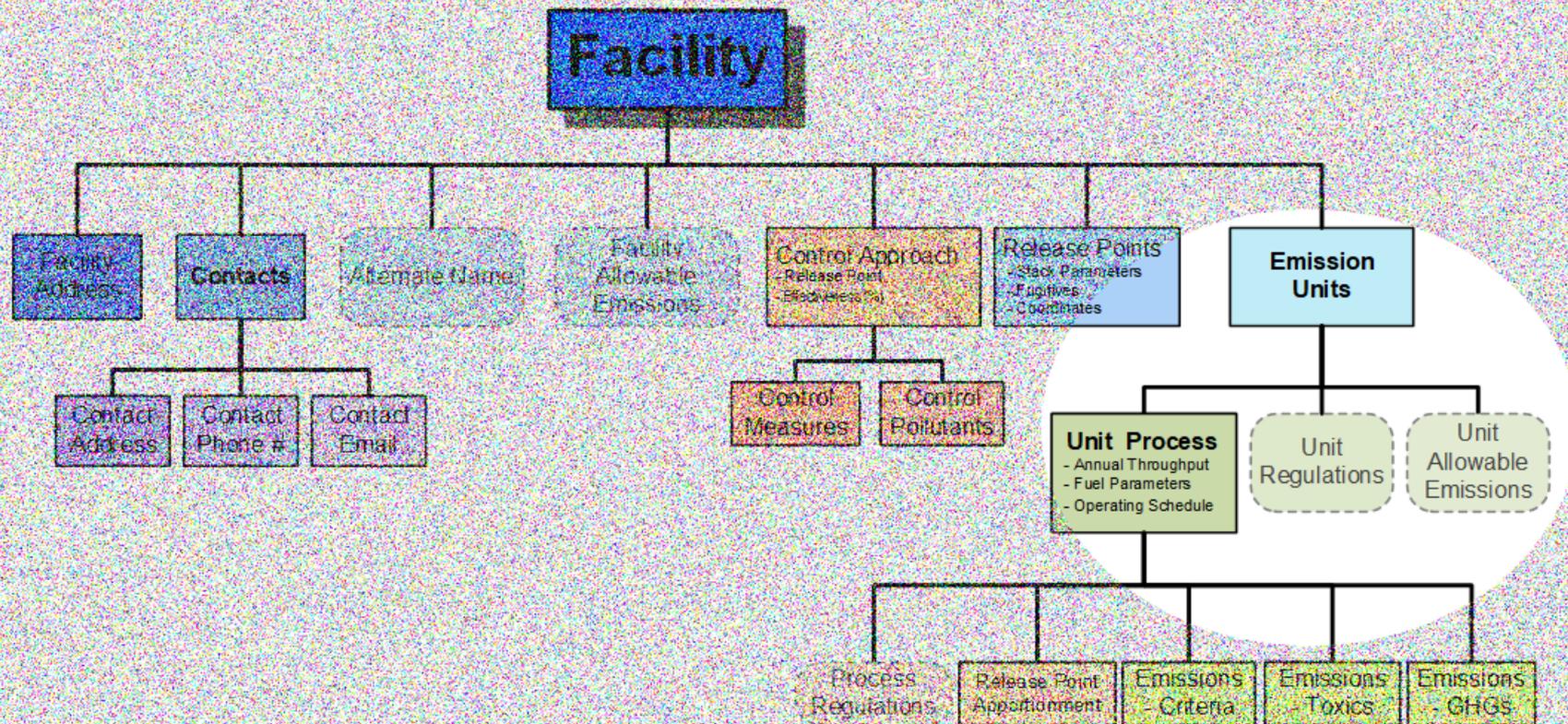- Same data entry process as facility allowable emissions

Emissions Unit

- WEIRS emissions unit page walk through

    Examples: Change operating status of unit.

    Add new emissions unit.

Edit Emission Unit Process

Unit Process

- Unit process includes
  - Process description
  - Operating status
  - Source Classification Code (SCC)
  - Annual throughput
  - Operating schedule
  - Fuel parameters

Unit Process

- Process description is optional, but helpful.

Process ID *	01
Process Description	
Insignificant Emissions Unit?	☐
Operating Status *	Operating
Status Year	

- SCC must be selected from the top down.

