# Air Emissions Electronic Reporting System (AEERS)

# User's Guide

**December 15, 2016**

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# 1 Introduction

## 1.1 Air Emissions Electronic Reporting System (AEERS)

The Air Emissions Electronic Reporting System (AEERS) is an electronic method for submitting facility emissions data to the Alabama Department of Environmental Management (ADEM) Air Division as required under Title V of the Clean Air Act. This system allows for:

- The retrieval of up-to-date reporting requirements from ADEM's centralized data system;
- Entering and revising emissions data and documentation for the current reporting year;
- Viewing and printing of the current year's data and historical emissions data for the previous two years; and,
- Electronically signing, submitting, and disputing reports (Responsible Officials).

## 1.2 AEERS Goals and Benefits

Responsible Officials (RO) and their designated Preparers will be able to access AEERS at no cost using existing internet connections or Internet Service Providers (ISPs). Electronic reporting provides the following benefits:

- Gives the user greater control over the quality of data flow.
- Offers a streamlined reporting method using readily available computer tools.
- Offers online availability of reports and their processing status.
- Improves data integrity and security.
- Reduces administration and compliance costs for ADEM by minimizing resources required for the oversight of yearly reporting requirements.

## 1.3 Minimum System Requirements

ROs and Preparers will need to have access to the Internet and an active email account. The AEERS application is verified to work with Microsoft Internet Explorer Version 9.0 or greater, which can be downloaded for free from http://www.microsoft.com/downloads. Other Internet browsers may work, but ADEM cannot ensure that all of the features for the AEERS will be available. The AEERS application requires JavaScript to be enabled.

## 1.4 Contact Information

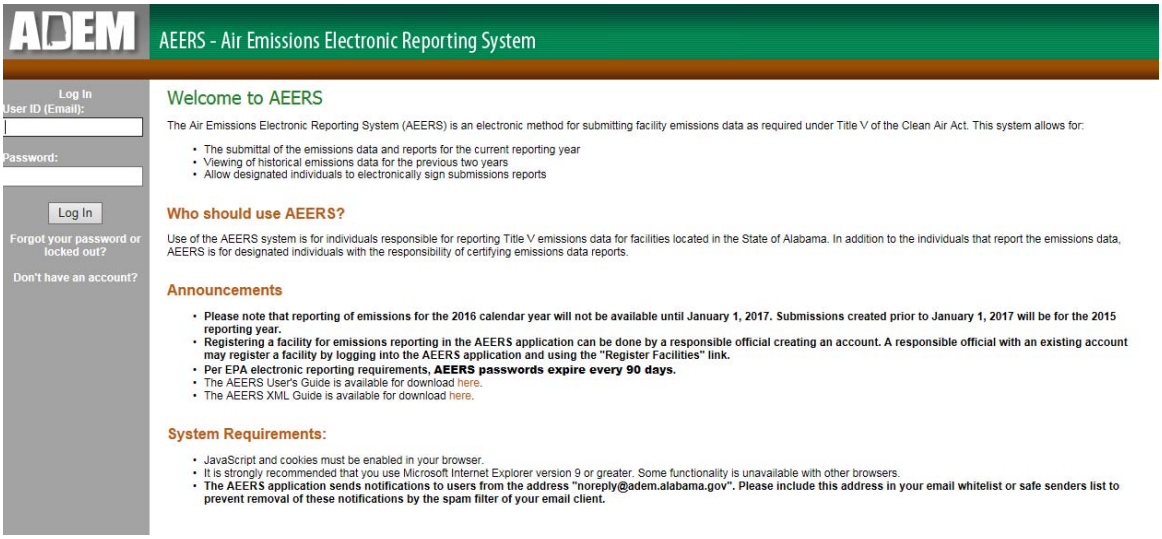
The ADEM AEERS Coordinator and other support staff can be reached at:

| **AEERS** |
| --- |
| AEERS Help Desk<br>AEERS@adem.alabama.gov |

# 2 Getting Started

## 2.1 AEERS Welcome Page

The AEERS Welcome Page can be accessed through the adem.alabama.gov/aeers link. The initial Welcome Page includes a brief description of the AEERS application, an explanation of who should use AEERS, a list of system requirements, and announcements. The Announcements section will be updated by the ADEM Air Division administration with important information for the users of the AEERS application. The Welcome Page is also the login page for the AEERS application. The side menu allows the user to create an account, login, and request password reset due to forgotten password or account lockout.




## 2.2 Secure User Accounts

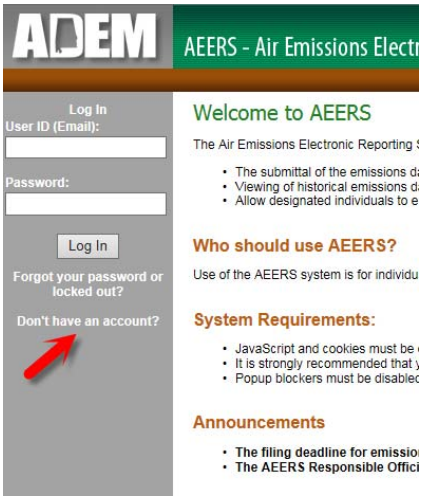
AEERS can only be accessed through a secure user account. There are three types of user accounts:

- ***Responsible Official (RO) user account*** – The RO is defined in ADEM Admin. Code r. 335-3-16-.01. Within AEERS, an RO will designate Preparers and validate and submit the data and documentation to AEERS. RO's will register with ADEM by using the "Don't have an account?" link on the home page (located beneath the Log In button).
- ***Managing Preparer (MP) –*** The MP is a Preparer that also has the ability to assign Preparers to prepare emissions data for a facility. This user would typically be the Environmental Manager or the person that normally reviews the reports before they are submitted to the RO for signature. The role is assigned by the RO as part of RO registration or by emailing AEERS@adem.alabama.gov to request a user be designated as MP. It is not necessary to have a MP, as the RO will also have the ability to assign preparers to prepare emissions data for a facility. Each facility can have only one MP.
- ***Preparer user account*** – A Preparer can be any person specifically assigned to prepare the emissions data for a facility, to include consultants.

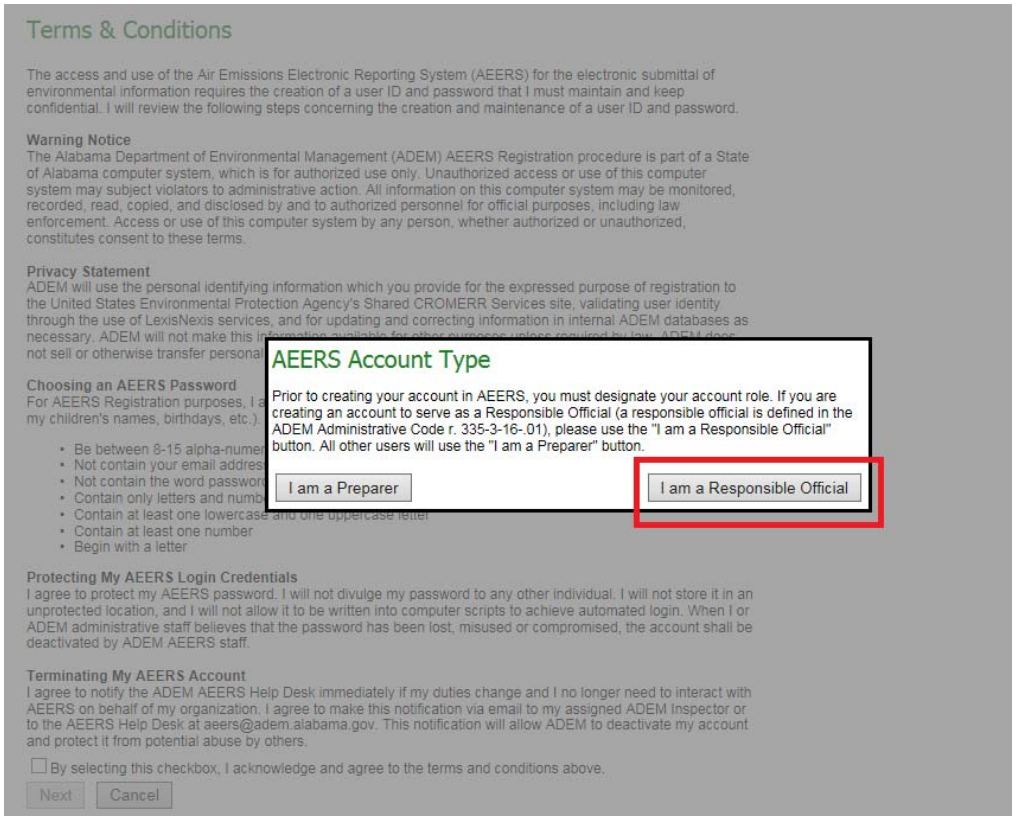
| Account Privileges | |
|---|---|
| **User Roles** | **Privileges Where Permissions Allow** |
| **Preparer** | • Enter, view, and edit facility emissions data as required under Title V of the Clean Air Act for all assigned facilities<br>• Upload and view required documentation<br>• View and download all reference, error, and warning data<br>• Upload data in XML file format<br>• View and Prepare data<br>• Manage User Account |
| **Managing Preparer (MP)** | • All Preparer privileges, plus…<br>• Assign Preparers to the facility to enter emissions data |
| **Responsible Official (RO)** | • All Managing Preparer privileges, plus….<br>• Review, Certify, Submit, Revise, and Dispute Reports for assigned facilities<br>• Manage signature credentials |

## 2.3 Responsible Official Registration / Account Creation

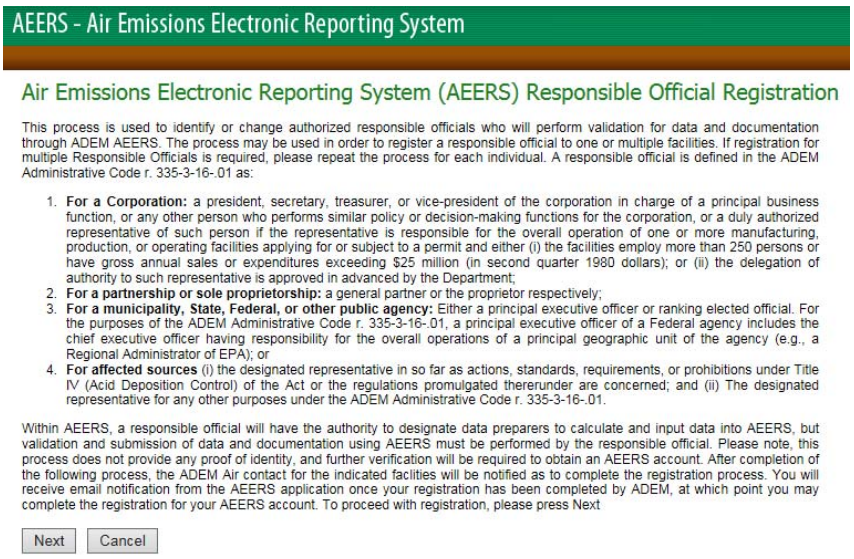
Responsible Official (RO) registration is the first step towards registering your facility to use the AEERS application. The facility requires at a minimum one responsible official to be registered for other users to use the application. An individual may create a responsible official user account by selecting the 'Don't have an account?' link on the side menu of the AEERS Welcome Page. Individuals choosing to create a responsible official user account must meet the definition of responsible official as defined in the ADEM Administrative Code r. 335-3-16-.01. Additionally, each account will be verified and approved by an ADEM inspector prior to the completion of account creation.



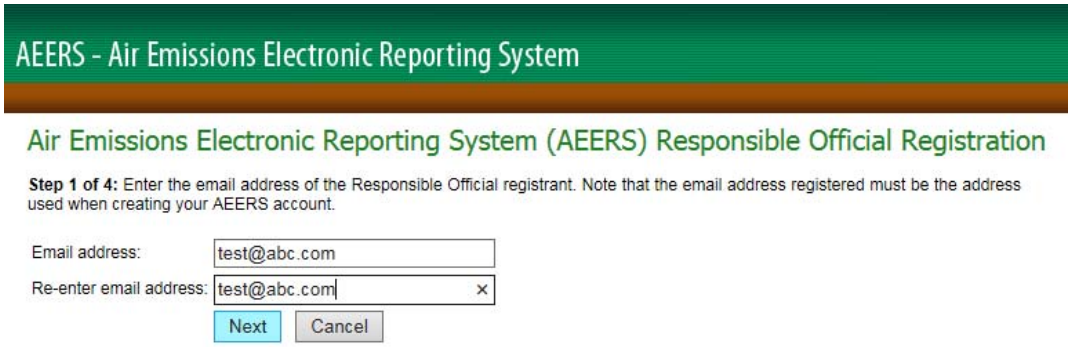
The link will direct the user to the Terms and Conditions for accessing the AEERS application. The user will select 'I am a Responsible Official' in the popup window (if you are a data preparer, please refer to section 2.3), followed by selecting the 'acknowledge' check box to confirm the user agrees to abide by all terms and conditions and select the Next button in order to initiate the account registration process.



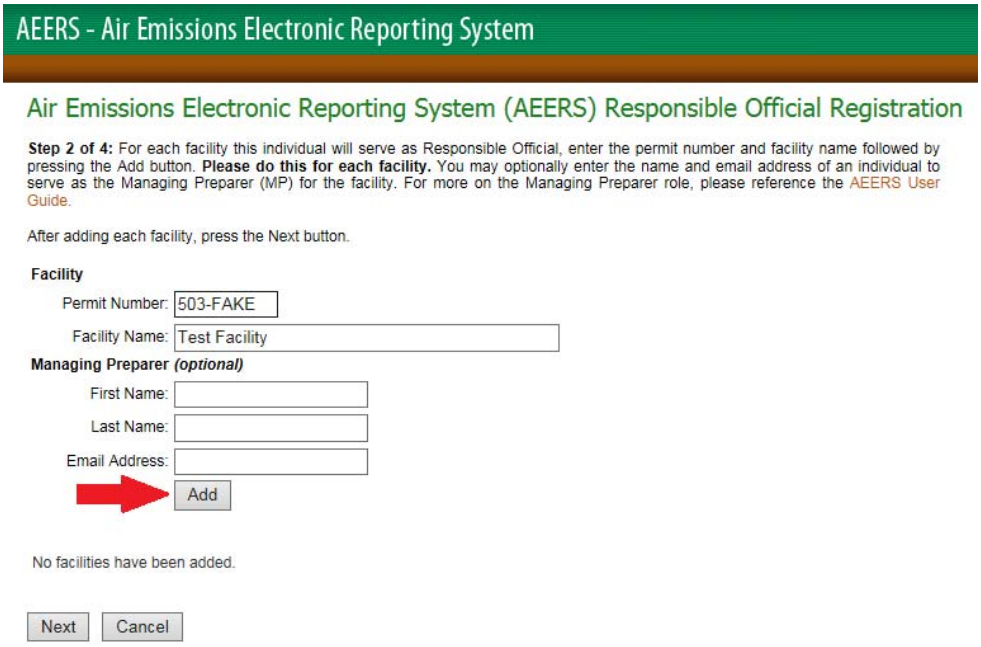

After reviewing the definition of a responsible official, if you meet the requirements press next to proceed.



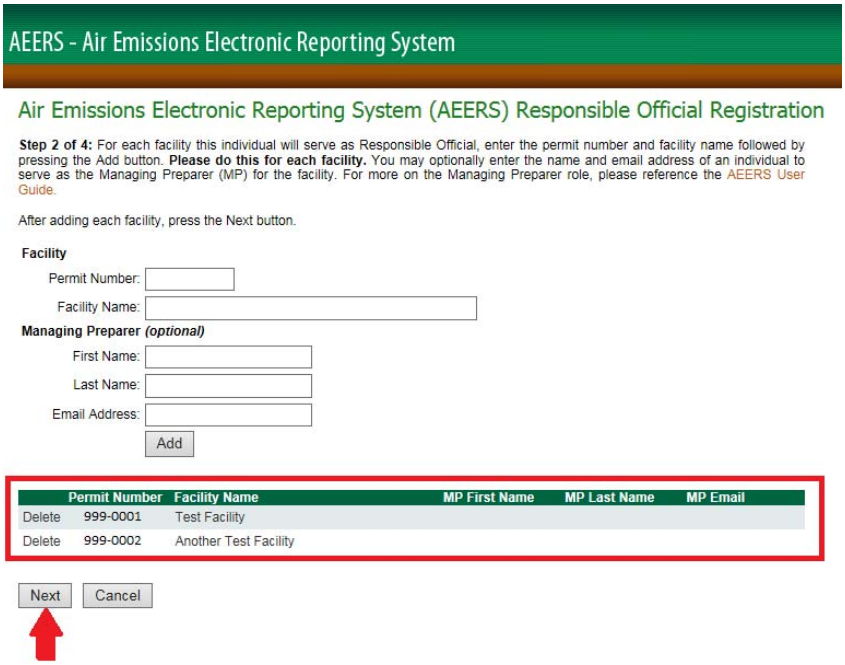
Enter your email address and re-enter your email address followed by pressing next. This will be the account user ID and the email address to which the AEERS application will send email confirmations.



