Washington Emissions Inventory Reporting System (WEIRS) Training

February 4, 2022

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)


- 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
  - fher461@ecy.wa.gov
  - 360-407-7658
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 – rvic461@ecy.wa.gov
- ECY Eastern Regional Office, Brian Prisock– brpr461@ecy.wa.gov
- ECY Industrial Program, Ewa Kotwicka – ekot461@ecy.wa.gov
- ECY Nuclear Waste Program, Lilyann Murphy – liba461@ecy.wa.gov
- Benton CAA, Robin Priddy– robin.priddy@bentoncleanair.org
- Northwest CAA, Shannon Logan – ShannonL@nwcleanair.gov
- Spokane Regional CAA, April Westby – awestby@spokanecleanair.org
- Yakima Regional CAA, Hasan Tahat – hasan@yrcaa.org
<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEIRS production opens for data entry</td>
<td>February 1</td>
</tr>
<tr>
<td>Data entered and signed/submitted to WEIRS</td>
<td>April 15</td>
</tr>
<tr>
<td>Preliminary emissions statements sent to facilities</td>
<td>July 31</td>
</tr>
<tr>
<td>Corrections identified</td>
<td>August 31</td>
</tr>
<tr>
<td>Corrections completed</td>
<td>September 30</td>
</tr>
<tr>
<td>Pre-billing notices sent to facilities</td>
<td>October 31</td>
</tr>
</tbody>
</table>
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: *
First Name: *
Last Name: *
Phone Number: *
Email Address: *
Permitting Agency: * Please Select *
Facility Name: *
Source Number: *
Facility Category: * Please Select *
Operating Status: * Operating *
NAICS Code: * Please Select *
Latitude: *
Longitude: *
Needed by: *

Additional information:

Comments:

Submit
Cancel
WEIRS Access – SAW

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.

WELCOME
to your login for Washington state.

LOGIN

USERNAME
PASSWORD

SUBMIT

Forgot your username? | Forgot your password?

ON BEHALF OF

WASHINGTON STATE AGENCIES
WEIRS Access – SAW

Don’t have an account? Create one by clicking the SIGN UP! button.
1. Fill out the sign up form.

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!
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.
3. Find and click on the Department of Ecology.

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

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

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.

<table>
<thead>
<tr>
<th>Application</th>
<th>Description</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington Electronic Database for Greenhouse Gas Emissions (WEDGE) (WEDGE)</td>
<td>Washington’s mandatory greenhouse gas reporting program (WAC 173-441) application for facility reporters</td>
<td>Add</td>
</tr>
<tr>
<td>Washington Emissions Inventory Reporting System (WEIRS)</td>
<td>Report your emissions inventory for Washington State in this system.</td>
<td>Add</td>
</tr>
</tbody>
</table>

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.

These steps will be skipped if you already have a WEIRS account.
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

WEIRS users will have one of these roles:

- **Data view** – User is able to view their own contact information and basic information about the facilities they are associated with.
- **Data entry** – User is able to view/edit
  - their user information
  - facilities they are associated with
- **Data signer**: User is able to view/edit
  - their user information
  - facilities they are associated with
  - sign/certify data during the official submission process
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.”
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.
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.

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
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

<table>
<thead>
<tr>
<th>Facility Address</th>
<th>Contacts</th>
<th>Alternate Name</th>
<th>Facility Allowable Emissions</th>
<th>Release Points</th>
<th>Emissions Units</th>
<th>Control Approach</th>
</tr>
</thead>
</table>
### WEIRS Navigation

- **Name of page**

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

---

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composite Site Code</td>
<td>Z-001-test01</td>
</tr>
<tr>
<td>Facility Name</td>
<td>Blowing Steam III</td>
</tr>
<tr>
<td>Inventory Year</td>
<td>2020</td>
</tr>
<tr>
<td>Unit ID</td>
<td>01</td>
</tr>
<tr>
<td>Unit Description</td>
<td>Boiler #1</td>
</tr>
<tr>
<td>Process ID</td>
<td>02</td>
</tr>
<tr>
<td>Process Description</td>
<td>Natural Gas</td>
</tr>
<tr>
<td>Insignificant Emissions Unit?</td>
<td>False</td>
</tr>
<tr>
<td>Operating Status</td>
<td>Operating</td>
</tr>
<tr>
<td>Status Year</td>
<td></td>
</tr>
</tbody>
</table>

---
WEIRS Navigation

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

  Save  Cancel  Save & Refresh

• 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.

