

Washington Emissions Inventory Reporting System (WEIRS) Training

February 8, 2023

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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
- Shuang Xia
 - shuang.xia@ecy.wa.gov
- Tina Xu
 - tina.xu@ecy.wa.gov

Contact Us

- Report a bug
- Add a pollutant
- Delete information entered by mistake
- Make a suggestion

The screenshot shows a web application interface. At the top is a dark blue navigation bar with white text links: Home, Documentation, My Info, CROMERR, Facility Site, Quick Reference, Geographic Coordinates, and Reports. Below the navigation bar, the text "Customer: Sally Otterson" is displayed. A large image of an industrial facility with smokestacks and buildings is shown. At the bottom of the page, there is a footer with several links: Ecology Home, WEIRS Home, Disclaimer, Privacy Notice, Accessibility, Request New Facility, and Contact Us. The "Contact Us" link is highlighted with a blue box. A blue arrow points from a text box to the "Contact Us" link. The text box contains the text "This appears at the bottom of every page." The footer also includes copyright information: "Copyright © Washington State Department of Ecology 2018. All Rights Reserved. Version: 3.2.2".

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

Customer: Sally Otterson

Ecology Home

WEIRS Home

Disclaimer

Privacy Notice

Accessibility

Request New Facility

Contact Us

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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:

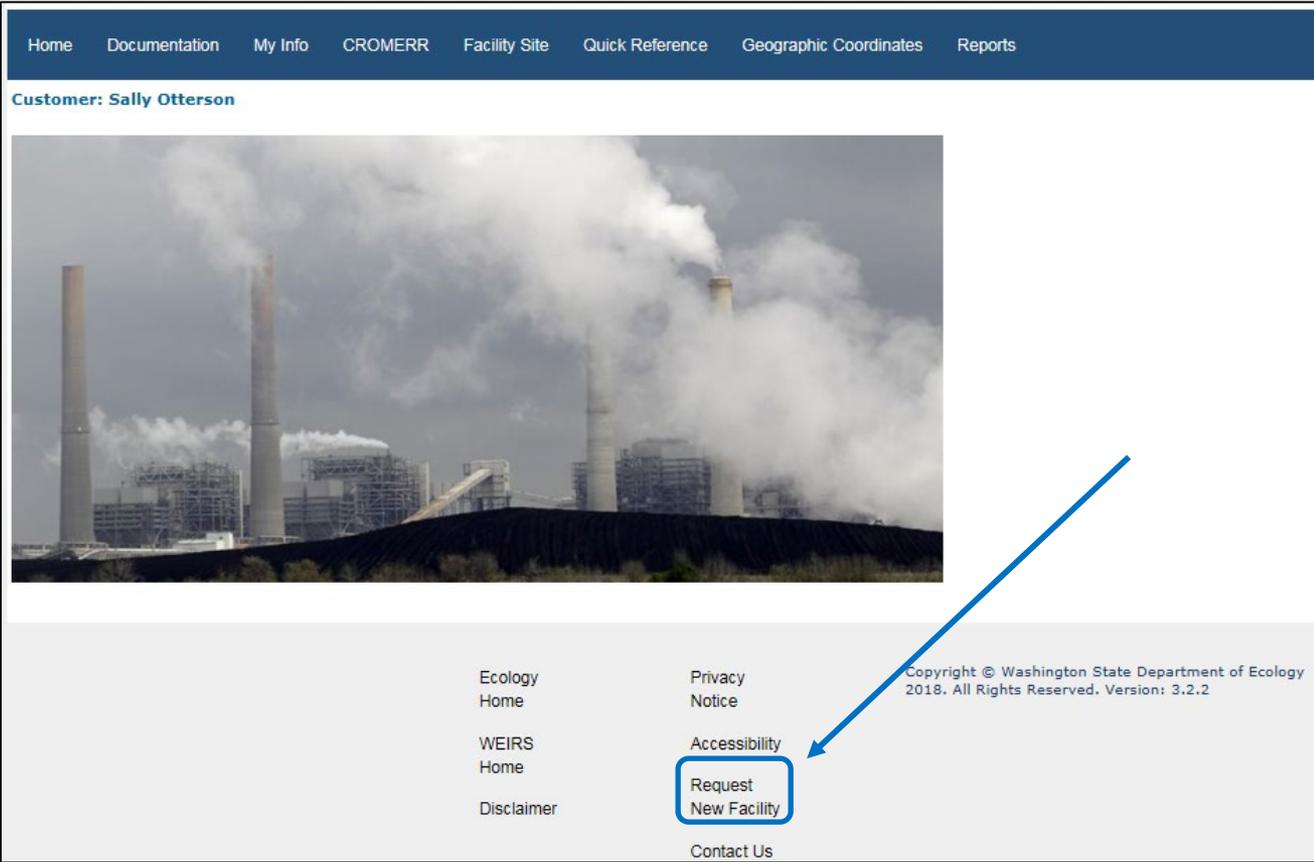
- ECY Central Regional Office, Ryan Vicente – ryan.vicente@ecy.wa.gov
- ECY Eastern Regional Office, Brian Prisock – brian.prisock@ecy.wa.gov
- ECY Industrial Program, Ewa Kotwicka – ewa.kotwicka@ecy.wa.gov
- ECY Nuclear Waste Program, Matt Williams – matt.williams@ecy.wa.gov
- Benton CAA, Robin Priddy – 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.



The screenshot displays the WEIRS user interface. At the top, a navigation bar includes links for Home, Documentation, My Info, CROMERR, Facility Site, Quick Reference, Geographic Coordinates, and Reports. Below this, the user's name is identified as "Customer: Sally Otterson". A large image of an industrial facility with smokestacks is shown. At the bottom, a footer contains several links: Ecology Home, WEIRS Home, Disclaimer, Privacy Notice, Accessibility, Request New Facility (highlighted with a blue box and an arrow), and Contact Us. A copyright notice for the Washington State Department of Ecology is also present.

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

Customer: Sally Otterson

Ecology Home

WEIRS Home

Disclaimer

Privacy Notice

Accessibility

Request New Facility

Contact Us

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Add a New Facility

Add Facility Request

User Name: * fher461

First Name: * First name

Last Name: * Last name

Phone Number: * (000) 000-0000

Email Address: * Email address

Permitting Agency: * ** Please Select **

Facility Name: * Facility Name

Source Number: * Facility Source Number

Address: * Address

Country: * ** Please Select **

City: *

ZIP Code: * 00000-0000

Facility Category: * ** Please Select **

Operating Status: * Operating

NAICS Code: * ** Please Select **

Latitude: * Latitude

Longitude: * Longitude

Needed by: * xx/xx/xxxx

Additional information: Comments

| January 2020 | | | | | | |
|--------------|-----|-----|-----|-----|-----|-----|
| < | 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 |

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.



WELCOME
to your login for Washington state.



SIGN UP!

GET HELP

TIPS ON

LOGIN

USERNAME

PASSWORD

SUBMIT

[Forgot your username?](#) | [Forgot your password?](#)

ON BEHALF OF



WEIRS Access – SAW

Production Site:

- secureaccess.wa.gov
- Banner is **green**.



WELCOME
to your login for Washington state.



[SIGN UP!](#)

[GET HELP](#)

[TIPS ON](#)

LOGIN

USERNAME

PASSWORD

[SUBMIT](#)

[Forgot your username?](#) | [Forgot your password?](#)

ON BEHALF OF



WEIRS Access – SAW

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



WELCOME
to your login for Washington state.



SIGN UP!

GET HELP

TIPS ON

LOGIN

USERNAME

PASSWORD

SUBMIT

[Forgot your username?](#) | [Forgot your password?](#)

ON BEHALF OF



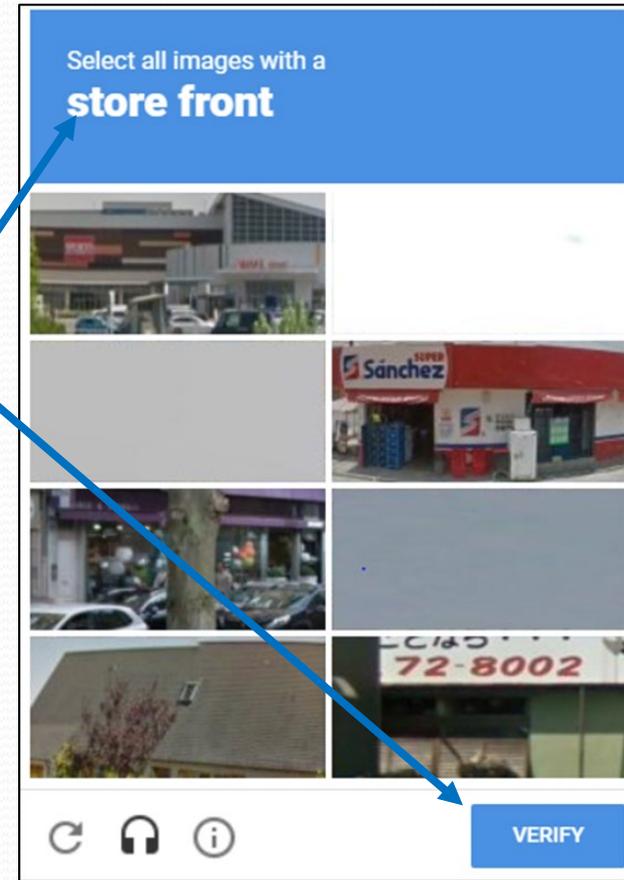
WEIRS Access – SAW

1. Fill out the sign up form.

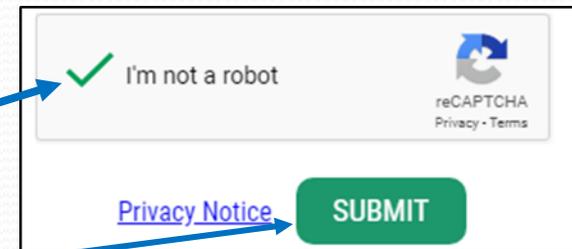
The screenshot shows a sign-up form with a green header containing the word "SIGN". Below the header, there is a grey bar with the text "Not sure if you already have an account". The form contains several input fields: "FIRST NAME", "LAST NAME", "EMAIL", "USERNAME", and "PASSWORD". Below the password field, there are "PASSWORD REQUIREMENTS" listed in red text: "Add at least 10 more characters", "Add a special character or a lower case letter or an uppercase letter or a number". Below these requirements is a "PASSWORD" input field and a "CONFIRM PASSWORD" input field. At the bottom of the form, there is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo. A green "SUBMIT" button is located at the bottom right of the form. A "Privacy Notice" link is also present at the bottom left.