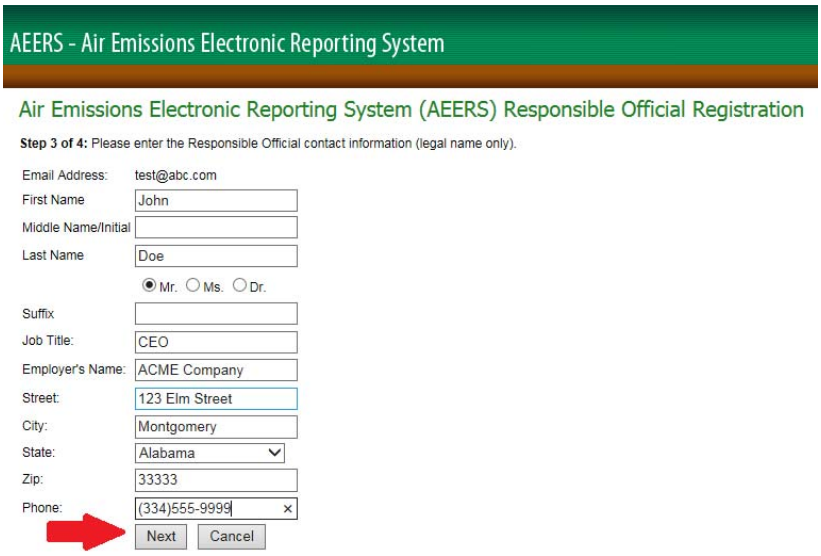

For each facility for which this individual will serve as responsible official, enter the permit number and facility name followed by pressing the Add button. Again, you will need to do this for each facility for which you wish to be designated as the responsible official. **Optionally**, you may also enter the name and email address of one individual to serve as the managing preparer (MP) for each facility. Please do not enter the responsible official information in the managing preparer section. For more information on the managing preparer, please refer to section 2.2.



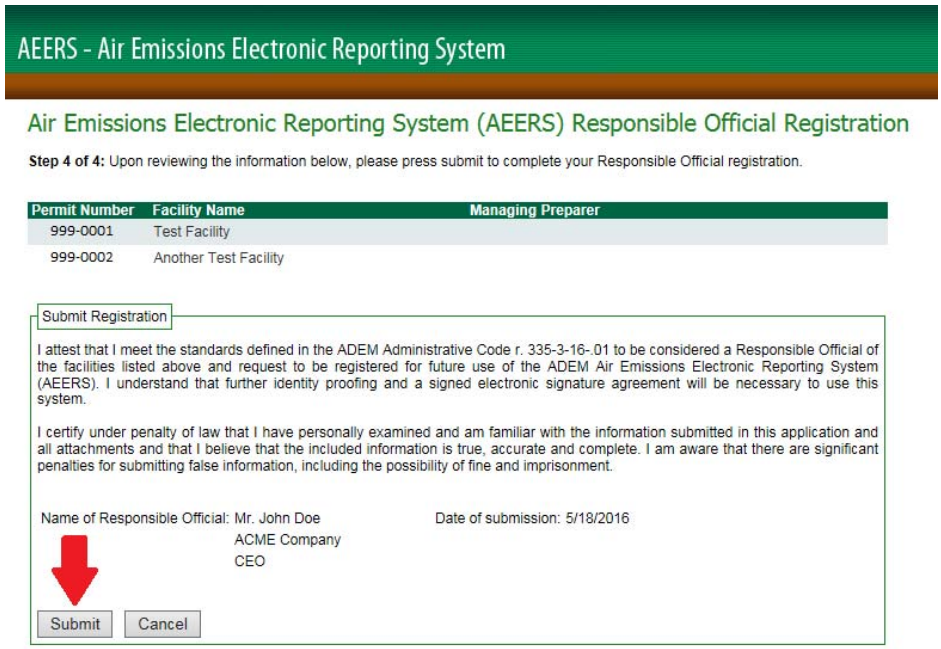

Upon adding your facility(s), press next.



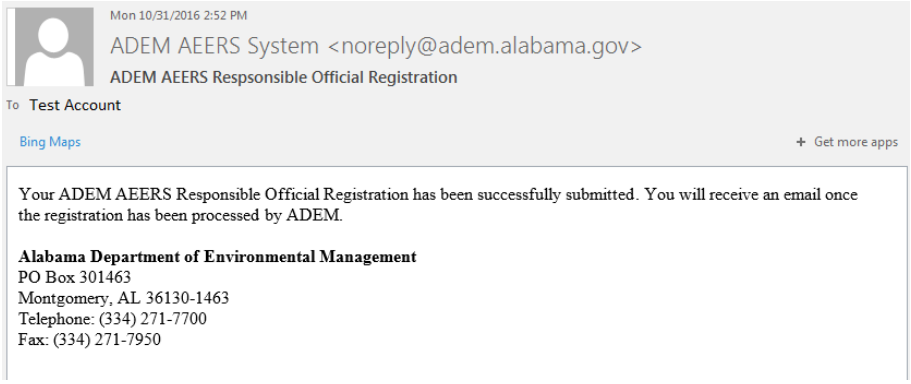

Enter the contact information for the responsible official and press next.



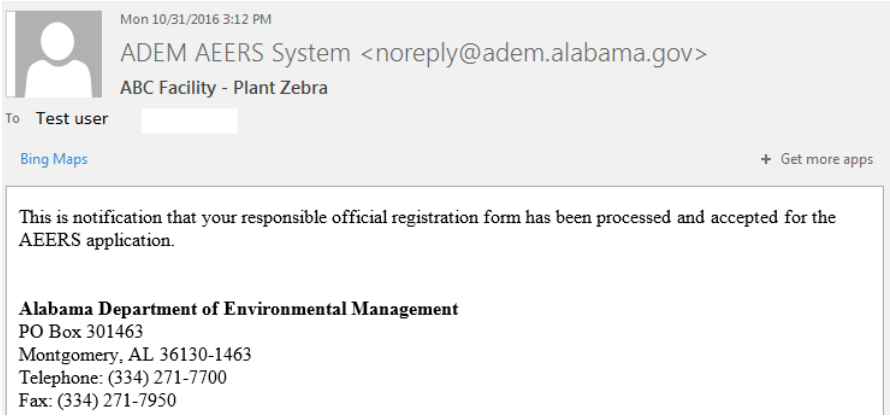

The final step of the RO registration is to review the list of facilities the RO is registering for, and to acknowledge that the registrant meets the definition of a responsible official. Press submit to complete the registration process.




The registrant will receive an email confirmation of their submission, as will the ADEM inspector associated with their facility(s).



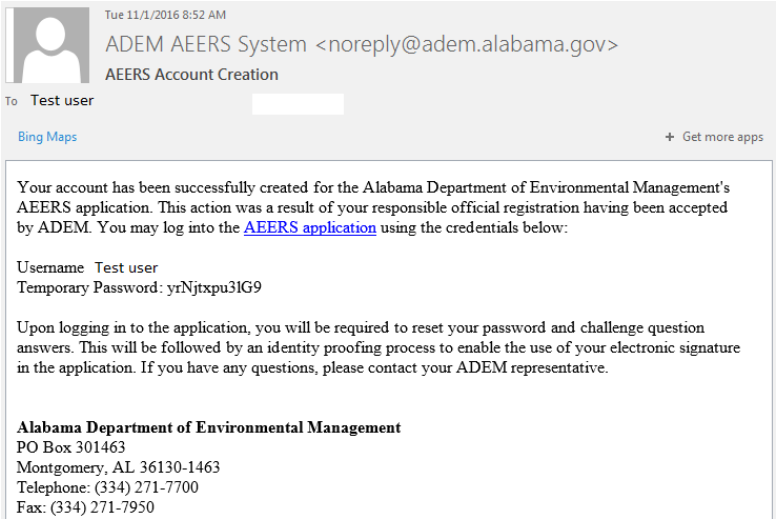

Upon ADEM's verification and acceptance of the responsible official registration, the user will receive notification via email that their registration has been completed and account created. The email notifications will be separate, with one indicating that the registration has been completed:


Mon 10/31/2016 3:12 PM
ADEM AEERS System <noreply@adem.alabama.gov>
ABC Facility - Plant Zebra
To Test user
Bing Maps
+ Get more apps

This is notification that your responsible official registration form has been processed and accepted for the AEERS application.

**Alabama Department of Environmental Management**
PO Box 301463
Montgomery, AL 36130-1463
Telephone: (334) 271-7700
Fax: (334) 271-7950

And a separate email indicating that the user account has been created. This email will contain a temporary password for the user to use on their initial login. On the first login, the user will be directed to change the temporary password.


Tue 11/1/2016 8:52 AM
ADEM AEERS System <noreply@adem.alabama.gov>
AEERS Account Creation
To Test user
Bing Maps
+ Get more apps

Your account has been successfully created for the Alabama Department of Environmental Management's AEERS application. This action was a result of your responsible official registration having been accepted by ADEM. You may log into the AEERS application using the credentials below:

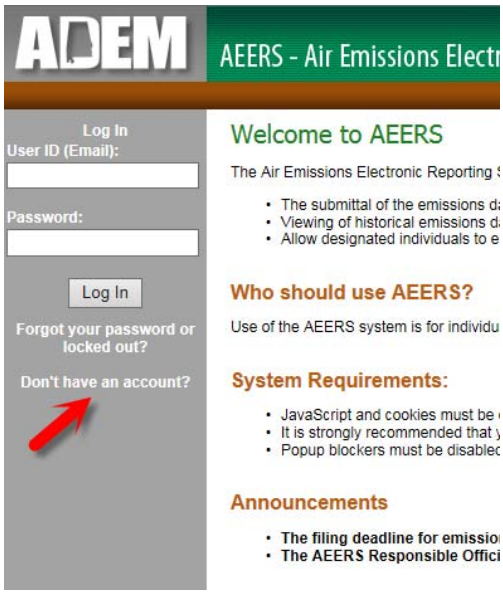
Username Test user
Temporary Password: yrNjtxpu3IG9

Upon logging in to the application, you will be required to reset your password and challenge question answers. This will be followed by an identity proofing process to enable the use of your electronic signature in the application. If you have any questions, please contact your ADEM representative.

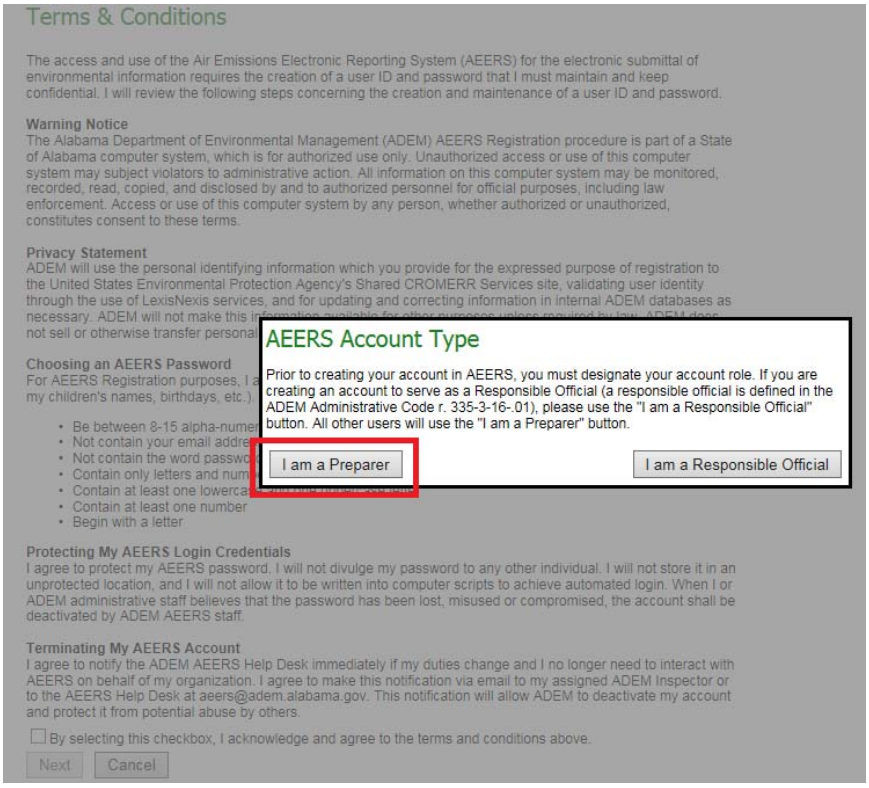
**Alabama Department of Environmental Management**
PO Box 301463
Montgomery, AL 36130-1463
Telephone: (334) 271-7700
Fax: (334) 271-7950

## 2.4 Creating a Data Preparer User Account

Any perspective user can create a data preparer user account; however, preparers will not have permissions for a facility until the RO or MP assigns those permissions to the preparer (see Section 6.2 for further discussion). Preparers (including MPs) can access the AEERS application by opening the AEERS login page, adem.alabama.gov/aeers, in their web browser. A secure user account is created by selecting the 'Don't have an account?' link on the side menu of the AEERS Welcome Page.

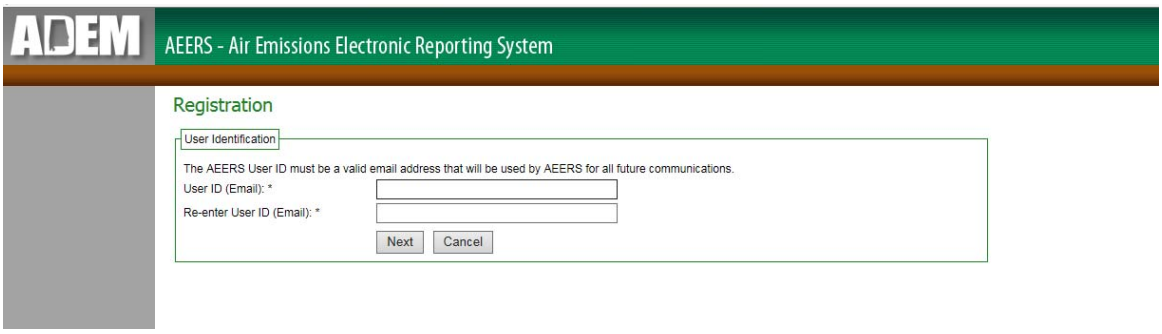



The link will direct the user to the Terms and Conditions for accessing the AEERS application. The user will select "I am a Preparer" in the popup window (if you are an RO, please refer to section 2.4), followed by selecting the 'acknowledge' check box to confirm the user agrees to abide by all terms and conditions and select the Next button in order to initiate the account registration process.



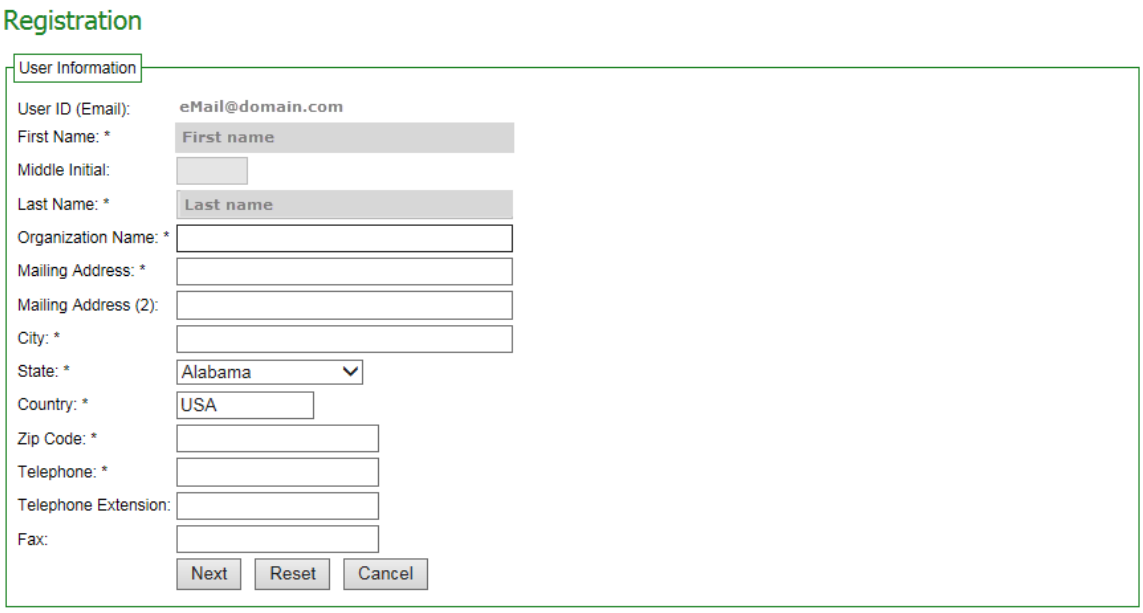

A valid email address must be entered for the **User ID (Email)** and **Re-enter User ID (email)** fields on the Registration page before selecting the Next button. **NOTE:** The email address provided will become the

unique user identifier for the system and the way that the RO or MP will associate preparers to facilities. Further, the email address will be used by the AEERS application and ADEM for all further notifications and correspondence regarding the AEERS user account.




**NOTE:** A new account must be created for a new email address or a new employee. **Accounts are associated with specific individuals and cannot be shared with or transferred to someone else**. This is a strictly enforced EPA requirement.

The user will be directed to enter User Information. Required fields are marked with an asterisk. If an MP is pre-loaded by an AEERS system administrator, the first and last names will be auto-populated. Once completed, select the Next Button.




When the Account is successfully created, the following verification message will be displayed for 15 seconds before you are redirected to the AEERS Welcome page.

