This document is a brief summary on how to use the Emissions Inventory Submittal (EIS) website for submitting annual emissions profiles to the San Joaquin Valley Air Pollution Control District (SJVAPCD).

The username and password should have been sent to you already. If you did not receive your information or need to have it sent again, please contact Brant Botill at (559) 230-5915 or e-mail at Brant.Botill@valleyair.org.

Enter your login information when you first contact the site. Please note that the login user name and password are case sensitive and must be typed in exactly as they were sent to you.

Click Log In to enter into the Emissions Inventory website.
Depending on whether your facility emits 25 or more tons of criteria pollutants per year, you will either utilize a statement or a survey for your emissions inventory submittal.

Although the District has already classified your facility based on emissions data, please contact Brant Botill at (559) 230-5915 or e-mail at Brant.Botill@valleyair.org if you have questions regarding your facility classification.

The following information details the emissions statement for facilities. For survey based facilities, please see page 8 of this document.

**Statement Facilities**

The drop down list will display the facility identification number and name based upon the login account.

The status message will display the last time that the Emissions Inventory statement was last updated for the current emissions year. If you have not yet updated your statement, it will display: “The Emissions Inventory Statement has not been updated for emissions year 2009.”

The Statement reports section contains two reports. The first one is the facilities statement data report, containing all of the process data from the Emissions Data screen. The stack data report displays the stack data based on the stack information from the Emissions Data screen.
Any changes that are made in the Emissions Data screen will reflect in their respective report upon saving.

To edit your emissions statement, select the Edit button to access the Emissions Data screen, as seen below.

This is the top portion of the Emissions Inventory data page. Here you can modify any information in the outlined boxes.

The process grid will be explained below:
All processes are listed on one web grid with scroll bar arrows automatically displayed if needed. Facilities have the ability to modify any data on this grid that is not grayed out. Those particular cells are read-only.

The grid has the following options for manipulating data:

- ✔️ Will commit the current changes to the grid. This is required when adding a new row. Note: This does not save the data to the District servers.

- ⬇️ Will undo the last operation done to the grid that was not accepted. It will also erase a new row that has not been committed. (See above.)

- ⌨️ Removes the contents of the cell and keeps the data on the clipboard in memory.
- 📄 Leaves the contents of the cell intact and keep the data on the clipboard in memory.
- 🔽 Places the contents of the clipboard into the selected cell with the ability to do this multiple times.
- ✂️ Adds a blank row into the bottom of the grid.
- 🖹️ Inserts a blank row above the currently highlighted row.

If you insert or add a new row to the grid you will be able to enter in a number into the grayed out column as seen below:
Processes

<table>
<thead>
<tr>
<th>Device ID#</th>
<th>Process Number</th>
<th>Equipment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1SAMPLE SILO</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>121 MMBTU/HR NATURAL GAS BOILER</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>321 MMBTU/HR NATURAL GAS BOILER</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>130 MMBTU/HR NATURAL GAS SPRAY MILK DRYER</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>1NEW ROW!!!</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>110,000 GALLON SAMPLE STORAGE SILO</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>1SAMPLE STORAGE SILO</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>1SAMPLE STORAGE SILO</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>1LOG OPERATION</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>1240 BHP CUMMINS DIESEL IC ENGINE</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>120 MMBTU/HR NATURAL GAS SPRAY MILK DRYER</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>2SAWDUST RETURN</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>115,000 SAMPLE STORAGE SILO</td>
<td></td>
</tr>
</tbody>
</table>

Note: You must enter data into the new row before you attempt to modify the grayed out column. Once data has been entered into an editable cell you can set a value in the first column. In this example, entering information into the Process Number or Equipment Type fields enables the Device ID# to be editable for that row.

Please ensure that you press the green checkmark after adding the new row. Otherwise, the new row will not be permanently saved.

Beneath the process grid, facilities can enter their default monthly activity by month and the relative monthly activity. Relative monthly activity must equal to or greater than 99.96% for the data to be accepted.

Facilities also can enter their daily activity, as seen below:
The daily activity is entered as whole numbers only, i.e. (4, 5, 6).

The stack grid mirrors the exact functionality of the process grid and is shown for illustrative purposes only:

The Save button at the bottom of the page will save the Emissions Inventory data to the Districts internal systems. Facilities can edit this data as many times as desired until the cut off date of July 1st. After that date, the data will be read only.
The Exit button will not save any changes, modifications to the data will be lost.

Both buttons will bring you back to the previous screen. If the data was saved, the status will be indicated so at the bottom.

**Note:** If there are errors on the page, an error message will be displayed giving more detailed information. The updated data will not be saved until you click on save and are returned to the main overview screen with today’s date and time.
Survey Facilities

Survey facilities will see the following screen upon logging into the EIS website as seen below.

The drop down list will display the facility identification number and name based upon the account credentials.

The status message will display the last time you have updated your Emissions Inventory survey for the current emissions year. If you have not updated your survey, it will display: “The Emissions Inventory survey has not been updated for emissions year 2009.”

The survey reports section contains one report. The survey data report will display all the entered information for the current emissions year. If any changes are made to your survey information using the data entry screen, the changes will reflect in the survey data report upon saving.

To edit your emissions survey, select the Edit button to access the survey data entry screen, as seen below.

Please click here to view the documentation.
This is the top portion of the Emissions Inventory survey data page. Here you can modify any information in the outlined boxes.

The actual survey data is displayed below the facility information as seen here:
On the left hand side of the screen, all of the associated surveys for the selected facility are listed by facility id and permit number. On the right hand side of the screen, survey details are displayed.

**Note:** The survey screen will have different text and drop down choices depending on the type of survey that your facility requires. If you have questions regarding your survey type, please contact Brant Botill at (559) 230-5915 or e-mail at Brant.Botill@valleyair.org.

When you make changes to your survey, the update survey button will be enabled. This will temporarily save the data for facilities with multiple surveys. If you only have one survey, you do not have to utilize this button.

To ensure that your changes are saved permanently, please use the save button at the bottom of the screen.

The final part of the survey data entry screen will prompt for your daily activity information, as seen below.
Note that the daily activity hours must be entered in whole hours only for each day of
the week i.e. (4, 5, 6).

The Save button at the bottom of the page will save the Emissions Inventory survey
data to the District's internal systems. Facilities can edit this data as many times as
desired until the cut off date of July 1st. After that date, the data will be read only.

The Exit button will not save any changes, modifications to the data will be lost.

Both buttons will bring you back to the previous screen. If the data was saved, the
status will be indicated so at the bottom.

**Note:** If there are errors on the page, an error message will be displayed giving more
detailed information. The updated data will not be saved until you click on save and are
returned to the main overview screen with today's date and time.