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

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



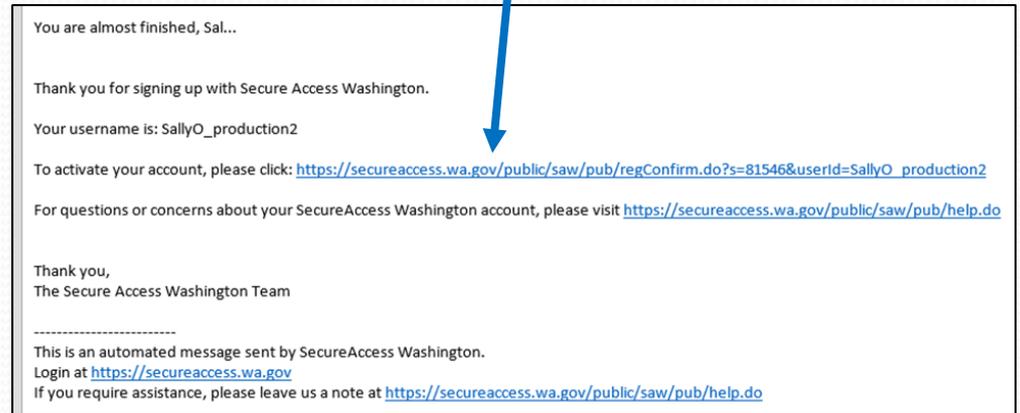
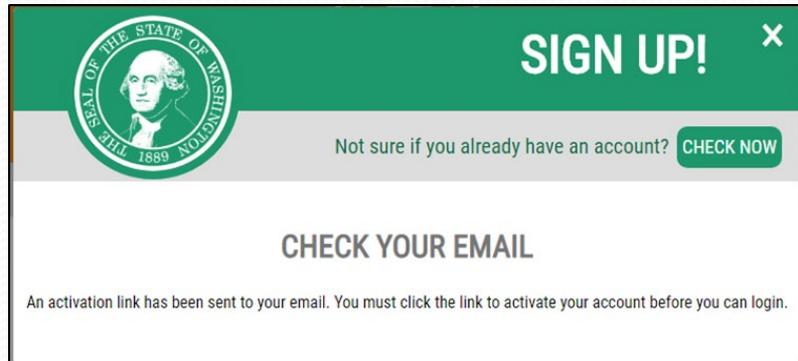
4. You will see a green check when all pictures have been chosen correctly. Then click SUBMIT.



WEIRS Access – SAW

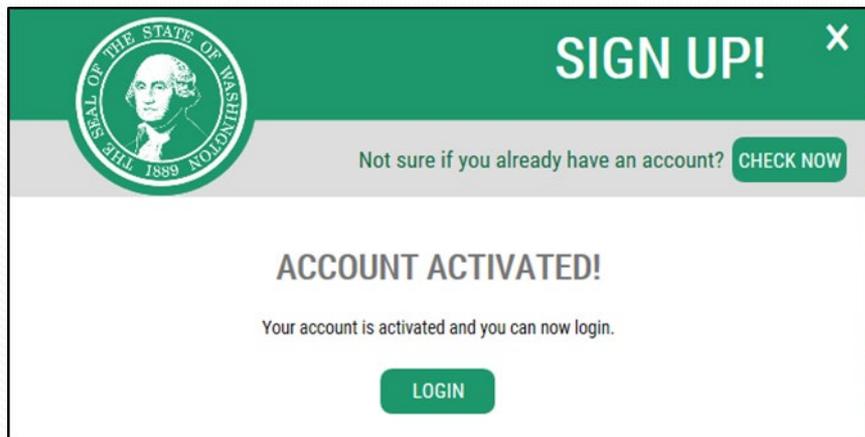
5. Notice to check your email for an activation link. Close the browser.

6. Open the email. Click on the link.



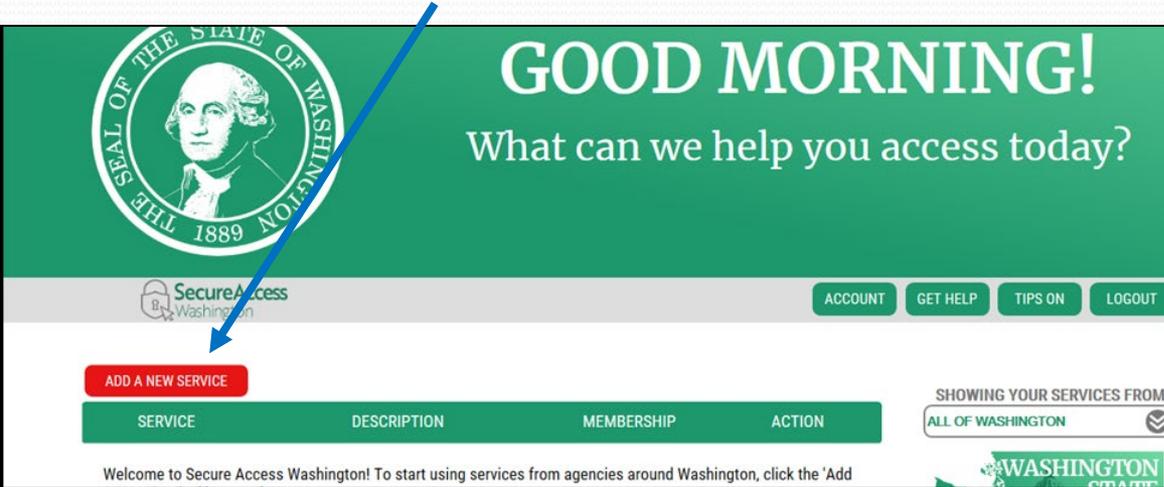
7. Your account will be activated.

Now you have a SAW account!

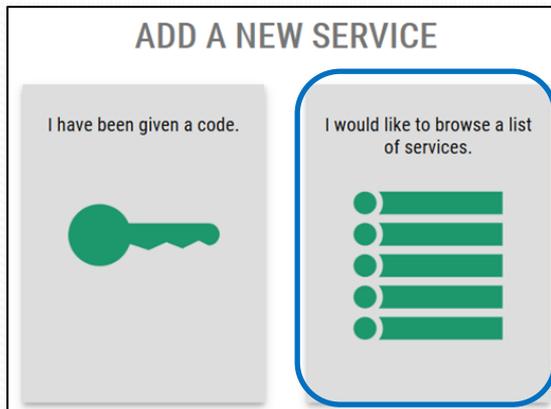


WEIRS Access – Ecology Air Quality Portal

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

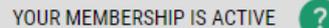


Air Quality Application Portal

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



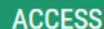
AIR QUALITY APPLICATION PORTAL



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!

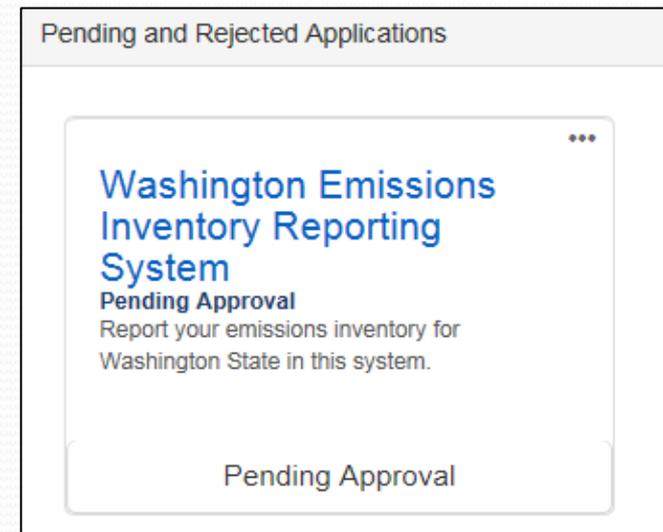
WEIRS Access

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.

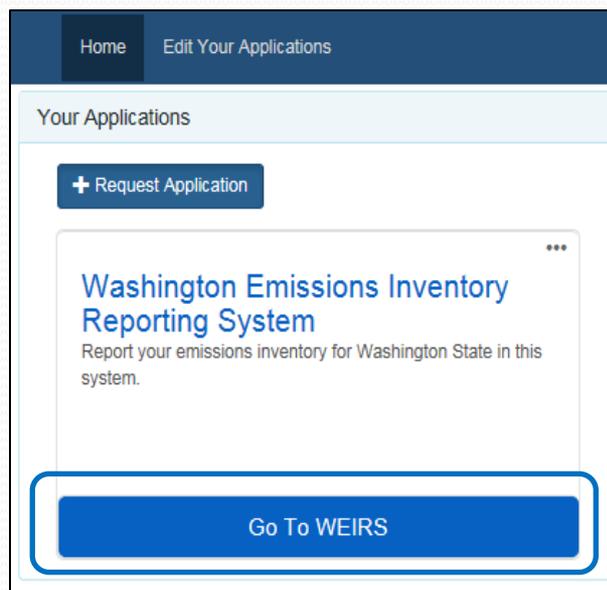


WEIRS Access

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.