An account registration email will be sent to the email address that was entered as the User ID. Navigate to the link in the email within 24 hours to verify the email account, establish a Password, and provide answers to Challenge questions. An example of the email follows:

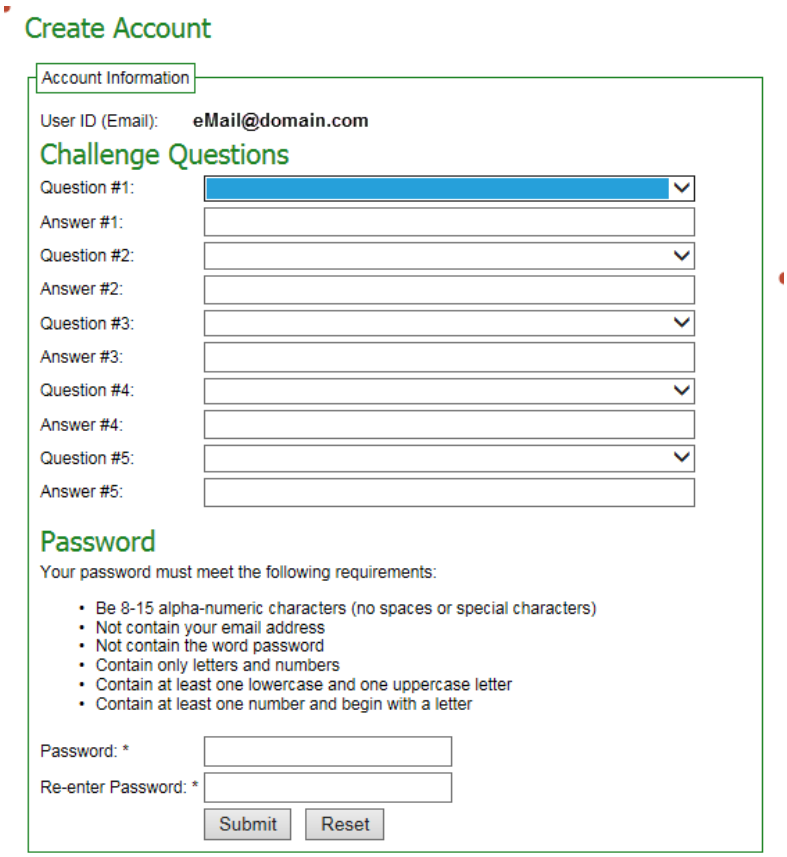
An account registration has been initiated for the AEERS application for email address eMail@domain.com . To complete the registration process, please use the link below. The link will expire in 24 hours. If you did not initiate this request, please contact the Alabama Department of Environmental Management AEERS Help Desk at aeers@adem.state.al.us.

http://app.adem.alabama.gov/aeers/share/register/createaccount.aspx?tkn=01d7200d-7f2b-434c-af67-27bd54acea94

**Alabama Department of Environmental Management**
PO Box 301463
Montgomery, AL 36130-1463
Telephone: (334) 271-7700
Fax: (334) 271-7950

**NOTE: If the link expires the user must start the account creation from the beginning by selecting the 'Don't have an account?' link on the AEERS Welcome page.**

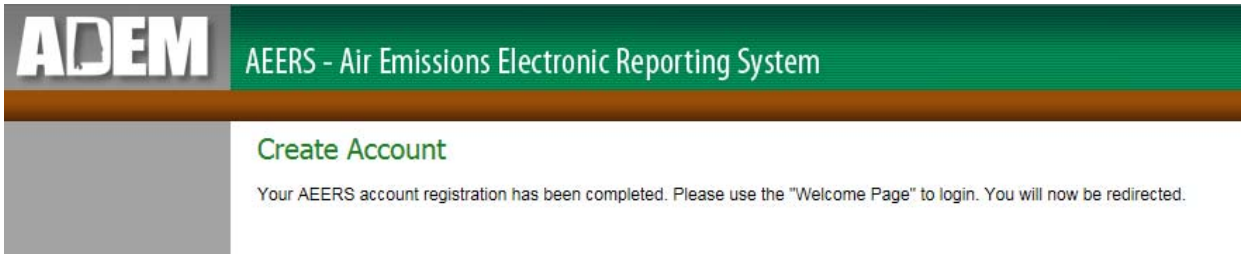
By clicking the link, the user will be directed to the Challenge Questions/Password page in the AEERS application and must complete this requirement before any further access is granted to the application.




All challenge questions must have unique answers. Answers are not case sensitive. Passwords must meet the following requirements:

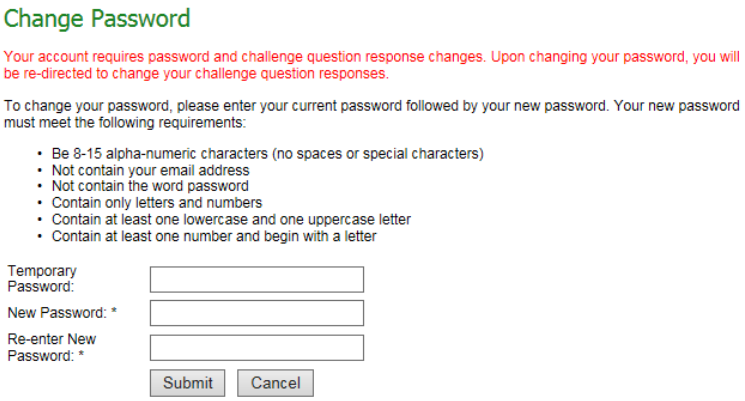
- be 8-15 characters in length
- contain only letters & numbers
- contain at least one lowercase and one uppercase letter
- contain at least one number and begin with a letter
- It must not contain the email address.
- It must not contain the word 'password'
- Cannot be the same as any previous password

The following message will be displayed for 15 seconds when the password and answers have been successfully created. The user will be redirected to the AEERS Welcome page and the secure user account is now available for Log In.




## 2.5 Responsible Official (RO) Initial Login

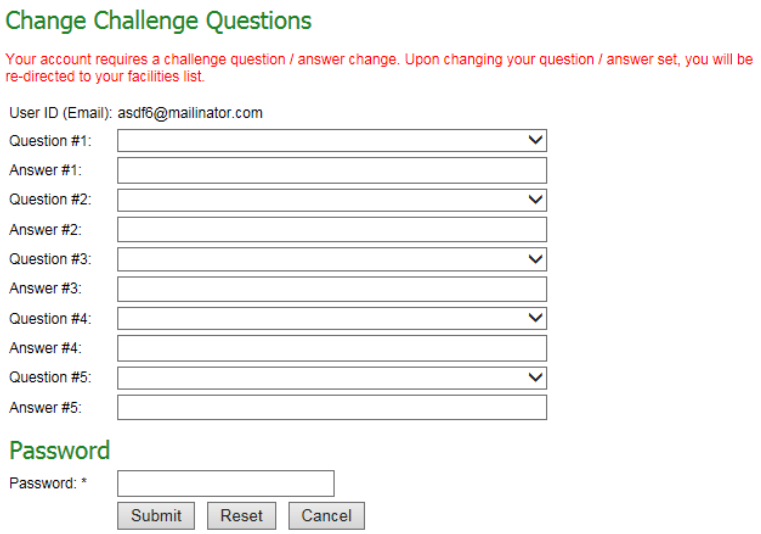
Access the AEERS application by opening the AEERS login page, adem.alabama.gov/aeers, in a web browser. The user login process is initiated from the AEERS Welcome page by entering the email address in the 'User ID (Email)' field and the temporary password received when registration was verified and accepted, followed by selecting the Log In button. The user will first be required to change the account password from the initial temporary password to one of their choosing.




Passwords must meet the following requirements:

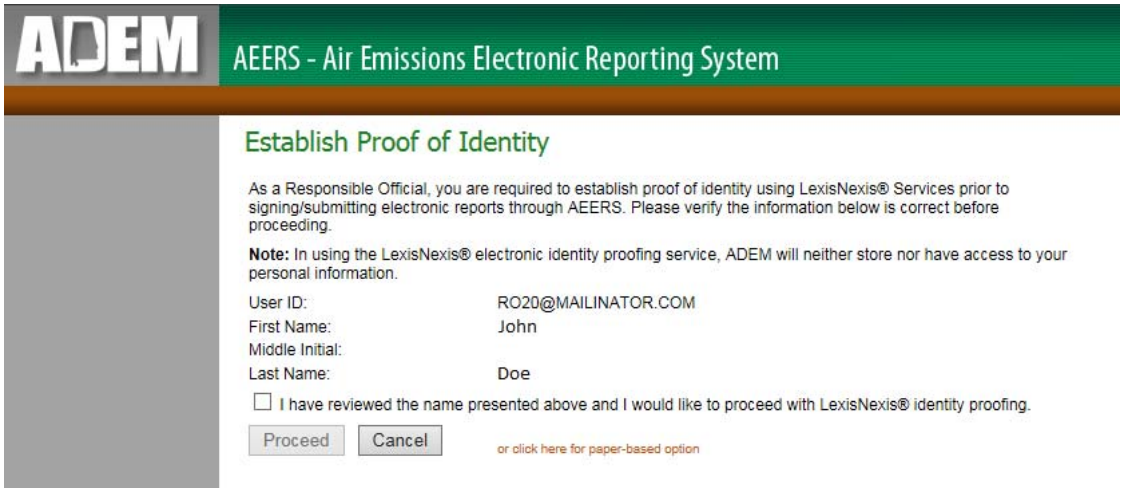
- be 8-15 characters in length
- contain only letters & numbers
- contain at least one lowercase and one uppercase letter
- contain at least one number and begin with a letter
- It must not contain the email address.
- It must not contain the word 'password'
- Cannot be the same as any previous password

The user will be directed to the Challenge Questions/Password page in the AEERS application and must complete this requirement before any further access is granted to the application.

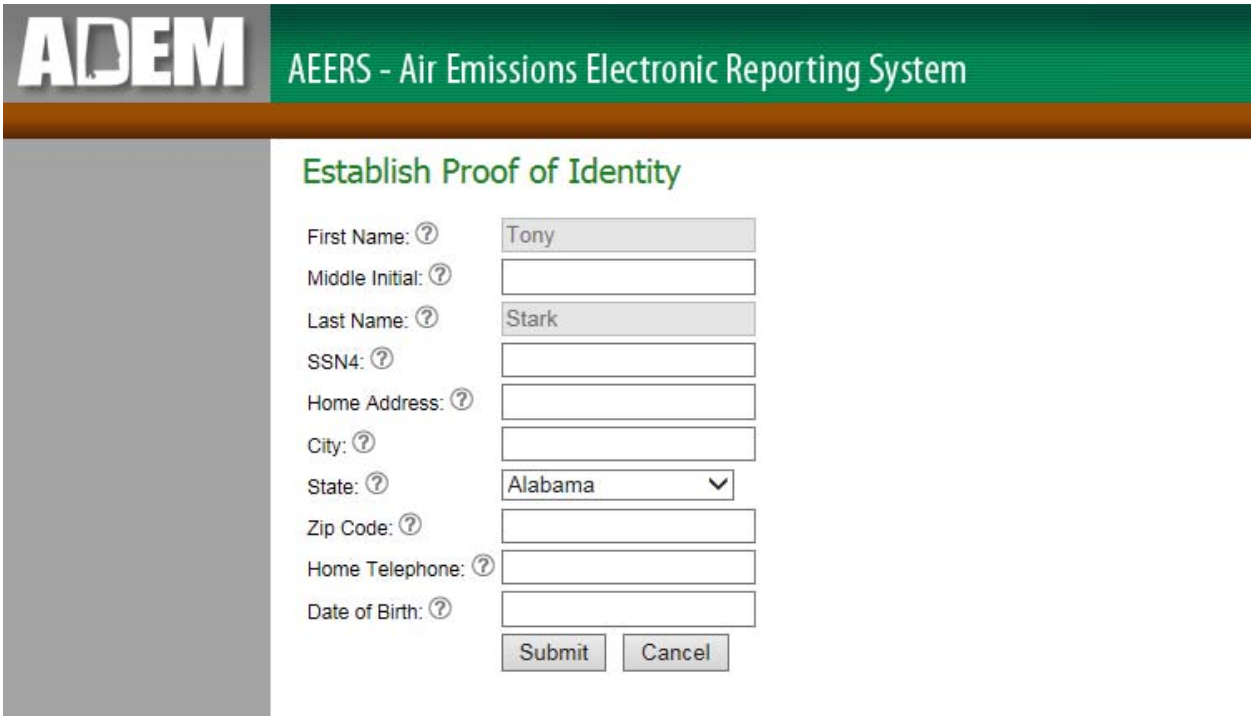



All challenge questions must have unique answers. Answers are not case sensitive.

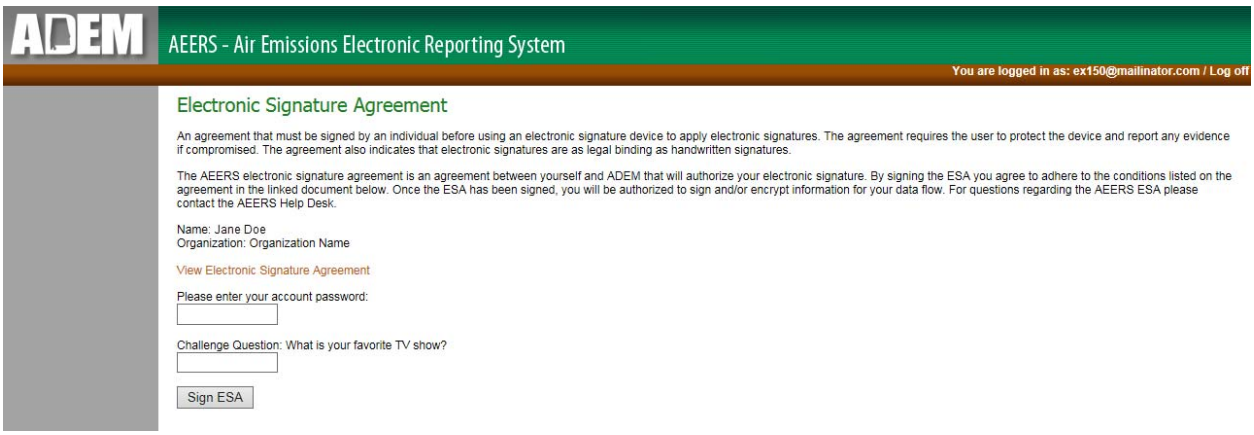
The RO is required to go through an identity proofing process and sign an Electronic Signature Agreement (ESA) before access to the AEERS application is granted. After successfully creating a new password and challenge question answers, the RO user will be directed to the Establish Proof of Identity page where they must verify that the name associated with the RO user is the legal name of the user. The RO user will need to select the checkbox, verifying that the name is correct and activating the Proceed button. The Proceed button should be selected to continue to the LexisNexis identity proofing services. Follow the prompts to complete the process. If the name is incorrect (meaning it does not match the name used in the RO Registration process), the RO user should select the Cancel button and notify the AEERS Help Desk.



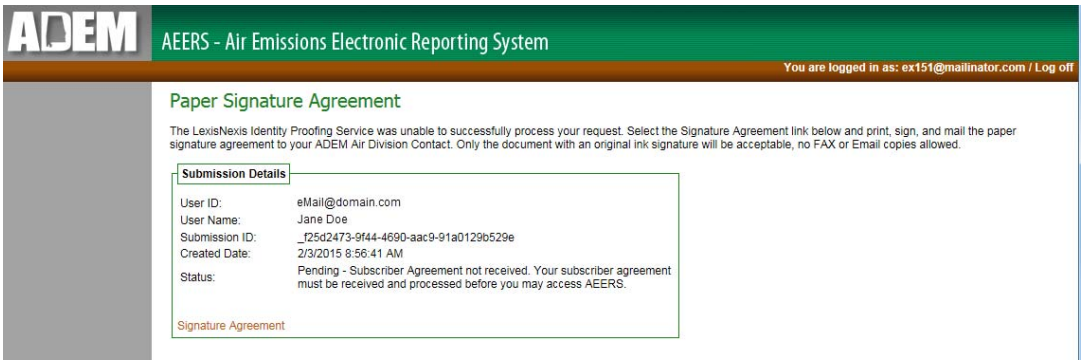

Please note that ADEM does not store or have access to any of the information provided during this process.




If LexisNexis successfully processes the identity proofing request, the RO is then directed to the ESA page where they **must** sign the ESA by entering the current password and correct answer to one of the five challenge questions and then select the Sign ESA button. The Agreement can be viewed by selecting the 'View Electronic Signature Agreement' link on the Electronic Signature Agreement page.




If the LexisNexis identity proofing service is unable to complete the request or if the RO selects cancel more than three times, the RO is directed to the Paper Signature Agreement page instead of the Electronic Signature Page.

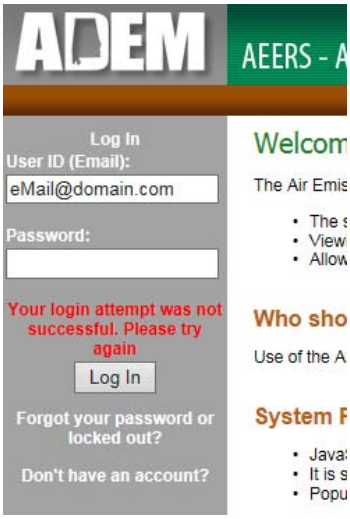



If the user selects the 'or click here for paper-based' option or is directed to the Paper Signature Agreement page, the RO must select the 'Signature Agreement' link, print, sign, and mail the paper signature agreement to the ADEM Air Division Contact. Only the document with an original ink signature will be acceptable, no FAX or Email copies are allowed. The paper process will take longer because the ADEM Air Division Contact must follow a manual process to identity proof the RO. The RO can login to the AEERS application to check the status of the manual identity proofing process at any point. Once the proofing process is complete, the RO will be directed to the AEERS home page instead of the Paper Signature Agreement page. The RO will also be notified by email with the results of the manual process.

