

Florida Department of Environmental Protection

Electronic Annual Operating Report

Version 8
January 2007



Updated December 2006

Developed by:

Department of Environmental Protection
Division of Air Resources Management, MS5500
2600 Blair Stone Road
Tallahassee, FL 32399-2400
<http://www.dep.state.fl.us/>

Department of Environmental Protection (DEP) DISCLAIMS ALL WARRANTIES RELATING TO THIS SOFTWARE, WHETHER EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NEITHER Department of Environmental Protection (DEP) NOR ANYONE ELSE WHO HAS BEEN INVOLVED IN THE CREATION, PRODUCTION, OR DELIVERY OF THIS SOFTWARE SHALL BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, OR INCIDENTAL DAMAGES ARISING OUT OF THE USE OR INABILITY TO USE SUCH SOFTWARE, EVEN IF Department of Environmental Protection (DEP) HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR CLAIMS. THE PERSON USING THE SOFTWARE BEARS ALL RISK AS TO THE QUALITY AND PERFORMANCE OF THE SOFTWARE.

This agreement shall be governed by the laws of the State of Florida and shall insure to the benefit of Department of Environmental Protection (DEP). Any action or proceeding brought by either party against the other arising out of or related to this agreement shall be brought only in a STATE or FEDERAL COURT located in Leon County, Florida. The parties hereby consent to in personam jurisdiction of said courts.

Microsoft is a registered trademark of Microsoft Corporation.

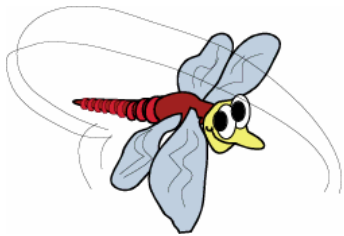
Windows is a trademark of Microsoft Corporation.

Corel and WordPerfect are registered trademarks of the Corel Corporation.

Contents

Introduction	2
Getting Familiar with EAOR	3
Easy Start Menu.....	3
Tool Bar.....	4
Menu Bar	4
 Step 1: Importing Facility Data	 6
Import from Web.....	7
Import from Disk.....	7
Step 2: Comparative Edit & Review	10
Facility Edit and Review	10
EU Edit and Review	13
Step 3: Verify Facility Data.....	26
Step 4: Create Submission File	28
Submit via Internet	28
Submit via Mail	30
Step 5: Print Report.....	31
Select Facility	35
Exit EAOR.....	35
 Additional Features.....	 36
Export	36
Select Data Source.....	43
Options	45
Delete Facility.....	47
Cut, Copy & Paste	48
Copy an Emission Unit.....	49
Update Codes from Disk	52
Update Codes form Web	53
Survey Menu.....	54
Window Menu	55
Converting Version 5 data to EAOR Version 8	56
 Appendix	 57
Appendix – A: Frequently Asked Questions (FAQs)	57
Appendix – B: Instructions for AOR Form	61
 Index	

Introduction



BUZZ

Welcome to the latest version of the Electronic Annual Operating Report software – or **EAOR Version 8**. This updated version of the EAOR software has been created by the Florida Department of Environmental Protection's Division of Air Resources Management to better assist you in submitting an electronic version of the Annual Operating Report.

The EAOR Installation instructions are not included in this manual. They will be provided at the same location where you will download the EAOR software:

<http://www.floridadep.org/air/eproducts/eaor/default.htm>

The minimum system requirements will be included in the Installation instructions and will go over the following requirements needed to run the EAOR software:

- Required Software
- Operating System Requirements
- Hardware Requirements
- Hard Drive
- Cautions

After installing EAOR, please take some time to review the first section titled **“Getting Familiar with EAOR”**. This will familiarize you with the Tool Bar and Menu Bar features and will briefly explain each button on the Easy Start Menu. This menu conveniently lays out each step necessary for completing your AOR in the order it is usually performed.

The section titled **“Additional Features”** describes features that can be useful but are not essential for completing the AOR. **Appendix B – “Instructions for AOR Form”** is part of Rule 62-210.900(5), F.A.C. It covers all AOR requirements and the definitions of each field.

“Buzz” will appear throughout the documentation with helpful hints to guide you through the EAOR process. If you have any questions or are unable to locate the information you need, please contact the Help Desk by phone or email, as shown below. You may also obtain an explanation or instructions for a particular feature that you are *currently* using by pressing **F1** on your keyboard. EAOR will automatically open the Help File to the section which explains that specific function. Feel free to use this feature at any time throughout EAOR.