The screenshot displays the CROMERR web application interface. On the left, a dark blue navigation menu contains the following items: Home, Documentation, My Info, CROMERR, Facility Site, and Quick Reference. A dropdown menu is open under 'CROMERR', listing 'CROMERR Utility', 'CROMERR Sign In', and 'Annual Report'. Below the navigation menu, the text 'Customer:' is visible. On the right, the 'my Electronic Signature Account' page is shown. It features a login form with the following elements:

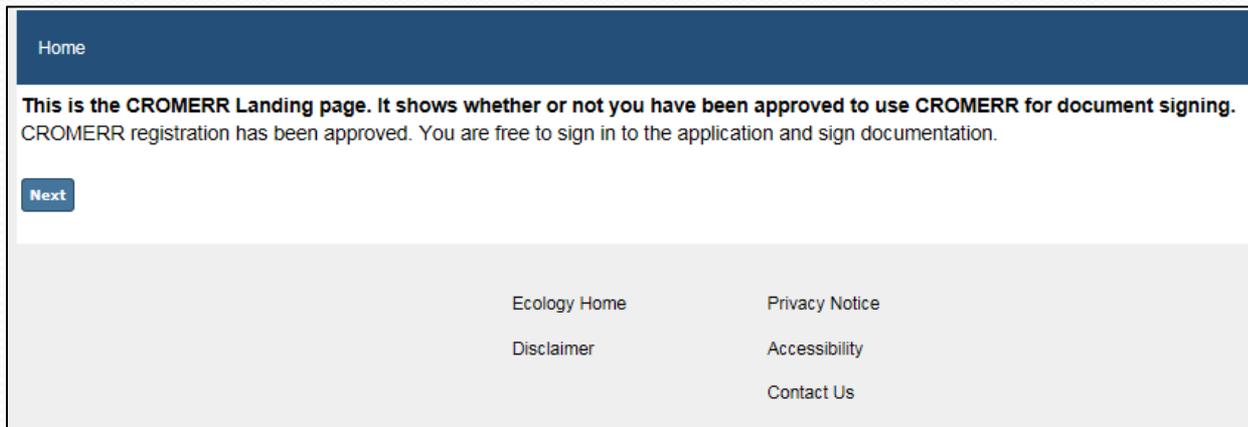
- A header bar with the text 'my Electronic Signature Account'.
- Two input fields: 'Enter User Name:' and 'Enter Password:'.
- A 'Login' button.
- A link: 'Don't have an account? [Create one](#)' (circled in blue).
- A yellow warning box at the bottom: 'You must have an Electronic Signature Account and be logged into it to be able to sign submissions.'
- Four links on the right side: 'Forgot my password', 'View recent account activity', 'Update my security questions', 'Update my profile', and 'Change my password'.

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.”





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.

The screenshot shows a navigation bar with the following main items: Home, Documentation, My Info, CROMERR, Facility Site, Quick Reference, Geographic Coordinates, and Reports. Each item has a drop-down menu. The 'Documentation' menu contains 'WEIRS User Manual'. The 'CROMERR' menu contains 'CROMERR Utility', 'CROMERR Sign In', and 'Annual Report'. The 'Facility Site' menu contains 'Edit Facility Site', 'Review Facility Site', and 'Show Facility Site'. The 'Quick Reference' menu contains 'Show Quick Reference'. The 'Geographic Coordinates' menu contains 'Show Facility Coordinates' and 'Show Release Point Coordinates'. The 'Reports' menu contains a long list of items: '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 Agency', 'Facility Contact Extract', 'Facility Contact X Agency', 'QA Facility', 'Submittal Status', and 'User List'. Blue squares are present next to 'WEIRS User Manual', 'CROMERR Sign In', 'Annual Report', 'Edit Facility Site', 'Review Facility Site', 'Show Facility Site', 'Show Quick Reference', 'Show Facility Coordinates', 'Show Release Point Coordinates', 'Emissions Summary', 'Facility Form', 'Facility Form New Facility', 'Facility Summary', 'QA Facility', and 'Submittal Status'.

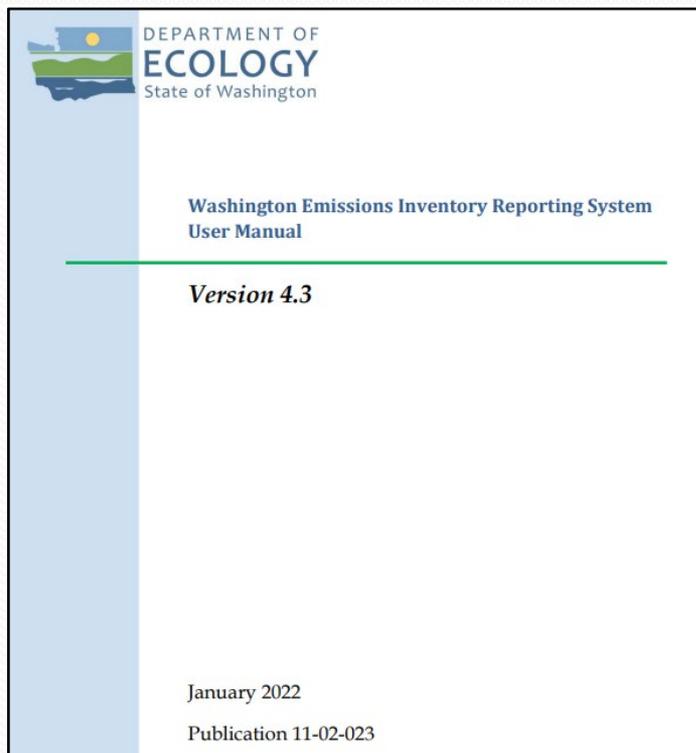
| Menu Item | Options |
|------------------------|--|
| Home | |
| Documentation | WEIRS User Manual |
| My Info | |
| CROMERR | CROMERR Utility CROMERR Sign In Annual Report |
| Facility Site | Edit Facility Site Review Facility Site Show Facility Site |
| Quick Reference | Show Quick Reference |
| Geographic Coordinates | Show Facility Coordinates Show Release Point Coordinates |
| Reports | 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 Agency Facility Contact Extract Facility Contact X Agency QA Facility Submittal Status User List |

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



- 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.

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

Edit Application User

Customer: Sally Otterson

User Name Sal345

Title

First Name *

Middle Name or Initial

Last Name *

Suffix

Preferred Name

Application User Address Application User Communication Application User Email Application User Facility

1 of 1 Items 10 / Page

| Type | Address | City | County | State | ZIP Code | Preferred address? |
|---|----------------|-------|----------|-------|----------|--------------------|
| <input type="checkbox"/> Location Address | 300 Desmond Dr | Lacey | Thurston | WA | 98503 | Yes |

Save Cancel Save/Refresh

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

 Edit Emissions Unit Process

Customer: Farren L. Herron-Thorpe

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

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

natural 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!

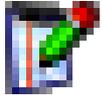
Click “**SAVE**” or **SAVE/REFRESH**”
before leaving a page or your work
will be lost!

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

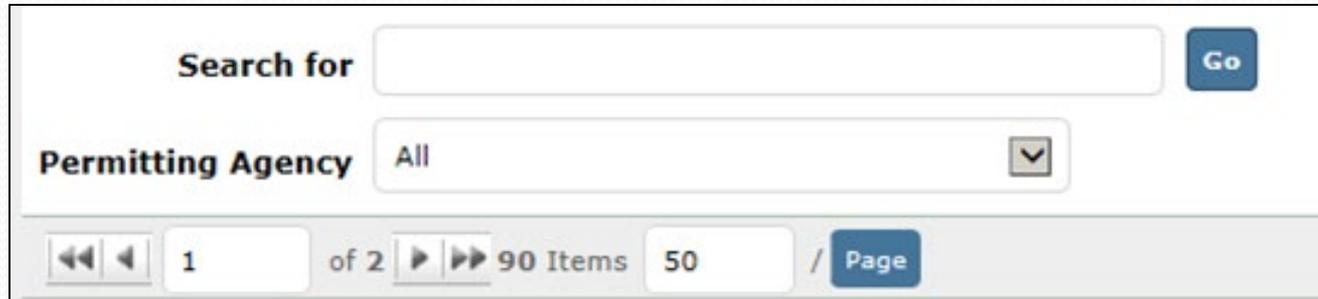
- Use the mouse or the tab key to move from field to field
- Fields that say “** Please Select **” or turn grey when hovering with a mouse have a pop-up list.
 - Click in box to select from a pop-up list.
 - Pop-up lists can be navigated by typing in the “Go” box or by using paging arrows.
 - “Clear”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

The screenshot shows a web form with several fields: Inventory, Unit ID, Process ID, Pollutant Type, and Pollutant. The Pollutant Type field is highlighted with a blue box and has a pop-up list open. The list contains the following items: CO - Carbon Monoxide, NH3 - Ammonia, NOX - Nitrogen Oxides, PM10-FIL - PM10 Filterable, PM10-PRI - PM10 Primary (Filt + Cond), PM25-FIL - PM2.5 Filterable, PM25-PRI - PM2.5 Primary (Filt + Cond), PM-CON - PM Condensible, PM-FIL - PM Filterable, and PM-PRI - PM Primary (Filt + Cond). A 'Go' button is located at the top right of the list. A 'Clear' button is located at the bottom left of the list. A '1' button is located at the bottom right of the list. A blue arrow points from the 'Pollutant *' field to the 'Pollutant' field, which contains the text '** Please Select **'.

Pop-up for Pollutant

WEIRS Navigation

Some pages return large numbers of records.



The screenshot shows a search interface with the following elements:

- A search bar with the text "Search for" and a "Go" button.
- A dropdown menu for "Permitting Agency" with "All" selected.
- A navigation bar showing "1" of "2" pages, "90 Items", and "50" records per page, with a "Page" button.

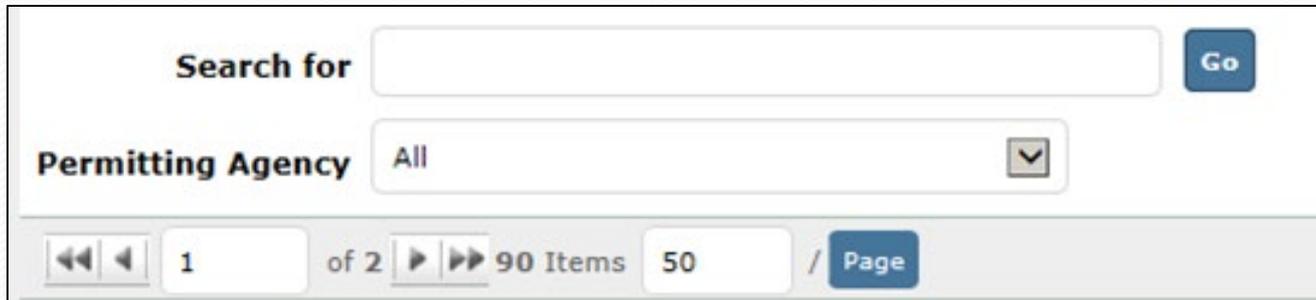
Notice these numbers when navigating records:

- 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.