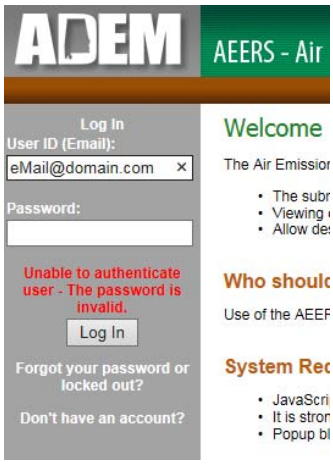
# 3 Logging In

## 3.1 Logging Into the AEERS application?

To login to the AEERS application the user must enter their User ID (Email address) and password and select the 'Log In' button. The email address provided during account creation process is the user ID and will be used for all notifications sent by AEERS to the user. The user will be directed to the AEERS Home page upon a successfully logging unless their security credentials require updating. If the User ID does not exist, the following message will be displayed:

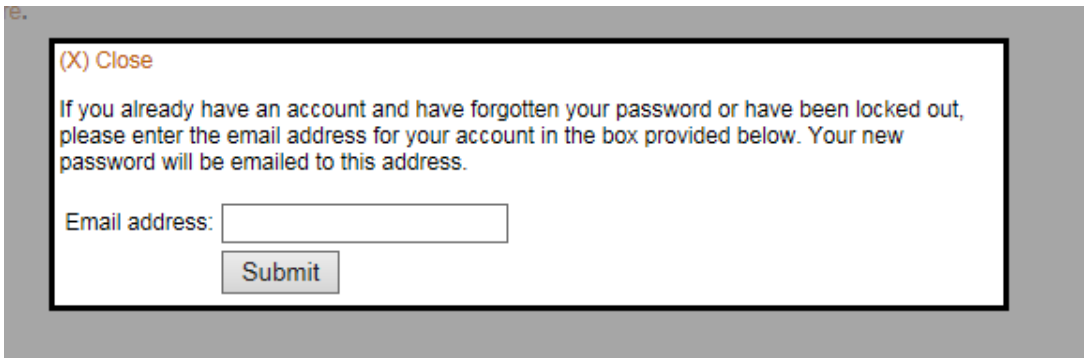



If the password is incorrect the following message will be displayed:



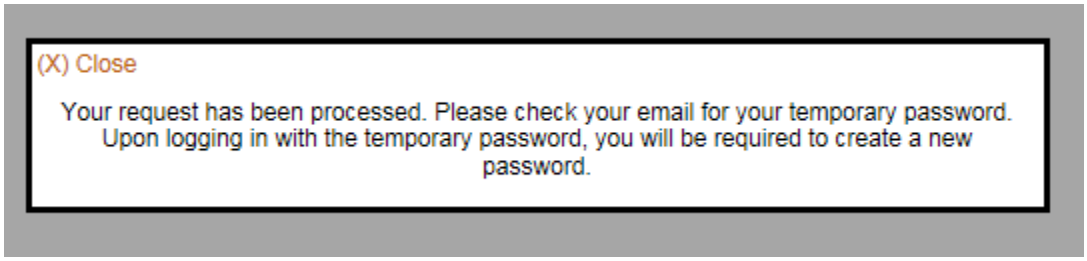

## 3.2 Forgot Your Password or Locked Out?

The "Forgot Your Password or locked out?" link is available to users who have forgotten their password, disabled their account, or the password has expired. The link will direct the user to enter their User ID/Email address and select the Submit button.



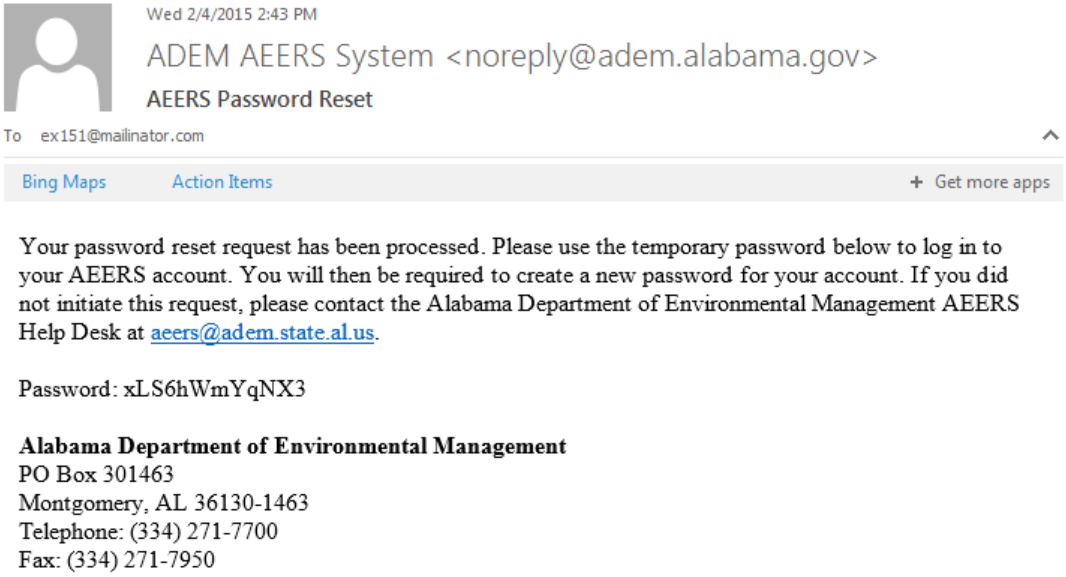

### 3.2.1 Forgot Password

If the email entered is an authorized enabled AEERS user account, the following message will be displayed:



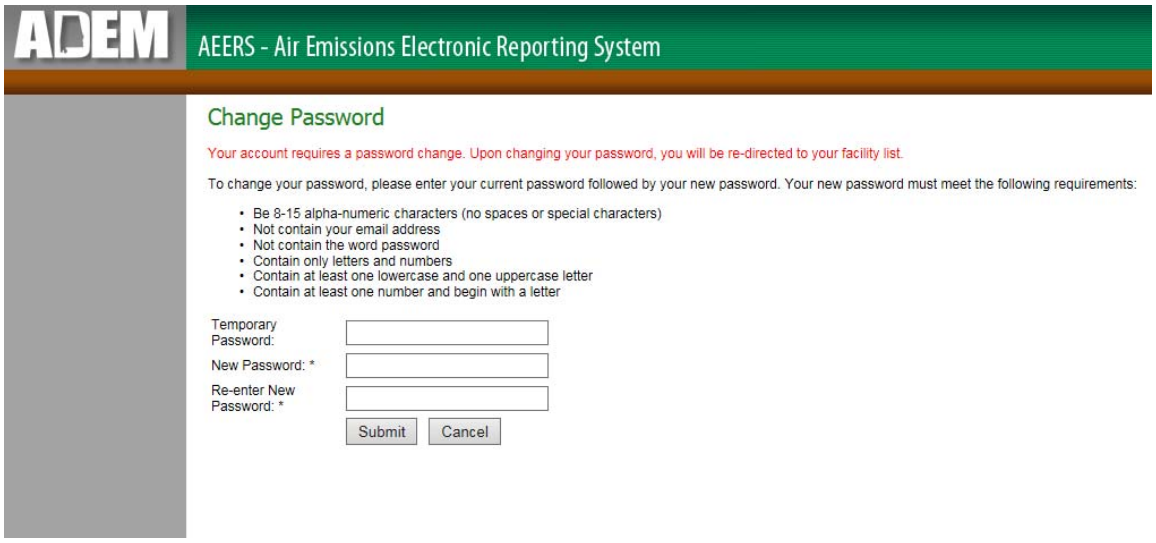

This message indicates that an email (see below) was sent to the User ID email account with a temporary password. The temporary password contains random numbers, letters, and special characters. For

accuracy and ease of use, it is recommended that users copy and paste the temporary password from the notification email instead of manually typing it in.




Enter the User ID (Email) and temporary password into the appropriate entry blanks on the AEERS Welcome Page and select the 'Log In' button.

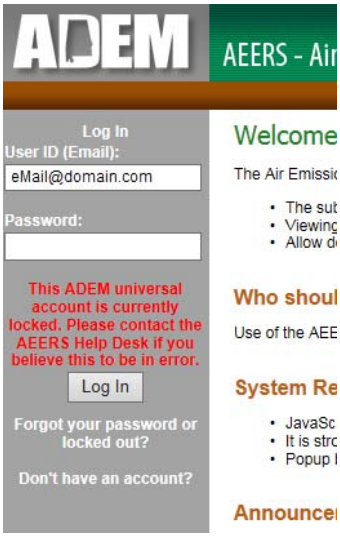
After a successful login with the User ID/Email address and temporary password, the user will be directed to the Change Password page. The password must be reset before any further access is granted to AEERS.



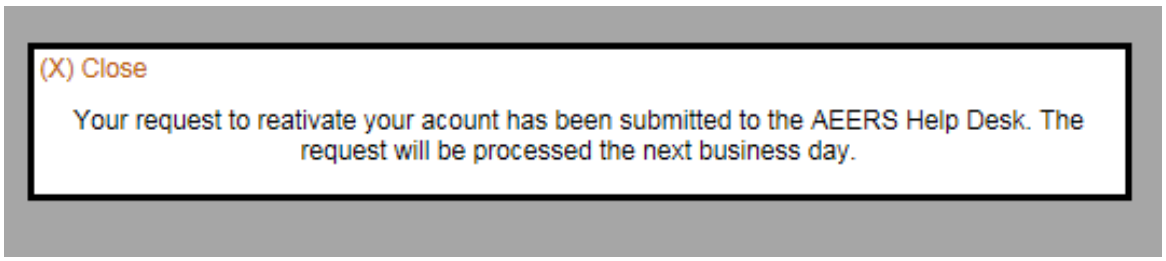

The temporary password must be entered and a new password must be entered exactly the same in the New Password and Re-enter New Password entry blanks. The password requirements are listed on the screen.

### 3.2.2 Locked Account

A user account can be locked if the user enters an invalid User ID/Password combination multiple times or an ADEM administrator locks the account for security purposes.




The user should select the 'Forgot password or locked out?' link to send an account unlock request to the AEERS Help Desk. The user will receive the following message:




An email (see below) will be sent to the user Email account informing the user that the request to unlock the account was sent to the help desk.

Fri 2/6/2015 10:41 AM

ADEM AEERS System <noreply@adem.alabama.gov>

**AEERS Account Activation Request**

To eMail@domain.com

Bing Maps + Get more apps

Your request to reactivate your account (eMail@domain.com) has been submitted to the AEERS Help Desk. The account is currently locked pending a status review. The request will be processed the next business day. If you did not initiate this request, please contact the Alabama Department of Environmental Management AEERS Help Desk at aeers@adem.state.al.us.

**Alabama Department of Environmental Management**
PO Box 301463
Montgomery, AL 36130-1463
Telephone: (334) 271-7700
Fax: (334) 271-7950

The user will be contacted by the ADEM AEERS Help Desk if this request cannot be fulfilled for any reason. Otherwise, the user will receive a second email (see below) with a temporary password once the help desk processes the request.

Wed 2/4/2015 2:43 PM

ADEM AEERS System <noreply@adem.alabama.gov>

**AEERS Password Reset**

To eMail@domain.com

Bing Maps Action Items + Get more apps

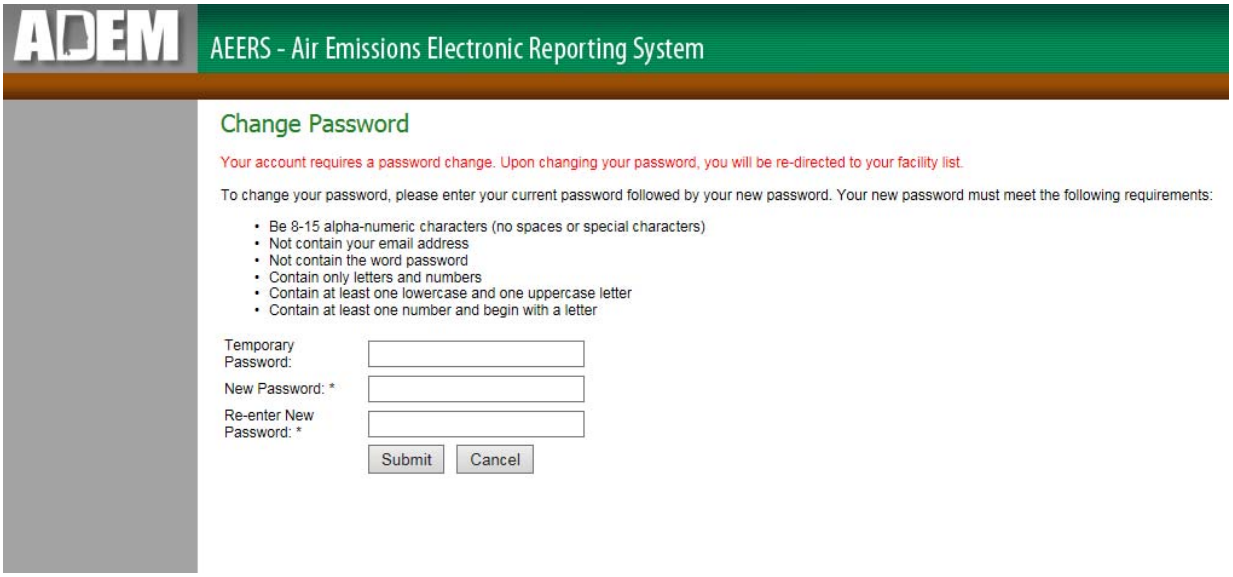
Your password reset request has been processed. Please use the temporary password below to log in to your AEERS account. You will then be required to create a new password for your account. If you did not initiate this request, please contact the Alabama Department of Environmental Management AEERS Help Desk at aeers@adem.state.al.us.

Password: xLS6hWmYqNX3

**Alabama Department of Environmental Management**
PO Box 301463
Montgomery, AL 36130-1463
Telephone: (334) 271-7700
Fax: (334) 271-7950

Enter the User ID (Email) and temporary password into the appropriate entry blanks on the AEERS Welcome Page and select the 'Log In' button. For accuracy and ease of use, it is recommended that users copy and paste the temporary password from the notification email instead of manually typing them in.

After a successful login, the user will be directed to the Change Password page. The password must be reset before any further access is granted to AEERS.

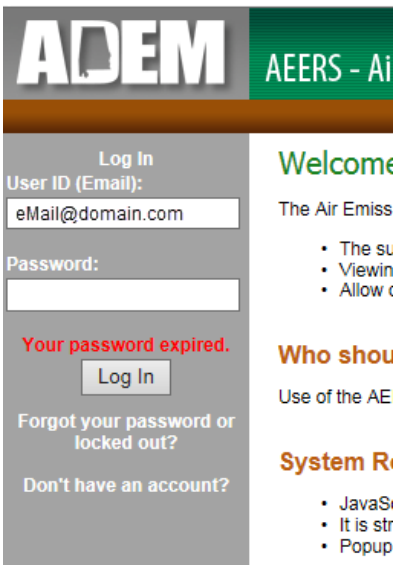



The temporary password must be entered and a new password must be entered exactly the same in the New Password and Re-enter New Password entry blanks. The password requirements are listed on the screen.

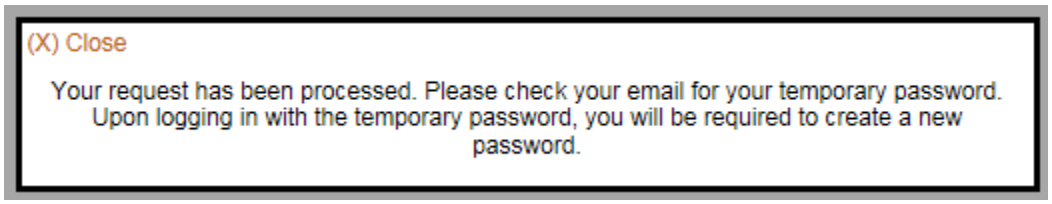
The user may also be required to create new challenge questions depending on the reason for the account lockout. The challenge questions must be reset before further access is granted to AEERS.