SCC Level One *	1 - External Combustion Boilers
SCC Level Two *	102 - Industrial
SCC Level Three *	102009 - Wood/Bark Waste
SCC Level Four *	10200902 - Ext Comb /Industrial /Wood/Bark-fired Boiler

Unit Process

Annual Throughput

Operating Type *	Routine
Material	Wood/Bark
Material State	Input
Throughput	200.00
Units	TONS

If throughput is provided, Material, Material State, and Units are required.

Note: Operating Type is required.

Operating Schedule

Winter (%)	20.0	Hrs/Day	16.0
Spring (%)	25.0	Days/Wk	6.0
Summer (%)	30.0	Wks/Yr	50
Fall (%)	25.0	Hrs/Yr	4800

When adding a new process, it is possible to cancel before adding throughput or operating schedule. They can be added later using the buttons **Add Annual Throughput** and **Add Operating Schedule**

Unit Process

- Each unit may have multiple processes as needed.
  - Only one operating type, material, and operating schedule can be reported for each "process."
- Best practice is to report emissions for every process that is operating and has throughput.
- Processes with no emissions reported do not get summarized in the annual spreadsheets.
  - This can be a problem for QA/QC and historical analysis, since corresponding fuel use will be missing.
  - Only the facility summary PDF reports include all process information when emissions are blank.
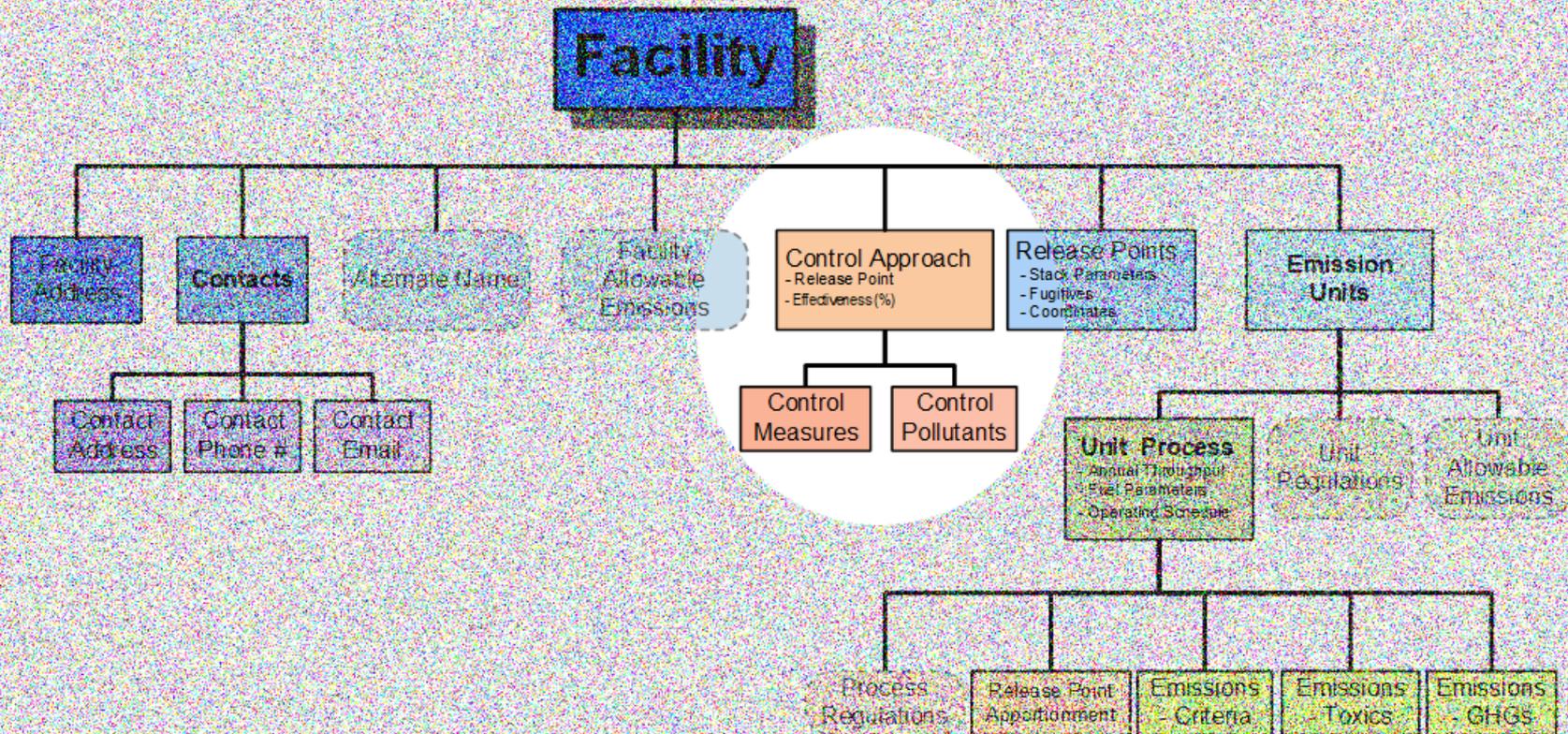
Unit Process