DO NOT USE YOUR BROWSER’S BACK BUTTON TO GO BACK!
Use these buttons instead!
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**.
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.
Some pages return large numbers of records.

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

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

![Edit Facility screenshot](image_url)

### Facility Details
- **Composite Site Code**: Z-001-test01
- **Inventory Year**: 2018

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Source Number</strong></td>
<td>test01</td>
</tr>
<tr>
<td><strong>Facility Name</strong></td>
<td>Blowing Steam III</td>
</tr>
<tr>
<td><strong>Country</strong></td>
<td>United States of America</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>Washington</td>
</tr>
<tr>
<td><strong>County</strong></td>
<td>Adams</td>
</tr>
<tr>
<td><strong>Permitting Agency</strong></td>
<td>Dept. of Ecology Headquarters</td>
</tr>
<tr>
<td><strong>Facility Category</strong></td>
<td>HAP and CAP Major</td>
</tr>
<tr>
<td><strong>NAICS Code</strong></td>
<td>321113 - Sawmills</td>
</tr>
<tr>
<td><strong>Operating Status</strong></td>
<td>Operating</td>
</tr>
<tr>
<td><strong>Operating Status Year</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td>testing</td>
</tr>
<tr>
<td><strong>Tribal Land</strong></td>
<td>Please Select **</td>
</tr>
</tbody>
</table>

### Facility Coordinates
- **Latitude**: 45.50000
- **Longitude**: -117.23000
- **Reference Point**: Entrance Point
- **Comments**: testing

### Facility Address
- **Facility Address 1**: Location
- **Contacts**: Contact Information
- **Alternate Name**: Facility Name
- **Facility Allowable Emissions**: Emission Details
- **Release Points**: Location
- **Emissions Units**: Measurement

*Get ID from Ecology's Facility-Site system*
Facility Address

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

<table>
<thead>
<tr>
<th>Facility Address</th>
<th>Contacts</th>
<th>Alternate Name</th>
<th>Facility Allowable Emissions</th>
<th>Release Points</th>
<th>Emissions Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location Address</td>
<td>300 Makeup Way</td>
<td>Batum</td>
<td>Washington</td>
<td>98522</td>
<td>Yes</td>
</tr>
</tbody>
</table>

A facility must have one location address. Only one location address is allowed. Additional addresses can be added under “Contacts.”
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

<table>
<thead>
<tr>
<th>Preferred Name</th>
<th>User Status</th>
<th>User Type</th>
<th>Preferred Contact?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ivgot Munee</td>
<td>ACTIVE</td>
<td>Billing</td>
<td>Yes</td>
</tr>
<tr>
<td>Mr Stan Levy</td>
<td>INACTIVE</td>
<td>EI Contact</td>
<td>No</td>
</tr>
<tr>
<td>Mr. Joe Blow</td>
<td>ACTIVE</td>
<td>EI Contact</td>
<td>No</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Type</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td>3759 Fir Lane</td>
<td>Littlerock</td>
<td>Washington</td>
<td>98566</td>
</tr>
<tr>
<td>Location Address</td>
<td>300 Desmond Drive</td>
<td>Lacey</td>
<td>Washington</td>
<td>98502</td>
</tr>
</tbody>
</table>
Alternate Name

- Add as many alternate names as you want.

- Track historical and other names.

<table>
<thead>
<tr>
<th>Alternate Name</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blowing Steam</td>
<td>Historical</td>
</tr>
<tr>
<td>Blowing Steam III</td>
<td>Historical</td>
</tr>
<tr>
<td>Sawmill Test Facility</td>
<td>Legal</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Pollutant Type</th>
<th>Pollutant</th>
<th>Averaging Period</th>
<th>Limit</th>
<th>Units</th>
<th>Tons Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP_NH3</td>
<td>NH3 - Ammonia</td>
<td>24-Hour</td>
<td>0.90</td>
<td>Tons/Day</td>
<td>40.00</td>
</tr>
<tr>
<td>CAP_NH3</td>
<td>PM10-FIL - PM10 Filterable</td>
<td>3-Hour</td>
<td>50.00</td>
<td>Pounds/Hour</td>
<td>200.00</td>
</tr>
</tbody>
</table>
Facility