The screenshot shows a navigation interface with the following elements:

- A search bar labeled "Search for" with a "Go" button to its right.
- A dropdown menu labeled "Permitting Agency" with "All" selected and a downward arrow.
- A pagination bar showing "1" of "2" pages, "90 Items", and a "50" items per page selector, followed by a "Page" button.

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

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

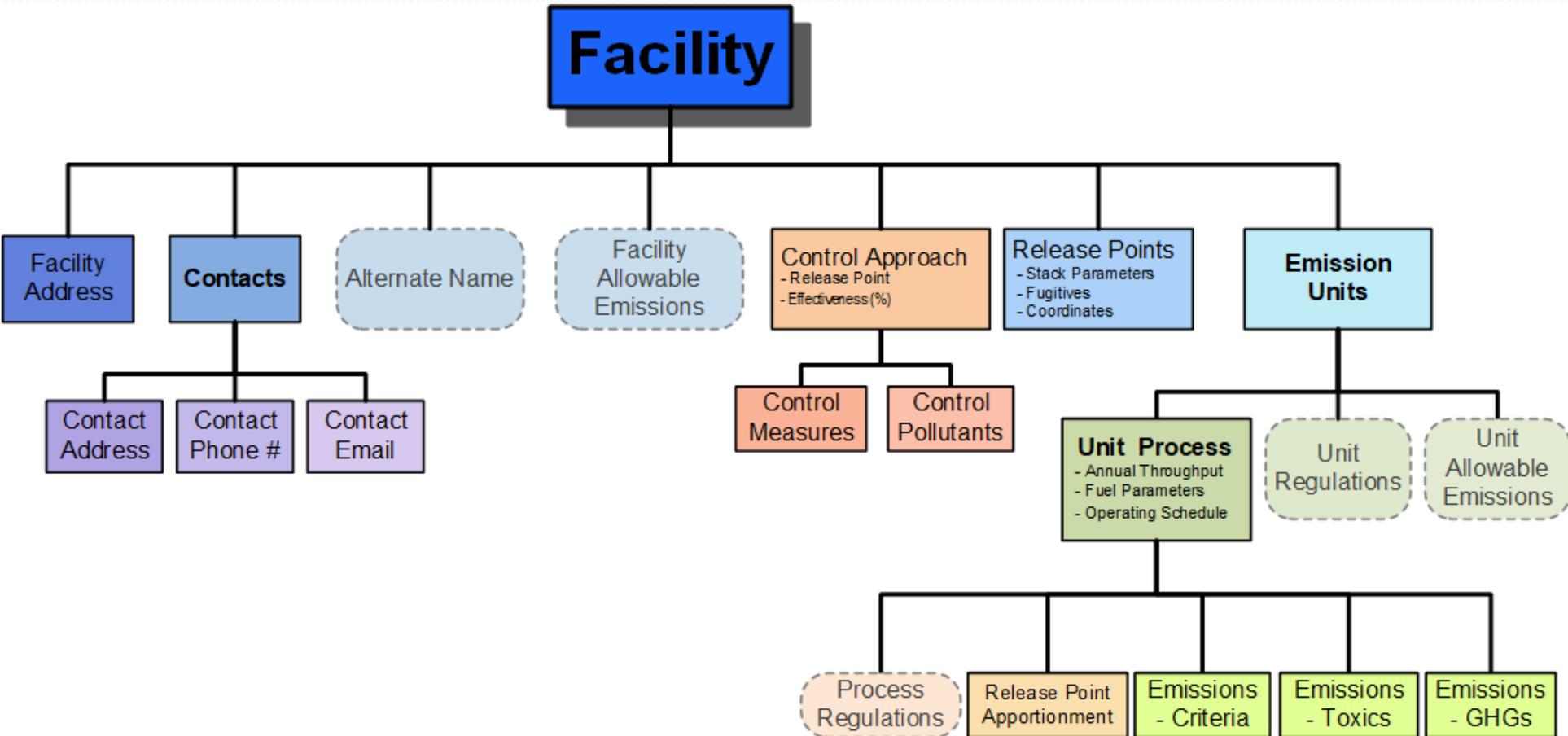
Release Points

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

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

Show 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.

| Release Point ID | Release Point Description | Release Point Type | Operating Status | Reviewed? |
|------------------|---------------------------|--------------------|------------------|-------------------------------------|
| 01 | Boiler #1 Stack | Vertical | Operating | <input checked="" type="checkbox"/> |

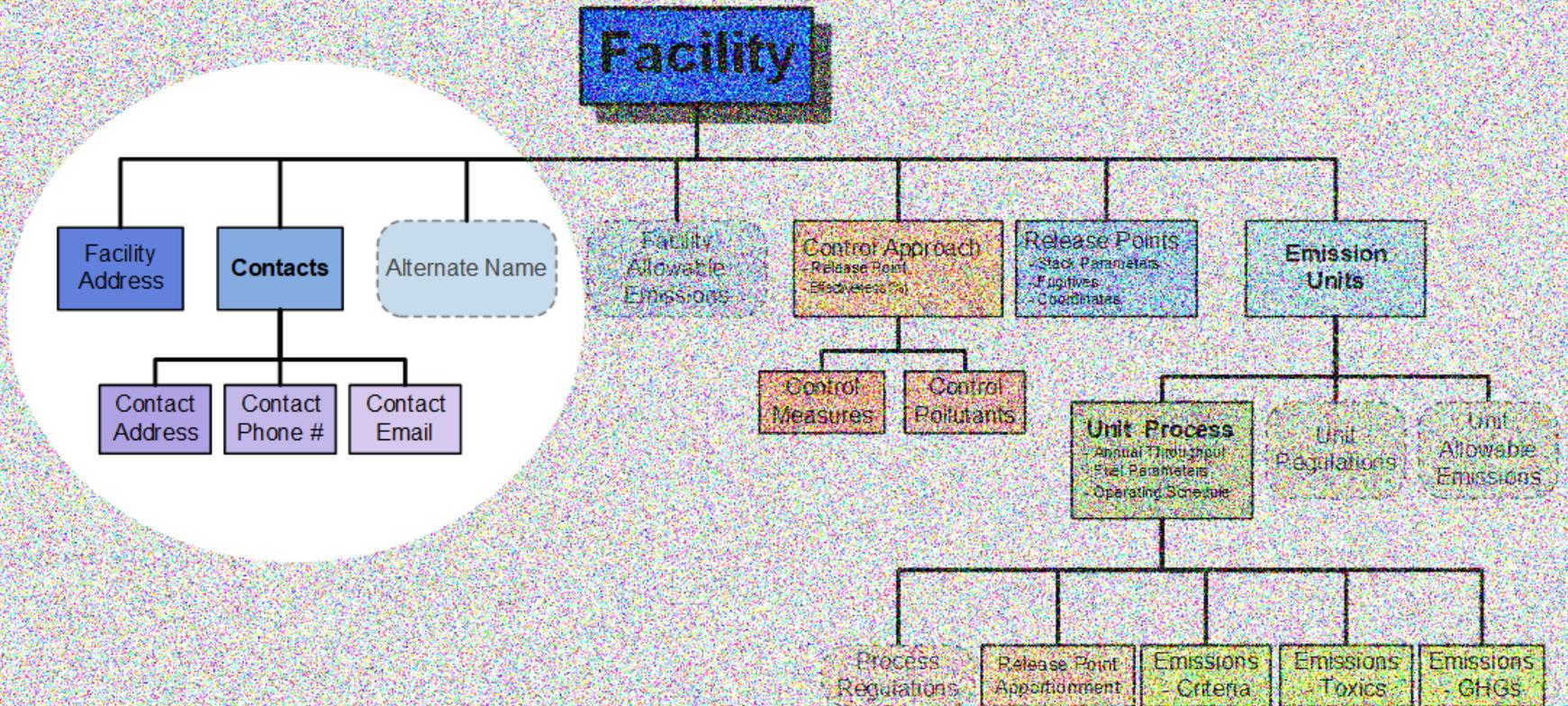
| Unit ID | Unit Description | Unit Type | Operating Status | Reviewed? |
|---------|------------------|--------------|------------------|-------------------------------------|
| 01 | Boiler #1 | 100 - Boiler | Operating | <input checked="" type="checkbox"/> |

| Unit ID | Process ID | Process Description | SCC Level Four | Operating Status | Reviewed? |
|---------|------------|---------------------|---|------------------|-------------------------------------|
| 01 | 01 | wood | 10200902 - Ext Comb /Industrial /Wood/Bark-fired Boiler | Operating | <input checked="" type="checkbox"/> |

| Description | Sequence | Release Point | Effectiveness (%) | Capture Efficiency (%) | Reviewed? |
|-------------|----------|-----------------|-------------------|------------------------|-------------------------------------|
| Controlled | 1 | Boiler #1 Stack | 95.0 | 90.0 | <input checked="" type="checkbox"/> |

| Unit ID | Process ID | Pollutant Type | Pollutant | Total Emissions | Units | Reviewed? |
|---------|------------|----------------|----------------------|-----------------|-------|-------------------------------------|
| 01 | 01 | CAP_NH3 | CO - Carbon Monoxide | 15.00 | Tons | <input checked="" type="checkbox"/> |

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

testing

Comments

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? | |
|    <input type="checkbox"/> | 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 |
|--------------------------|----------------|----------------|------------------------------|--------------------|-----------------|
| | | | | | |
| Preferred Name | | User Status | User Type | Preferred Contact? | |
| <input type="checkbox"/> | Ivgot Munee | ACTIVE | Billing | Yes | |
| <input type="checkbox"/> | Mr Stan Levity | INACTIVE | EI Contact | No | |
| <input type="checkbox"/> | 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.

