

SLEIS Walkthrough Guide



Jacquelyn Cuneo

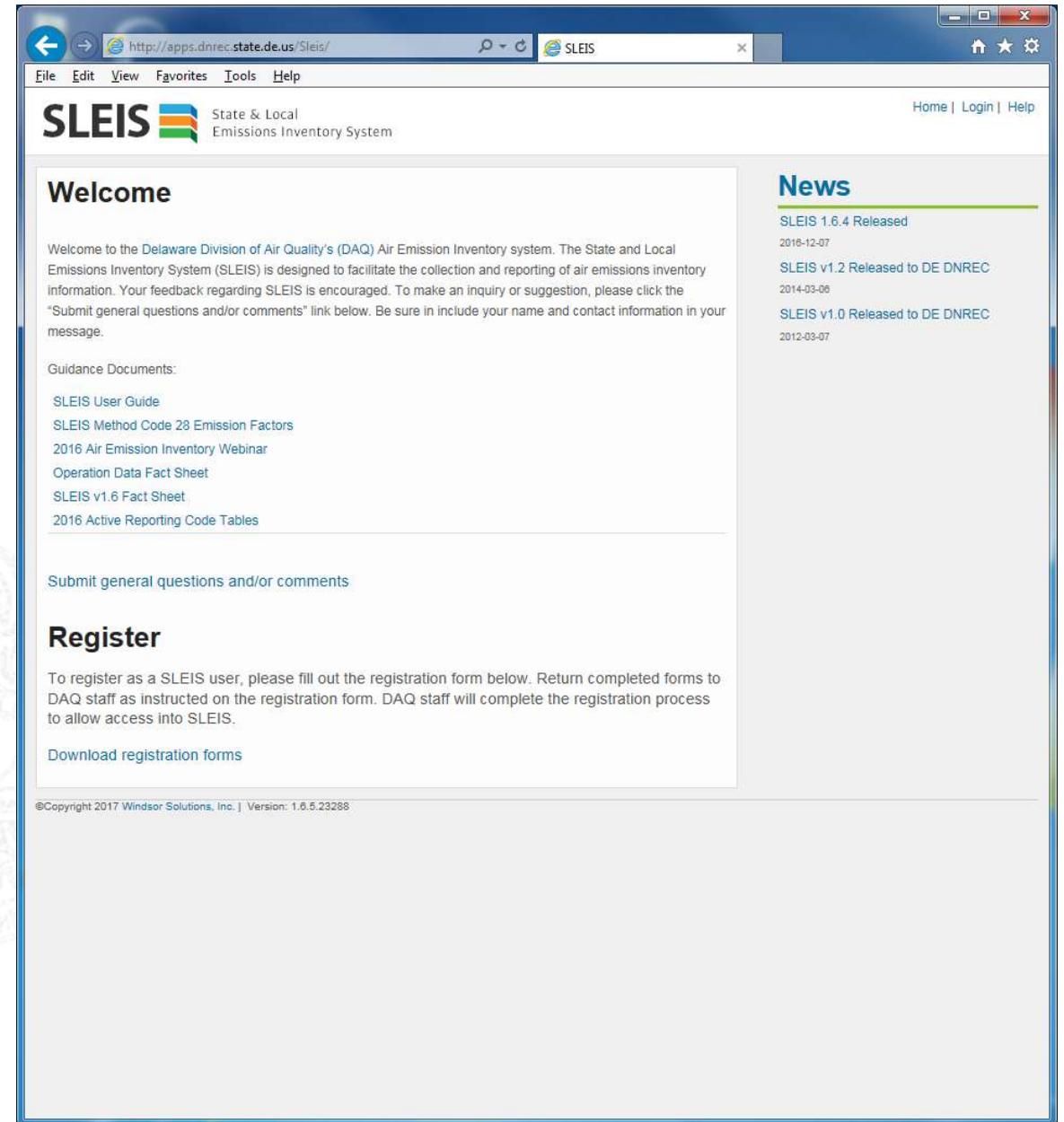
DNREC Division of Air Quality

jacquelyn.cuneo@delaware.gov | (302) 739-9402

Blue Skies Delaware; Clean Air for Life

SLEIS Home Page

- Web address:
<https://sleis.dnrec.delaware.gov/>
- Welcome
 - Application overview
 - Guidance Documents
 - Comments
- Register
 - Registration Forms
- News

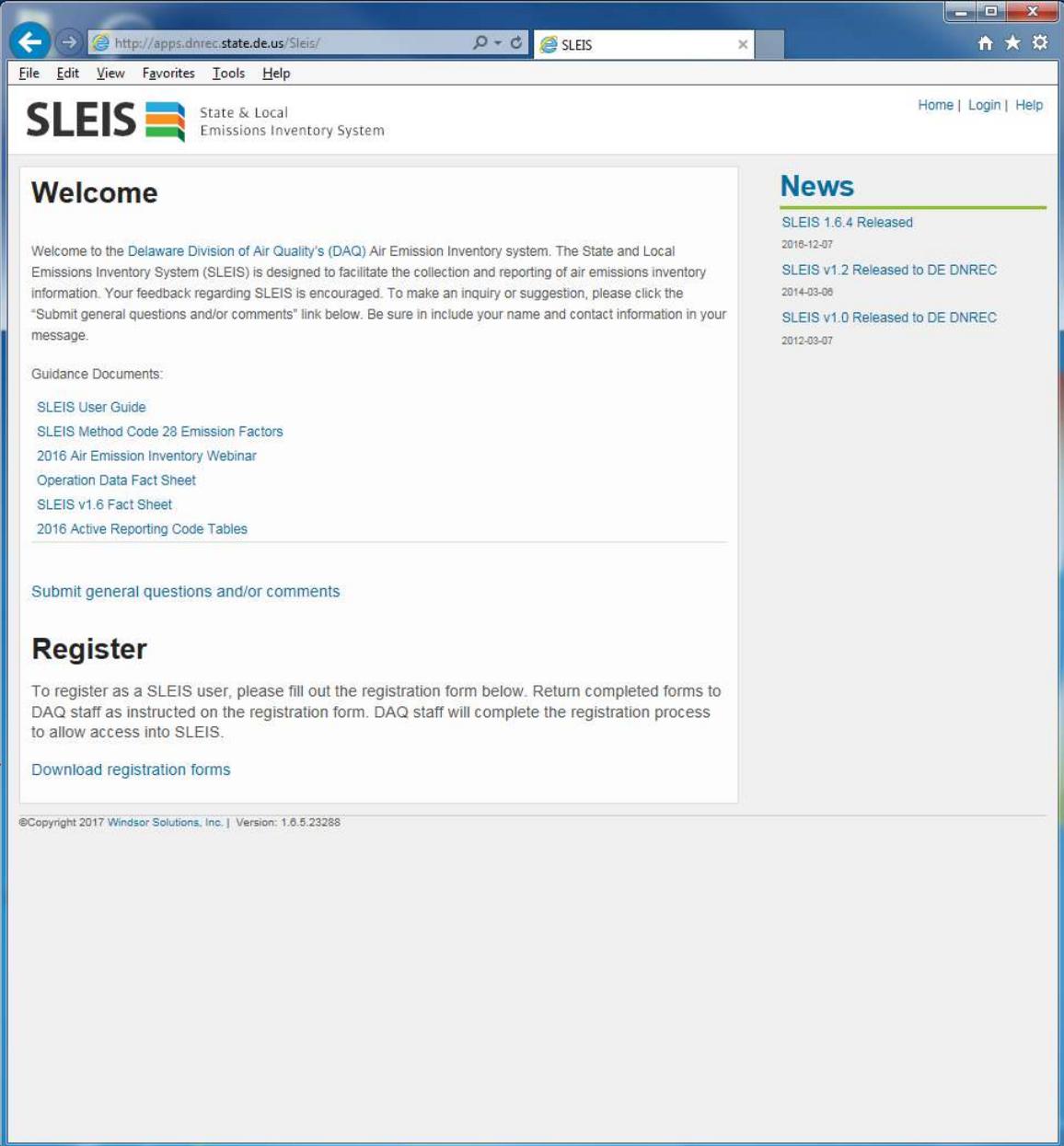


The screenshot shows the SLEIS Home Page in a web browser. The browser address bar displays <http://apps.dnrec.state.de.us/Sleis/>. The page header includes the SLEIS logo and the text "State & Local Emissions Inventory System". The main content area is divided into several sections: "Welcome", "News", "Guidance Documents", "Submit general questions and/or comments", and "Register". The "Welcome" section contains a paragraph of introductory text and a link to "Submit general questions and/or comments". The "News" section lists three recent updates: "SLEIS 1.6.4 Released" (2016-12-07), "SLEIS v1.2 Released to DE DNREC" (2014-03-06), and "SLEIS v1.0 Released to DE DNREC" (2012-03-07). The "Guidance Documents" section lists several documents: "SLEIS User Guide", "SLEIS Method Code 28 Emission Factors", "2016 Air Emission Inventory Webinar", "Operation Data Fact Sheet", "SLEIS v1.6 Fact Sheet", and "2016 Active Reporting Code Tables". The "Register" section contains a paragraph of instructions and a link to "Download registration forms". The footer of the page displays the copyright information: "©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288".



Registration: New Users

- Download Registration Form from SLEIS Home Page
- Fill out form with SLEIS user information
- Assign SLEIS user roles:
 - Administrator
 - Submitter
 - Editor or Viewer
- Return form to jacquelyn.cuneo@delaware.gov

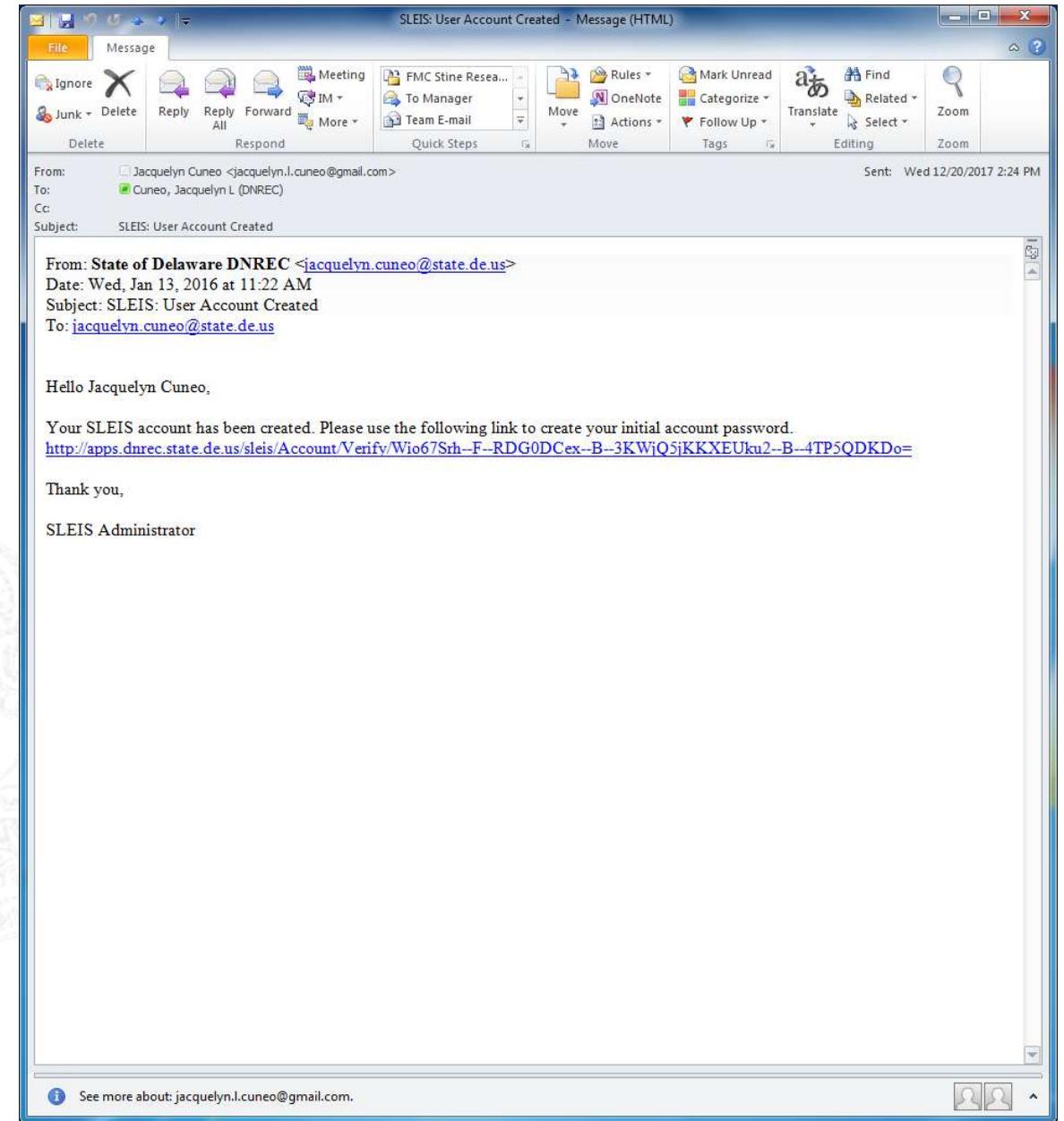


The screenshot shows the SLEIS website interface. At the top, there is a navigation bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main content area is divided into several sections: 'Welcome', 'News', 'Guidance Documents', and 'Register'. The 'Register' section contains the text: 'To register as a SLEIS user, please fill out the registration form below. Return completed forms to DAQ staff as instructed on the registration form. DAQ staff will complete the registration process to allow access into SLEIS.' Below this text is a link that says 'Download registration forms', which is highlighted by a red arrow. The 'News' sidebar on the right lists several updates, including 'SLEIS 1.6.4 Released' and 'SLEIS v1.2 Released to DE DNREC'. The footer of the page includes the copyright information: '©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288'.



Logging In: New Users

- DAQ staff will create new user accounts
- New users will receive an email from the “State of Delaware DNREC”
- Follow link in email to create initial account password



Logging In: New Users

- Create a new password
- Password must
 - be at least 8 characters and no more than 30 characters
 - include at least one upper case letter
 - include at least one lower case letter
 - include one numeric digit

Reset Password

Enter new password:

Confirm new password:

Cancel Submit

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Logging In: New Users

- After initial password has been set, log in using email address and password

http://apps.dnrec.state.de.us/Sleis/Account/Login

SLEIS State & Local Emissions Inventory System

Home | Login | Help

Your password has been reset. Please login to the system with your email address and new password.