**Division of Air Resources Help Desk
Tallahassee, FL**

Phone: (850) 921-9557

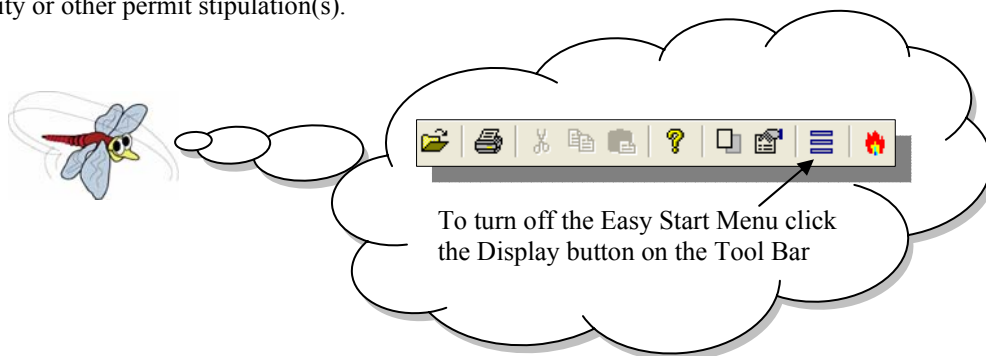
Email: DARM.HelpDesk@dep.state.fl.us

Getting Familiar with EAOR

The Easy Start Menu, Tool Bar and Menu Bar provide different ways to access the features in EAOR. Please read through each section below for a brief explanation of each.

Easy Start Menu

This menu provides quick access to the most frequently used menu options in the AOR creation process. Each step appears on the menu in the order it would normally be performed. However, this is only a general guideline; your AOR may require additional steps warranted by the size and/or structure of your facility or other permit stipulation(s).



Step 1

Import from Web...

or

Import from Disk

There are two ways to import you facility data into the EAOR program:

- **Import from Web:** We recommend using this option if you have an Internet connection.
- **Import from Disk:** Use this option if you do not have an Internet connection. To obtain a copy of your facility data file contact the FDEP Help Desk at (850) 921-9557.

Step 2

Comparative Edit/Review

Enter and update your Facility and Emission Unit data for the reporting year. For information on AOR requirements see **Instructions for AOR Form**.

Step 3

Verify Facility Data

After you have updated and saved your changes, use this button to ensure that all necessary data are entered.

Step 4

Create Submission File

Once your AOR is complete and verified, you are ready to submit it electronically to FDEP.

Step 5

Print Report

Step 5 is optional. Use this button to print the entire AOR or individual emission reports.

Select Facility

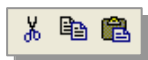
If you work with multiple facilities, use this button to switch to another facility.

Exit EAOR

This button closes EAOR.

Tool Bar

The Tool Bar buttons provide you with shortcuts to frequently used menu options.



Cut, Copy & Paste will become active in areas where they are allowed to be used



Opens the Select Facility window



Opens the Print Report window



Cut



Copy



Paste



Opens the main Help Window



Begins Comparative Edit and Review



Opens the Select Data Source window



Opens and closes the Easy Start Menu



Directs you to the **WebFIRE** website

► **WebFIRE** is the Internet version of the Factor Information Retrieval System (FIRE) which provides access to the EPA's air emissions factors.

Menu Bar

The Menu Bar consists of the following menus, as seen below. Each menu includes a variety of features, some necessary for completing your AOR and some entirely optional depending on your preference. Follow the links under each menu heading below for detailed explanations of each menu option.

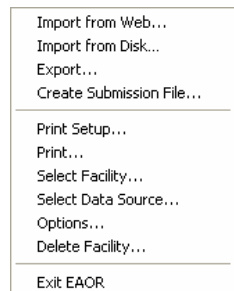
File Edit EAOR Survey Window Help

• File Menu

The File Menu consists of the following options which aid in the preparation of your AOR. Some of these options can be accessed via the Easy Start Menu, while others exist only within the File Menu.

Import from Web...
Import from Disk...
Export...
Create Submission File...
Print Setup...
Print...