## 3.3 Expired Account

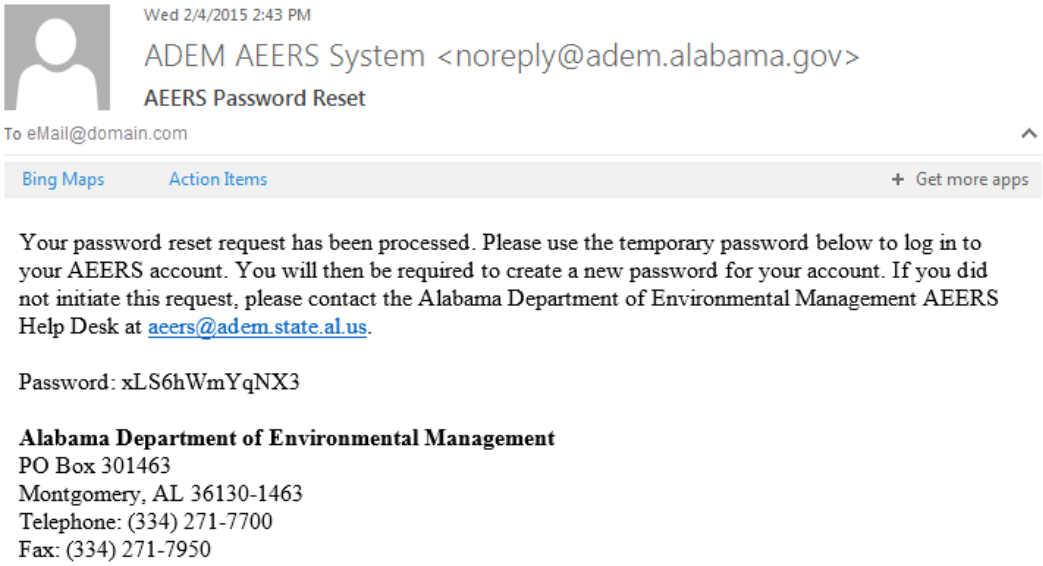
Passwords expire every 90 days unless the user resets the password using the Change Password page before the 90 days are up. The user will receive the following message when attempting to login after the password has expired.




The user should select the 'Forgot password or locked out?' link to send an account unlock request to the AEERS Help Desk. The user will receive the following message:

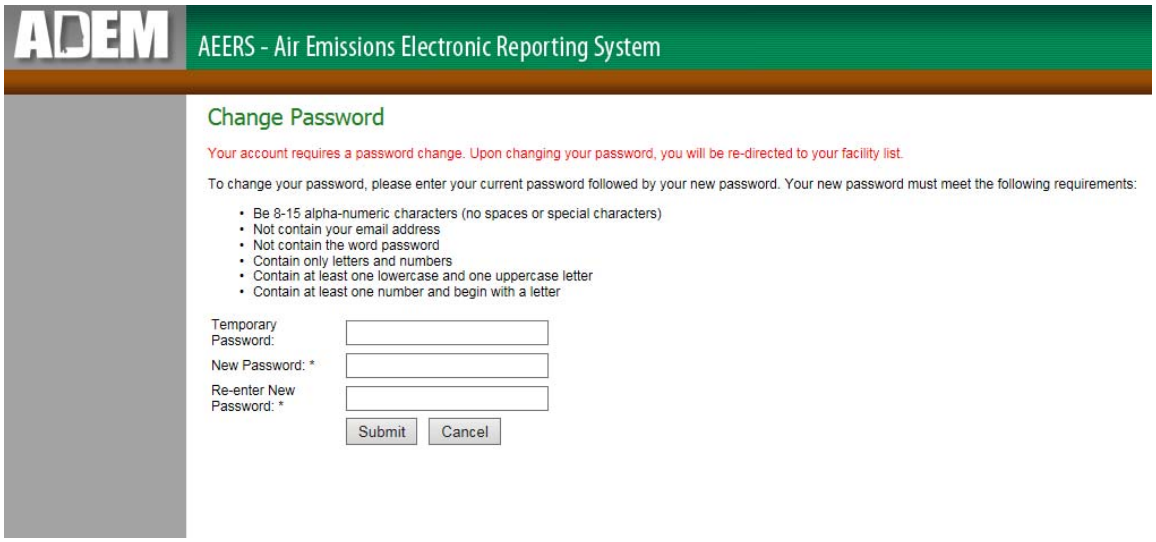



This message indicates that an email (see below) was sent to the User ID email account with a temporary password. The temporary password contains random numbers, letters, and special characters. For accuracy and ease of use, it is recommended that users copy and paste the temporary password from the notification email instead of manually typing them in.



Enter the User ID (Email) and temporary password into the appropriate entry blanks on the AEERS Welcome Page and select the 'Log In' button.

After a successful login with the Email and temporary password, the user will be directed to the Change Password page. The password must be reset before any further access is granted to AEERS.




The temporary password must be entered and a new password must be entered exactly the same in the New Password and Re-enter New Password entry blanks. The password requirements are listed on the screen.

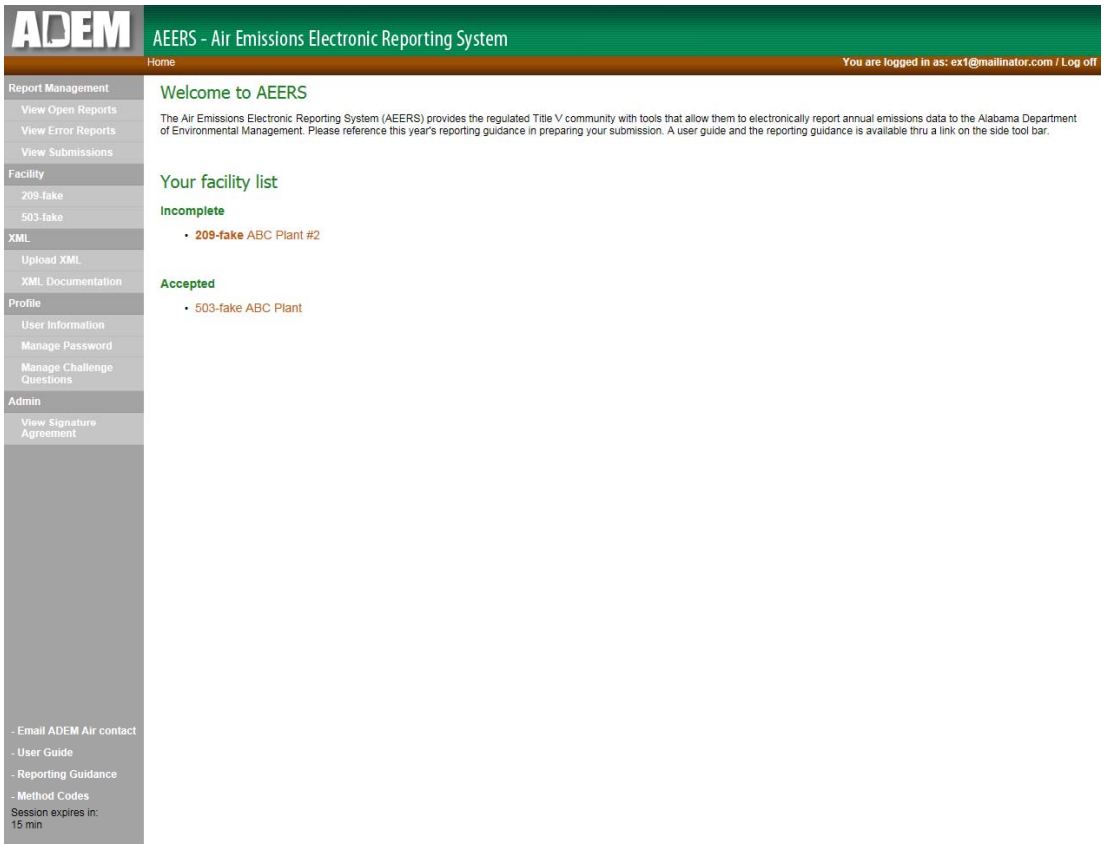
# 4 Navigating AEERS

## 4.1 AEERS Status Bar

The status bar provides quick access to Home and Logout functions. The “Home” button on the far left takes you back to the home page and the “Logout” button ends the session of the user account that is displayed. The status bar is displayed on all AEERS web pages.

## 4.2 AEERS Home Page Content

The Home Page content has a description of the AEERS application and a list of facilities assigned to the user. The text for each facility is a link to the Facility Information Page for that facility. **NOTE: If a preparer has not been assigned to a facility by an RO or an MP, there will be a message indicating that the preparer has not been linked to a facility.**

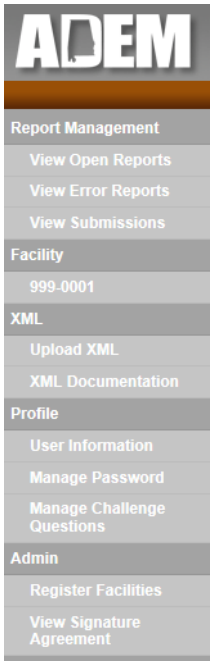


## 4.3 AEERS Side Menu

The menu is located in the frame to the left of the content area of the screen and contains links to AEERS pages based on the user account permissions.

**Preparer Menu**

**Responsible Official Menu**



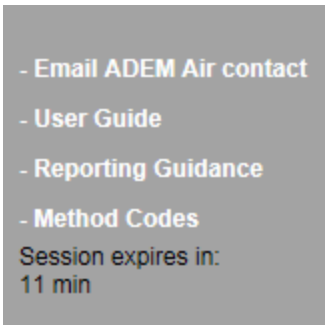

The Facility Permit numbers under the Facility heading are links to the Facility Information Page for each facility listed (See Chapter 6).

Under the XML heading are links for submitting your data by xml file (see Section 7.5).

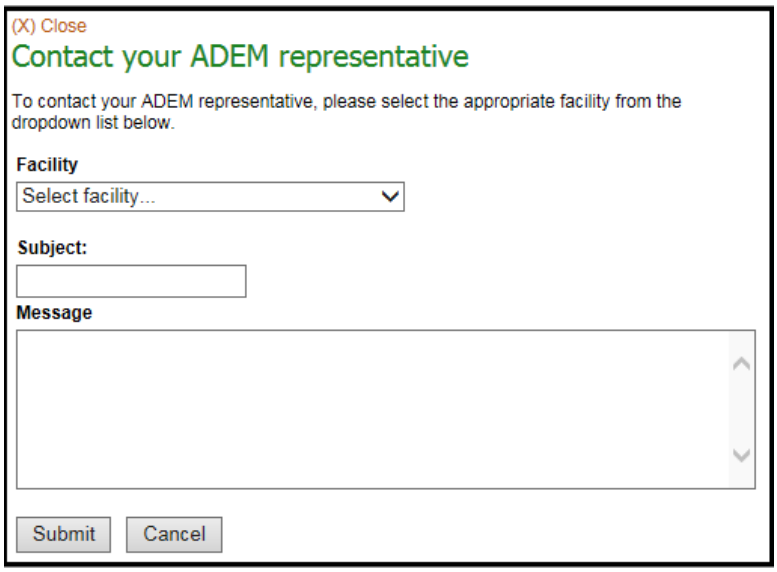
Under the Profile heading are links for managing your account (See Chapter 5).

Under the Admin heading (available only to responsible officials) are links to register additional facilities (See Section 6.3) and view the responsible official's signature agreement.

At the bottom of the side menu are helpful links and a session clock.

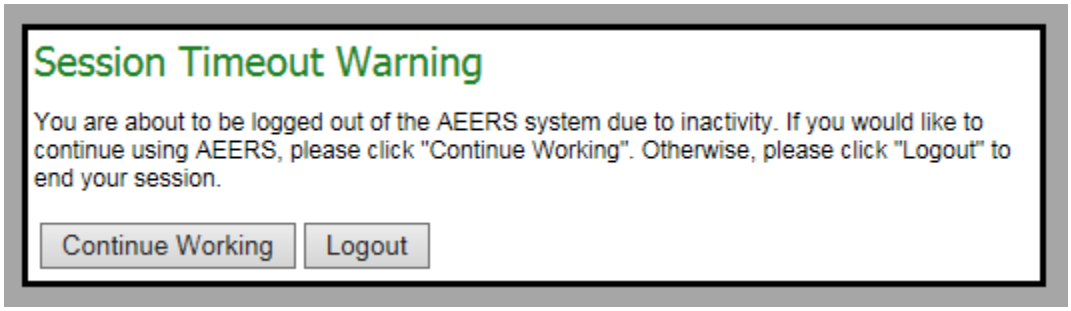



The "Email ADEM Air contact" link opens an email utility (see below) that allows the user to select a facility assigned to their User ID from a drop down list and type an email message to the ADEM air division contact for that facility. After completing all fields, select the Submit button. The Cancel button or (X) Close link will close the utility and return the user to the previous AEERS page.




The "User Guide" link will open a PDF version of the AEERS User's Guide. The "Reporting Guidance" link will open a PDF version of the Pollutant Reporting Guide, which details how to report actual emissions of specific pollutants. The "Method Codes" link provides the user with a spreadsheet containing a list of method codes and descriptions for use in emissions entry.

EPA regulations require all applications for reporting environmental data terminate if a login session is left inactive for more than 15 minutes. The user must cause a screen refresh/save to reset the clock. When the timer reaches less than a minute, a warning window will be displayed giving the user the option to Continue Working or Logoff. Any data entered since the last refresh/save will be lost if the application times out. **Note: Save often to avoid losing data or ending a session prematurely.**

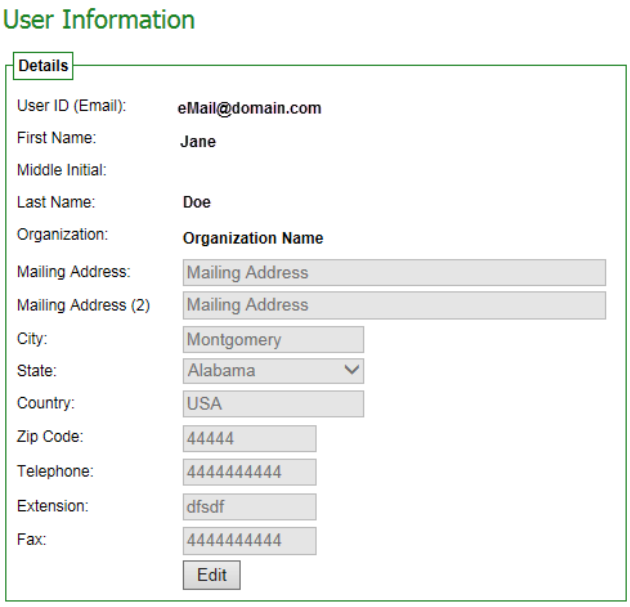



If no response is made before the 60 seconds runs out, the user's session will be terminated and the user will be redirected to the AEERS Welcome page.

# 5 Managing Your Account

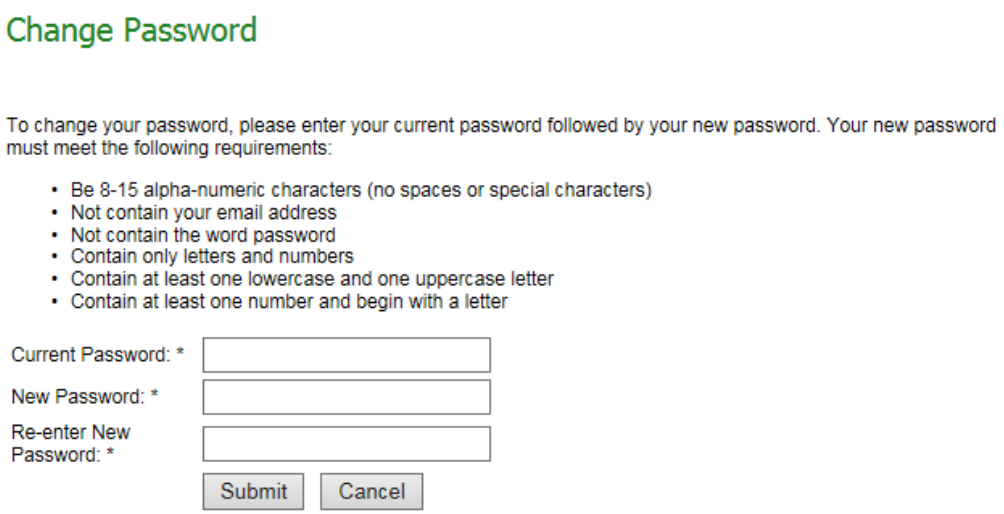
## 5.1 User Information

The User Information page can be used to update the user's mailing address, city, state, country, zip code, telephone number, extension, and fax number by updating the field and selecting the 'Edit' button. The user must contact ADEM to change the user's name or organization. The only way to change the User ID is to create a new account. The user must notify ADEM of the change so the old account can be disabled. **NOTE:** Changes to the RO user's mailing address will require the RO user to sign another ESA.



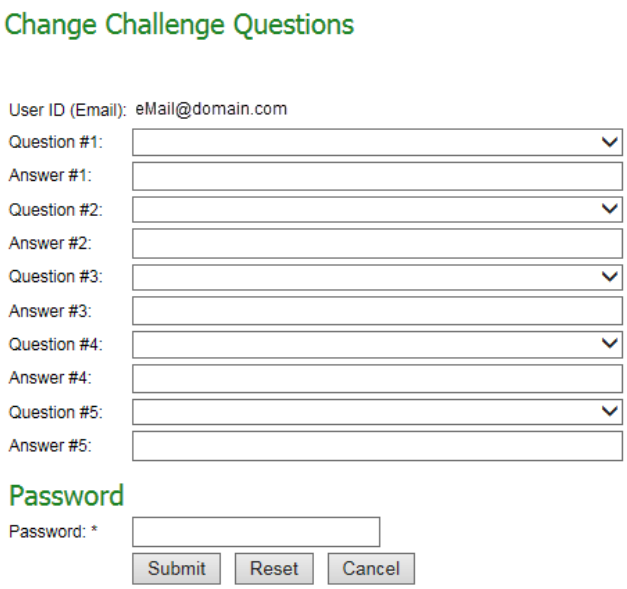

## 5.2 Manage Password

The Change Password page is used to change the current password. To change your password, please enter your current and new password in the fields provided and select the 'Submit' button. The 'Cancel' button will terminate the password change and direct the user to the Home page. Passwords cannot be repeated.