Login

Email Address:

Password:

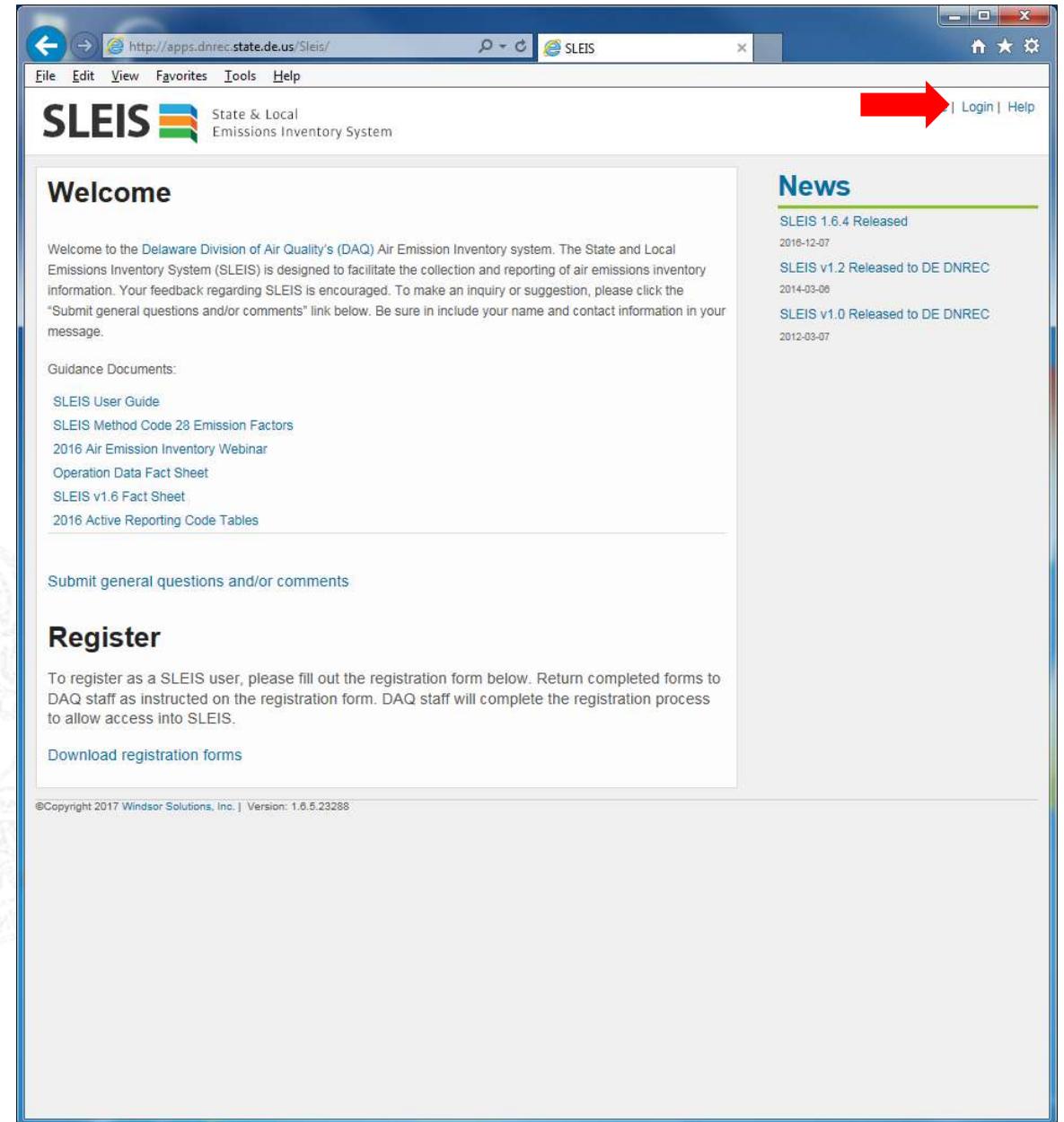
[Forgot Password?](#)

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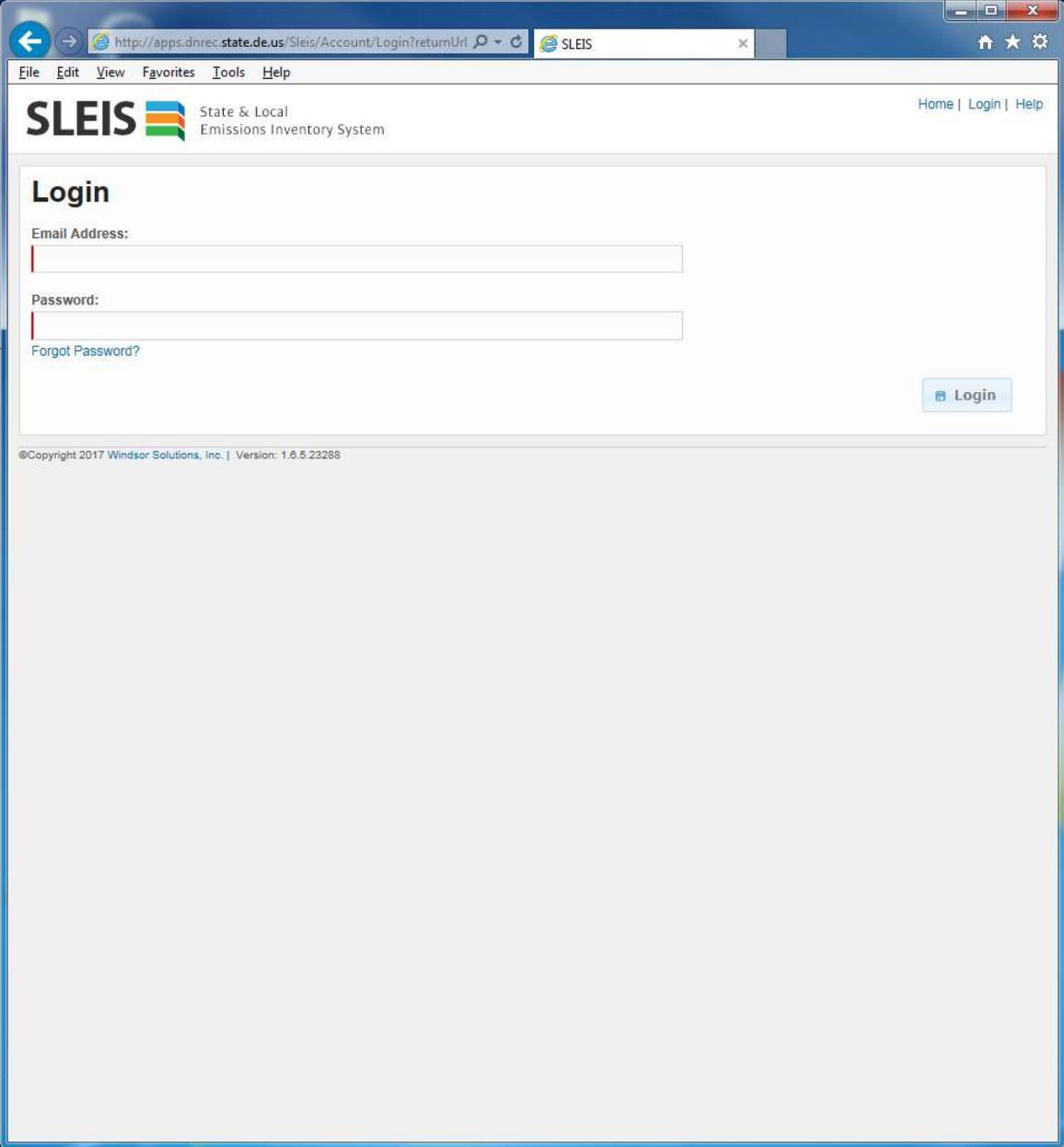
Logging In: Returning Users

- Click “Login” in upper right corner of SLEIS home page
- Log in using email address and password



Logging In: Forgotten Password

- Click “Forgot Password?”
- Enter email address and click “Submit”
- You will receive an email from the “State of Delaware DNREC”
- Follow link in email to create new account password



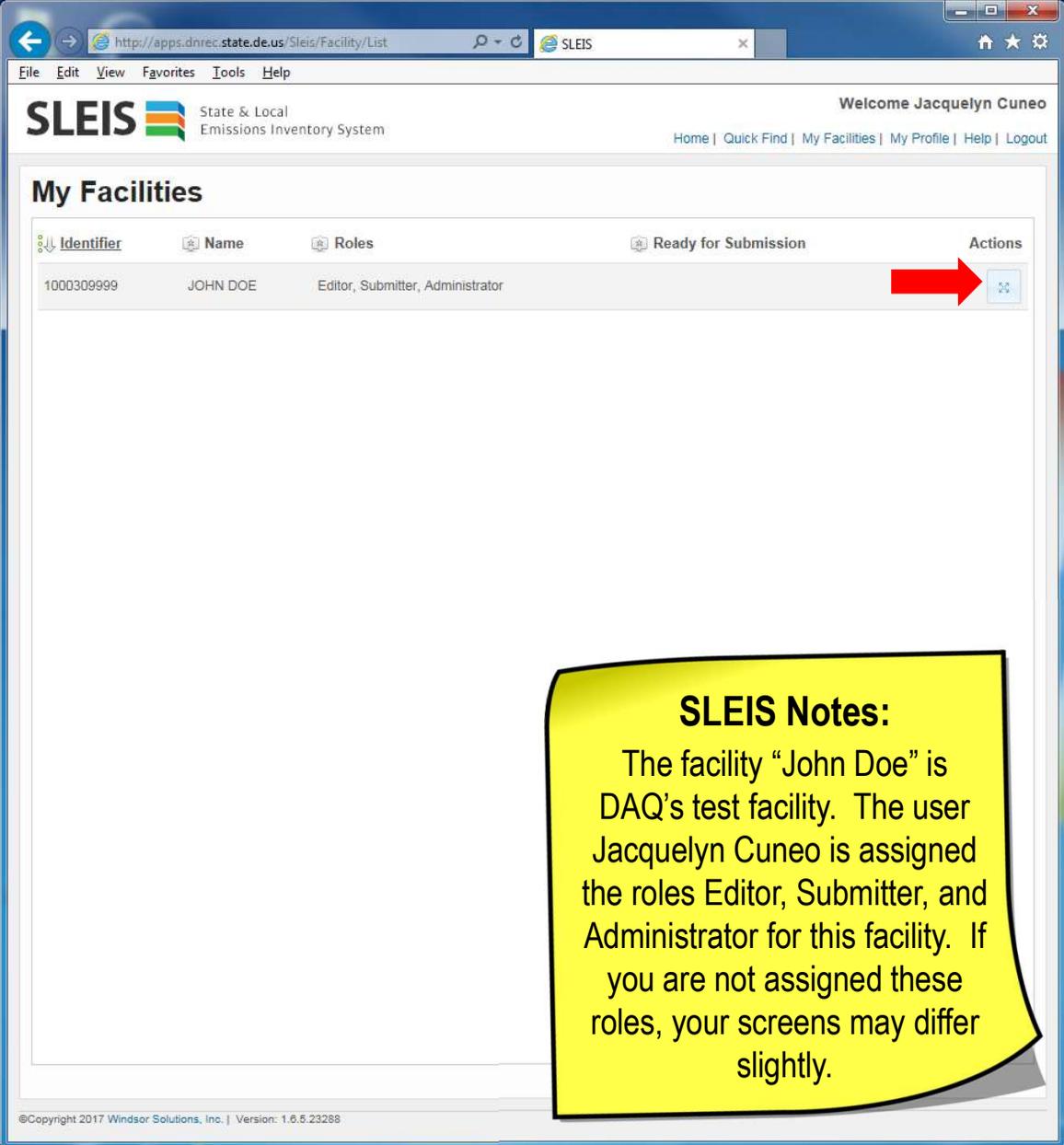
The screenshot shows a web browser window displaying the SLEIS (State & Local Emissions Inventory System) login page. The page has a header with the SLEIS logo and navigation links for Home, Login, and Help. The main content area is titled "Login" and contains three input fields: "Email Address:", "Password:", and "Forgot Password?". A red arrow points to the "Forgot Password?" link. A "Login" button is located to the right of the input fields. The footer of the page includes the copyright information: "©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288".



SLEIS:

My Facilities

- Once logged in to SLEIS, you will be brought to “My Facilities” page
- To view emissions inventory reports for a facility that you are assigned to, click the “Open”  button under the Actions title



http://apps.dnrec.state.de.us/Sleis/Facility/List

SLEIS State & Local Emissions Inventory System

Welcome Jacquelyn Cuneo

Home | Quick Find | My Facilities | My Profile | Help | Logout

My Facilities

Identifier	Name	Roles	Ready for Submission	Actions
1000309999	JOHN DOE	Editor, Submitter, Administrator		

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SLEIS Notes:

The facility “John Doe” is DAQ’s test facility. The user Jacquelyn Cuneo is assigned the roles Editor, Submitter, and Administrator for this facility. If you are not assigned these roles, your screens may differ slightly.



SLEIS: My Reports

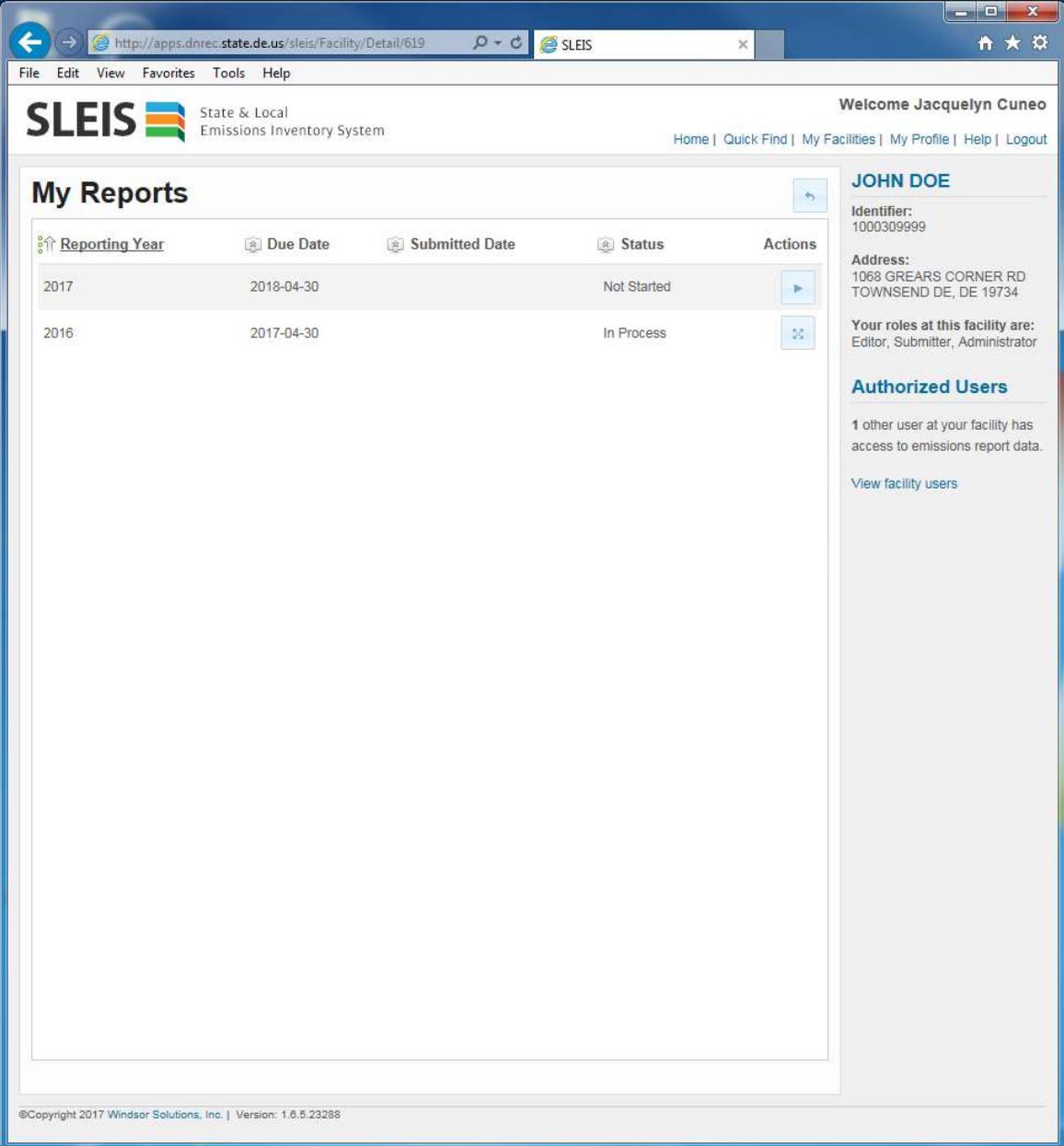
- Reports are organized by Reporting Year

- Status

- Not Started
- In Process
- Submitted

- Actions

- Start 
- Open 



The screenshot shows the SLEIS (State & Local Emissions Inventory System) web application. The browser address bar shows the URL: <http://apps.dnrec.state.de.us/sleis/Facility/Detail/619>. The page title is "SLEIS State & Local Emissions Inventory System". The user is logged in as "JOHN DOE" with the identifier "1000309999". The user's address is "1068 GREARS CORNER RD TOWNSEND DE, DE 19734". The user's roles at this facility are "Editor, Submitter, Administrator". The page shows "1 other user at your facility has access to emissions report data." and a link to "View facility users".