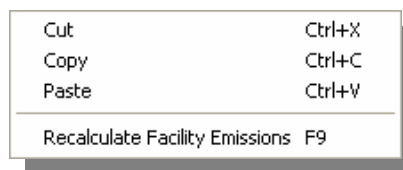
Select Facility...
Select Data Source...
Options...
Delete Facility...
Exit EAOR...



• Edit Menu

The Edit Menu consists of the following options which help you to modify and update your AOR data.

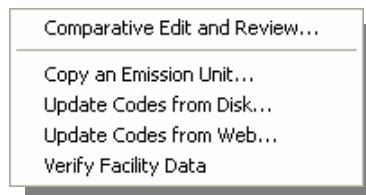
Cut
Copy
Paste
Recalculate Facility Emissions



• EAOR Menu

The EAOR Menu consists of the following options which help you review, update and verify your AOR data. Some of these options can be accessed via the Easy Start Menu, while others exist only within the EAOR Men

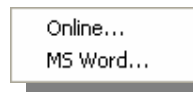
Comparative Edit and Review...
Copy and Emission Unit...
Update Codes from Disk...
Update Codes form Web...
Verify Facility Data



• Survey Menu

After completing your AOR, use the Survey Menu to access the optional survey which asks you to evaluate EAOR performance. We encourage you to fill out the survey since your feedback is essential to improving the effectiveness of the EAOR program.

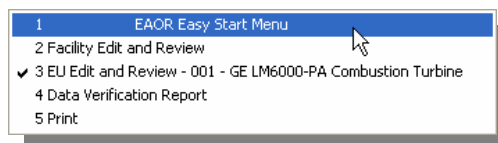
Online...
MS Word...



• Window Menu

The Window Menu allows you to navigate between the windows that are currently open in EAOR.

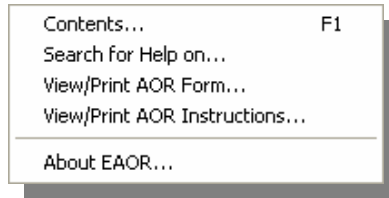
Window



- **Help Menu**

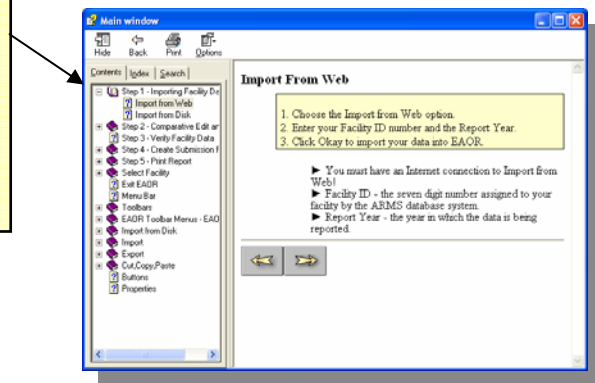
The Help Menu consists of the following options which you may access at any time via the Menu Bar or by pressing **F1** on your keyboard.

Contents...
Search for Help on...
View/Print AOR Form...
View/Print AOR Instructions...
About EAOR...



Use the **F1** feature any time throughout the EAOR program, for example:

Select **Import from Web**. The **Select Facility from Website** window will open. If you aren't sure what to do next or simply want an explanation of why you should import from web, press **F1** and the Help File will open to that particular subject



Step 1

Importing Facility Data

The first step in completing an AOR is to import your facility data into the EAOR program. There are two ways to import data:

- **Import from Web:** We recommend using this option if you have an Internet connection.
- **Import from Disk:** Use this option only if you do not have an Internet connection. To obtain a copy of your facility data file contact the FDEP Help Desk at **(850) 921-9557**.

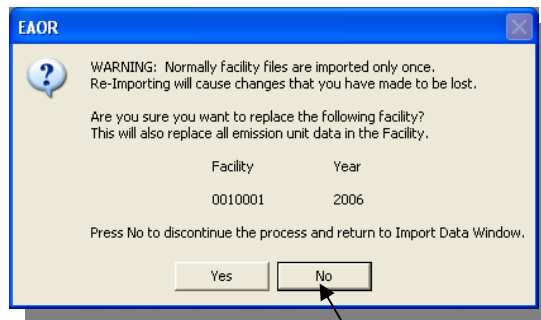
You may place your cursor in any field and press **F1** to receive detailed instructions for that particular field from within the EAOR software!