- WEIRS facility page walk through

Examples:  Add an alternate name
            Edit EI contact details
Edit Release Points
### Release Point

<table>
<thead>
<tr>
<th>Release Point ID</th>
<th>Release Point Description</th>
<th>Operating Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Boiler #1 Stack</td>
<td>Operating</td>
</tr>
<tr>
<td>02_a</td>
<td>Lumber Kiln Stack 1</td>
<td>Operating</td>
</tr>
</tbody>
</table>

- **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.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height (ft)</td>
<td>35.0</td>
</tr>
<tr>
<td>Diameter (ft)</td>
<td>5.5</td>
</tr>
<tr>
<td>Temperature (° F)</td>
<td>244.0</td>
</tr>
<tr>
<td>Flow Rate</td>
<td>12000.0</td>
</tr>
<tr>
<td>Flow Rate Units</td>
<td>Actual cubic feet per minute</td>
</tr>
<tr>
<td>Velocity</td>
<td>505.1</td>
</tr>
<tr>
<td>Velocity Units</td>
<td>Feet per minute</td>
</tr>
</tbody>
</table>
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

Facility
- Address
- Contacts
  - Name
  - Phone
  - Email
- Emissions
  - Control Measures
  - Control Pollutants
- Release Points
  - Point Parameters
  - Coordinates
- Unit Process
  - Annual Throughput
  - Fuel Parameters
  - Operating Schedule
- Emission Units
  - Unit Regsulations
  - Unit Allowable Emissions
  - Emissions Criteria
  - Emissions Toxics
  - Emissions GHGs
# Emission Units

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

<table>
<thead>
<tr>
<th>ID Number</th>
<th>Unit Description</th>
<th>Operating Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Boiler #1</td>
<td>Operating</td>
</tr>
<tr>
<td>02</td>
<td>Lumber Kiln</td>
<td>Operating</td>
</tr>
</tbody>
</table>
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

Diagram showing the structure of a facility with sections for Contact Address, Contacts, Alternate Name, Facility Allowable Emissions, Control Approach, Release Points, and Emission Units. The diagram includes details on Process Regulations, Release Point, Emission Criteria, Emissions Toxics, and Emissions GHGs.
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.

- SCC must be selected from the top down.
Unit Process

**Annual Throughput**

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

*Note: Operating Type is required.*

**Operating Schedule**

- **Winter (%)**: 20.0
- **Days/Wk**: 16.0
- **Spring (%)**: 25.0
- **Wks/Yr**: 6.0
- **Summer (%)**: 30.0
- **Hrs/Yr**: 50
- **Fall (%)**: 25.0

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
  - Please 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

<table>
<thead>
<tr>
<th>Description</th>
<th>PM Controls for RP1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence *</td>
<td>1</td>
</tr>
<tr>
<td>Release Point *</td>
<td>Boiler #1 Stack</td>
</tr>
<tr>
<td>Effectiveness (%)</td>
<td>95.0</td>
</tr>
<tr>
<td>Capture Efficiency (%)</td>
<td>90.0</td>
</tr>
<tr>
<td>First Year Implemented *</td>
<td>2009</td>
</tr>
<tr>
<td>All Controls Discontinued Year</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>
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.
  - 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 apportions must equal 100%.
  - Use the “check apportionment” button to verify.

<table>
<thead>
<tr>
<th>Release Point</th>
<th>Apportionment (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lumber Kiin Stack 1</td>
<td>55</td>
</tr>
<tr>
<td>Lumber Kiin Stack 2</td>
<td>45</td>
</tr>
</tbody>
</table>

Must total 100%
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
**Single Emission Entry**

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pollutant Type *</td>
<td><strong>Please Select</strong></td>
</tr>
<tr>
<td>Pollutant *</td>
<td><strong>Please Select</strong></td>
</tr>
<tr>
<td>VOC Expression</td>
<td><strong>Please Select</strong></td>
</tr>
<tr>
<td>Total Emissions *</td>
<td></td>
</tr>
<tr>
<td>Units *</td>
<td><strong>Please Select</strong></td>
</tr>
<tr>
<td>Calculation Method *</td>
<td><strong>Please Select</strong></td>
</tr>
<tr>
<td>Emission Factor</td>
<td></td>
</tr>
<tr>
<td>Numerator Units</td>
<td><strong>Please Select</strong></td>
</tr>
<tr>
<td>Denominator Units</td>
<td><strong>Please Select</strong></td>
</tr>
<tr>
<td>Emission Factor Reference</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

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 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 & refresh before moving to next page.