The "My Reports" section displays a table with the following data:

Reporting Year	Due Date	Submitted Date	Status	Actions
2017	2018-04-30		Not Started	
2016	2017-04-30		In Process	

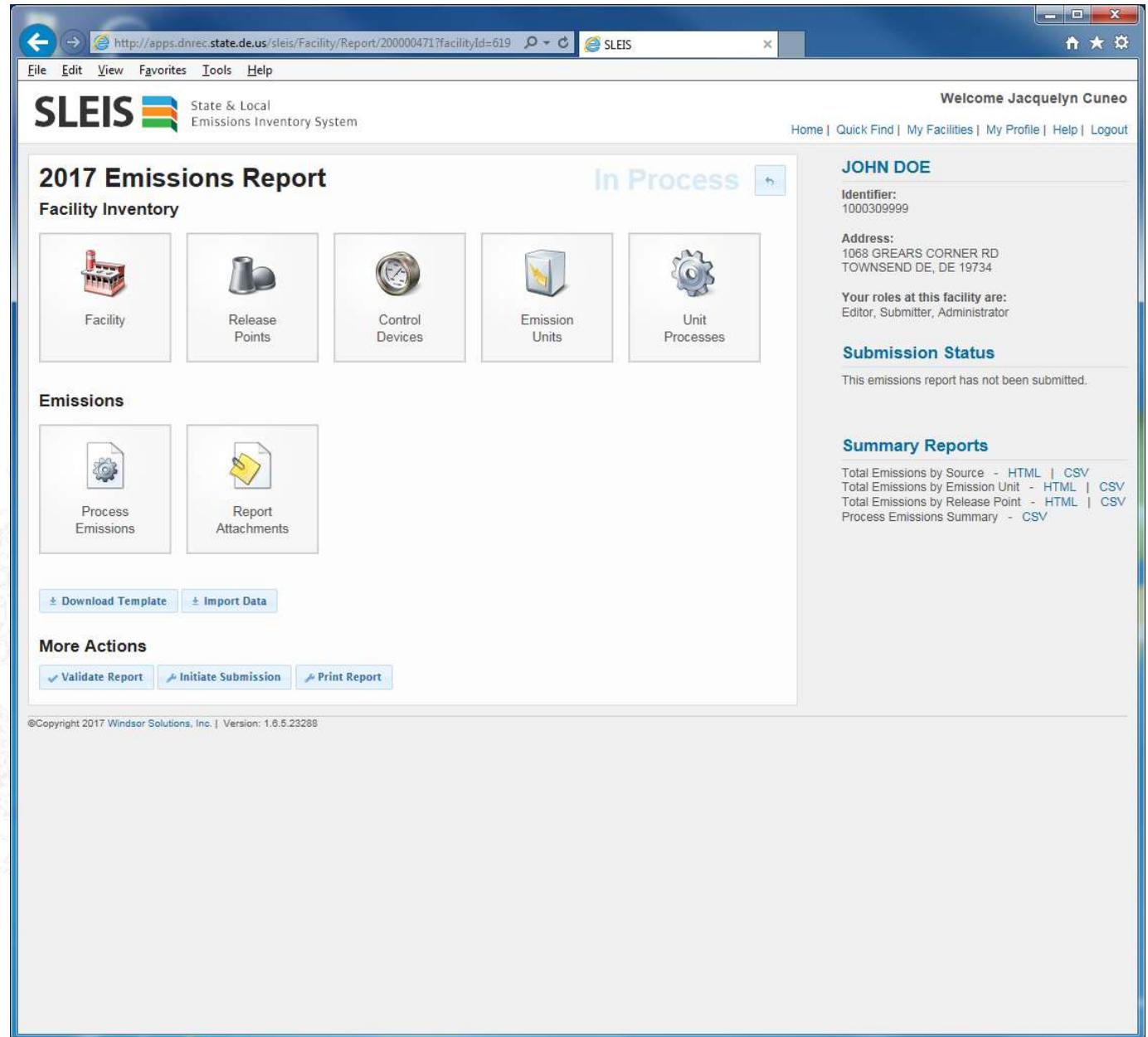
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SLEIS:

Starting the 2017 Report

- Click the “Start”  button under the Actions title
- You will be brought to the “2017 Emissions Report” main page
 - Facility Inventory Modules (Facility, Release Points, Control Devices, Emission Units, and Unit Processes)
 - Emissions Modules (Process Emissions and Report Attachments)
 - More Actions



The screenshot displays the SLEIS (State & Local Emissions Inventory System) web application. The browser address bar shows the URL: <http://apps.dnrec.state.de.us/sleis/Facility/Report/200000471?facilityId=619>. The page title is "2017 Emissions Report" and it is marked as "In Process". The user is identified as "JOHN DOE" with an identifier of 1000309999. The address is 1068 GREARS CORNER RD, TOWNSEND DE, DE 19734. The user's roles are Editor, Submitter, and Administrator. The page is divided into several sections: "Facility Inventory" with icons for Facility, Release Points, Control Devices, Emission Units, and Unit Processes; "Emissions" with icons for Process Emissions and Report Attachments; "More Actions" with buttons for Validate Report, Initiate Submission, and Print Report; and "Submission Status" indicating the report has not been submitted. "Summary Reports" are listed as Total Emissions by Source, Total Emissions by Emission Unit, Total Emissions by Release Point, and Process Emissions Summary, each with links for HTML and CSV formats. The footer of the page includes the copyright notice: ©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288.



Emissions Report Main Page: Facility Inventory

- For facilities who have reported to SLEIS in previous years:
 - The information in these five modules is carried over from most recent report
- For facilities that have never reported in SLEIS:
 - The information in these five modules will be entered by DAQ staff from the facility's air permit prior to the reporting cycle
- Confirm that the information reflects current facility equipment and operations



Facility Inventory: Facility Information



■ Please verify information under all tabs

- Facility
- Contacts
- Addresses
- Location
- Additional Information

A screenshot of a web browser displaying the SLEIS (State & Local Emissions Inventory System) interface. The browser address bar shows the URL: http://apps.dnrec.state.de.us/Sleis/Report/Facility/20000047. The page title is "2017 Emissions Report" and it is marked as "In Process". The user is logged in as "JOHN DOE". The main content area is titled "General Facility Information" and has several tabs: "Facility" (selected), "Contacts", "Addresses", "Location", and "Additional Information". The "Facility" tab displays the following information:

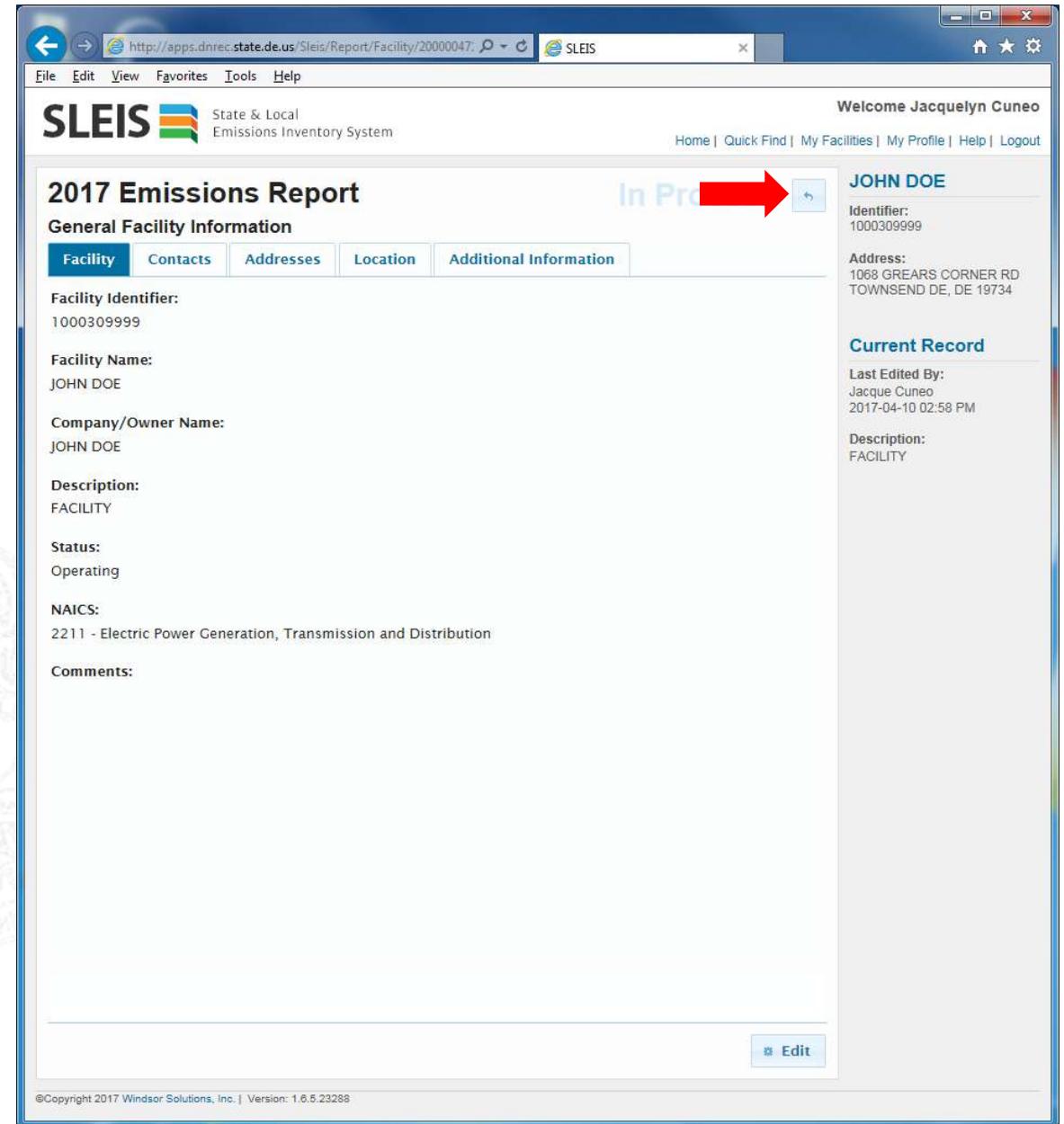
- Facility Identifier: 1000309999
- Facility Name: JOHN DOE
- Company/Owner Name: JOHN DOE
- Description: FACILITY
- Status: Operating
- NAICS: 2211 - Electric Power Generation, Transmission and Distribution
- Comments: (empty field)

On the right side of the page, there is a sidebar with the user's name "JOHN DOE" and their identifier "1000309999". Below this, it shows the user's address: "1068 GREARS CORNER RD TOWNSEND DE, DE 19734". There is also a "Current Record" section showing the last edited by "Jacque Cuneo" on "2017-04-10 02:58 PM" and a description of "FACILITY". At the bottom right of the main content area, there is an "Edit" button. The footer of the page contains the copyright information: "©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288".

Facility Inventory: Facility Information



- To navigate back to the Emission Report Main Page, click the “Back”  button
- Do not use the “Back”  button on your web browser

A screenshot of a web browser displaying the SLEIS (State & Local Emissions Inventory System) interface. The browser's address bar shows the URL: http://apps.dnrec.state.de.us/Sleis/Report/Facility/20000047. The page title is "2017 Emissions Report". The main content area is titled "General Facility Information" and includes tabs for "Facility", "Contacts", "Addresses", "Location", and "Additional Information". The "Facility" tab is selected. The information displayed includes: Facility Identifier: 1000309999; Facility Name: JOHN DOE; Company/Owner Name: JOHN DOE; Description: FACILITY; Status: Operating; NAICS: 2211 - Electric Power Generation, Transmission and Distribution; and Comments: (empty). On the right side, there is a user profile for "JOHN DOE" with Identifier: 1000309999 and Address: 1068 GREARS CORNER RD TOWNSEND DE, DE 19734. Below the profile is a "Current Record" section showing "Last Edited By: Jacque Cuneo" on "2017-04-10 02:58 PM" and "Description: FACILITY". A red arrow points to a "Back" button (a square with a curved arrow) located next to the "In Progress" status. At the bottom right of the page, there is an "Edit" button. The footer of the page reads: ©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288.

Facility Inventory: Emission Unit



- Emission Units are organized by Identifier, Type, and Status

- Actions

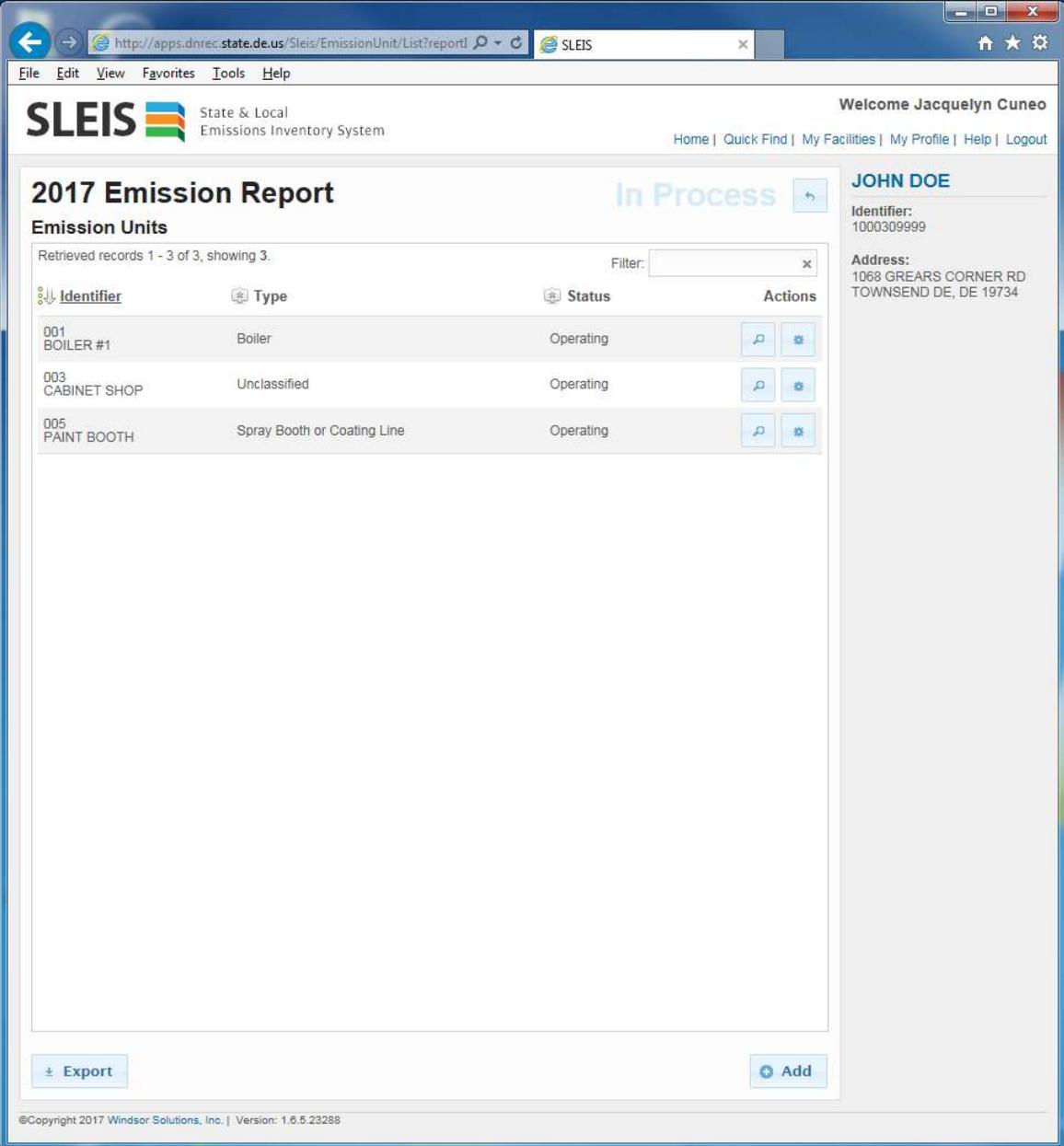
View



Edit



(this action will only be available if you are assigned Editor role)



2017 Emission Report

Emission Units

Retrieved records 1 - 3 of 3, showing 3.