- Fuel parameters
- **Save and refresh before going to fuel parameters.**

Edit Control Approach

Control Approach

- EPA redefined data hierarchy (not part of the "process" now)
- Check your reformatted data for each control approach
  - Now associated with release point only
  - Duplicates were removed
  - Re-define description with unique name

- Capture efficiency – portion of emission stream that is collected and routed to the control measures
- Effectiveness – % of time the controls were operating as designed

Field	Value
Description *	PM Controls for RP1
Release Point *	Boiler #1 Stack
Effectiveness (%)	95.0
Capture Efficiency (%)	90.0
First Year Implemented *	2009
All Controls Discontinued Year	
Comments	

Control Approach

- Control measures
  - Must have at least one
- Control pollutants
  - Must have at least one
  - Select pollutant type, then pollutant
  - Control efficiency is a required field

Control Efficiency Requirements

- EPA requires "Control Efficiency %" for all controlled pollutants.
  - See the "Edit Control Pollutant" pages in WEIRS.
- QA report checks whether control efficiency is reported for each pollutant on the control pollutant pages.
- See vendor documentation for sample values. Alternatively, see fact sheets from EPA (below), giving ranges of values for various control equipment.
  - www.epa.gov/air-emissions-monitoring-knowledge-base/monitoring-control-technique
  - EPA has changed their site a lot, so if you get dead links, just search for the name of the fact sheet in a search engine.

Edit Release Point Apportionment
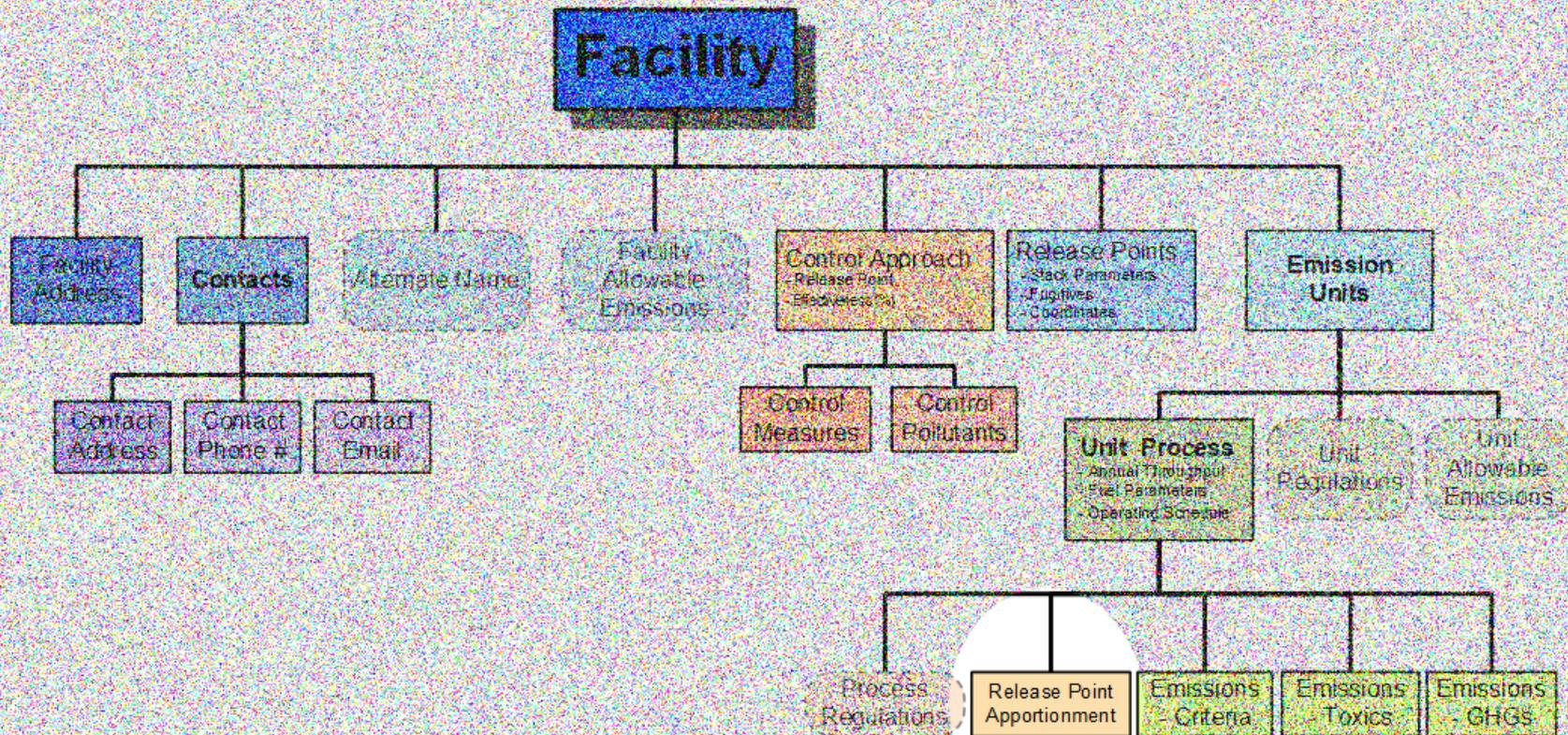
Release Point Apportionment