Import from Web

1. Choose the **Import from Web** option.
2. Enter your Facility ID number and the Report Year.
3. Click **Okay** to import your data into EAOR.



- ▶ You must have an Internet connection to **Import from Web**!
- ▶ *Facility ID* - the seven digit number assigned to your facility by the ARMS database system.
- ▶ *Report Year* - the year in which the data is being reported.
- ▶ Do not import the same facility twice or you will replace any data you have updated! EAOR will give you a warning before it allows the data to be replaced.



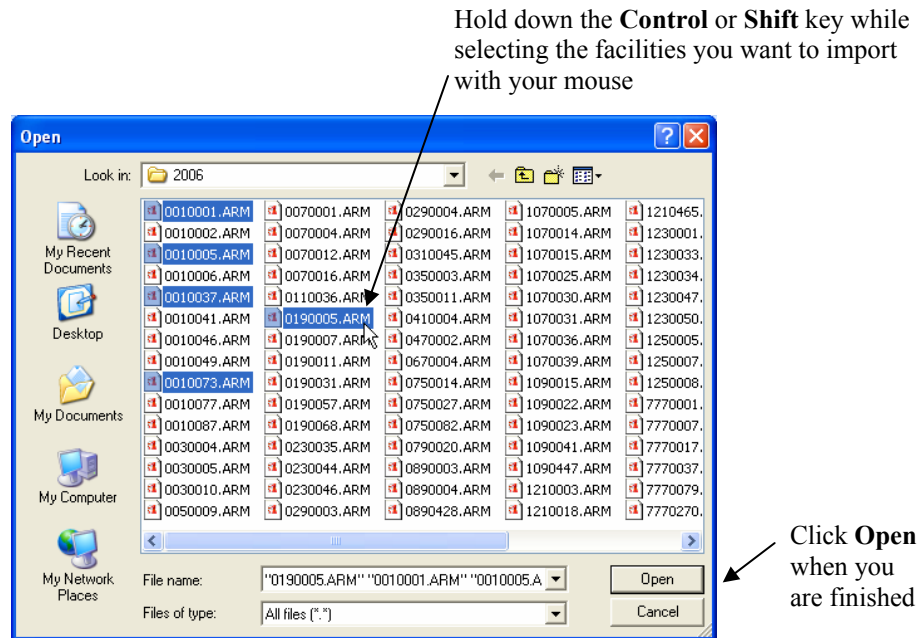
Click **No** if you do not want EAOR to replace your data

Import from Disk

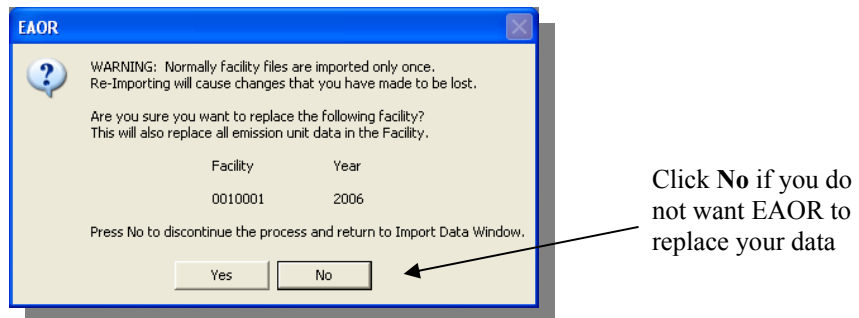
1. Choose the **Import from Disk** option.
2. Make sure the *Import Location* is correct.
 - ▶ If it is incorrect follow the instructions under the **Browse** heading below!
3. Click **Okay** to import your data into EAOR.



- ▶ The **Import from Disk** option will automatically look in **Drive A:** for the data file. If you have saved your data file elsewhere on your computer you will have to use the **Browse** feature to locate your file.
- ▶ **Import from Disk** will allow you to import multiple facilities simultaneously.



► Do not import the same facility twice or you will replace any data you have updated! EAOR will give you a warning before it allows the data to be replaced.



Browse

1. Click the **Browse** button.
2. Navigate to your file and highlight it with your mouse.
 - If you are unable to find your data file follow steps 1-3 below!
3. Click **Open**.
4. Click **Okay** to import your data into EAOR.