<table>
<thead>
<tr>
<th>Reviewed?</th>
<th>Pollutant Type</th>
<th>Pollutant</th>
<th>VOC Expression</th>
<th>Total Emissions</th>
<th>Units</th>
<th>Calculation Method</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CAP_NH3</td>
<td>CO - Carbon Monoxide</td>
<td>Reuse Select</td>
<td>147.00</td>
<td>Tens</td>
<td>04 - Stack Test (no Control Efficiency used)</td>
</tr>
<tr>
<td></td>
<td>CAP_NH3</td>
<td>NOX - Nitrogen Oxides</td>
<td>Reuse Select</td>
<td>15.00</td>
<td>Tens</td>
<td>06 - Emission Factors: EPA (no Control Efficiency)</td>
</tr>
<tr>
<td></td>
<td>CAP_NH3</td>
<td>PM10-PRI - PM10 Primary (Filt + Cond)</td>
<td>Reuse Select</td>
<td>19.00</td>
<td>Tens</td>
<td>02 - Engineering Judgment</td>
</tr>
</tbody>
</table>
Particulate Matter (PM) Definitions

- **Filterable:** PM-FIL, PM$_{10}$-FIL, PM$_{2.5}$-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, PM$_{10}$-PRI, PM$_{2.5}$-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 are in Chapter 10 of the WEIRS User’s Manual.
Expanded geographic data for facility and release points can be added here.

<table>
<thead>
<tr>
<th>Geographic Coordinates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Latitude</strong></td>
<td>$5.50000</td>
</tr>
<tr>
<td><strong>Longitude</strong></td>
<td>-117.23000</td>
</tr>
<tr>
<td><strong>Reference Point</strong></td>
<td>Entrance Point</td>
</tr>
<tr>
<td><strong>Coordinate Data Source</strong></td>
<td><strong>Please Select</strong></td>
</tr>
<tr>
<td><strong>Geometric Type</strong></td>
<td>Line</td>
</tr>
<tr>
<td><strong>Horizontal</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Horizontal Accuracy Measure</strong></td>
<td>4.00</td>
</tr>
<tr>
<td><strong>Horizontal Collection Method</strong></td>
<td>Address Matching - Other</td>
</tr>
<tr>
<td><strong>Vertical</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Vertical Measure</strong></td>
<td>3.00</td>
</tr>
<tr>
<td><strong>Vertical Collection Method</strong></td>
<td><strong>Please Select</strong></td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td>testing</td>
</tr>
<tr>
<td><strong>Primary Site?</strong></td>
<td>✔</td>
</tr>
</tbody>
</table>
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 summary of all toxics
- **QA Facility**: Shows errors that need to be corrected before final submission of data to Ecology
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
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.

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

<table>
<thead>
<tr>
<th>EMISSIONS: PM Primary &lt; PM10 Primary</th>
<th>PMPri</th>
<th>PM10Pri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composite Site Code</td>
<td>Facility Unit &amp; Process ID</td>
<td>5</td>
</tr>
<tr>
<td>Z-001-test01</td>
<td>Blowing Steam III Unit: 01 Process: 01</td>
<td></td>
</tr>
</tbody>
</table>

PM must be greater than or equal to PM10

PM10 must be greater than or equal to PM2.5

<table>
<thead>
<tr>
<th>EMISSIONS: PM Primary &lt; PM2.5 Primary</th>
<th>PMPri</th>
<th>PM25Pri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composite Site Code</td>
<td>Facility Unit &amp; Process ID</td>
<td>5.00</td>
</tr>
<tr>
<td>Z-001-test01</td>
<td>Blowing Steam III Unit: 01 Process: 01</td>
<td></td>
</tr>
</tbody>
</table>

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

![Message from webpage]

- 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.
Electronic Signing – CROMERR

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

  - 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.

- 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.
Electronics 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.

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.

Complete
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
- Farren Thorpe
  - fher461@ecy.wa.gov
  - 360-407-7658

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