A process can vent to more than one stack.
- Record that information under Release Point Apportionment.
- Must create release points before apportioning to different release points

The sum of apportionments must equal 100%.
- Use the "check apportionment" button to verify.
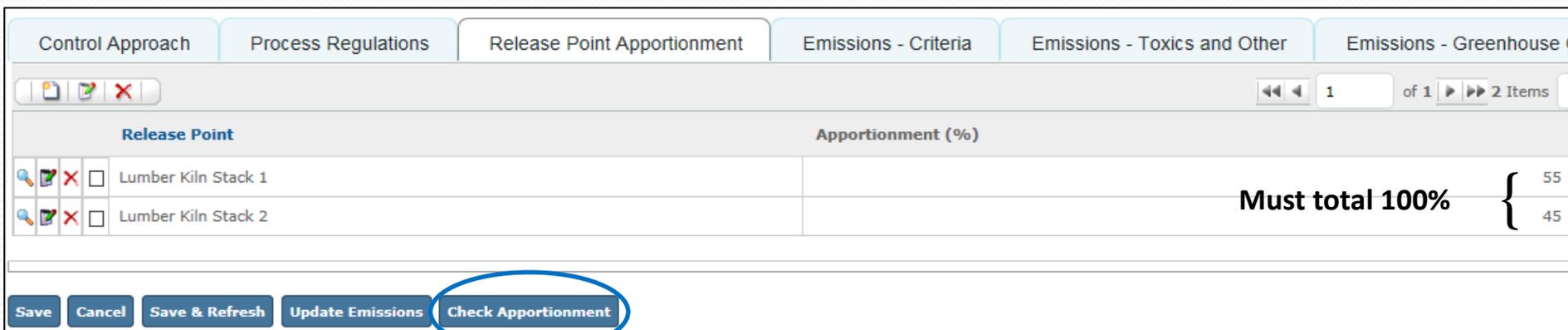
Control Approach	Process Regulations	Release Point Apportionment	Emissions - Criteria	Emissions - Toxics and Other	Emissions - Greenhouse

◀◀ ◀ | 1 | of 1 ▶ ▶▶ 2 Items

	Release Point	Apportionment (%)
🔍 📝 ✖ ☐	Lumber Kiln Stack 1	55
🔍 📝 ✖ ☐	Lumber Kiln Stack 2	45

Must total 100% {

Save | Cancel | Save & Refresh | Update Emissions | Check Apportionment

Unit Process

- WEIRS unit process page walk through

Examples:	Edit SCC for unit process.
	Add fuel parameters.
	Change operating schedule.
	Edit release point apportionment.
	Update control approach description.