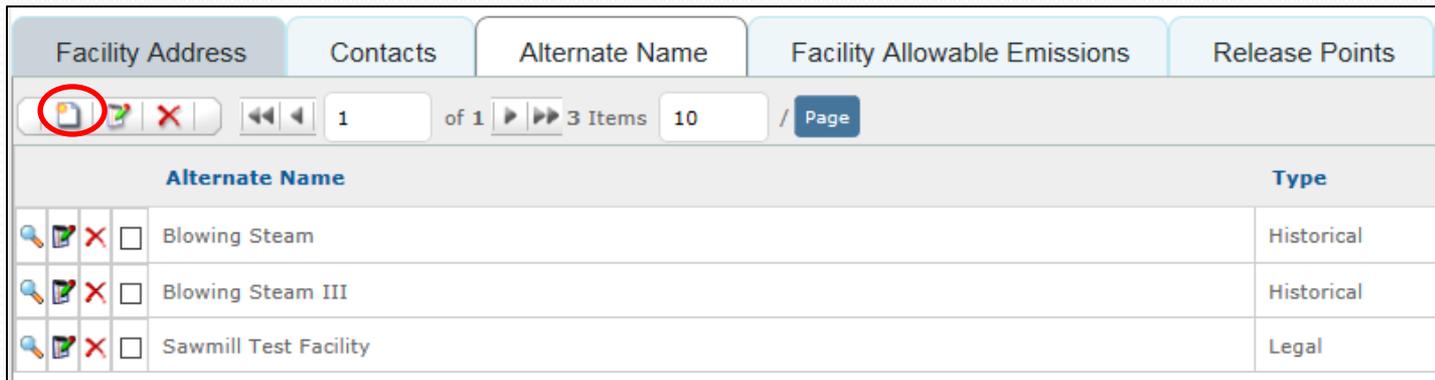
Each contact type must have one “Preferred” value

- 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? | |
|    <input type="checkbox"/> | Mailing Address | 3759 Fir Lane | Littlerock | Washington | 98566 | Yes ← |
|    <input type="checkbox"/> | Location Address | 300 Desmond Drive | Lacey | Washington | 98502 | No |

Alternate Name

- Add as many alternate names as you want.



The screenshot shows a software interface with a tabbed menu at the top. The 'Alternate Name' tab is selected. Below the tabs is a toolbar with several icons, including a red circle around the 'Add' icon (a document with a plus sign). To the right of the toolbar is a pagination bar showing '1 of 1' items, '3 Items' total, and 'Page 10'. Below the toolbar is a table with two columns: 'Alternate Name' and 'Type'. The table contains three rows of data.

| Alternate Name | | Type |
|--|-----------------------|------------|
|    <input type="checkbox"/> | Blowing Steam | Historical |
|    <input type="checkbox"/> | Blowing Steam III | Historical |
|    <input type="checkbox"/> | Sawmill Test Facility | Legal |

- 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

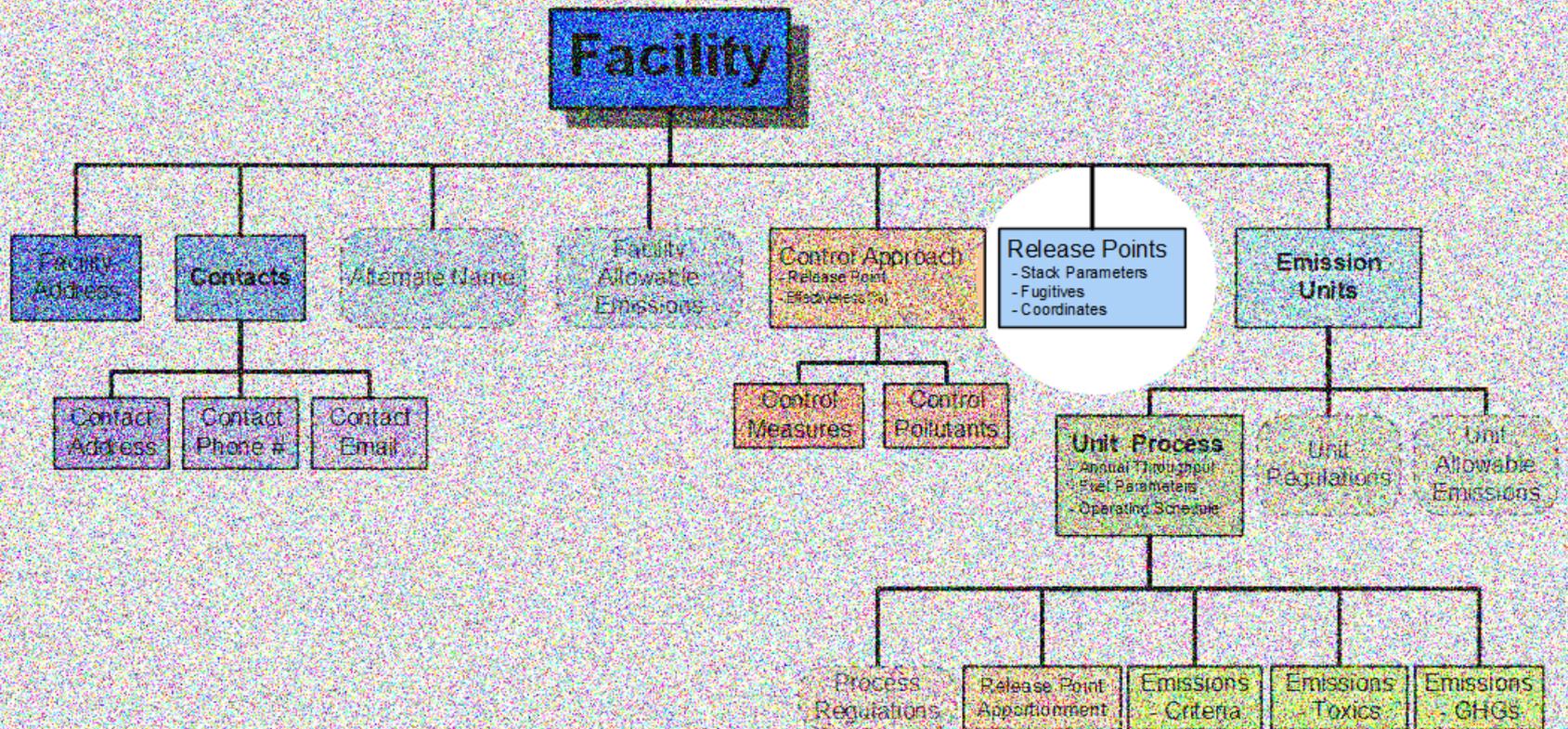
| Facility Address | | Contacts | | Alternate Name | | Facility Allowable Emissions | | Release Points | | Emissions Units | |
|--|---------|----------------------------|--|------------------|--|------------------------------|--|----------------|--|-----------------|--|
| Pollutant Type | | Pollutant | | Averaging Period | | Limit | | Units | | Tons Per Year | |
|    <input type="checkbox"/> | CAP_NH3 | NH3 - Ammonia | | 24-Hour | | 0.90 | | Tons/Day | | 40.00 | |
|    <input type="checkbox"/> | 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

| Facility Address | Contacts | Alternate Name | Facility Allowable Emissions | Release Points | Emissions Units |
|------------------------|---------------------------|----------------|------------------------------|------------------|-----------------|
| 1 of 5 Items 10 / Page | | | | | |
| Release Point ID | Release Point Description | | | Operating Status | |
| 01 | Boiler #1 Stack | | | Operating | |
| 02_a | Lumber Kiln Stack 1 | | | Operating | |

- Define as “stack” or “fugitive”

- “Stack” includes

- Height
- Diameter
- Temperature
- Flow rate and units
- Velocity and units

- WEIRS can calculate flow or velocity

- Incomplete “stack” parameters are coded as “fugitive” and noted in “comments.”

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 |

We Need Your Stack Data

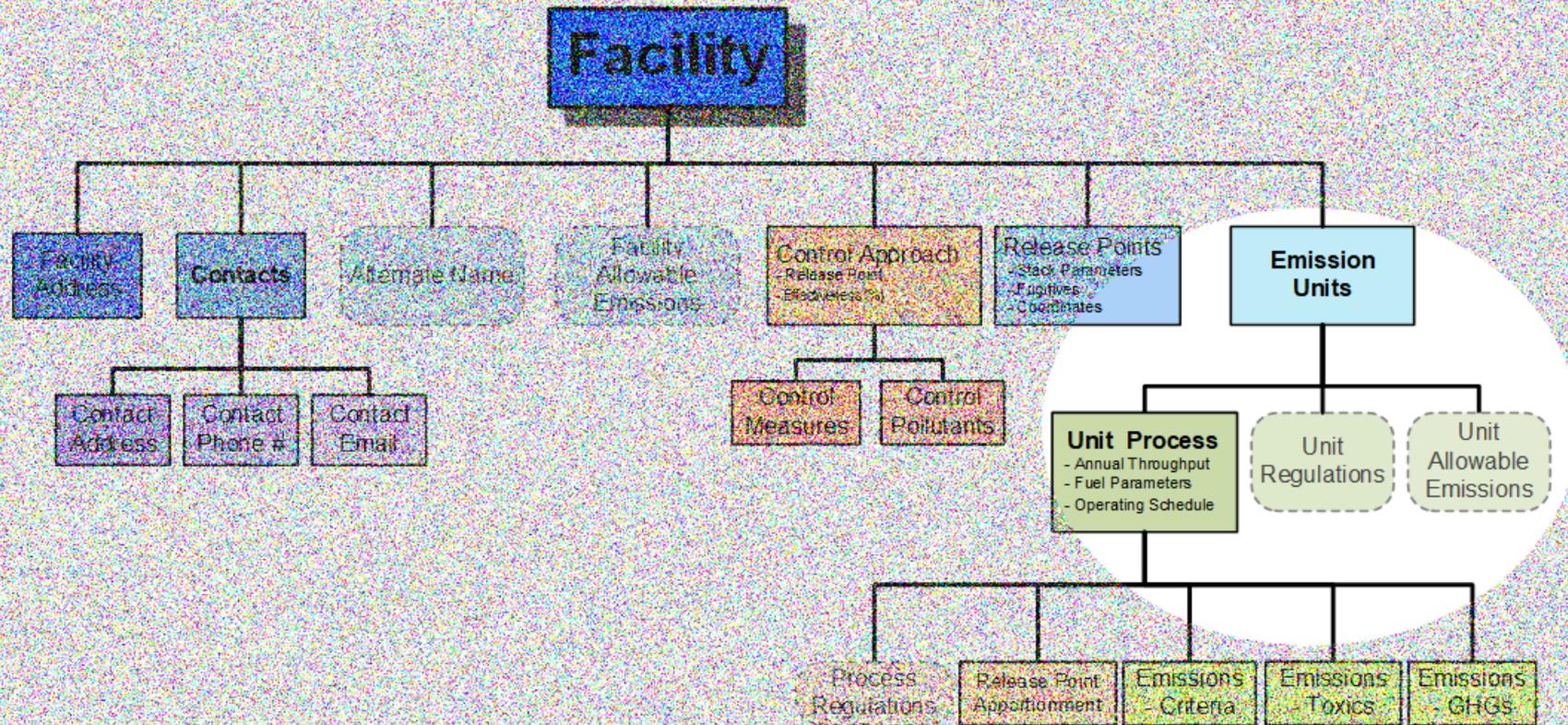
- Emissions are used in:
 - Permitting
 - National Air Toxics Assessment (NATA)
 - Estimates the risk of cancer and other serious health affects
 - Other air quality analyses
- If a stack is labeled as fugitive, it is modeled that way. This results in an artificially-high impact because the emissions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

| Facility Address | Contacts | Alternate Name | Facility Allowable Emissions | Release Points | Emissions Units |
|------------------------|------------------|------------------|------------------------------|----------------|-----------------|
| 1 of 2 Items 10 / Page | | | | | |
| ID Number | Unit Description | Operating Status | | | |
| 01 | Boiler #1 | Operating | | | |
| 02 | Lumber Kiln | Operating | | | |