## 5.3 Manage Challenge Question

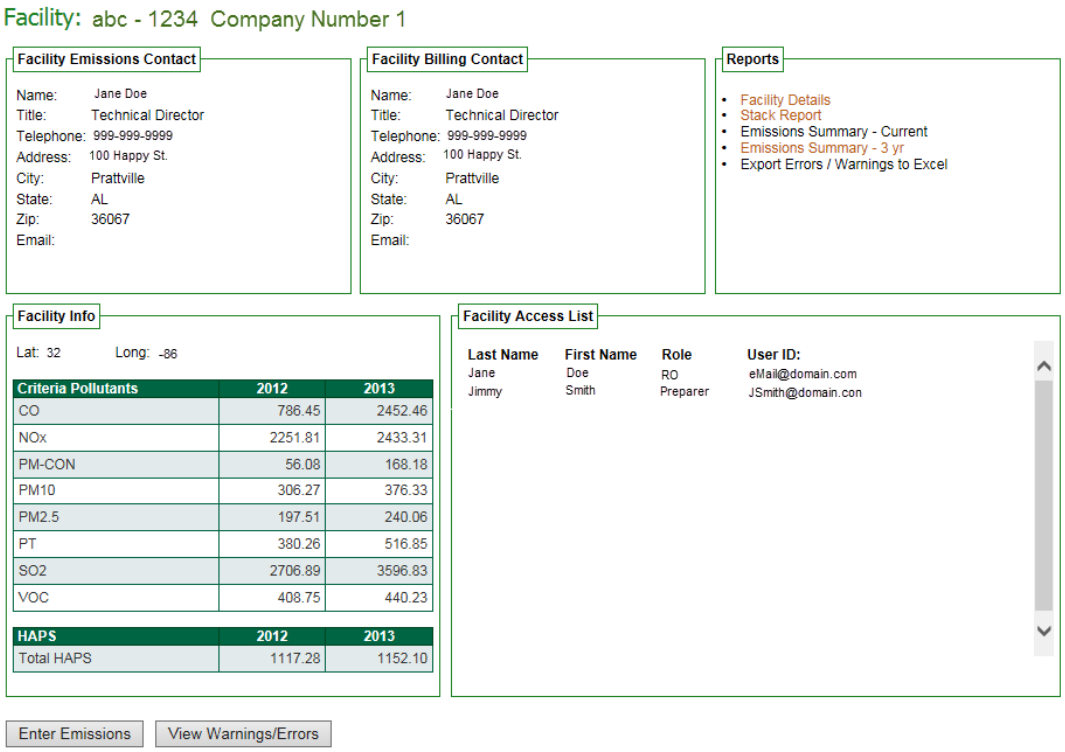
The Change Challenge Questions page allows the user to change the challenge questions and responses associated with the account. All challenge questions must have unique answers. Answers are not case sensitive. The user must select and answer all five questions, enter the current password, and select the 'Submit' button to successfully update the challenge questions. The 'Reset' button will reset all fields to null. The 'Cancel' button will redirect the user back to the Home page without updating the questions.



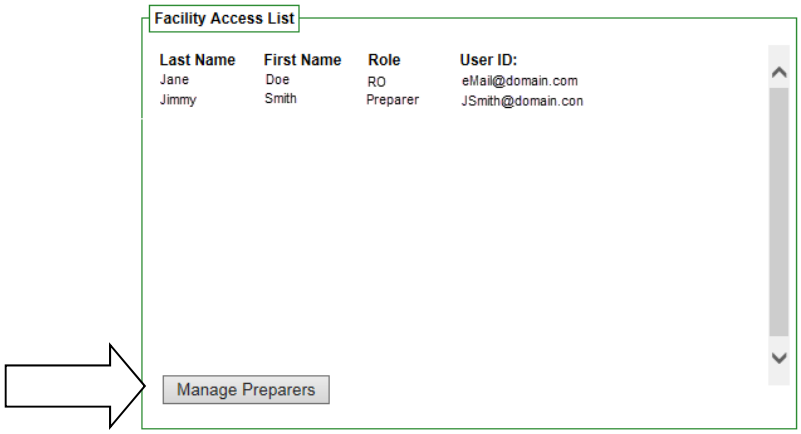
# 6 Managing Your Facility Information

## 6.1 Facility Information

The Facility Information page lists the contact details for the Facility Emissions Contact and the Facility Billing Contact. ROs can request updates to this contact information through their ADEM Air Division Contact using the 'Email ADEM Air contact' link on the side menu. There are several reports that can be generated for the facility under the Reports heading: Facility Details, Stack Report, Emissions Summary – Current, Emissions Summary- 3 year, and Export Errors/Warnings to Excel. The Facility Info sections list the criteria pollutants and HAPS totals for the two previous reporting years. The Facility Access List shows all users associated with the Facility.




**ONLY** The RO and the Managing Preparer users have a Manage Preparers button that allows the RO or MP to assign preparers to the facility.

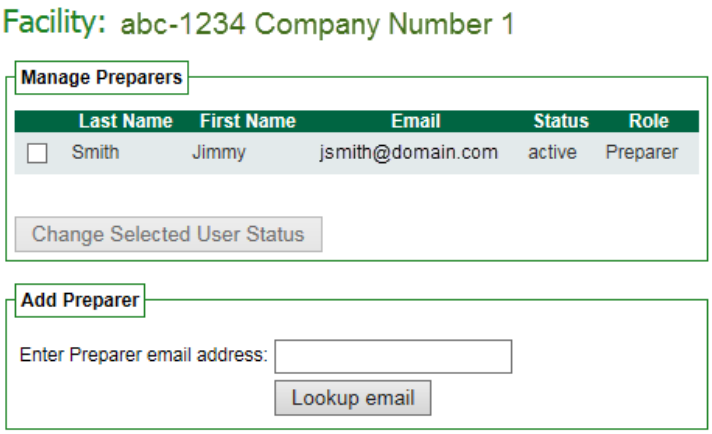



The set of buttons at the bottom of the Facility Information page are only active if the report is open for editing in 'Incomplete' status.

The 'Enter Emissions' button directs the user to the Emissions Data Entry page to begin entering emissions for the first Unit/Stack for the facility. See Chapter 7 for more information on the Emissions Data Entry pages. The 'View Warnings/Errors' button directs the user to the View Error Reports page for the facility. See Chapter 8.1.1.1 for more information on the View Error Reports page.

## 6.2 Adding Data Preparers

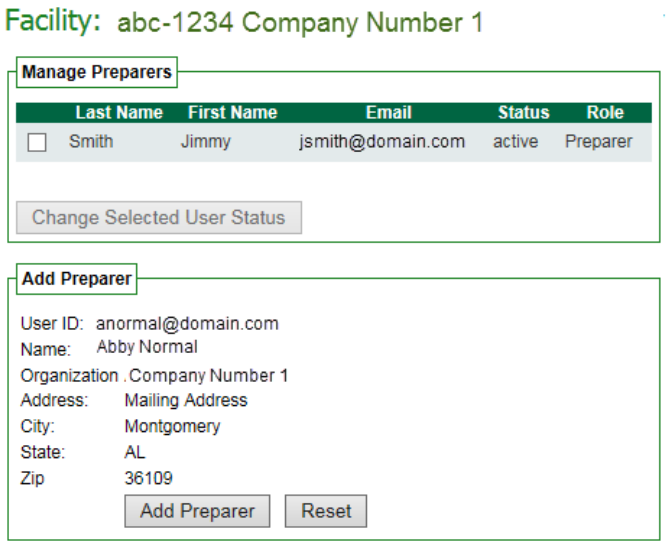
The 'Manage Preparers' button opens a page that allows the RO or MP to Manage Preparers and Add Preparers for this facility.



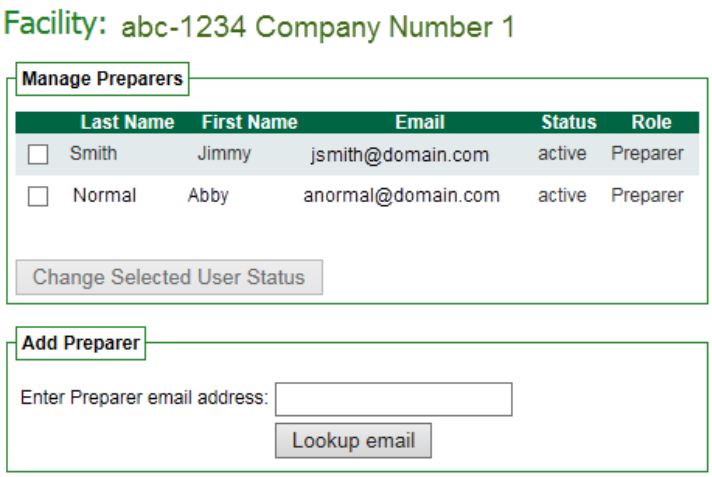

The RO or MP must select the check box next to the Preparer's name and select the 'Change Selected User Status' to alter the Preparer's Status. If the Preparer's status is currently 'active' the status will change to

'inactive' and the Preparer will no longer be associated with the facility, removing that facility from the Preparer's menus and lists in the AEERS application. If the user's status is currently 'inactive' the status will change to 'active' and the Preparer will be associated with the facility, adding that facility to the Preparer's menus and lists in the AEERS application. A Managing Preparer cannot change the status of his/her own account; therefore, it will not be listed under the Manage Preparers box to be selected. If an RO inactivates a Managing Preparer account a notification email is sent to the ADEM administrators directing them to remove the user as MP for that facility.

The RO or MP can add a preparer by entering the Preparer's email address and selecting the 'Lookup email' button. This action opens a verification window if the user is already a preparer for the facility or displays the appropriate error messages if the user ID does not exist in the AEERS application. Preparers can be added through AEERS, but cannot be designated as a MP through the system. See Chapter 2.2 for more information on designating managing preparers. **NOTE:** ROs cannot be added as a Preparer for a facility. ROs are added to a facility when ADEM accepts the RO Registration submitted by a facility's authorized representative.

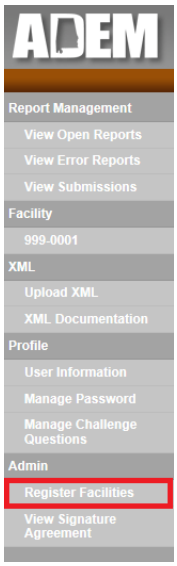



The RO or MP can select Reset to look for a different user or select the 'Add Preparer' button to add the Preparer to this facility.




## 6.3 Adding Facilities

Should a responsible official need to register additional facilities to his or her account (facilities not added at the time the RO account was created), the RO may use the Register Facilities link in the Admin section of the AEERS side menu.




First acknowledge that you meet the definition of Responsible Official for the facility(s) to be registered by pressing the Next button.

## Air Emissions Electronic Reporting System (AEERS) Responsible Official Registration

This process is used to identify or change authorized responsible officials who will perform validation for data and documentation through ADEM AEERS. The process may be used in order to register a responsible official to one or multiple facilities. If registration for multiple Responsible Officials is required, please repeat the process for each individual. A responsible official is defined in the ADEM Administrative Code r. 335-3-16-.01 as:

1. **For a Corporation:** a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either (i) the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding $25 million (in second quarter 1980 dollars); or (ii) the delegation of authority to such representative is approved in advanced by the Department;
2. **For a partnership or sole proprietorship:** a general partner or the proprietor respectively;
3. **For a municipality, State, Federal, or other public agency:** Either a principal executive officer or ranking elected official. For the purposes of the ADEM Administrative Code r. 335-3-16-.01, a principal executive officer of a Federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of EPA); or
4. **For affected sources** (i) the designated representative in so far as actions, standards, requirements, or prohibitions under Title IV (Acid Deposition Control) of the Act or the regulations promulgated thererunder are concerned; and (ii) The designated representative for any other purposes under the ADEM Administrative Code r. 335-3-16-.01.

Within AEERS, a responsible official will have the authority to designate data preparers to calculate and input data into AEERS, but validation and submission of data and documentation using AEERS must be performed by the responsible official. Please note, this process does not provide any proof of identity, and further verification will be required to obtain an AEERS account. After completion of the following process, the ADEM Air contact for the indicated faclities will be notified as to complete the registration process. You will receive email notification from the AEERS application once your registration has been completed by ADEM.

To proceed with registration, please press Next

Next Cancel

For each facility for which this individual will serve as responsible official, enter the permit number and facility name followed by pressing the Add button. Again, you will need to do this for each facility for which you wish to be designated as the responsible official. **Optionally**, you may also enter the name and email address of one individual to serve as the managing preparer (MP) for each facility. Please do not enter the responsible official information in the managing preparer section. For more information on the managing preparer, please refer to section 2.2.

## Air Emissions Electronic Reporting System (AEERS) Responsible Official Registration

**Step 1 of 2:** For each facility this individual will serve as Responsible Official, enter the permit number and facility name followed by pressing the Add button. **Please do this for each facility.** You may optionally enter the name and email address of an individual to serve as the Managing Preparer (MP) for the facility. For more on the Managing Preparer role, please reference the AEERS User Guide.

After adding each facility, press the Next button.

**Facility**

Permit Number: 888-0001

Facility Name: Test Facility

**Managing Preparer** ***(optional)***

First Name:

Last Name:

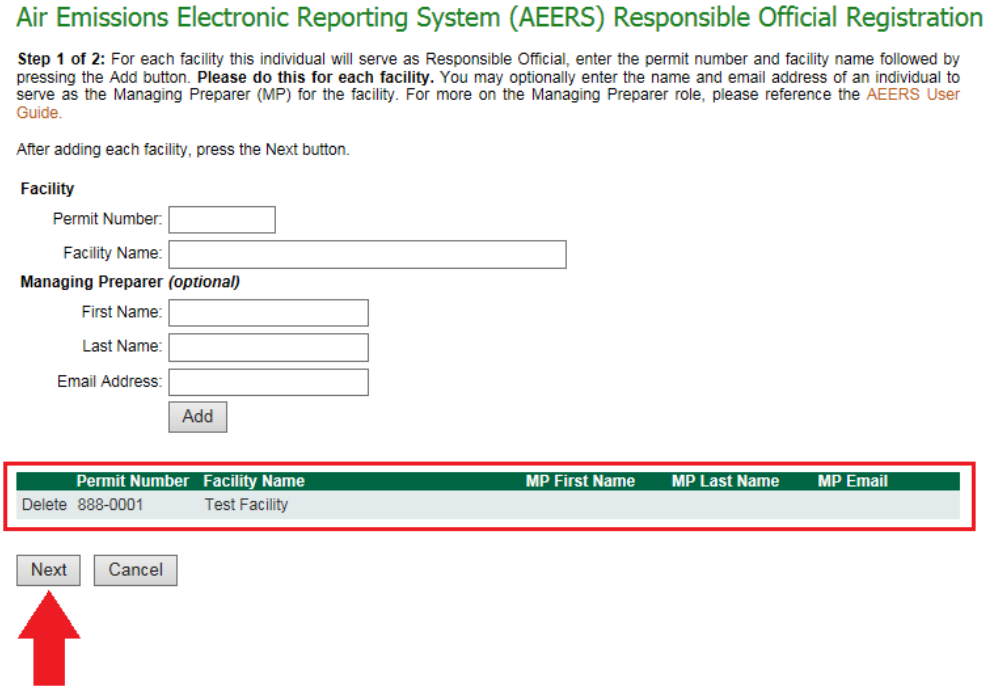
Email Address:

Add

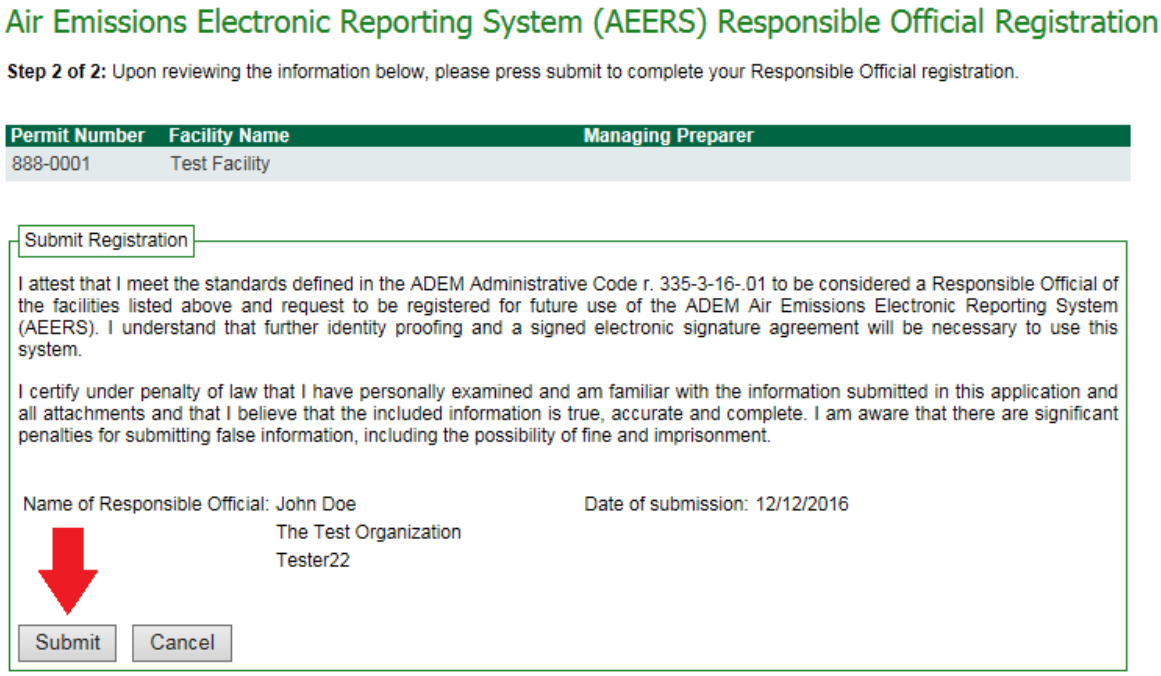
No facilities have been added.