Identifier	Type	Status	Actions
001 BOILER #1	Boiler	Operating	 
003 CABINET SHOP	Unclassified	Operating	 
005 PAINT BOOTH	Spray Booth or Coating Line	Operating	 

Export Add

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Facility Inventory: Emission Unit

- Emission Unit Identifier: IDs should be numbered in numerical order starting with 001, continuing to 002, 003, etc.
 - Once an Emission Unit is created and saved, the identifier field cannot be revised in the SLEIS application (please contact DAQ if an ID revision is needed)
- Emission Unit Type: Choose type from drop-down menu
- Status:
 - Operating
 - Permanently Shutdown
 - Temporarily Shutdown

SLEIS Notes:

Fields that have a red stripe are required. Fields that do not have a red stripe are optional.

Click the button for data field definitions.



Facility Inventory: Control Devices



- Control Devices are organized by Identifier, Control Measure, and Status

- Actions

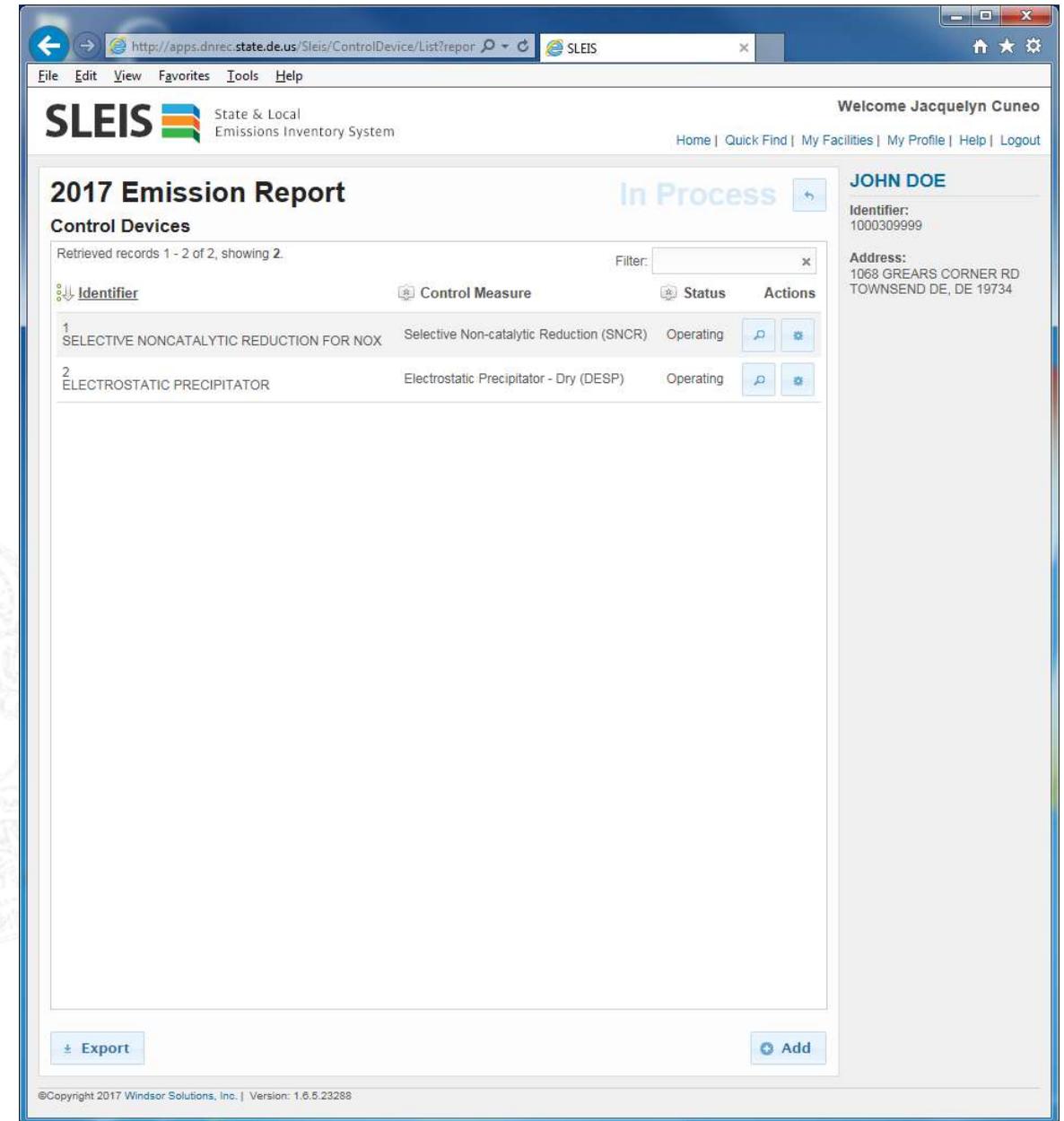
View



Edit



(this action will only be available if you are assigned Editor role)



The screenshot shows the SLEIS (State & Local Emissions Inventory System) web interface. The user is logged in as Jacquelyn Cuneo. The main content area displays a '2017 Emission Report' for 'Control Devices', which is currently 'In Process'. The report shows two records:

Identifier	Control Measure	Status	Actions
1 SELECTIVE NONCATALYTIC REDUCTION FOR NOX	Selective Non-catalytic Reduction (SNCR)	Operating	 
2 ELECTROSTATIC PRECIPITATOR	Electrostatic Precipitator - Dry (DESP)	Operating	 

At the bottom of the report area, there are 'Export' and 'Add' buttons. The footer of the application indicates it is version 1.6.5.23288, copyrighted by Windsor Solutions, Inc. in 2017.



Facility Inventory: Control Devices

- Control Device Identifier: IDs should be numbered in numerical order starting with 1 and continuing onto 2, 3, etc.
 - Once a Control Device is created and saved, the identifier field cannot be revised in the SLEIS application (please contact DAQ if an ID revision is needed)
- Status:
 - Operating
 - Permanently Shutdown
 - Temporarily Shutdown

The screenshot shows the SLEIS web application interface. The browser address bar displays the URL: <http://apps.dnrec.state.de.us/Sleis/ControlDevice/Edit/17101>. The page title is "2017 Emissions Report" and the status is "In Process". The user is identified as "JOHN DOE" with an identifier of 1000309999. The form contains the following fields:

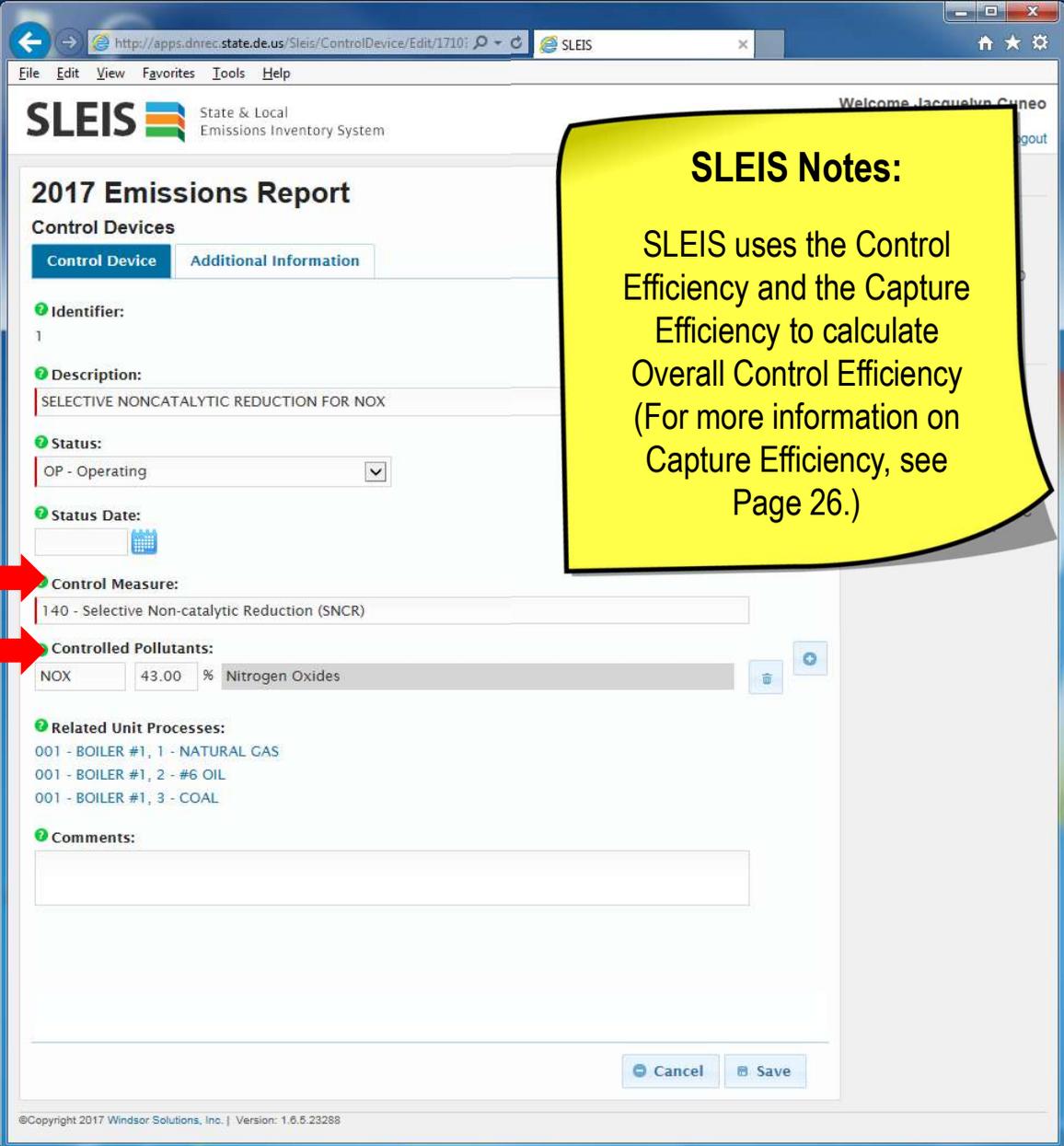
- Identifier:** 1 (highlighted with a red arrow)
- Description:** SELECTIVE NONCATALYTIC REDUCTION FOR NOX
- Status:** OP - Operating (highlighted with a red arrow)
- Status Date:** (empty)
- Control Measure:** 140 - Selective Non-catalytic Reduction (SNCR)
- Controlled Pollutants:** NOX 43.00 % Nitrogen Oxides
- Related Unit Processes:** 001 - BOILER #1, 1 - NATURAL GAS; 001 - BOILER #1, 2 - #6 OIL; 001 - BOILER #1, 3 - COAL
- Comments:** (empty)

Buttons for "Cancel" and "Save" are located at the bottom right of the form. The footer of the application reads: "©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288".



Facility Inventory: Control Devices

- Control Measure: Begin typing control device or practice for pre-loaded control measure options
- Consider the pollutants that are controlled by the device and the average control efficiency (percentage of the pollutant emissions reduced by the control device)
- To add controlled pollutants and control efficiencies, use the “Add”  button



SLEIS Notes:

SLEIS uses the Control Efficiency and the Capture Efficiency to calculate Overall Control Efficiency (For more information on Capture Efficiency, see Page 26.)

2017 Emissions Report
Control Devices

Control Device | Additional Information

Identifier: 1

Description: SELECTIVE NONCATALYTIC REDUCTION FOR NOX

Status: OP - Operating

Status Date:

Control Measure: 140 - Selective Non-catalytic Reduction (SNCR)

Controlled Pollutants: NOX 43.00 % Nitrogen Oxides

Related Unit Processes:
001 - BOILER #1, 1 - NATURAL GAS
001 - BOILER #1, 2 - #6 OIL
001 - BOILER #1, 3 - COAL

Comments:

Cancel Save

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Facility Inventory: Release Points



- Release Points are organized by Identifier, Type, and Status

- Actions

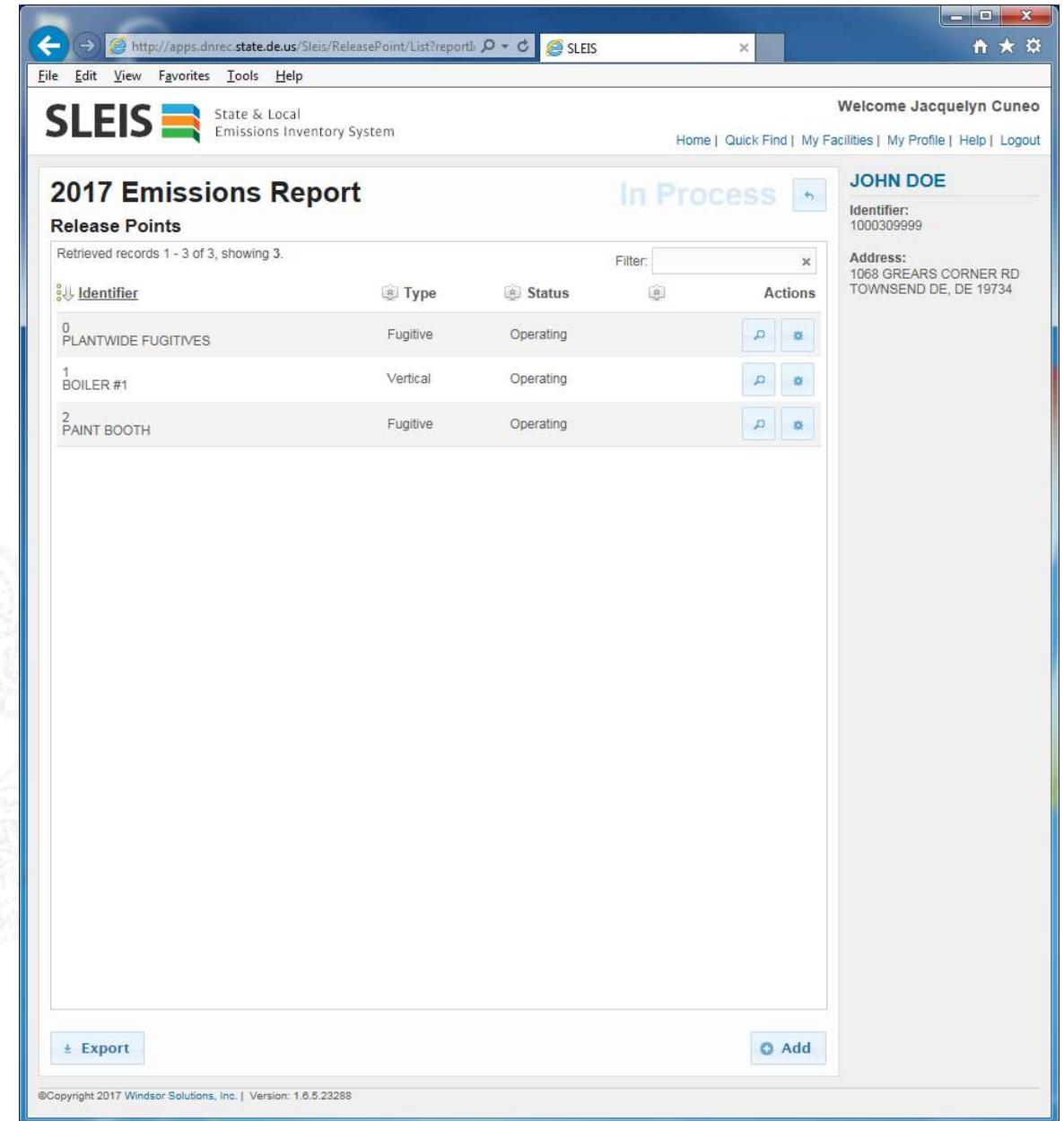
View



Edit



(this action will only be available if you are assigned Editor role)



Identifier	Type	Status	Actions
0 PLANTWIDE FUGITIVES	Fugitive	Operating	 
1 BOILER #1	Vertical	Operating	 
2 PAINT BOOTH	Fugitive	Operating	 



Facility Inventory: Release Points

- Release Point Identifier: IDs should be numbered in numerical order starting with 1 and continuing onto 2, 3, etc.
 - Once a Release Point is created and saved, the identifier field cannot be revised in the SLEIS application (please contact DAQ if an ID revision is needed)
- Status:
 - Operating
 - Permanently Shutdown
 - Temporarily Shutdown

The screenshot displays the SLEIS (State & Local Emissions Inventory System) web application. The main heading is '2017 Emissions Report' with a sub-heading 'Release Points'. The status is 'In Process'. The user is identified as 'JOHN DOE'. The form contains the following fields and values:

- Identifier: 1
- Type: Vertical
- Description: BOILER #1
- Status: Operating
- Status Date: [Calendar icon]
- Stack Height: 40.0 FEET
- Stack Shape: Circular Rectangular
- Stack Diameter: 2.00 FEET
- Exit Gas Temp: 350 °F
- Exit Gas Flow Rate: 2345 ACTUAL CUBIC FEET PER MINUTE
- Exit Gas Velocity: 12.4 FEET PER SECOND
- Fence Line Distance: FEET
- Related Unit Processes:
 - 001 - BOILER #1, 1 - NATURAL GAS
 - 001 - BOILER #1, 2 - #6 OIL
 - 001 - BOILER #1, 3 - COAL

Buttons for 'Cancel' and 'Save' are visible at the bottom right. The footer indicates '©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288'.