ID Number * 01

Unit Description * Boiler #1

Unit Type * 100 - Boiler

Operating Status * Operating

Status Year

Design Capacity

Units ** Please Select **

Comments

Operating
Permanently Shutdown
Temporarily Shutdown

Clear

1

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 Process | | Unit Regulations | Unit Allowable Emissions | |
|--|-----------------------|---------------------|--------------------------|--|
| 1 of 1 Items 10 / Page | | | | |
| Regulatory Code | Regulatory Start Year | Regulatory End Year | | |
| 40 CFR 60.40 (Subpart D, Da, Db, Dc) - Industrial Boilers NSPS | | | | |

Go

- 40 CFR 59.100 (Subpart B) - Autobody Refinish Coatings (VOC Rule)
- 40 CFR 59.201 (Subpart C) - Consumer Products (VOC Rule)
- 40 CFR 59.400 (Subpart D) - Architectural Coatings (1998)
- 40 CFR 59.500 (Subpart E) - Aerosol Spray Paints (2008)
- 40 CFR 60 (Subpart) - Utility NSPS
- 40 CFR 60.1, 63.1, (Subpart A) - Compliance and Emissions Direct Reporting rule (CFDRR)

Clear 1

Unit Allowable Emissions

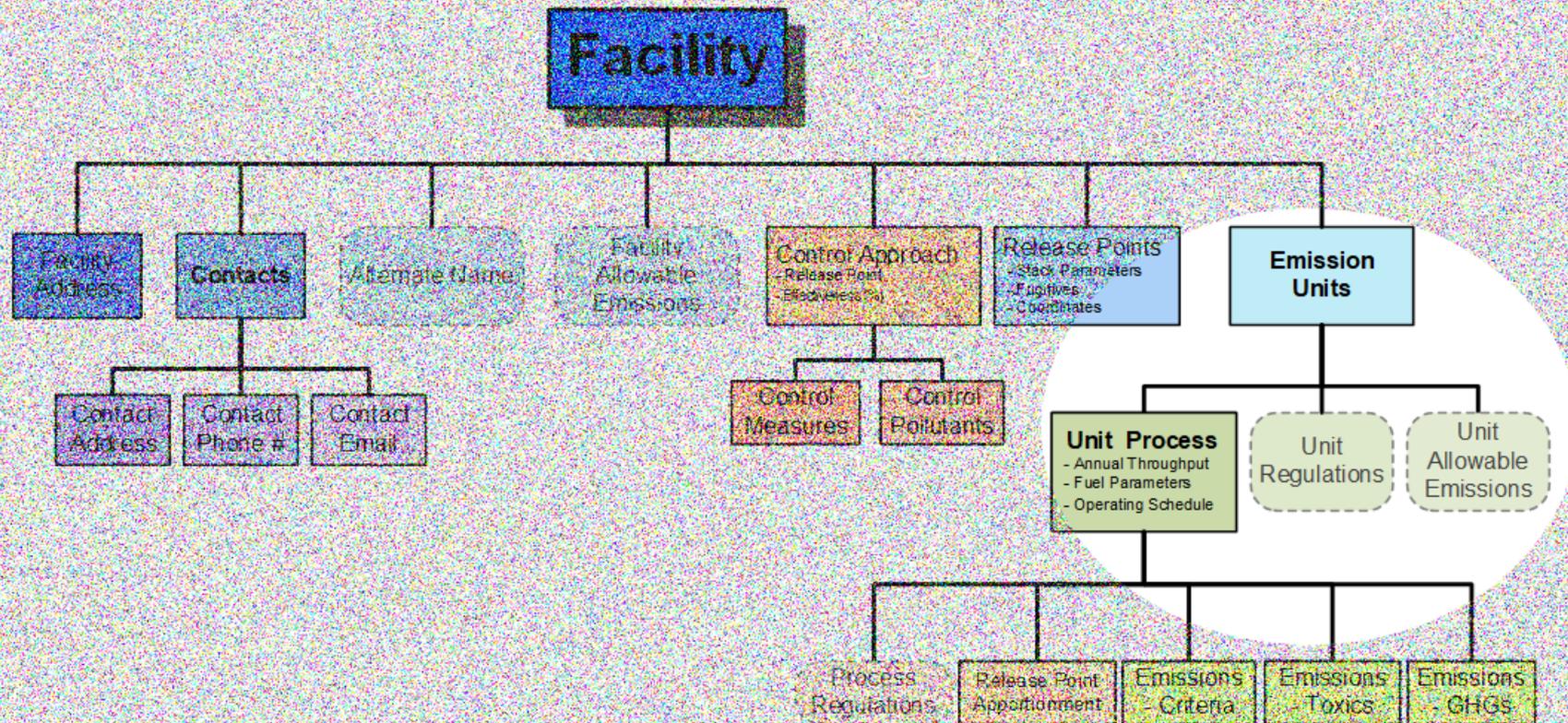
- Optional entry
- Same data entry process as facility allowable emissions

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? | <input type="checkbox"/> |
| 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 * | <input type="text" value="Routine"/> |
| Material | <input type="text" value="Wood/Bark"/> |
| Material State | <input type="text" value="Input"/> |
| Throughput | <input type="text" value="200.00"/> |
| Units | <input type="text" value="TONS"/> |

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

Note: Operating Type is required.

Operating
Schedule

| | | | |
|-------------------|-----------------------------------|----------------|-----------------------------------|
| Winter (%) | <input type="text" value="20.0"/> | Hrs/Day | <input type="text" value="16.0"/> |
| Spring (%) | <input type="text" value="25.0"/> | Days/Wk | <input type="text" value="6.0"/> |
| Summer (%) | <input type="text" value="30.0"/> | Wks/Yr | <input type="text" value="50"/> |
| Fall (%) | <input type="text" value="25.0"/> | Hrs/Yr | <input type="text" value="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

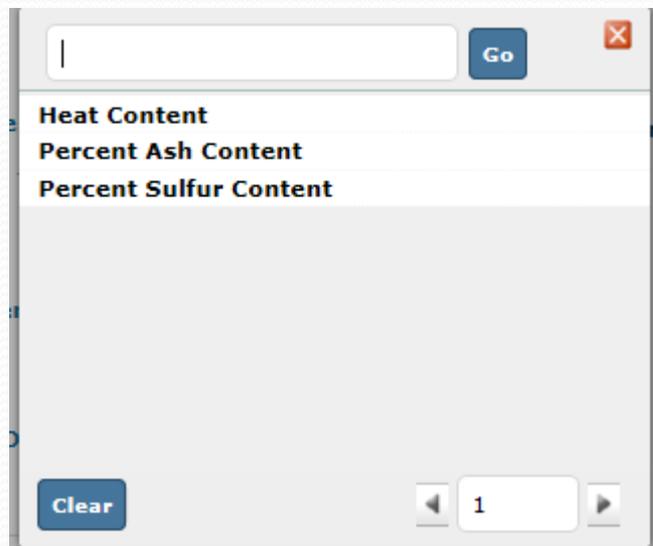
- Each unit may have multiple processes as needed.
 - Only one operating type, material, and operating schedule can be reported for each “process.”
- Best practice is to report emissions for every process that is operating and has throughput.
- Processes with no emissions reported do not get summarized 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.**