Edit Emissions
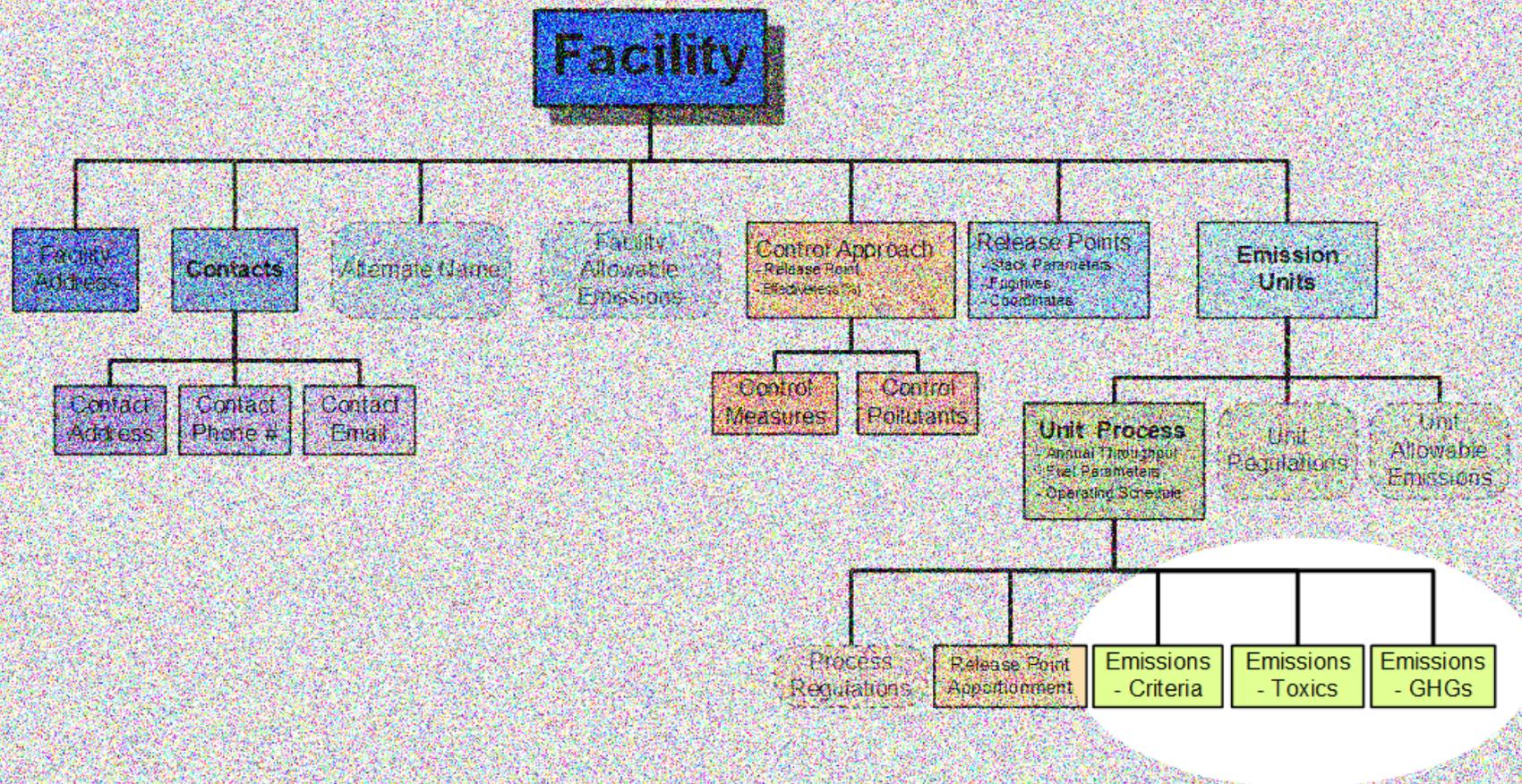
Single Emission Entry

- Emission factor is optional.
- The three emissions tabs (criteria, toxic, greenhouse gas) are identical in data entry.

Pollutant Type *	** Please Select **	To add or change a pollutant, first select the Pollutant Type, then the Pollutant. Some pollutants have more than one acceptable name, so choose the name you prefer. If the pollutant you need is not on the list, click the 'Contact Us' link at the bottom of the screen to request that it be added.
Pollutant *	** Please Select **	
VOC Expression	** Please Select **	
Total Emissions *		
Units *	** Please Select **	
Calculation Method *	** Please Select **	
Emission Factor		
Numerator Units	** Please Select **	
Denominator Units	** Please Select **	
Emission Factor Reference		
Comments		

Multiple Emissions Update – Update Emissions

- To add/update multiple emissions, click **Update Emissions** at the bottom of the "edit emissions unit process" page.