Facility Inventory: Release Points

- Type: Choose type from drop down menu
 - Vertical (or vertical with rain cap)
 - Horizontal
 - Goose Neck
 - Downward-facing
 - Fugitive
- Stack Parameters: Height, Shape, & Diameter
- Exit Gas Parameters: Temperature and Flow or Velocity
 - If Stack Diameter and Exit Gas Flow rate are entered, SLEIS will automatically calculate Exit Gas Velocity

SLEIS Notes:
Stack Height is the total distance above ground to the discharge point.



Facility Inventory: Release Points

- If the location of the release point is known, answer “No” to “Release point utilizes facility coordinates”, and enter coordinates of the release point
- If the location of the release point is unknown, answer “Yes” to “Release point utilizes facility coordinates”
 - Latitude and Longitude coordinates do not need to be entered
 - SLEIS will automatically use coordinates from the Facility module

The screenshot shows the SLEIS (State & Local Emissions Inventory System) web application. The user is logged in as Jacquelyn Cuneo. The main heading is "2017 Emissions Report" with a status of "In Process". The "Release Points" section has three tabs: "Release Point", "Location", and "Additional Information". The "Location" tab is selected. The form contains the following fields:

- Release point utilizes facility coordinates?: No
- Latitude (decimal degrees): 38.416667
- Longitude (decimal degrees): -75.833333
- UTM X (meters): 427000.000
- UTM Y (meters): 4251000.000
- UTM Zone: 18 (Assumes northern hemisphere)
- Collection Method:
- Data Collection Date:
- Geographic Reference Point:
- Geodetic Reference System:

On the right side, the user profile for "JOHN DOE" is visible, including an identifier (1000309999) and address (1068 GREARS CORNER RD, TOWNSEND DE, DE 19734). Below that, the "Current Record" section shows it was last edited by John Outten on 2012-03-27 12:43 PM, with an identifier of 1 and a description of "BOILER #1". At the bottom of the form are "Cancel" and "Save" buttons. The footer of the application reads "©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288".



Facility Inventory: Unit Processes



- Unit Processes are organized by Emission Unit Identifier, Process Identifier, and SCC

- Actions

- View



- Edit



(this action will only be available if you are assigned Editor role)

The screenshot shows the SLEIS (State & Local Emissions Inventory System) web application. The page title is "2017 Emission Report" and the status is "In Process". The user is identified as "JOHN DOE" with an identifier of 1000309999 and an address of 1068 GREARS CORNER RD, TOWNSEND DE, DE 19734. The main content is a table of Unit Processes with columns for Emission Unit Identifier, Process Identifier, SCC, and Actions. The table contains 5 records:

Emission Unit Identifier	Process Identifier	SCC	Actions
001 BOILER #1	1 NATURAL GAS	10300601	[View] [Edit]
001 BOILER #1	2 #6 OIL	10200401	[View] [Edit]
001 BOILER #1	3 COAL	10100201	[View] [Edit]
003 CABINET SHOP	1 TABLE SAW	30700710	[View] [Edit]
005 PAINT BOOTH	1 BRIGHT WHITE 192039	40202001	[View] [Edit]

At the bottom of the table, there are "Export" and "Add" buttons. The footer of the application reads "©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288".



Facility Inventory: Unit Processes

- Unit Process Identifier: Should be numbered in numerical order based on the number of processes for a given emission unit
 - Once a Unit Process is created and saved, the identifier field cannot be revised in the SLEIS application (please contact DAQ if an ID revision is needed)
- SCC: Choose Source Classification Code from drop down menu
 - Once an SCC is chosen, this field cannot be revised in the SLEIS application

The screenshot displays the SLEIS web application interface. At the top, the browser address bar shows the URL: <http://apps.dnrec.state.de.us/Sleis/UnitProcess/Edit/124867r>. The page title is "2017 Emissions Report" and the status is "In Process". The user is identified as "JOHN DOE" with an identifier of "1000309999". The address is "1068 GREARS CORNER RD TOWNSEND DE, DE 19734". The "Current Record" section shows it was last edited by "SLEIS System" on "2012-02-29 09:40 PM" with an identifier of "1" and a description of "NATURAL GAS". The "Emission Unit Identifier" is "001" and the "Emission Unit Description" is "BOILER #1". The main form fields are: "Process Identifier" (1), "Emission Unit Identifier" (001 - BOILER #1), "Description" (NATURAL GAS), and "Last/Final Emissions Year" (empty). The "Related Process Emission" section shows "1 - NATURAL GAS". The "Comments" field is empty. The form has "Cancel" and "Save" buttons at the bottom right. The footer of the page reads "©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288".



Facility Inventory: Unit Processes

- Control Approach: If this process is not controlled, check the “Not Controlled?” box
- Capture Efficiency: The effective percentage of emission stream that flows into the control equipment, as opposed to the amount that does not flow into the control equipment due to leaks, lack of enclosure, etc.
- Control Device(s): If the process is controlled, choose from drop down menu

The screenshot displays the SLEIS (State & Local Emissions Inventory System) web interface. The main content area is titled '2017 Emissions Report' and 'Unit Processes'. The 'Control Approach' tab is selected. Three red arrows point to the following fields:

- Not Controlled?:** A checkbox that is currently unchecked.
- Capture Efficiency:** A text input field containing '100.0 %'.
- Control Devices:** A list of two control devices: '1 - SELECTIVE NONCATALYTIC REDUCTION FOR NOX' and '2 - ELECTROSTATIC PRECIPITATOR', each with a dropdown arrow and a trash icon.

The right sidebar shows user information for 'JOHN DOE' (Identifier: 1000309999, Address: 1068 GREARS CORNER RD TOWNSEND DE, DE 19734) and a 'Current Record' for 'NATURAL GAS' (Identifier: 1, Description: NATURAL GAS, Emission Unit Identifier: 001, Emission Unit Description: BOILER #1). The bottom of the page includes a 'Cancel' and 'Save' button, and a copyright notice: '©Copyright 2017 Windsor Solutions, Inc. | Version: 1.6.5.23288'.



Facility Inventory: Unit Processes

- Release Point: Choose process release point from drop down menu
- Release Point Apportionment: Enter the average percentage of emissions from the process that vent through that release point

The screenshot displays the SLEIS (State & Local Emissions Inventory System) web interface. The main heading is '2017 Emissions Report' with a status of 'In Process'. Below this, the 'Unit Processes' section is active, showing a table with one entry: '1 - BOILER #1' with an apportionment of '100 %'. A red arrow points to the dropdown menu for the release point. The right sidebar contains user information for 'JOHN DOE' and a 'Current Record' section with details like 'Last Edited By: SLEIS System' and 'Emission Unit Description: BOILER #1'. The footer of the application indicates '©Copyright 2018 Windsor Solutions, Inc. | Version: 1.6.5.23288'.



Emissions Report Main Page: Emissions

- Year specific emissions inventory data will be entered under in these two modules

2017 Emissions Report In Process

Facility Inventory

- Facility
- Release Points
- Control Devices
- Emission Units
- Unit Processes

Emissions

- Process Emissions
- Report Attachments

Download Template Import Data

More Actions

- Validate Report
- Initiate Submission
- Print Report

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Welcome Jacquelyn Cuneo

Home | Quick Find | My Facilities | My Profile | Help | Logout

JOHN DOE

Identifier: 1000309999

Address: 1068 GREARS CORNER RD
TOWNSEND DE, DE 19734

Your roles at this facility are:
Editor, Submitter, Administrator

Submission Status

This emissions report has not been submitted.

Summary Reports

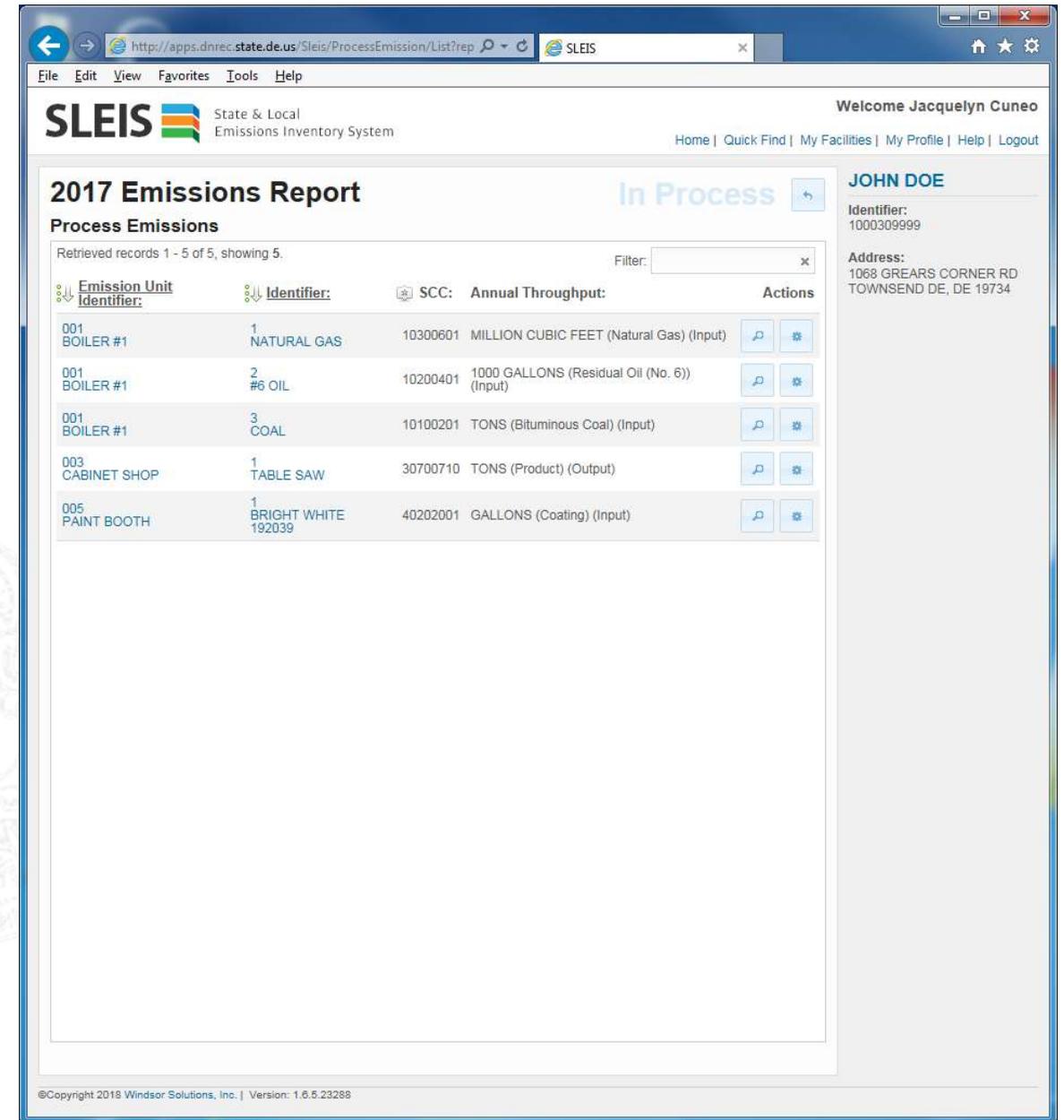
- Total Emissions by Source - HTML | CSV
- Total Emissions by Emission Unit - HTML | CSV
- Total Emissions by Release Point - HTML | CSV
- Process Emissions Summary - CSV



Emissions: Process Emissions



- Unit Processes are listed and organized by Emission Unit and Process ID
- Actions
 - View 
 - Edit  (this action will only be available if you are assigned Editor role)



The screenshot displays the SLEIS (State & Local Emissions Inventory System) web interface. The page title is "2017 Emissions Report" and the status is "In Process". The user is identified as "JOHN DOE" with an identifier of 1000309999 and an address of 1068 GREARS CORNER RD, TOWNSEND DE, DE 19734. The report shows a table of process emissions records:

Emission Unit Identifier	Identifier	SCC	Annual Throughput	Actions
001 BOILER #1	1 NATURAL GAS	10300601	MILLION CUBIC FEET (Natural Gas) (Input)	 
001 BOILER #1	2 #6 OIL	10200401	1000 GALLONS (Residual Oil (No. 6)) (Input)	 
001 BOILER #1	3 COAL	10100201	TONS (Bituminous Coal) (Input)	 
003 CABINET SHOP	1 TABLE SAW	30700710	TONS (Product) (Output)	 
005 PAINT BOOTH	1 BRIGHT WHITE 192039	40202001	GALLONS (Coating) (Input)	 

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Emissions: Process Emissions – Process Tab

■ Process is Reported?

- By default this box is checked
- Uncheck this box if the process did not operate, and therefore no emissions were created

■ Throughput: The amount of material used, fuel burned, or amount of product produced by the process

- Annual: This field is automatically calculated from the sum of the monthly throughput values
- Monthly: These fields are to be entered individually. If monthly throughput is unknown and only annual is available, estimate monthly throughput based on knowledge of the process such as process run time or production output.

2017 Emissions Report
Process Emissions

Process Identifier: 1 - NATURAL GAS

Emission Unit Identifier: 001 - BOILER #1

SCC: 10300601
External Combustion Boilers-Commercial/Institutional-Natural Gas-> 100 Million BTU/hr

Process is Reported?: Uncheck this box if there are no reportable emissions for the reporting year

Annual Throughput:

Throughput Unit of Measure: E6FT3 - MILLION CUBIC FEET

Throughput Type: I - Input

Throughput Material: 209 - Natural Gas

Monthly Throughput Totals:

January	February	March
April	May	June
July	August	September
October	November	December

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Emissions:

Process Emissions – Process Tab

- Throughput Unit of Measure: Choose from drop down menu
 - If you plan on using an emission factor to calculate emissions, the throughput unit of measure must match the emission factor denominator unit of measure
- Throughput Type: Choose from drop down menu
 - E – Existing
 - I – Input
 - O – Output
- Throughput Material: Begin typing throughput material for pre-loaded options

SLEIS Notes:
To view the full list of throughput units of measure, types, and materials, download the "Active Reporting Code Tables" from the SLEIS Home Page.

2017 Emissions Report
Process Emissions

Process Identifier: 1 - NATURAL GAS

Emission Unit Identifier: 001 - BOILER #1

SCC: 10300601
External Combustion Boilers-Commercial/Institutional-Natural Gas-> 100 Million BTU

Process is Reported?:
 Uncheck this box if there are no reportable emissions for the reporting year

Annual Throughput:

Throughput Unit of Measure: E6FT3 - MILLION CUBIC FEET

Throughput Type: I - Input

Throughput Material: 209 - Natural Gas

Monthly Throughput Totals:

January	February	March
April	May	June
July	August	September
October	November	December

Next Cancel Save

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Emissions:

Process Emissions – Process Tab

- Make sure to scroll down in the Process tab to see “Supplemental Calculation Parameters” and “Comments”
- Supplemental Calculation Parameters: These fields should be filled in for combustion-related processes
 - Ash% (not necessary for natural gas or propane)
 - Sulfur% (not necessary for natural gas or propane)
 - Heat Content
- Comments: Enter any process related comments here

SLEIS Notes:

Click between tabs (Process, Operations, and Emissions) to fill out all mandatory fields prior to clicking “Save” on the bottom of the page.