Next Cancel

Upon adding your facility(s), press next.




The final step of the RO registration is to review the list of facilities the RO is registering for, and to acknowledge that the registrant meets the definition of a responsible official. Press submit to complete the registration process.



The registrant will receive an email confirmation of their submission, as will the ADEM inspector associated with their facility(s).

Mon 10/31/2016 2:52 PM

ADEM AEERS System <noreply@adem.alabama.gov>

ADEM AEERS Respsonsible Official Registration

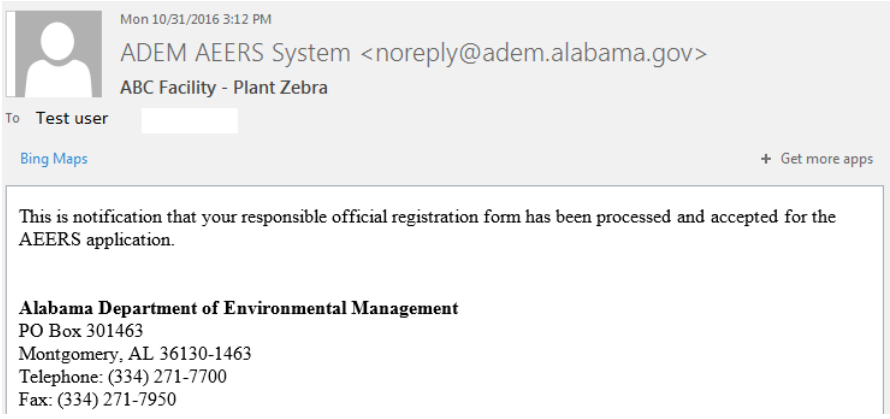
To Test Account

Bing Maps + Get more apps

Your ADEM AEERS Responsible Official Registration has been successfully submitted. You will receive an email once the registration has been processed by ADEM.

**Alabama Department of Environmental Management**
PO Box 301463
Montgomery, AL 36130-1463
Telephone: (334) 271-7700
Fax: (334) 271-7950

Upon ADEM's verification and acceptance of the responsible official registration, the user will receive notification via email that their registration has been completed.


Mon 10/31/2016 3:12 PM

ADEM AEERS System <noreply@adem.alabama.gov>

ABC Facility - Plant Zebra

To Test user

Bing Maps + Get more apps

This is notification that your responsible official registration form has been processed and accepted for the AEERS application.

**Alabama Department of Environmental Management**
PO Box 301463
Montgomery, AL 36130-1463
Telephone: (334) 271-7700
Fax: (334) 271-7950

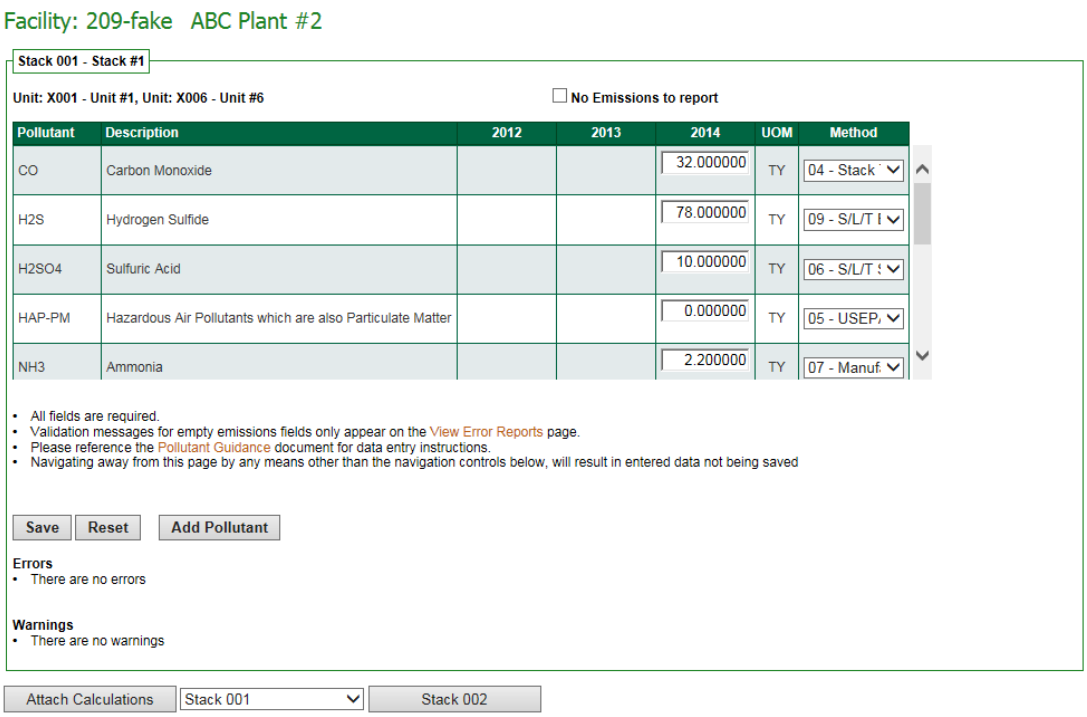
# 7 Emissions Data Entry Pages

## 7.1 Entering emissions data

The Emissions Data Entry pages for a facility can be reached by selecting the 'Enter Emissions' button on the Facility Information page or by selecting a stack/unit header on the facility's View Error Reports page.

There are several important things to remember about this page:

- Navigating away from this page by any means other than the navigation control will result in loss of any unsaved data.
- The application will time out in fifteen minutes if the user does not select enter or save. SAVE often!
- The reset button can only restore data entered since the last enter or save.
- Validation messages for empty emissions fields only appear on the View Error Report page.

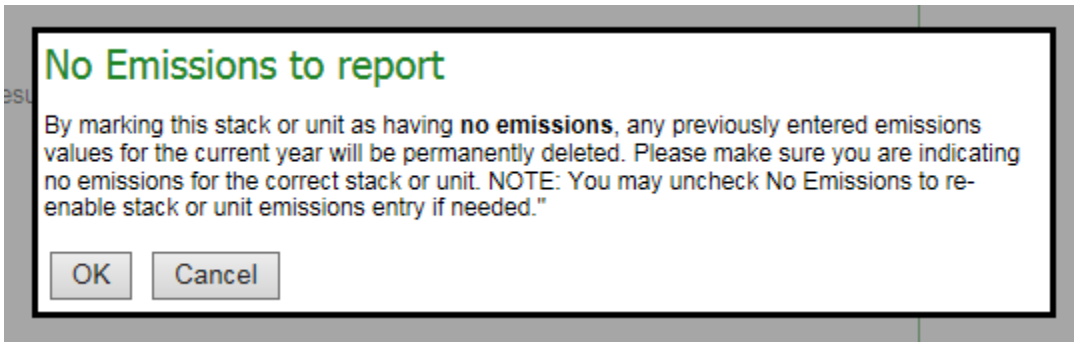



Each stack or unit defined for the facility will have its own emissions data entry page. Pollutant values reported for the previous two reporting years will be listed if any exists. It is possible for a new or inactive stack/unit not to have pollutants listed.

The three buttons at the bottom of the page provide a navigation tool that allows the user to 'page' backwards or forwards through the emissions data entry pages for the stacks/units of the facility and the Attach Calculations page. The center button is a dropdown that list all of the facility's stacks/units and Attach Calculations. Selecting a number from the dropdown list opens the emissions data entry page for

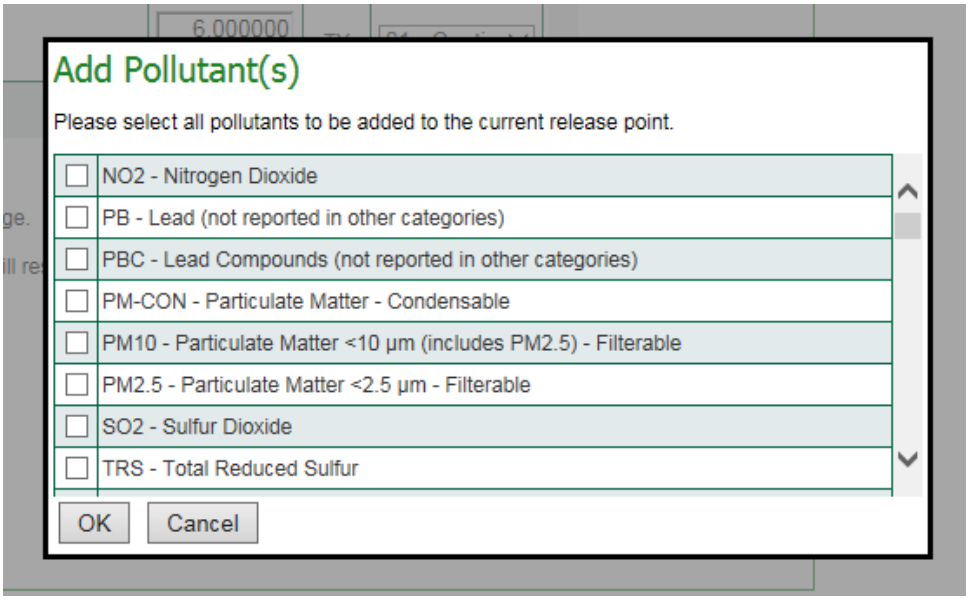
a stack/unit or the Attach Calculations page. Selecting the backwards button (left) or forwards button (right) allows the user to progress through the stacks/units in the order listed in the center dropdown list.

The 'No Emissions to report' check box above the table allows the user to indicate that the stack/unit was inactive for the reporting year. When it is selected a 'No Emissions to report' dialog box will open that allows the user to verify the action is correct and warns the user that data may be lost.




## 7.2 Adding a new pollutant

The user can add new pollutant(s) by selecting the 'Add Pollutant' button to open the Add Pollutant(s) window if the 'No Emissions to Report' checkbox is not selected.

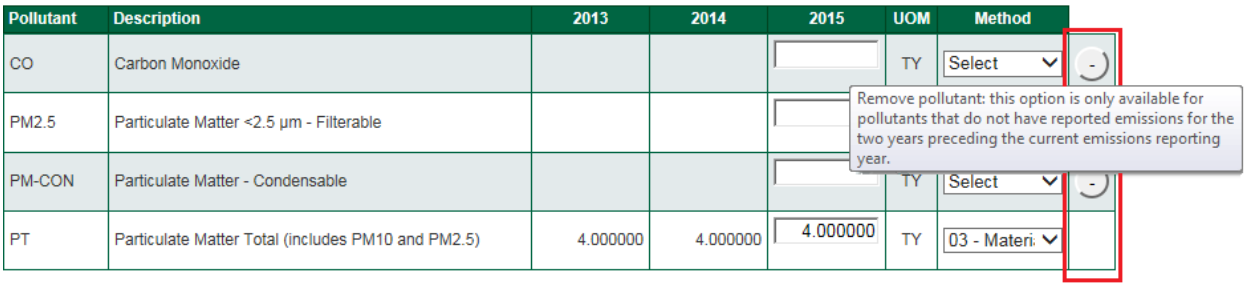


The user must select the checkbox next to each pollutant that needs to be added from the list provided and select the OK button. The pollutant(s) will be added to the list for the stack/unit for the user to edit. The user can select the cancel button to end the process without changes.

The Pollutant Guidance link will open a PDF version of the Pollutant Reporting Guide that details how to report the emissions of specific pollutants.

## 7.3 Delete User Added Pollutant

The user can delete a pollutant(s) by using the minus button in the right-most column of the emissions grid. The column containing the button will only appear if the grid contains pollutants eligible for deletion. Any emissions values entered for the pollutant to be deleted will be removed. Please note that pollutants containing reported quantities for previous years may not be deleted.



| Pollutant | Description | 2013 | 2014 | 2015 | UOM | Method | |
|---|---|---|---|---|---|---|---|
| CO | Carbon Monoxide | | | | TY | Select | - |
| PM2.5 | Particulate Matter <2.5 µm - Filterable | | | | | | |
| PM-CON | Particulate Matter - Condensable | | | | TY | Select | - |
| PT | Particulate Matter Total (includes PM10 and PM2.5) | 4.000000 | 4.000000 | 4.000000 | TY | 03 - Materi | |

Remove pollutant: this option is only available for pollutants that do not have reported emissions for the two years preceding the current emissions reporting year.

## 7.4 Errors and Warnings

The View Error Reports link directs the user to the View Error Reports page for the facility. It displays all of the errors and warnings for the facility by stack/unit. See Section 8.1.1.1 for further information on using the View Errors Report page.

The emissions fields will be highlighted in yellow for warnings and red for errors. Messages detailing warnings and errors will be listed under the appropriate headings.

| Pollutant | Description | 2012 | 2013 | 2014 | UOM | Method |
|---|---|---|---|---|---|---|
| NO2 | Nitrogen Dioxide | | | 22.500000 | TY | 01 - Contin |
| PM10 | Particulate Matter <10 µm (includes PM2.5) - Filterable | 73.399000 | 73.252000 | 101.000000 | TY | 05 - USEP/ |
| PM2.5 | Particulate Matter <2.5 µm - Filterable | 73.399000 | 73.252000 | | TY | Select |
| PT | Particulate Matter Total (includes PM10 and PM2.5) | 73.399000 | 73.252000 | 100.000000 | TY | 05 - USEP/ |

- All fields are required.
- Validation messages for empty emissions fields only appear on the View Error Reports page.
- Please reference the Pollutant Guidance document for data entry instructions.
- Navigating away from this page by any means other than the navigation controls below, will result in entered data not being saved

Save Reset Add Pollutant

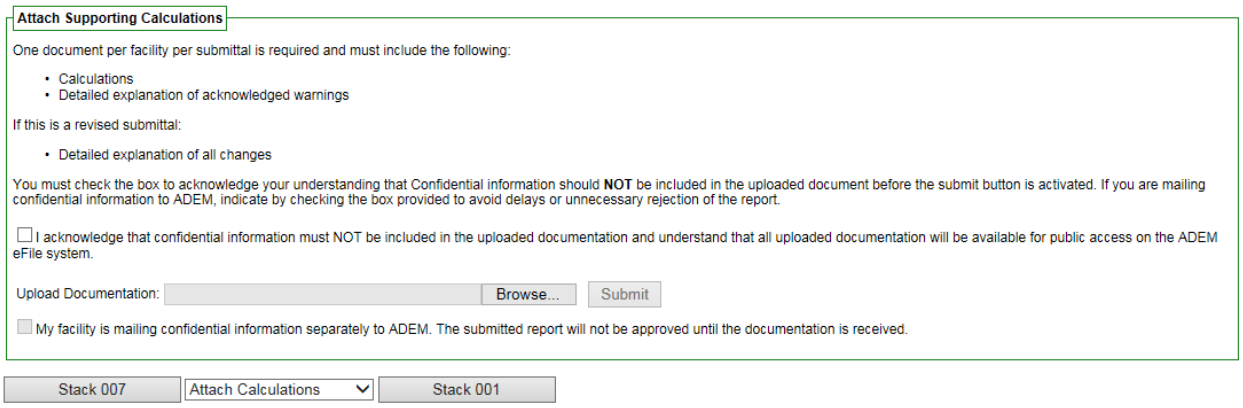
**Errors**
- PT must be entered and greater than PM10

**Warnings**
- Particulate Matter <10 µm (includes PM2.5) - Filterable is 38% greater than previous year
- Particulate Matter Total (includes PM10 and PM2.5) is 37% greater than previous year

**NOTE: The 'There are no errors' message on the emissions data entry page can be misleading**. Validation messages for empty emissions fields only appear on the View Error Reports page. The only errors messages listed on the Emissions Data Entry Page are those for entered values that do not meet requirements.

## 7.5 Attach Calculations

Supplemental calculations are required for every submission. The user should select the 'Attach Calculations' entry from the navigation dropdown to open the Attach Calculations page. Because all files submitted will be loaded into ADEM's eFile system and, therefore, be publicly available, the **submitted documentation should not contain any confidential information**. The full confidential version should be mailed to the ADEM Air contact after submitting a limited or redacted version for the facility's report. The user must select the check box that acknowledges confidential information is not included in the document before the 'Submit' button is activated. The supporting documentation can be one of three file types: PDF, Excel spreadsheet, or Word document. A check box is available for the user to indicate that confidential information is being sent to ADEM to alert the ADEM Air Division Contact to expect a hard copy version. The submitted report will not be approved until the confidential documentation is received. **NOTE: Confidential information must <u>NOT</u> be included in the uploaded documentation because all uploaded documentation will be available for public access on the ADEM FileNet system**.