Update emissions is the best way to enter your annual emission inventory.

- Update fields as needed.
- Increase the records per page to see all emissions.
- **Save and refresh before moving to next page.**

	Reviewed?	Pollutant Type	Pollutant	VOC Expression	Total Emissions	Units	Calculation Method
🔍📝✗☐❌	☐	CAP_NH3	CO - Carbon Monoxide	** Please Select **	147.00	Tons	04 - Stack Test (no Control Efficiency used)
🔍📝✗☐❌	☐	CAP_NH3	NOX - Nitrogen Oxides	** Please Select **	15.00	Tons	08 - Emission Factor: EPA (no Control Efficie
🔍📝✗☐❌	☐	CAP_NH3	PM10-PRI - PM10 Primary (Filt + Cond)	** Please Select **	19.00	Tons	02 - Engineering Judgment

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Particulate Matter (PM) Definitions

- **Filterable: PM-FIL, PM10-FIL, PM25-FIL**
  - Particles emitted as a solid or liquid at stack or release conditions, and captured on the filter of a stack test train
  - EPA method 5 or method 201A, "front half"
- **Condensable: PM-CON**
  - Vapor phase at stack conditions, but condenses and/or reacts in the ambient air to form solid or liquid PM immediately after discharge
  - All condensable PM is assumed to be $PM_{2.5}$
  - EPA method 202, "back half"
- **Primary: PM-PRI, PM10-PRI, PM25-PRI**
  - Particles that enter the atmosphere as a direct emission from a stack or an open source
  - **Primary = Filterable + Condensable**

Particulate Matter (PM) Reporting

- How to report particulate matter
  - If you only have FIL, report FIL.
  - If you have FIL and CON, report FIL and CON **or** PRI.
  - If you don't know what it is, report PRI.
    - This is often the case when using emission factors.
- If you only have PM, you must estimate PM_{10} and $PM_{2.5}$.
  - Be consistent: All as FIL or all as PRI.
- PM_{10} and $PM_{2.5}$ must both be reported.
- $PM \geq PM_{10} \geq PM_{2.5}$

Air Toxics Reporting

- Toxics reporting is not required unless specified in your permits or orders.
- Voluntary reporting is encouraged.
- When EPA conducts the National Air Toxic Assessment (NATA), they insert estimates from the Toxic Release Inventory, special studies, speciation profiles, and other sources in the absence of reporting.
- Some individual compounds are also part of toxics groups (e.g., chrysene is part of the "PAH, Total" group).
- Toxics that are part of groups may be reported as individual compounds or under their group name.
- It is preferred that you report them individually, although this is not required.
- A list of the groups and their individual compounds is in Chapter 10 of the WEIRS User's Manual.

Geographic Coordinates

- Expanded geographic data for facility and release points can be added here.

Emissions

- WEIRS emissions pages walk through

  Examples:　　Add a new emissions unit process.

  　　　　　　Edit existing emissions unit process.

  　　　　　　Use process-level "update emissions."

  　　　　　　Edit particulate emissions.

Reports Available in WEIRS for Facilities, noted by ⠿ symbol

- **Activity Report**:   Shows edit status for release points, units, processes, and emissions

- **Emissions Summary**: Sent out annually to AOP facilities – shows all criteria emissions by unit and a summary for the facility

- **Facility Form:*** This is the form we send out at the beginning of the year by request. It contains the previous year's information and blank spaces to record the current year's information. It's useful for collecting data for WEIRS.

    * Using Adobe Acrobat, Ecology will convert these pdfs to ITAOP (insert text anywhere on page) which allows saving by Adobe Reader users.

- **Facility Form_New Facility**: This report includes blank tables for all data elements that new facilities need to collect for WEIRS.