Emissions: Process Emissions – Operation Tab

- Typical Operating Schedule: Use integers to enter a typical operating schedule for
 - Hours per day
 - Days per week
 - Weeks per year
- Actual Hours
 - Automatically calculated from entered Hours per day, Days per week, and Weeks per year
 - This field can be overwritten if Actual Hours is known

The screenshot shows the SLEIS (State & Local Emissions Inventory System) web application. The user is logged in as Jacquelyn Cuneo. The main heading is "2017 Emissions Report" with a status of "In Process". The "Process Emissions" section has three tabs: "Process", "Operations" (selected), and "Emissions". Under the "Operations" tab, there are four input fields with green question mark icons, each pointed to by a red arrow:

- Average Hours/Day:
- Average Days/Week:
- Average Weeks/Year:
- Actual Hours:

Below these are "Seasonal Operations" with three rows:

- December-February: %
- March-May: %
- June-August: %
- September-November: %

At the bottom of the seasonal operations are two more fields:

- Total Ozone Season Days (May-September):
- Total Summer Season Days (June-August):

On the right side, there is a user profile for "JOHN DOE" with the following details:

- Identifier: 1000309999
- Address: 1068 GREARS CORNER RD TOWNSEND DE, DE 19734
- Current Record: Last Edited By: M. A. Prettyman, 2016-03-24 01:21 PM
- Process Identifier: 1
- Process Description: NATURAL GAS
- Emission Unit Identifier: 001
- Emission Unit Description: BOILER #1
- SCC: 10300601
- External Combustion Boilers-Commercial/Institutional-Natural Gas-> 100 Million BTU/hr
- Annual Throughput: E6FT3 - MILLION CUBIC FEET (209 - Natural Gas) (I - Input)

At the bottom right, there are "Next", "Cancel", and "Save" buttons. The footer text reads: "©Copyright 2018 Windsor Solutions, Inc. | Version: 1.6.5.23288".



Emissions:

Process Emissions – Operation Tab

■ Seasonal Operations

- Automatically calculated based on manually entered Monthly Throughputs (in Process Tab)
- These fields can be overwritten, if necessary

■ Total Ozone Season Days

- Count the days this process operated during the ozone season months
- Ozone season months: May through September
- Maximum value of 153

■ Total Summer Season Days

- Count the days this process operated during the summer season months
- Summer season months: June through August
- Maximum value of 92

SLEIS Notes:

For more information on Operation data, download the "Operation Data Fact Sheet" from the SLEIS Home Page.

2017 Emissions Report
Process Emissions

Process Operations Emissions

Average Hours/Day:

Average Days/Week:

Average Weeks/Year:

Actual Hours:

Seasonal Operations:

December-February % March-May % June-August %

September-November %

Total Ozone Season Days (May-September)

Total Summer Season Days (June-August)

Next Cancel Save

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Emissions: Process Emissions – Emissions Tab

- If you have reported to SLEIS in previous years, the list of pollutants reported and calculation method will be pre-loaded into the current year report
- If you have not reported in SLEIS in previous years, or if you would like to add a new pollutant, click the “Add” button at the bottom of the page.

2017 Emissions Report
Process Emissions

Process | Operations | **Emissions**

Filter:

Pollutant:	Emis. Factor (Lbs/Unit):	Emis. Factor UOM:	Calculation Method:	Estimated Emis. (Tons):
▶ CO			28 - USEPA EF (pre-control)	
▶ NH3			28 - USEPA EF (pre-control)	
▶ NOX			28 - USEPA EF (pre-control)	
▶ Lead			28 - USEPA EF (pre-control)	
▶ PM10-PRI			28 - USEPA EF (pre-control)	
▶ PM10-FIL			28 - USEPA EF (pre-control)	
▶ PM25-PRI			28 - USEPA EF (pre-control)	
▶ PM25-FIL			28 - USEPA EF (pre-control)	
▶ PM-CON			28 - USEPA EF (pre-control)	
▶ SO2			28 - USEPA EF (pre-control)	
▶ VOC			28 - USEPA EF (pre-control)	

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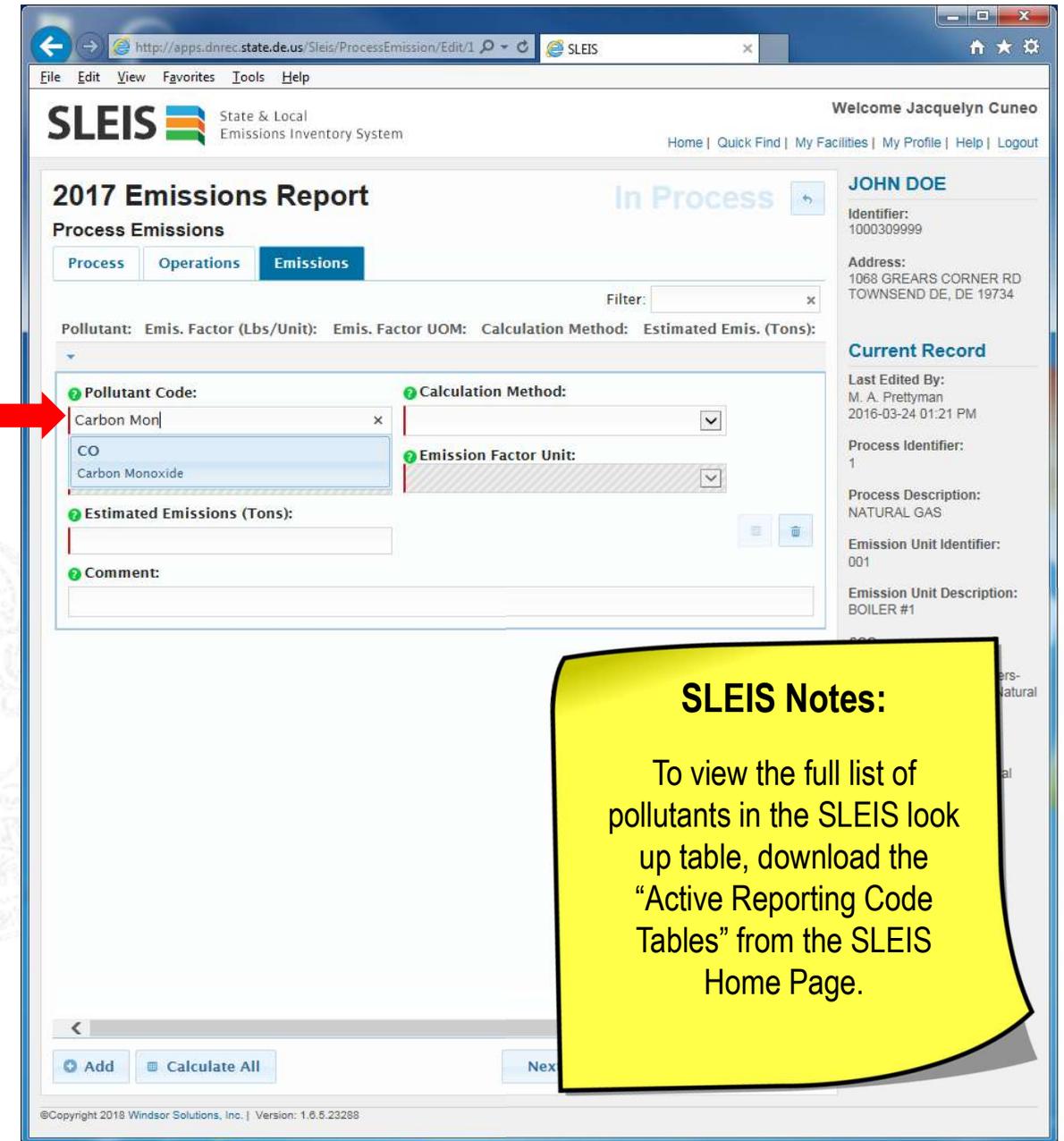
Buttons: Add, Calculate All, Next, Cancel, Save



Emissions:

Process Emissions – Emissions Tab

- Report emissions of:
 - Criteria Air Pollutants (CAPs) and their precursors
 - CO, NH₃, NO_x, SO₂, PM₁₀, PM_{2.5}, VOC, and Lead (reported with pollutant code 7439921)
 - Hazardous Air Pollutants (HAPs):
 - List of HAPs as defined under the Clean Air Act of 1990 and its modifications can be found on the EPA website
 - <https://www.epa.gov/haps/initial-list-hazardous-air-pollutants-modifications#mods>
 - Greenhouse Gases (GHGs)
 - CO₂, CH₄, and N₂O
- Begin typing the pollutant name or CAS# for pre-loaded pollutant look up table



2017 Emissions Report

Process Emissions

Pollutant: Emis. Factor (Lbs/Unit): Emis. Factor UOM: Calculation Method: Estimated Emis. (Tons):

Pollutant Code: Carbon Mon|
CO
Carbon Monoxide

Calculation Method: [Dropdown]

Emission Factor Unit: [Dropdown]

Estimated Emissions (Tons): [Input]

Comment: [Input]

SLEIS Notes:

To view the full list of pollutants in the SLEIS look up table, download the "Active Reporting Code Tables" from the SLEIS Home Page.



Emissions:

Process Emissions – Emissions Tab

- Reporting Particulate Matter Emissions
- Report on at least 4 of the 5 PM_x pollutants
 - PM10-Filterable (PM10-FIL)
 - PM2.5-Filterable (PM25-FIL)
 - PM-Condensable (PM-CON)
 - PM10-Primary (PM10-PRI)
 - PM2.5-Primary (PM25-PRI)
- The following PM relationships must be followed
 - $PM_{2.5-FIL} \leq PM_{10-FIL}$
 - $PM_{2.5-PRI} \leq PM_{10-PRI}$
 - $PM_{2.5-FIL} + PM-CON = PM_{2.5-PRI}$
 - $PM_{10-FIL} + PM-CON = PM_{10-PRI}$

SLEIS Notes:

PM Relationships are now enforced by SLEIS, with a new validation rule in SLEIS v1.6. To learn more about enhancements, download the “SLEIS v1.6 Fact Sheet” from the SLEIS Home Page.

2017 Emissions Report
Process Emissions

Pollutant:	Emis. Factor (Lbs/Unit):	Emis. Factor UOM:	Calculation Method
CO			28 - USEPA EF (pre-control)
NH3			28 - USEPA EF (pre-control)
NOX			28 - USEPA EF (pre-control)
Lead			28 - USEPA EF (pre-control)
PM10-PRI			28 - USEPA EF (pre-control)
PM10-FIL			28 - USEPA EF (pre-control)
PM25-PRI			28 - USEPA EF (pre-control)
PM25-FIL			28 - USEPA EF (pre-control)
PM-CON			28 - USEPA EF (pre-control)
SO2			28 - USEPA EF (pre-control)
VOC			28 - USEPA EF (pre-control)

Emission Unit Description:
BOILER #1
SCC: 10300601
External Combustion Boilers-Commercial/Institutional-Natural Gas-> 100 Million BTU/hr
Annual Throughput: 24,000 E6FT3 - MILLION CUBIC FEET (209 - Natural Gas) (1 - Input)

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Emissions:

Process Emissions – Emissions Tab

- Choose the emissions calculation method from the drop down menu
 - 19 different emission calculation methods
- Choose the emission calculation method using the best available information for your facility
 - If available, use site specific calculation methods (1 - CEM, 4 - Stack Test, 30 - Site Specific EF) instead of standard emission factors (28 - USEPA EF)
- If using a calculation method other than standard emission factors, please provide notes in the comment field

The screenshot displays the SLEIS web application interface. At the top, the browser address bar shows the URL: <http://apps.dnrec.state.de.us/Sleis/ProcessEmission/Edit/1>. The application header includes the SLEIS logo and the text "State & Local Emissions Inventory System". A user greeting "Welcome Jacquelyn Cuneo" is visible in the top right corner. The main content area is titled "2017 Emissions Report" and "Process Emissions". The "Emissions" tab is active. A dropdown menu for "Calculation Method" is open, showing a list of 31 methods. A red arrow points from the "Calculation Method" label to the dropdown menu. Another red arrow points from the "Comment" field to the right. The page includes a user profile for "JOHN DOE" and various status indicators like "In Process".



Emissions:

Process Emissions – Emissions Tab

- Emission Factor populated by SLEIS
 - Calculation Method MC-28
 - SLEIS will populate Emission Factor and its units, Estimated Emissions, and Overall Control Efficiency (if process is controlled)
- Emission Factor Entered by User
 - Calculation Method MC-8, -9, -10, -11, -12, -13, -29, -30, -31, -32, -33
 - User will enter Emission Factor and its units
 - SLEIS will populate Estimated Emissions and Overall Control Efficiency (if process is controlled)
- Emissions Calculated by User
 - Calculation Method MC-1, -2, -3, -4, -5, -6, -7
 - User will enter Estimated Emissions

SLEIS Notes:

To view the look-up table for MC-28 emission factors by SCC and pollutant, download the “SLEIS Method Code 28 Emission Factors” spreadsheet from the SLEIS Home Page.

SLEIS Notes:

If an emission factor calculation method is chosen, make sure the emission factor denominator units match the throughput units as selected in the “Process” tab.



Emissions: Process Emissions – Emissions Tab

- If you chose an emission factor-based calculation method
 - Add all pollutants and choose calculation method
 - Click the “Calculate All” button at the bottom of the page
- If you did not choose an emission factor-based calculation method, you will need to manually enter estimated emissions
- Remember to click the “Save” button at the bottom of the page!

2017 Emissions Report
Process Emissions

Pollutant:	Emis. Factor (Lbs/Unit):	Emis. Factor UOM:	Calculation Method:	Estimated Emis. (Tons):
PM10-FIL	0.2	E6FT3	28 - USEPA EF (pre-control)	0.0000564
PM25-FIL	0.11	E6FT3	28 - USEPA EF (pre-control)	0.0000528
PM-CON	0.32	E6FT3	28 - USEPA EF (pre-control)	0.003839999999999
PM25-PRI	0.43	E6FT3	28 - USEPA EF (pre-control)	0.00516
PM10-PRI	0.52	E6FT3	28 - USEPA EF (pre-control)	0.00624
SO2	0.6	E6FT3	28 - USEPA EF (pre-control)	0.007199999999999
NOX	280	E6FT3	28 - USEPA EF (pre-control)	1.9152
VOC	5.5	E6FT3	28 - USEPA EF (pre-control)	0.066
CO	84	E6FT3	28 - USEPA EF (pre-control)	1.008
Lead	0.0005	E6FT3	28 - USEPA EF (pre-control)	0.000006
NH3	0.49	E6FT3	28 - USEPA EF (pre-control)	0.00588