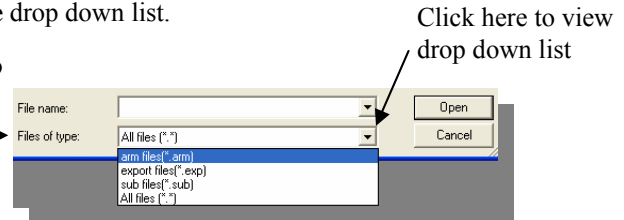


- If you are in the correct folder but are unable to see the data file you wish to import, change the file extension (**Follow steps 1-3 below**).
- Files with the extension **.ARM**, **.SUB** or **.EXP** can be imported into EAOR. The file extension is a suffix which identifies where a file was created or what type of information it contains:

- .**ARM** file contains data extracted directly from the FDEP's ARMS database.
- .**SUB** is a submission file containing data exported from EAOR.
- .**EXP** is an export file containing data exported from EAOR.

1. Go to the Files of Type drop down list.

Use this function to view files with different file extensions



- 2. Choose the file extension that corresponds with the data file you wish to import, or choose **All Files**.**
- 3. Once you locate your file, continue with step 2 under the **Browse** heading above.**

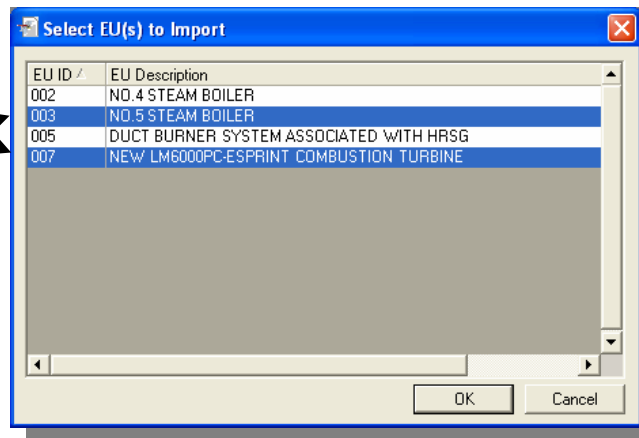
Set Selection Criteria

Use the *Set Selection Criteria* feature to choose specific data to import. Select and import specific EU(s) without importing the entire facility or overwriting existing data you wish to keep.

- 1. Click the Set Selection Criteria button.**
- 2. Choose the EU(s) you wish to import.**
- 3. Click Okay.**
- 4. Click Okay to import your selected EU.**

► If you are importing specific Emissions Units back into EAOR after they have been updated, please see the **Export Specific Emissions Unit** section and read the steps for re-importing exported EU *very carefully* so you do not replace your facility data!!

Choose multiple EU by holding down the **Control** or **Shift** key while making selections with your mouse



Step 2

Comparative Edit and Review

The second step in completing an AOR is to add, review and update your Facility and Emission Unit data using **Comparative Edit and Review**, which is divided into two sections:

- **Facility Edit and Review:** This section contains only facility information.
- **EU Edit and Review:** This section contains only emission unit information.

The Comparative Edit and Review screen displays the data in a side-by-side format which allows you to edit one panel (**Revised AOR Data**) while using the other for comparison purposes (**Local ARMS Data**).



Revised AOR Data

The Left side of the screen is partially filled with the most current data from ARMS. You may add, review and update this data for the reporting year.



Local ARMS Data

The Right side of the screen displays ARMS data from the previous reporting year for your reference.

Follow the steps below to begin reviewing and editing your Facility and EU data according to the requirements found in the **Instructions for AOR Form**.

You may place your cursor in any field and press **F1** to receive detailed instructions for that particular field from within the EAOR software!

Facility Edit and Review

1. Choose the **Comparative Edit and Review** option.
2. Begin revising and editing your facility data in **Facility Edit and Review**, which will automatically open first.
 - ▶ See **Instructions for AOR Form** for AOR requirements.
3. Be sure to navigate to every section using the tabs at the top of the page.
 - ▶ See the **Attachments** heading below for instructions on attaching electronic documents into EAOR.
4. **Save** your changes often to avoid accidental data loss!

The Facility Name and ID are indicated in the Title Bar

Title Bar indicates which section you are in:
Facility Edit and Review

Use **Section Tabs** to navigate through the sections

Go to **Attachments** to add supporting documents (See **Attachments** heading below)

The **Task Bar** indicates how the data is being displayed

Editable data for Reporting Year

Reference data from **Previous Reporting Year**



► As you modify data fields they will be marked with a yellow triangle called a **Difference Indicator**. The Difference Indicator is used to alert you that a change has been made to the data. It does not indicate a mistake. However, be sure to review these fields to confirm the new information has been entered correctly.