- **Facility Summary**: Summary of the data entered into WEIRS

- **Facility Summary Toxics**: Shows facility totals for all toxics

- **QA Facility**: Shows errors that need to be corrected before final submission of data to Ecology

⠿ Activity Report
Agency Contact List
Agency Facility List
Annual Letter
Annual Letter Address Labels
AOP Facility Contacts
⠿ Emissions Summary
⠿ Facility Form
⠿ Facility Form New Facility
⠿ Facility Summary
⠿ Facility Summary Toxics
Facility Agency
Facility Contact Extract
Facility Contact X Agency
⠿ QA Facility
Submittal Status
User List

Reports Available in WEIRS

Agency Users Only

- **Agency Contact List**: List of agency staff by regional office/locality

- **Agency Facility List**: Lists facilities alphabetically by permitting agency

- **AOP Facility Contacts**: All facility contacts that have Air Operating Permits, by agency

- **Facility Agency**: Lists all facilities alphabetically with the agency they report to

- **Facility Contact Extract**: Lists all preferred contacts for each facility in a format intended for exporting to Excel or as a .csv

- **Facility Contact X Agency**: Facility preferred contact person and contact info by agency

- **Submittal Status**: Lists facility, submittal status, date of submittal, person who submitted the facility, and the facility contact by agency

- **User List**: List of WEIRS users and their contact information

QA Facility Report – Particulate Matter Misinterpretations

Reports

- WEIRS reports walk through

Examples: Run QA Facility Report.

                      Run Facility Form Report.

                      Run Facility Summary Report.

Electronic Signing – CROMERR

- Using the CROMERR menu
- Click "Annual Report"
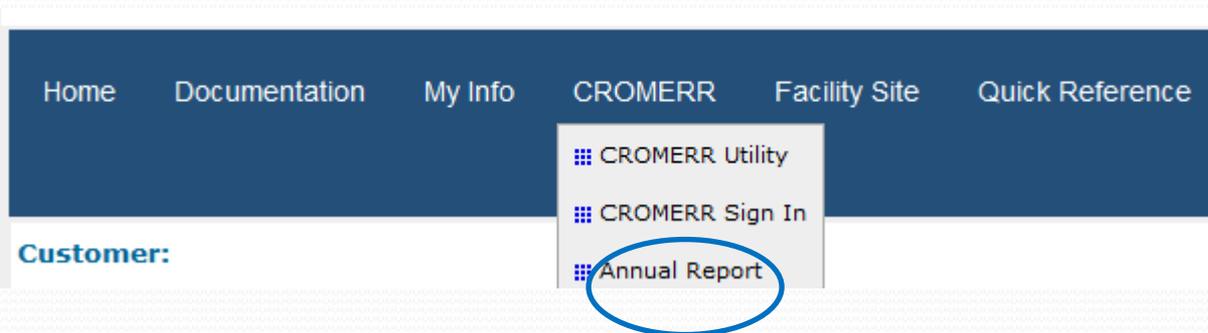
Electronic Signing – CROMERR

- Clicking "Facility Report" will run a QA report for your facility and may take a minute.
    - If problems are found, you will see this message

    Message from webpage

    There have been a number of errors found in the data for this facility. These errors must be corrected before the report can be submitted for signing.

    OK
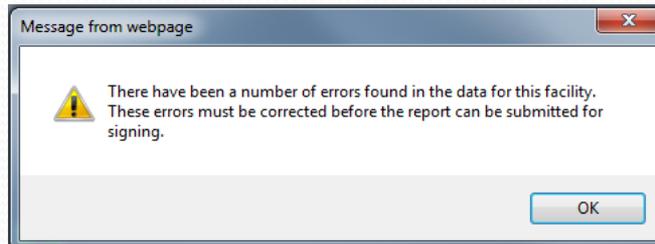
    - In this case, you will need to refer to the QA Report, and go back and fix the errors in your reporting.

Electronic Signing – CROMERR

- If no errors are found, a Facility Summary Report opens

  - Shows all the data entered for the facility for you to review.

  - You may print or save the report as a PDF for your records.

  - If the report is accurate, click "submit."

    This button only appears if there are no errors and you are a data signer!

Electronic Signing – CROMERR

- Login with your CROMERR account.

- Answer a security question.
- Click "Submit Answer."

- Review recent ESA activity.
- Click "Done Viewing."

Electronic Signing – CROMERR

- Once you have verified your identity, you are logged in and prepared to sign.
- Click "Next" at the bottom of the screen.

- If you've recently changed your password due to a locked account, the "Next" button may not appear.
- Click "CROMERR Sign In" on the WEIRS home page and start submission process over.

my **Electronic Signature Account**

You are logged in and prepared to sign.