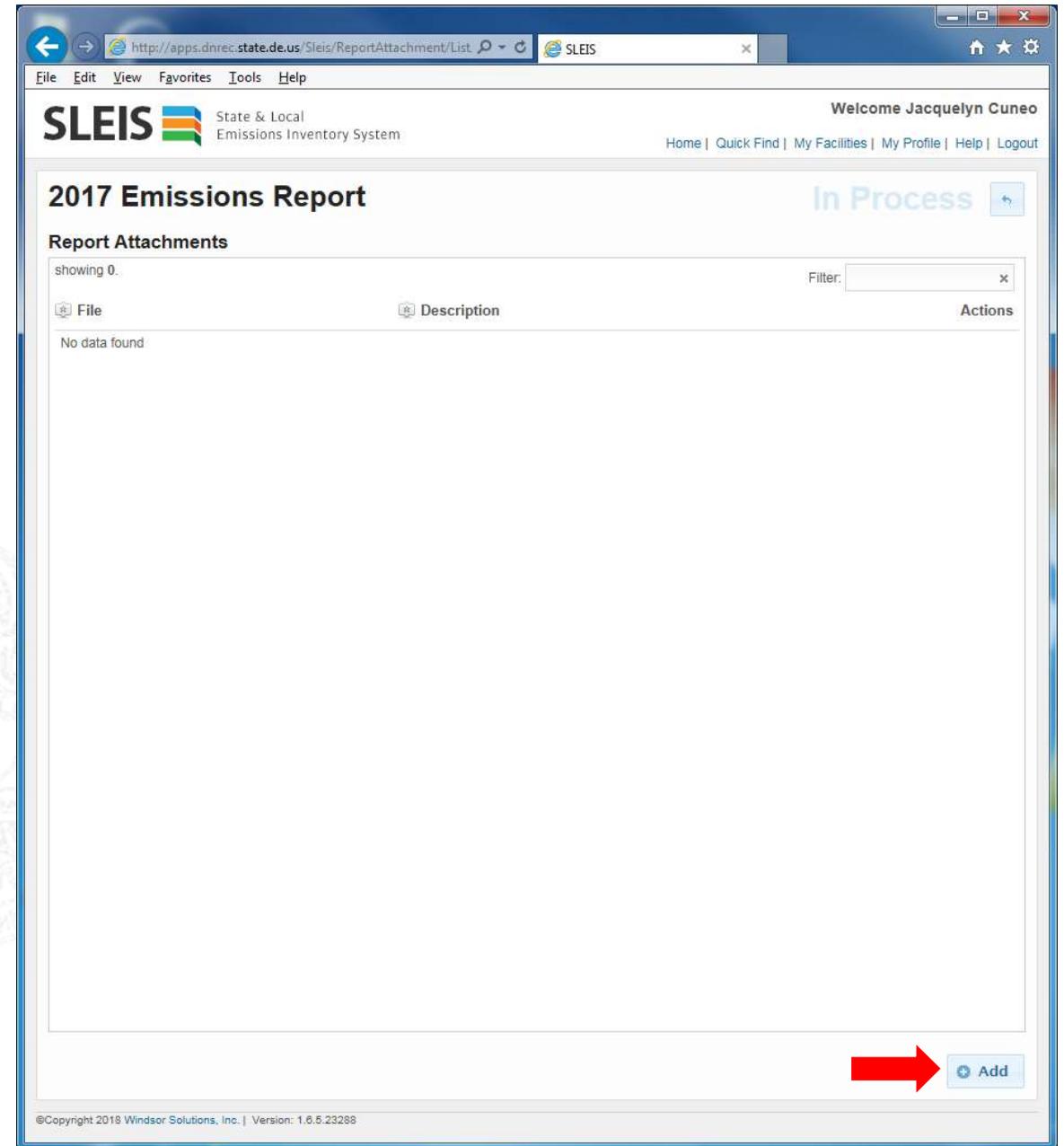
Calculate All Save



Emissions: Report Attachments



- Add any supporting documentation that may help DAQ during the report review process
- Click the “Add” button at the bottom of the page, browse for your document, then click save



Emissions Report Main Page: Submitting a Report

- After all emissions data is entered into the Process Emissions module, and supporting documentation has been uploaded to the Report Attachment module, the report is ready for submission
- Begin the submission process by clicking the “Validate Report” button under “More Action”

2017 Emissions Report In Process

Facility Inventory

Facility Release Points Control Devices Emission Units Unit Processes

Emissions

Process Emissions Report Attachments

Download Template Import Data

More Actions

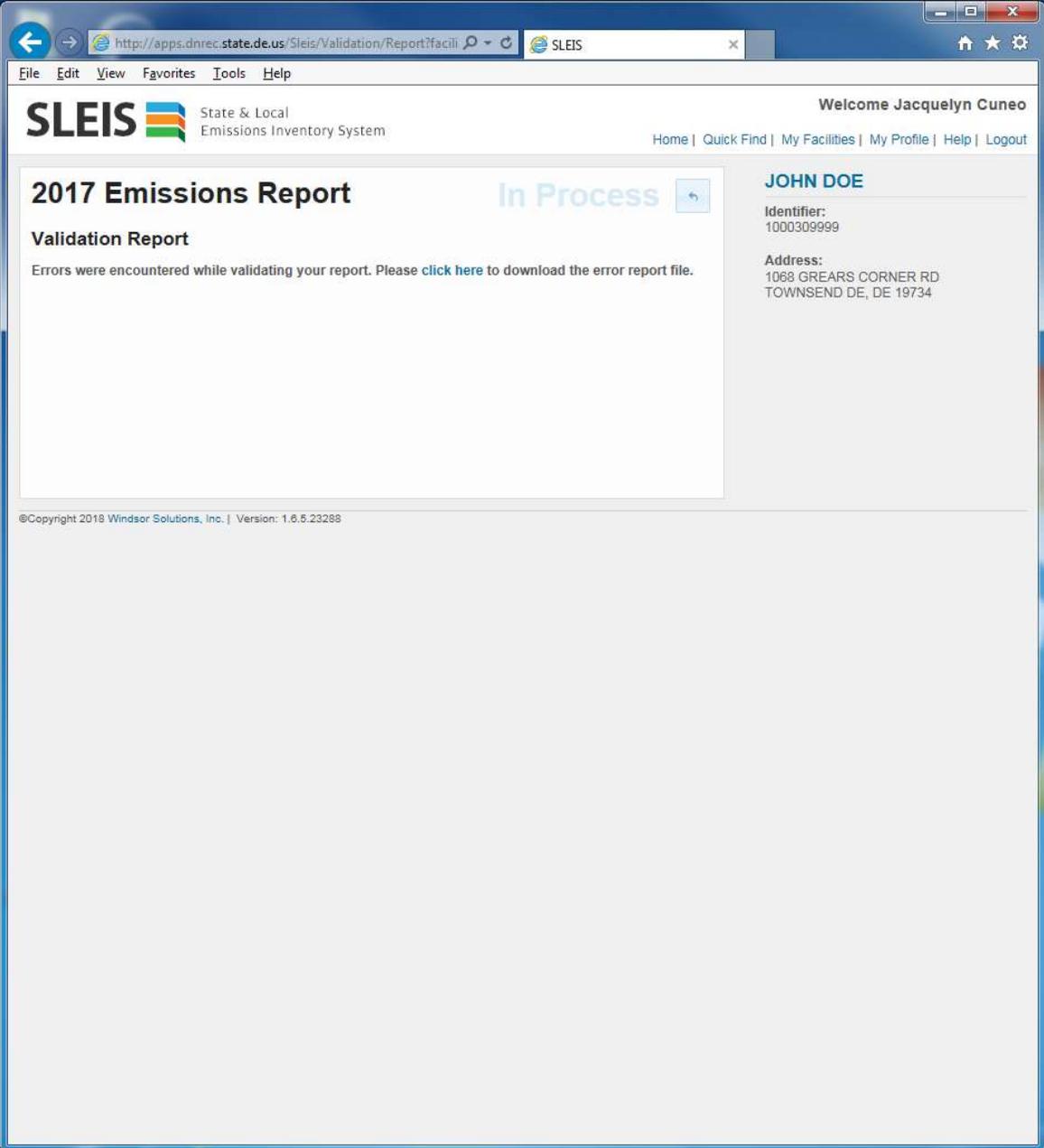
Validate Report Initiate Submission Print Report

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Submitting a Report: Validate Report

- If errors were encountered during the validation process, you will be instructed to download the error report file

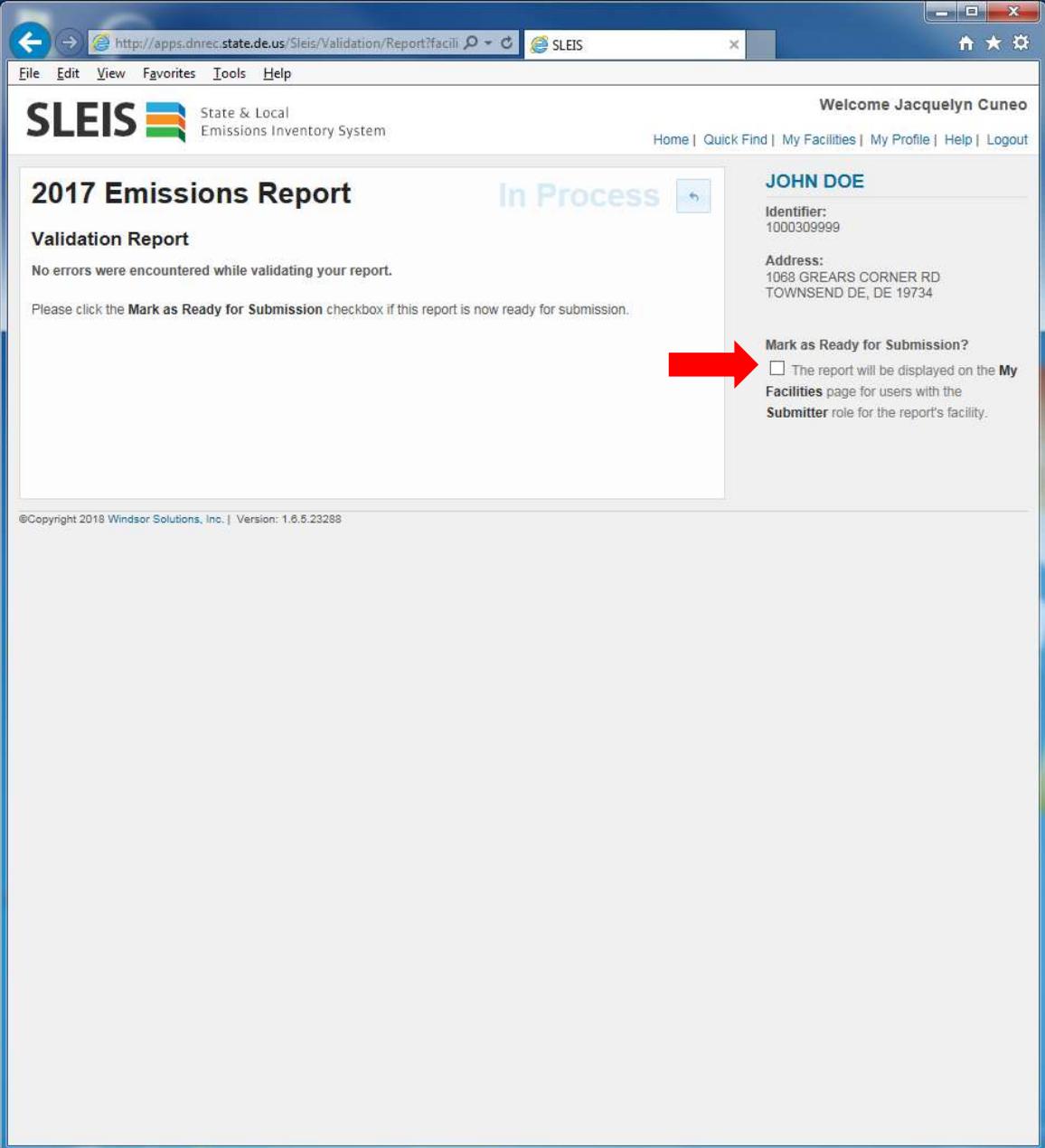


The screenshot shows a web browser window displaying the SLEIS (State & Local Emissions Inventory System) interface. The page title is "2017 Emissions Report" and the status is "In Process". A red arrow points to the "Validation Report" section, which contains the message: "Errors were encountered while validating your report. Please [click here](#) to download the error report file." The user's name, "JOHN DOE", and their identifier "1000309999" are visible in the top right corner. The address "1068 GREARS CORNER RD TOWNSEND DE, DE 19734" is also displayed. The browser address bar shows the URL "http://apps.dnrec.state.de.us/Sleis/Validation/Report?facil".



Submitting a Report: Validate Report

- Address any potential errors, then click “Validate Report”
- Once all errors have been addressed, you will be instructed to mark the report as “Ready for Submission” by checking the box in the right margin
- After checking the box, return to the Emission Report Main page with the  “Back” arrow button



The screenshot shows the SLEIS (State & Local Emissions Inventory System) web application. The user is logged in as Jacquelyn Cuneo. The main content area displays a "2017 Emissions Report" in an "In Process" state. Below this, a "Validation Report" section states: "No errors were encountered while validating your report." and "Please click the Mark as Ready for Submission checkbox if this report is now ready for submission." On the right side, the user's profile information is shown, including the name "JOHN DOE", identifier "1000309999", and address "1068 GREARS CORNER RD TOWNSEND DE, DE 19734". A red arrow points to a checkbox labeled "Mark as Ready for Submission?" with the text: "The report will be displayed on the My Facilities page for users with the Submitter role for the report's facility." The bottom of the page includes a copyright notice: "©Copyright 2018 Windsor Solutions, Inc. | Version: 1.6.5.23288".



Emissions Report Main Page: Initiate Submission

- A user who is assigned the “Submitter” role may now click the “Initiate Submission” button under “More Actions”

http://apps.dnrec.state.de.us/sleis/Facility/Report/200000471?facilityId=619 SLEIS

File Edit View Favorites Tools Help

SLEIS State & Local Emissions Inventory System

Welcome Jacquelyn Cuneo

Home | Quick Find | My Facilities | My Profile | Help | Logout

2017 Emissions Report

In Process

Facility Inventory

- Facility
- Release Points
- Control Devices
- Emission Units
- Unit Processes

Emissions

- Process Emissions
- Report Attachments

Download Template Import Data

More Actions

- Initiate Submission
- Print Report

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JOHN DOE
Identifier: 1000309999
Address: 1068 GREARS CORNER RD
TOWNSEND DE, DE 19734
Your roles at this facility are: Editor, Submitter, Administrator

Submission Status

This emissions report has not been submitted.

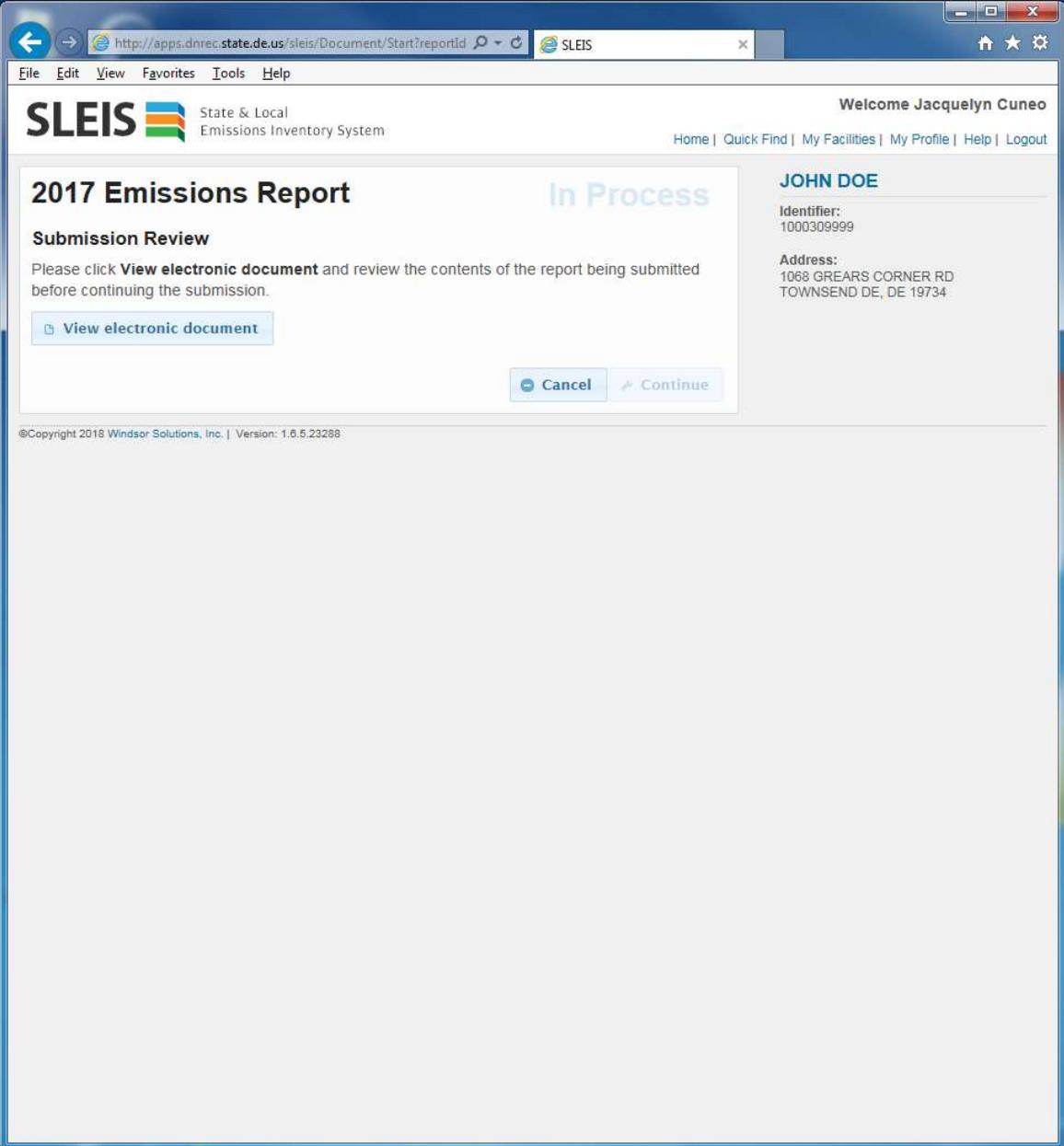
Summary Reports

- Total Emissions by Source - HTML | CSV
- Total Emissions by Emission Unit - HTML | CSV
- Total Emissions by Release Point - HTML | CSV
- Process Emissions Summary - CSV



Emissions Report Main Page: Submitting a Report

- In order to continue, the submitter must view the electronic document
- After the electronic document has been viewed, the “Continue” button will be activated
- Click “Continue”



The screenshot shows a web browser window with the URL <http://apps.dnrec.state.de.us/sleis/Document/Start?reportId>. The page header includes the SLEIS logo and the text "State & Local Emissions Inventory System". A welcome message for Jacquelyn Cuneo is visible in the top right. The main content area displays "2017 Emissions Report" and "In Process". Below this, a "Submission Review" section contains the instruction: "Please click **View electronic document** and review the contents of the report being submitted before continuing the submission." A red arrow points to the "View electronic document" button. At the bottom of the review section are "Cancel" and "Continue" buttons. The "Continue" button is currently disabled. On the right side, user information for JOHN DOE is shown, including an Identifier (1000309999) and an address (1068 GREARS CORNER RD, TOWNSEND DE, DE 19734). A copyright notice for Windsor Solutions, Inc. is visible at the bottom of the page.