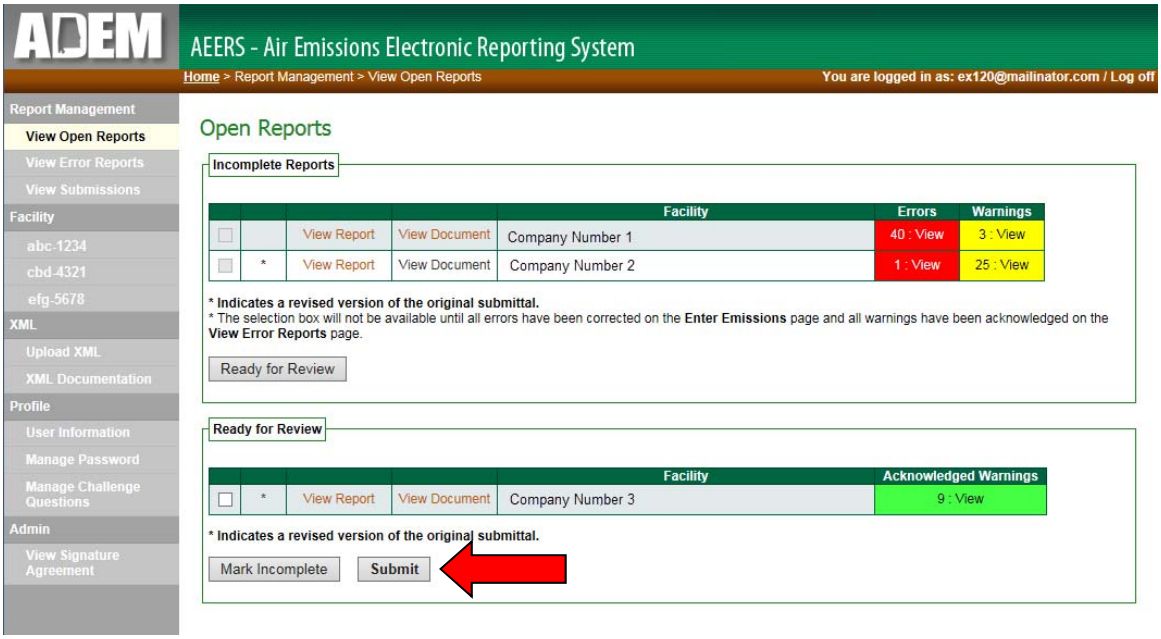

## 7.6 Upload XML

Facilities that have robust IT systems may work with their existing data systems to create an XML file that will upload the emissions data to the AEERS system. This will replace the need to manually enter data into the AEERS system. For more information on this process, please refer to the supplemental AEERS XML Guide located within the AEERS system or contact your ADEM Air Division contact.

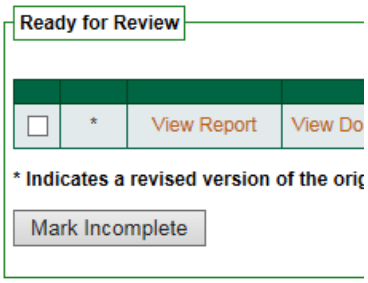
# 8 Managing Reports

## 8.1 View Open Reports

The View Open Reports page lists all open reports for facilities assigned to the user. There are no open reports at the beginning of a reporting cycle. The initial selection of a link for a facility from the Side Menu or the Home page during the reporting cycle creates an initial facility report for the year. Open Reports will be in 'Incomplete' or 'Ready for Review' status as indicated by their location on the page. The page below is for an RO and has a submit button for reports in 'Ready for Review' status. **NOTE: Only an RO can submit a report to ADEM for review.**




The preparer's screen does not have the submit button for reports in 'Ready for Review' status.




### 8.1.1 Incomplete Reports

The preparers and ROs can mark an 'Incomplete' report as 'Ready for Review' when all required data is entered, there are no errors, and all warnings are acknowledged.

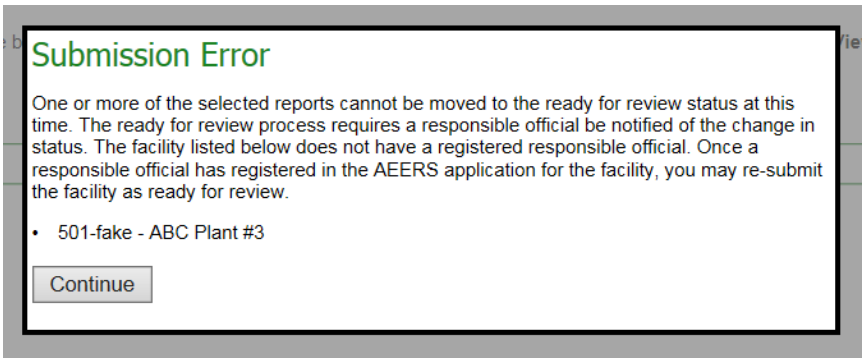
**Incomplete Reports**

| | | | | Facility | Errors | Warnings |
|---|---|---|---|---|---|---|
| ☐ | | View Report | View Document | Company Number 1 | 40 : View | 3 : View |
| ☐ | * | View Report | View Document | Company Number 2 | 0 : View | 9 : View |
| ☐ | * | View Report | View Document | Company Number 3 | 1 : View | 25 : View |

*** Indicates a revised version of the original submittal.**
* The selection box will not be available until all errors have been corrected on the **Enter Emissions** page and all warnings have been acknowledged on the **View Error Reports** page.

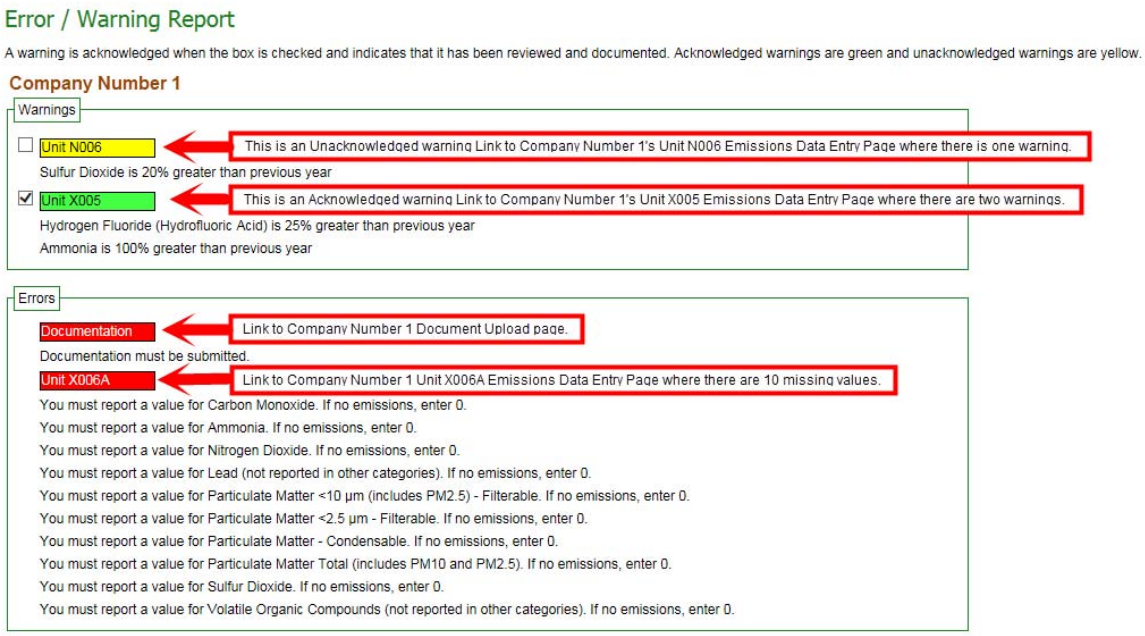
Ready for Review

The check box for incomplete reports will not be activated for selection until the all warnings are acknowledged and all errors are corrected (see Company Number 2 above). If a report submitted to ADEM is reopened for revision for any reason, there will be an asterisk (*) in the second column indicating that one or more previous submissions of the report are in revised status and can be viewed on the View Submissions page. The View Report link opens a PDF of the report with all data currently entered for the facility for the current reporting year. The View Document link is only active if documentation has been uploaded for the report. If active, the link opens the attached PDF documentation for review. The View Error Reports page shows error and warning details by stack/unit (See View Error Reports section for further instructions). The Errors column indicates the number of errors and contains a 'View' link to the View Error Reports page for that facility only. The color of the errors column indicates if there are outstanding errors. Red indicates errors need to be corrected and white indicates no outstanding errors exist. The Warnings column indicates the number of warnings and contains a 'View' link to the View Error Reports page for that facility only. The color of the Warnings Column indicates if any warnings require acknowledgment. Yellow indicates one or more warnings are not acknowledged and green indicates all warnings have been acknowledged. The user can select one or more reports, with zero errors and all warnings acknowledged, by checking the activated check box and selecting the 'Ready for Review' button. This action will cause Ready for Review notification emails to be sent to all users associated with the facility, close the report for editing, and move the report to the 'Ready for Review' list. The following popup window will be displayed if an Incomplete report is selected to be moved to Ready for Review for a facility without a registered RO account. The facility must follow the instructions in 2.4 Creating a Responsible Official User Account before an Incomplete report can be successfully move to Ready for Review.



#### *8.1.1.1 Handling Errors and Warnings*

The 'View' links within the Incomplete Reports table opens the View Error Reports page, which displays all of the errors and warnings by stack/unit for the facility selected. Choosing the View Error Reports on the side menu allows the users to see the errors and warnings by facility by stack/unit for all facilities assigned to the user. Facilities will be listed in alphabetic order. A stack/unit header is a link to the Facility's Emissions Data Entry page for that unit or stack with missing or suspect data (See chapter 7 for Emissions Data Entry page instructions). A warning is acknowledged when the box is checked. Acknowledged warnings are green and unacknowledged warnings are yellow. **Note: Any acknowledged warnings must be addressed in the supporting documentation.**




### 8.1.2 Ready for Review Reports

Reports in 'Ready for Review' status are closed for editing**.** The View Report link opens a PDF of the report with all data entered for the facility for the current reporting year. The View Document link opens the PDF documentation for review. The Acknowledged Warnings column indicates the number of warnings acknowledged in the support documentation and a 'View' link that directs the user to the View Error Report for this facility. Because the report is not open for edit the links on the View Error Reports page will not allow access to the Emissions Data Entry page. Preparers and ROs can mark one or more reports in Ready for Review status as Incomplete by selecting the check box and selecting the Mark Incomplete Button. This action moves the report to the Incomplete Reports list and reopens the report for editing.

Once all errors have been addressed and all warnings have either been addressed or acknowledged, the RO can submit the report or multiple reports by marking the checkboxes for the facility or facilities and then clicking the Submit button. **NOTE: Only ROs can 'Submit' the report(s) to the ADEM Air Division for review.** Selecting Submit opens the Submission page allowing the RO to electronically sign and certify the report (See Section 8.2).

Ready for Review

| | | | | Facility | Acknowledged Warnings |
|---|---|---|---|---|---|
| ☑ | | View Report | View Document | Company Number 1 | 3 : View |
| ☑ | * | View Report | View Document | Company Number 2 | 9 : View |
| ☑ | * | View Report | View Document | Company Number 3 | 25 : View |

* Indicates a revised version of the original submittal.

Mark Incomplete Submit

## 8.2 Submitting Reports

Once the Submit button, located under the Ready for Review table on the Open Reports page, is chosen, the Submission page will open to allow the RO to electronically sign any reports that were selected from the Ready for Review table.

Submission

| Facility(s) Selected for Submission | | |
|---|---|---|
| Company Number 1 | View Report | View Document |
| Company Number 2 | View Report | View Document |
| Company Number 3 | View Report | View Document |

Sign Electronically

The RO must select the 'Sign Electronically' button to initiate the electronic signature process, which certifies the report. This action opens a Certification Acknowledgement dialog box. If 'Decline' is selected, the RO is returned to the Submission page as shown above. The RO user must select 'Accept' to continue the electronic signature process.

Certification Acknowledgement

I hereby certify that the information given in this report is, to the best of my knowledge and belief, true, accurate, and complete.

Accept Decline

The 'Accept' button directs the RO to the Submission page with the 'Sign Electronically' button replaced by the entry blanks for the Password and Challenge Question response. The RO must enter the correct password and challenge question answer and select the 'Sign Document' button to electronically sign and certify the report.

## Submission

| Facility(s) Selected for Submission | | |
|---|---|---|
| Company Number 1 | View Report | View Document |
| Company Number 2 | View Report | View Document |
| Company Number 3 | View Report | View Document |

Please enter your account password:

Challenge Question: What is the first and middle name of your oldest sibling?

Sign Document

This action sends a submitted notification email to the facility's ADEM Air Division Contact and all AEERS users assigned to the facility, and then removes the report from the Open Reports page. The users can still review the submitted report on the View Submissions page.

### 8.3 View Submissions

The View Submissions page lists all reports submitted to ADEM through the AEERS application for all facilities assigned to the user. There will not be an entry for a facility until the RO submits the report at least once. The AEERS application keeps a record of all submissions and any actions taken by the facility or ADEM. The Facility, Year, Submitted Dates, and Status columns can be sorted in ascending or descending order by clicking the column heading.

## View Submissions

| Facility | Year | Submitted Date | Status | View Submission | Revise | Dispute |
|---|---|---|---|---|---|---|
| Company Number 1 | 2014 | 1/5/2015 | Submitted | View | Revise | |
| Company Number 2 | 2014 | 12/11/2014 | Revised | View | | |
| Company Number 2 | 2014 | 1/16/2015 | Revised | View | | |
| Company Number 2 | 2014 | 1/22/2015 | Revised | View | | |
| Company Number 2 | 2014 | 1/29/2015 | Accepted | View | | Dispute |
| Company Number 3 | 2014 | 1/16/2015 | Revised | View | | |
| Company Number 3 | 2014 | 1/20/2015 | Revised | View | | |
| Company Number 3 | 2014 | 1/21/2015 | Rejected | View | Revise | |

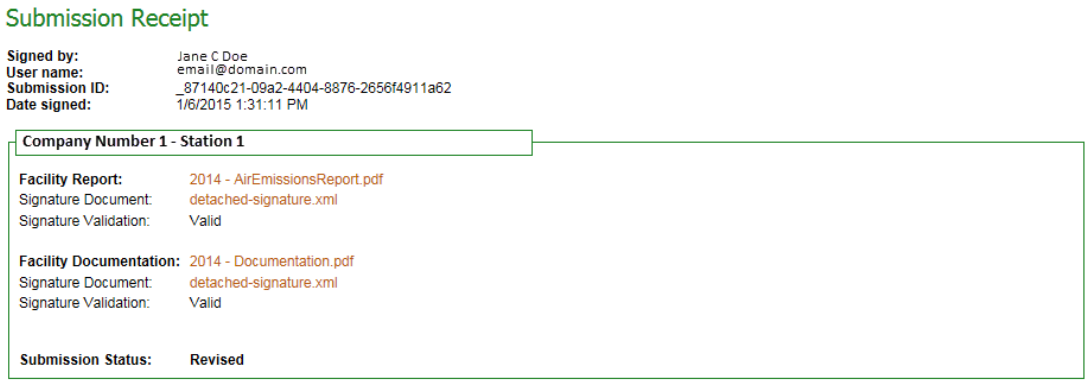
All Submissions are assigned one of the following statuses:

- **Submitted** - the current report most recently submitted to ADEM for official review.
- **Revised -** a historical record of a submission that was withdrawn from ADEM review by an RO selecting the Revise link. This status indicates that a new copy of this submission was reopened for editing.
- **Rejected -** a historical record of a submission rejected by ADEM. This status indicates that a new copy of this submission was reopened for editing.
- **Accepted** – a submission reviewed and accepted by ADEM as the official copy of record.

Once a report is submitted it is a historical record.

The View link in the View Submission column directs the user to the Submission Receipt page for the submission. The Receipt shows the following:

- Submitter's name
- Submitter's User ID
- Submission date and time
- 2014 - AirEmissionsReport.pdf link to view the report
- 2014 - Documentation.docx link to view the documentation
- And the status of the submission


Submission Receipt

**Signed by:** Jane C Doe
**User name:** email@domain.com
**Submission ID:** _87140c21-09a2-4404-8876-2656f4911a62
**Date signed:** 1/6/2015 1:31:11 PM

**Company Number 1 - Station 1**

**Facility Report:** 2014 - AirEmissionsReport.pdf
Signature Document: detached-signature.xml
Signature Validation: Valid

**Facility Documentation:** 2014 - Documentation.pdf
Signature Document: detached-signature.xml
Signature Validation: Valid

**Submission Status:** **Revised**

**NOTE: The Revise and Dispute links are ONLY available to ROs**. A Revise link will be available on all submissions in Submitted and Rejected status. When Revise is selected the system makes a new copy of the report and assigns it the status of incomplete, changes the status of the copied submission to Revised, and generates a notification email to the ADEM AIR Division contact and all users assigned to the facility. A Dispute link will be available on submissions in Accepted status. This link is used by a facility's RO to dispute the authenticity of an accepted submission. Selecting this link sends a Dispute notification email to ADEM and all users associated with the facility. The report will remain in Accepted status. Any further processing of the report will be done manually by ADEM in direct collaboration with the facility's RO(s).