	Revised AOR Data	Local ARMS Data
Difference Indicator	4. Facility Owner/Company Name: ▲ FLORIDA POWER	4. Facility Owner/Company Name: FLORIDA POWER CORPORATION D/B/A PROGRESS

► These buttons are located along the top of the Facility Edit and Review form and may be used at any time throughout the form.

Go To Emissions Unit Form

This button will take you to the **EU Edit and Review**

Save

This button will save any data that has been modified.
Save often to avoid data loss!

Exit

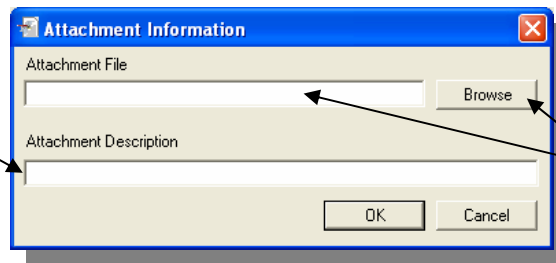
This button will allow you to exit the **Facility Edit and Review** section.

Attachments

If you have supporting documentation, such as text documents or spreadsheets, we recommend using the Attachments feature to add these documents directly into EAOR instead of submitting them separately.

1. Go to the **Attachments** tab.
2. Click **Add**.
3. Enter the name of the file you want to attach in *Attachment File* or click **Browse** to locate your document.
4. Enter an *Attachment Description*.
5. Click **Okay**.

The **Attachment Description** should describe what the document contains



Type the path and file name you'd like to attach in the **Attachment File** field or Click **Browse** to locate the file on your computer



- Once you have added your attachment into EAOR, click the **View/Edit** button in the bottom right hand corner to open and/or edit the document or double click on the attachment file name.
- You may also delete attachments by highlighting the file name using your mouse then clicking the **Remove** button, which is also located at the bottom of the screen.
- Repeat the steps above if you wish to include additional attachments.
- **Attachment** Section buttons:

Add

This button will allow you to attach supporting documents directly into EAOR.

View/Edit

This button allows you to open and view an attachment once it has been added to EAOR.

Remove

This button will remove a selected attachment from EAOR.

EU Edit and Review

1. Choose the **Comparative Edit and Review** option.
2. The **Facility Edit and Review** form will open first. Go to the upper left hand corner of the screen and click  to open **EU Edit and Review**.
3. In the **Select EU** tab choose an EU with your mouse.
 - ▶ Or use the navigation buttons at the top of the screen.
 - ▶ All data shown throughout the EU form belongs to the EU is *currently* selected.
4. Begin revising and editing your Emissions Unit data.
 - ▶ See the **Required Fields** and **Section E** headings below for more detailed instructions.
5. Be sure to navigate to *every* section for each Emissions Unit by using the tabs at the top of the page.
 - ▶ See **Instructions for AOR Form** for AOR requirements.
6. **Save** your changes often to avoid accidental data loss!

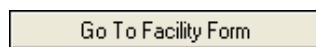


- ▶ As you modify data fields they will be marked with a yellow triangle called a **Difference Indicator**. The Difference Indicator is used to alert you that a change has been made to the data. It does not indicate a mistake. However, be sure to review these fields to confirm the new information has been entered correctly.

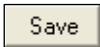
Revised AOR Data	Local ARMS Data
4. Operated During Year?  ☒ Yes ☐ No	4. Operated During Year? ☐ Yes ☐ No

Difference Indicator

- ▶ These buttons are located along the top of the EU Edit and Review form and may be used at any time throughout the form.

 Go To Facility Form

This button will take you to the **Facility Edit and Review** form.

 Save

This button will save any data that has been modified. **Save often to avoid data loss!**

 Exit

This button will allow you to exit the **EU Edit and Review** form.

Select EU  << First < Previous Next > Last >>

The **Select EU** drop down box and the EU navigation buttons are located at the top of the screen allowing you to easily navigate to any EU from anywhere in the form.