Submitting a Report: Submission Agreements

- In order to continue, the submitter must check the boxes next to the Submission Agreements
- After the submission agreement boxes are checked, the “Continue” button will be activated
- Click “Continue”

A screenshot of a web browser displaying the SLEIS (State & Local Emissions Inventory System) interface. The page title is "2017 Emissions Report" and it is marked as "In Process". The user is identified as "JOHN DOE" with an identifier of 1000309999 and an address in Townsend, DE. The main content area contains a "Submission Agreements" section with a certification statement and four unchecked checkboxes for agreement. At the bottom of this section are "Cancel" and "Continue" buttons. The footer of the page includes a copyright notice for Windsor Solutions, Inc. and a URL for the account/logout page.

http://apps.dnrec.state.de.us/Sleis/Document/Agree?facility

SLEIS State & Local Emissions Inventory System

Welcome Jacquelyn Cuneo

Home | Quick Find | My Facilities | My Profile | Help | Logout

2017 Emissions Report

In Process

Submission Agreements

I certify that I have not violated any term in my Electronic Subscriber Agreement and that I am otherwise without any reason to believe that the confidentiality of my user ID and/or password have been compromised now or at any time prior to this submission. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

- I am the owner of the account used to perform the electronic submission and signature.
- I have the authority to submit the data on behalf of the facility I am representing.
- I agree that providing the account credentials to sign the submission document constitutes an electronic signature equivalent to my written signature.
- I have reviewed the electronic report being submitted in its entirety, and agree to the validity and accuracy of the information contained within it to the best of my knowledge.

I certify under penalty of law that this document was prepared under my direction or supervision in a manner to assure that qualified personnel gathered and evaluated the information submitted. Based on my inquiry of the person(s) who gathered and evaluated the information and of the person(s) responsible for managing the regulated activity, the information submitted is, to the best of my knowledge and belief, true and accurate and complete. I am aware that submitting false information is punishable by up to 5 years in prison and a fine of \$50,000.

Cancel Continue

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http://apps.dnrec.state.de.us/Sleis/Account/Logout



Submitting a Report: Submission Signature

- In order to continue, the submitter must
 - Answer their challenge question
 - Enter password (same password as SLEIS login)
- Click “Continue”

2017 Emissions Report In Process

Submission Signature

Please provide the answer to your previously specified challenge question, and re-enter your account login password.

What street did you live on in third grade?

Password:

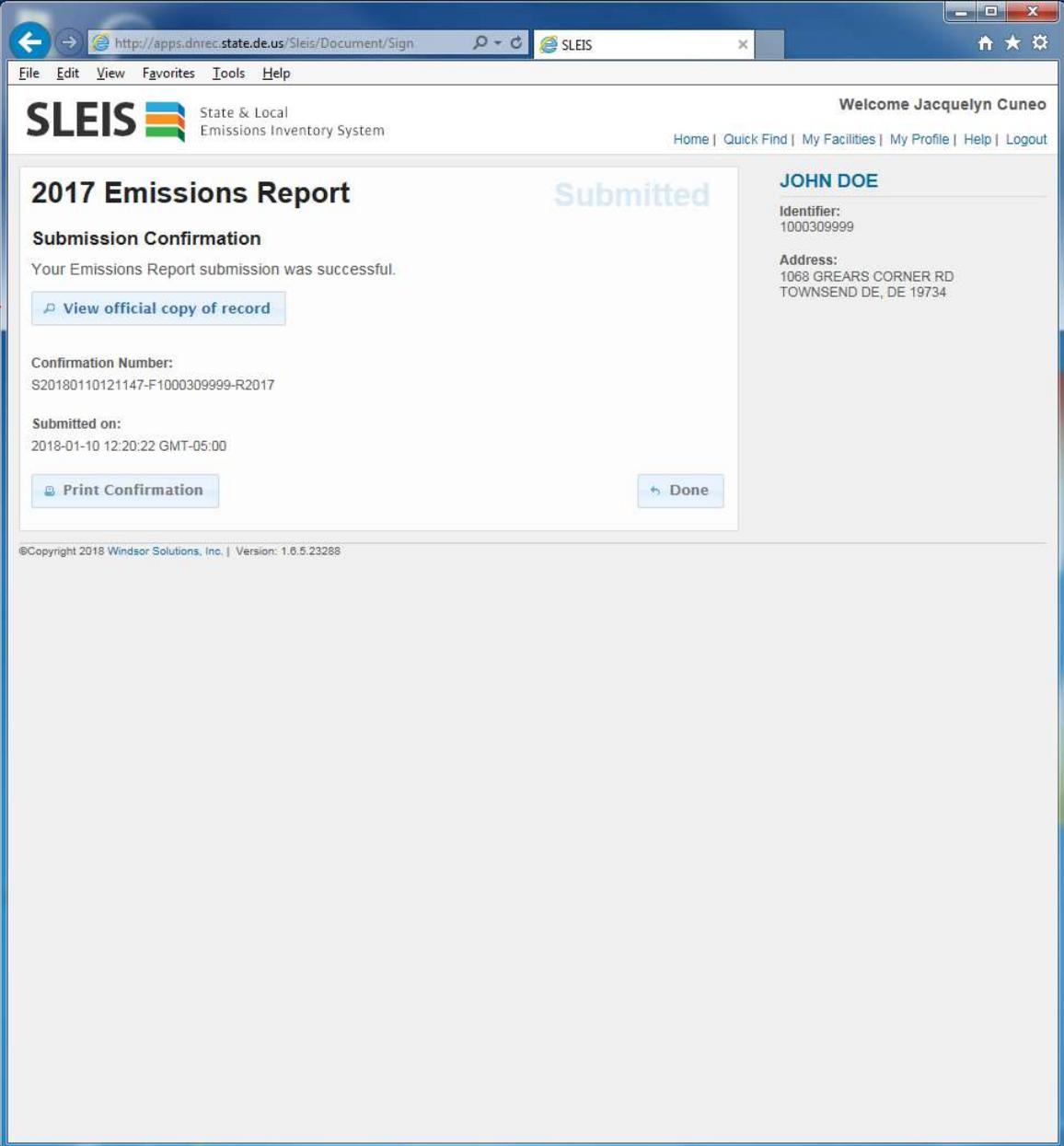
JOHN DOE
Identifier:
1000309999
Address:
1068 GREARS CORNER RD
TOWNSEND DE, DE 19734

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Submitting a Report: Submission Confirmation

- You may View and Save the Official Copy of Record for the facility's record
- You will receive an email from the "State of Delaware DNREC" after successful submission



The screenshot displays the SLEIS (State & Local Emissions Inventory System) web application. The browser address bar shows the URL: <http://apps.dnrec.state.de.us/Sleis/Document/Sign>. The page title is "2017 Emissions Report" and the status is "Submitted". A red arrow points to the "View official copy of record" button. The confirmation message reads: "Your Emissions Report submission was successful." Below this, there is a "Confirmation Number: S20180110121147-F1000309999-R2017" and a "Submitted on: 2018-01-10 12:20:22 GMT-05:00". A "Print Confirmation" button is also visible. On the right side, the user's name "JOHN DOE" is displayed along with their "Identifier: 1000309999" and "Address: 1068 GREARS CORNER RD TOWNSEND DE, DE 19734". The footer of the page includes the copyright notice: "©Copyright 2018 Windsor Solutions, Inc. | Version: 1.6.5.23288".



What's Next?

Emission Statement

- DAQ will review the report, create an emissions statement, and send to the facility's main contact via email
- The facility contact will review the emission statement, the facility's responsible official will sign the statement, and the facility will return the signed statement to DAQ
 - DAQ does not require a hard copy of the signed emission statement
 - The signed statement can be returned via email (preferred method) or postal mail



What's Next?

Amending a Report

- During DAQ review, we may identify an error or omission in the SLEIS report
- If identified, DAQ will notify the facility that an amendment is needed
- Facility must “Request Amendment” on Emission Report main page

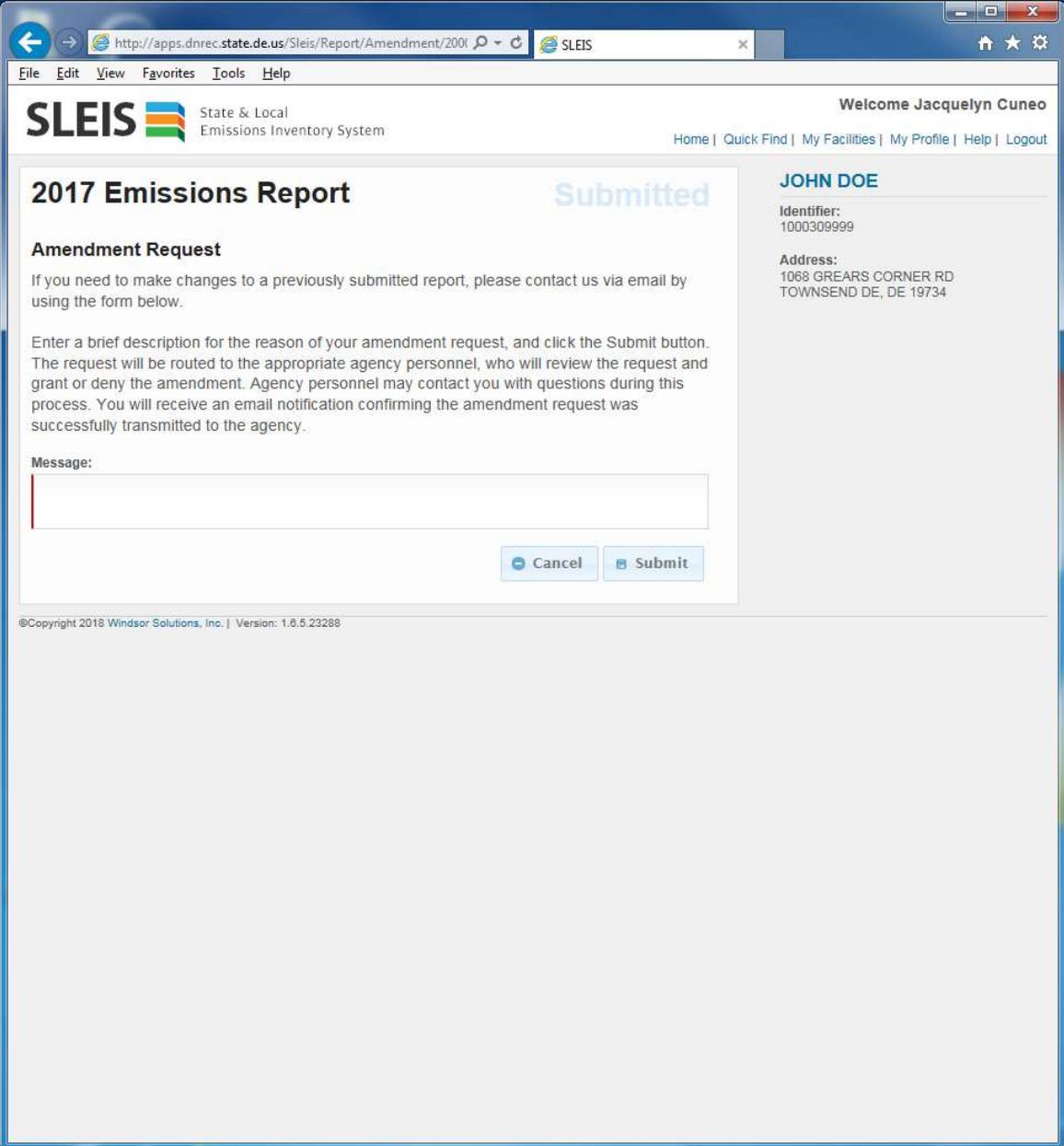
The screenshot displays the SLEIS web interface for a user named Jacquelyn Cuneo. The main content area shows a '2017 Emissions Report' for a facility, which has been 'Submitted'. The report is organized into sections: 'Facility Inventory' (with icons for Facility, Release Points, Control Devices, Emission Units, and Unit Processes), 'Emissions' (with icons for Process Emissions and Report Attachments), and 'More Actions' (with a 'Print Report' button). A 'Download Template' button is also visible. On the right side, the user's profile information is shown, including their name 'JOHN DOE', identifier '1000309999', and address '1068 GREARS CORNER RD, TOWNSEND DE, DE 19734'. The 'Submission Status' section indicates that one version of the report has been submitted and provides links for 'View Submission History' and 'Request Amendment'. A red arrow points to the 'Request Amendment' link. The 'Summary Reports' section lists various report types and their formats, such as 'Total Emissions by Source - HTML | CSV' and 'Process Emissions Summary - CSV'. The footer of the page includes the copyright information: '©Copyright 2018 Windsor Solutions, Inc. | Version: 1.6.5.23288'.



What's Next?

Amending a Report

- Enter brief description of reason for amendment
- DAQ will approve and unlock report page
- Facility can make necessary changes and resubmit



The screenshot shows a web browser window displaying the SLEIS (State & Local Emissions Inventory System) interface. The page title is "2017 Emissions Report" and it is marked as "Submitted". The user is identified as "JOHN DOE" with an identifier of "1000309999" and an address of "1068 GREARS CORNER RD TOWNSEND DE, DE 19734". The main content area is titled "Amendment Request" and contains the following text: "If you need to make changes to a previously submitted report, please contact us via email by using the form below." Below this, there is a paragraph explaining the amendment process: "Enter a brief description for the reason of your amendment request, and click the Submit button. The request will be routed to the appropriate agency personnel, who will review the request and grant or deny the amendment. Agency personnel may contact you with questions during this process. You will receive an email notification confirming the amendment request was successfully transmitted to the agency." A text input field labeled "Message:" is provided for the user to enter their request. At the bottom of the form are "Cancel" and "Submit" buttons. The footer of the page reads "©Copyright 2018 Windsor Solutions, Inc. | Version: 1.6.5.23288".



Contact Information

Jacquelyn Cuneo

email: jacquelyn.cuneo@delaware.gov

phone: (302) 739-9402

address: DNREC, Division of Air Quality
Attn: Airshed Planning and Inventory Program
State Street Commons
100 W. Water Street, Suite 6A
Dover, Delaware 19904



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