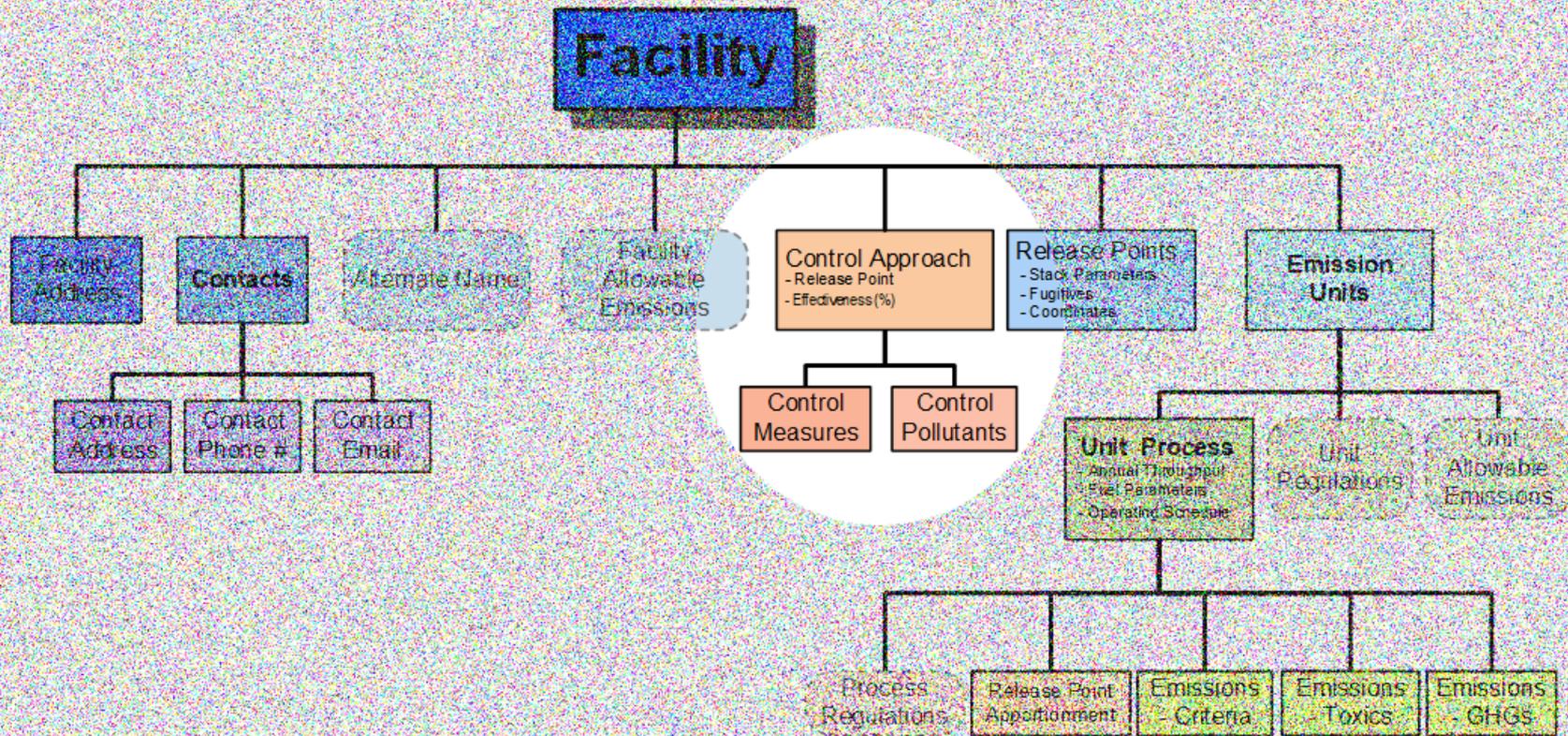


A screenshot of a data table header. At the top, there are navigation icons (back, forward, search, refresh, delete) and a page indicator showing '0 of 0 Items 10 / Page'. Below this is a table header with four columns: 'Parameter Type', 'Parameter Value', 'Heat Content Numerator', and 'Heat Content Denominator'.



A screenshot of a search filter dialog box. It features a search input field with a vertical bar, a 'Go' button, and a close button (X). Below the input field, there are three filter options: 'Heat Content', 'Percent Ash Content', and 'Percent Sulfur Content'. At the bottom, there is a 'Clear' button and a page indicator showing '1'.

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
- Sequence # – sets order of multiple control approaches on a single release point. (Default is “1.”)
- Capture efficiency – portion of emission stream that is collected and routed to the control measures
- Effectiveness – % of time the controls were operating as designed

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

Control Approach

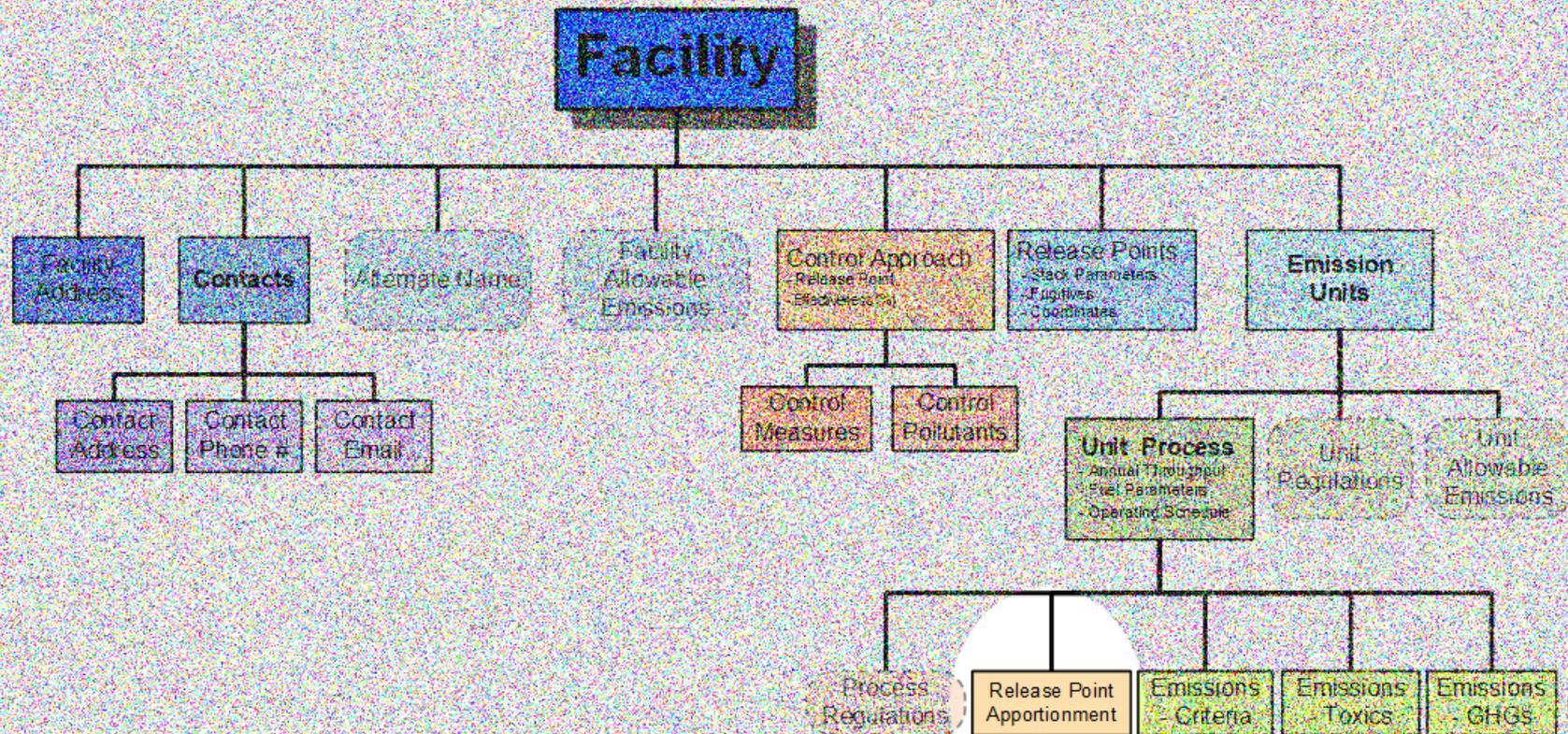
| Control Measures | | Control Pollutants | |
|--|-----------|--|-------|
|    | | 1 of 1   2 Items 10 / Page | |
| Pollutant Type | Pollutant | Control Efficiency (%) | |
|    <input type="checkbox"/> | CAP_NH3 | PM10-PRI - PM10 Primary (Filt + Cond) | 99.00 |
|    <input type="checkbox"/> | CAP_NH3 | PM25-PRI - PM2.5 Primary (Filt + Cond) | 90.00 |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Save & Refresh"/> | | | |

- 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

The screenshot shows a software interface with the following elements:

- Navigation tabs: Control Approach, Process Regulations, Release Point Apportionment (selected), Emissions - Criteria, Emissions - Toxics and Other, Emissions - Greenhouse.
- Page navigation: 1 of 1, 2 Items.
- Table with columns: Release Point, Apportionment (%).
- Table rows:
 - Lumber Kiln Stack 1
 - Lumber Kiln Stack 2
- Summary text: Must total 100%
- Summary values: 55, 45
- Buttons: Save, Cancel, Save & Refresh, Update Emissions, Check Apportionment (highlighted).

Unit Process

- WEIRS unit process page walk through

Examples: Edit SCC for unit process.

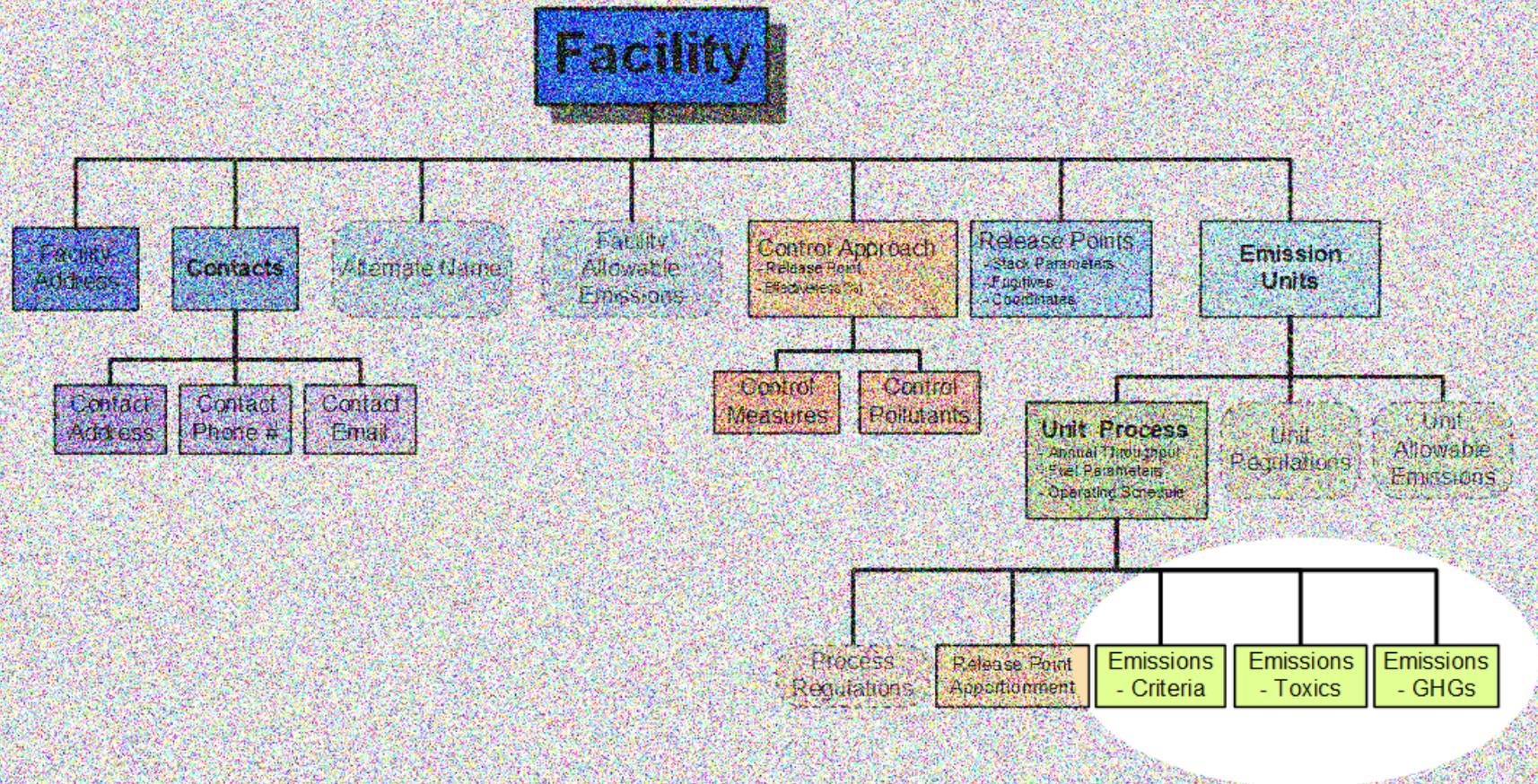
Add fuel parameters.