View recent account activity
Update my security questions
Update my profile
Change my password

You may now sign. Your current Electronic Signature session has a 15 minute time limit and will last until 1:34 PM.

EMERGENCY ACCOUNT LOCK
(use in case of suspected security breach)

CROMERR Account Verified

Next

Electronic Signing – CROMERR

- Two statements will come up for you to attest to:

If you are ready to submit the facility report to the Department of Ecology, please read and agree to the Signatory Attestment below.
Once you click **Submit To Dept. of Ecology**, the facility will be locked from further edits.

Signatory Attestment

I certify I personally signed and submitted to the Department of Ecology an Electronic Signature Agreement. I understand that use of my electronic signature account/password to submit this information is equal to my written signature. I have read and followed all the rules of use in my Electronic Signature Agreement. I believe no one but me has had access to my password and other account information.

If I am a representative of a major source, I further certify:
I am the responsible official as defined in WAC 173-401-200 for this facility. I reviewed the content or meaning of the submittal before signing it. Based on information and belief formed after reasonable inquiry, the statements and information in the submittal are true, accurate, and complete. I intend to submit this information as part of the implementation, oversight, and enforcement of a federal environmental program. I am aware there are significant penalties for submitting false information, including possible fines and imprisonment.

☑ I have read and understand the above certifications.

☑ I have had the opportunity to review all pertinent documents and data associated with this submission.

Cancel   **Submit to Dept. of Ecology**   Complete

- Click the boxes verifying you have read the certifications and had the opportunity to reveal all pertinent documents.

- Then click "Submit to Dept. of Ecology."

- Once you do this, you can no longer change your data without getting the facility unlocked by Ecology.

Electronic Signing – CROMERR

- The message above the Signatory Attestment will change

Electronically Signed Facility Report has been loaded to CROMERR and the facility is now locked from futher changes.
Please click the **Complete** button to finish the submission.

Signatory Attestment

I certify I personally signed and submitted to the Department of Ecology an Electronic Signature Agreement. I understand that use of my electronic signature account/password to submit this information is equal to my written signature. I have read and followed all the rules of use in my Electronic Signature Agreement. I believe no one but me has had access to my password and other account information.

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☑ I have read and understand the above certifications.

☑ I have had the opportunity to review all pertinent documents and data associated with this submission.

Cancel   Submit to Dept. of Ecology   **Complete**

- Click "Complete" to finish submission.
- You will receive an email with a submission receipt and a copy of facility's emissions inventory.

Electronic Signing – CROMERR

- WEIRS electronic submittal walk through

        Examples: Facility Report

                          Electronic submittal

                          CROMERR login

Correcting Errors

After Emissions Have Been Signed and Submitted

- A Data Signer for the facility emails us asking that the facility be unlocked for editing.

- Ecology notifies the permitting agency if the Data Signer is from a facility.

- Ecology unlocks the facility for editing and notifies the requestor.

- Corrections are made, and a Data Signer submits and signs the data.

Inventory Finalization Schedule

- Spokane and Yakima Regional CAAs report to Ecology
  - Oct. 15 – Deadline for all data entered
- Ecology Emissions Inventory Team
  - Dec. 1 – QA all data in WEIRS; fix as needed
    - You may be asked to correct and resubmit data.
  - Dec. 31 – Data packaged and submitted to EPA.

New AERR and CAERS

- EPA has proposed new reporting requirements and rolled out its reporting system CAERS.

- Ecology is considering whether to transition from WEIRS to CAERS for 2026 emissions reporting.
  - Currently getting feedback from stakeholders and testing the CAERS system

- If we adopt CAERS
  - We may ask one or two facilities to be early adopters for 2025 emissions reporting and give feedback.
  - Data Signers/Certifiers would need to create new CROMERR accounts and supply new paperwork.

Thank you for attending WEIRS Training

Contacts

- WEIRS mailbox
  AQWEIRSrequest@ecy.wa.gov
- Farren Thorpe
  - farren.thorpe@ecy.wa.gov
  - 360-407-7658
- Nicole Hancock
  - nicole.hancock@ecy.wa.gov
- Sam Fox
  - samantha.fox@ecy.wa.gov

Key Dates

- April 15 – Submittal due date
- Sept. 30 – Corrections due date
- Oct. 31 – Pre-billing notices sent

https://ecology.wa.gov/Regulations-Permits/Reporting-requirements/Air-quality-emissions-reporting/Emissions-inventory