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 *

Pollutant *

VOC Expression

Total Emissions *

Units *

Calculation Method *

Emission Factor

Numerator Units

Denominator Units

Emission Factor Reference

Comments

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.

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 |
|--------------------------|----------------|---------------------------------------|---------------------|-----------------|-------|--|
| <input type="checkbox"/> | CAP_NH3 | CO - Carbon Monoxide | ** Please Select ** | 147.00 | Tons | 04 - Stack Test (no Control Efficiency used) |
| <input type="checkbox"/> | CAP_NH3 | NOX - Nitrogen Oxides | ** Please Select ** | 15.00 | Tons | 08 - Emission Factor: EPA (no Control Efficiency used) |
| <input type="checkbox"/> | CAP_NH3 | PM10-PRI - PM10 Primary (Filt + Cond) | ** Please Select ** | 19.00 | Tons | 02 - Engineering Judgment |

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 not required.
- A list of the groups and their individual compounds are in Chapter 10 of the WEIRS User’s Manual.

Geographic Coordinates

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

Show Facility Coordinates

Show Release Point Coordinates

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

| | | | |
|-------------------------------------|---|-----------------------------------|---|
| Latitude * | <input type="text" value="45.50000"/> | <input type="text" value="x"/> | |
| Longitude * | <input type="text" value="-117.23000"/> | | |
| Reference Point * | <input type="text" value="Entrance Point"/> | Source Map Scale Number | <input type="text"/> |
| Coordinate Data Source | <input type="text" value="** Please Select **"/> | Verification Method | <input type="text" value="Point within ZipCode"/> |
| Geometric Type | <input type="text" value="Line"/> | Data Collection Date | <input type="text"/> |
| Horizontal: | | | |
| Horizontal Accuracy Measure | <input type="text" value="4.00"/> | Horizontal Units | <input type="text" value="Feet"/> |
| Horizontal Collection Method | <input type="text" value="Address Matching - Other"/> | Horizontal Reference Datum | <input type="text" value="** Please Select **"/> |
| Vertical: | | | |
| Vertical Measure | <input type="text" value="3.00"/> | Vertical Units | <input type="text" value="Meters"/> |
| Vertical Collection Method | <input type="text" value="** Please Select **"/> | Vertical Reference Datum | <input type="text" value="** Please Select **"/> |
| Comments | <input type="text" value="testing"/> | | |
| Primary Site? | <input checked="" type="checkbox"/> | | |

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 Toxics Summary:** 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 |
| Submission 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

FACILITY QA / VALIDATION REPORT

If your facility name, and associated information does not appear under a section title, there is no problem.
 If there is a problem with data, the problem area will specifically be identified in a box below the title.

FACILITY QA / VALIDATION REPORT

If your facility name, and associated information does not appear under a section title, there is no problem.
 If there is a problem with data, the problem area will specifically be identified in a box below the title.

FACILITY & CONTACT info

UNIT & PROCESS

RELEASE POINTS

PARTICULATE MATTER VALIDATION

PROCESS

CONTROL APPROACH

CODES IN USE THAT HAVE BEEN RETIRED by EPA - Please edit to current code

PARTICULATE MATTER VALIDATION

Facility Name, Unit and Process ID will be listed below if PM rules are not met

Please note: Making a change in one PM type (PM, PM10, PM2.5) may require changing other related PM records so that PM >= PM10 >= PM2.5

PM must be >= PM10 must be >= PM2.5

| PM must be greater than or equal to PM10 | | | |
|--|---|-------|---------|
| EMISSIONS: PM Primary < PM10 Primary | | | |
| Composite Site Code | Facility Unit & Process ID | PMPri | PM10Pri |
| Z-001-test01 | Blowing Steam III Unit: 01 Process: 01 | 5 | 6 |

| PM must be greater than or equal to PM2.5 | | | |
|---|---|-------|---------|
| EMISSIONS: PM Primary < PM2.5 Primary | | | |
| Composite Site Code | Facility Unit & Process ID | PMPri | PM25Pri |
| Z-001-test01 | Blowing Steam III Unit: 01 Process: 01 | 5.00 | 11 |

PM10 must be greater than or equal to PM2.5



This shows no errors.



This shows errors. Note each error shows actual information from the facility.

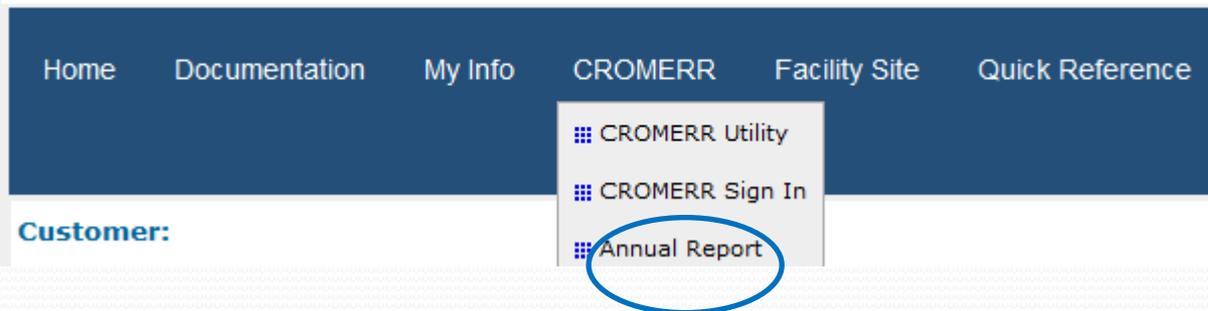
Reports

- WEIRS reports walk through

Examples: Run QA Facility Report.
Run Facility Form Report.
Run Facility Summary Report.

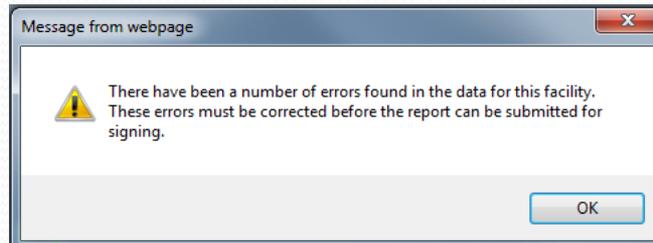
Electronic Signing – CROMERR

- 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



- 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!

The screenshot displays a web browser window with a navigation bar at the top containing page indicators (1 of 6) and a search function (Find | Next). The main content area is titled "Facility Summary eFORM" and "Dept. of Ecology Headquarters". It shows the following information:

Z-001-test102 Training Facility 2017

| FACILITY OPERATIONS | |
|---------------------|-------------------|
| Facility Category: | HAP and CAP Major |
| NAICS Code: | 321113 |
| Facility Comments: | |
| Operating Status: | Operating |

| FACILITY LOCATION | |
|-------------------|--|
| Coordinates: | Latitude: 45.50000 Longitude: -117.23000 |
| Reference Point: | Entrance Point |
| Comments: | testing |
| Facility Address: | 300 Makeup Way Batum, WA 98522 Adams County |
| Contact: | Ivgot Munee 3759 Fir Lane Littlerock, WA 98566 (360) 407-6867 stephanie.summers@ecy.wa.gov |

At the bottom of the form, there are two buttons: "Cancel" and "SUBMIT". A blue arrow points from the "submit." text in the list to the "SUBMIT" button. Another blue arrow points from the "You may print or save the report as a PDF" text to a print icon in the browser's navigation bar.

Electronic Signing – CROMERR

- Login with your CROMERR account.
- Answer a security question.
- Click “Submit Answer.”

my Electronic Signature Account

Enter User Name:

Enter Password:

Don't have an account? [Create one](#)

 You must have an Electronic Signature Account and be logged into it to be able to sign submissions.

- Review recent ESA activity.
- Click “Done Viewing.”

Recent Electronic Signature Account Activity

Please review your most recent activities:

Instructions:

- The purpose of this review is to increase the security of your transactions.
- Review the records below of your last 1-6 sessions. (Each session has multiple rows)
- Report any activity that is incorrect or suspicious.
- Report any activity done without your knowledge or consent.

Recent Activity:

| Function | Transaction Type | Activity Date | Success Flag |
|---|---|---------------------|-------------------------------------|
| StartedSignon | Credential Check | 1/7/2015 9:08:21 AM | <input checked="" type="checkbox"/> |
| Answering a Question | Answering a Question | 1/7/2015 9:08:32 AM | <input checked="" type="checkbox"/> |
| Login | Logged In and issued a signing token for the session. | 1/7/2015 9:08:32 AM | <input checked="" type="checkbox"/> |
| <input type="button" value="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](#)

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

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

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.

- 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 further 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.

Thank you for attending WEIRS Training

Contacts

- AQWEIRSrequest@ecy.wa.gov
- Farren Thorpe
 - farren.thorpe@ecy.wa.gov
 - 360-407-7658
- Shuang Xia
 - shuang.xia@ecy.wa.gov
- Tina Xu
 - tina.xu@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>