► **Select EU** tab displays a list of all existing Emissions Units in the facility you currently have open. You will be able to perform any of the following tasks from this tab:

1. Select an Emissions Unit to start reviewing and updating.
2. **Add EU** - Add a new Emissions Unit to the facility (see heading below for instructions).
3. **Delete EU** - Delete a User Defined Emissions Unit from the facility (see heading below for instructions).

The screenshot shows the EAOR software interface. The title bar reads "EAOR - U OF FL COGEN 0010001 - [EU Edit and Review - 001 - GE LM6000-PA Combustion Turbine]". The menu bar includes File, Edit, EAOR, Survey, Window, and Help. The toolbar contains icons for file operations and a fire icon. The main window has tabs for "Go To Facility Form", "Select EU", "Section A", "Section A (Cont) and B", "Section C and D", and "Section E". The "Select EU" tab is active, displaying a table of Emissions Units.

EU ID	EU Description	User Defined
001	GE LM6000-PA Combustion Turbine	☐
002	NO. 4 STEAM BOILER	☐
003	NO. 5 STEAM BOILER	☐
004	DISMANTLED - #2 STEAM GEN NAT GAS/#6 FO COMB ENG S/N 5356	☐
005	DUCT BURNER SYSTEM ASSOCIATED WITH HRSG	☐
007	NEW LM6000PC-ESPRINT COMBUSTION TURBINE	☐
008	New Boiler	☒

At the bottom of the window, the status bar shows "Ready", "Edit: Revised AOR Data", "2006", "Ref: Local ARMS Data", and "2005".

Callouts in the image provide the following information:

- Facility Name and ID**: Points to the title bar.
- Title Bar indicates which section you are in and which EU you are currently viewing**: Points to the title bar.
- Choose an EU with your mouse or use the Select EU navigation buttons**: Points to the "Select EU" tab and the "Select EU" button in the toolbar.
- Task Bar indicates how the data is being displayed**: Points to the status bar.
- Use the Section Tabs to navigate the data specifically related to the Emissions Unit you selected**: Points to the "Section A" tab.
- See Add EU or Delete EU Headings below for instructions**: Points to the "Add EU" and "Delete EU" buttons in the toolbar.
- Editable data for Reporting Year**: Points to the "2006" field in the status bar.
- Reference data from Previous Reporting Year**: Points to the "2005" field in the status bar.



Required Fields

Several data fields in Sections A - E are required and must have data entered in order to complete your AOR. These data fields are as follows:

Section A:

- **Emission Unit Description**
- **Emission Unit ID**
- **Emission Unit Classification**
- **Operated During Year**
- **Emission Unit Status**

Section C , if Operated During Year is **Yes**:

- **Hours Per Year**

Section E , if Operated During Year is **Yes**:

- For each SCC, **Annual Process/Fuel Usage Rate OR Comment**
- For Each Marked Pollutant, **Annual Emissions**, if the Annual Process/Fuel Usage Rate is not zero
- For Each Criteria Pollutant, **Not Emitted, Below Threshold OR Annual Emissions**, if the Annual Process/Fuel Usage Rate is not zero



Section E

The SCC and Pollutant data for each Emissions Unit is found in Section E. This data has been separated into two tabs for easy viewing and updating. Follow the links below for a detailed explanation of each tab:

- **Select SCC**
- **SCC & Pollutants**

Select SCC

This tab displays a list of all existing SCC in the Emission Unit you currently have opened. You will be able to perform any of the following tasks from this tab:

1. Select an SCC with your mouse and click the SCC & Pollutants tab to view its corresponding SCC and pollutant data.
2. **Add SCC** - Add a new SCC to the Emissions Unit (see heading below for instructions).
3. **Delete SCC** - Delete a User Defined SCC from the Emissions Unit (see heading below for instructions).

Once you have made your selections and/or changes in the Select SCC tab, you will need to review the SCC and pollutant data for each SCC in the **SCC & Pollutants** tab.

Select the SCC you wish to view with your mouse, then go to the SCC & Pollutants tab

The User Defined field will be checked on those SCC added by the User. Only User Defined SCC may be deleted

SCC Descriptions explain the processes each SCC represents

Select SCC	User Defined	SCC Unit	Description 1	Description 2	Description 3	Description 4
20200103	☐	1000 Gallons Distillate O	Internal Combustion Engines	Industrial	Distillate Oil (Diesel)	Turbine: Cogeneration
20200203	☐	Million Cubic Feet Natural Ga	Internal Combustion Engines	Industrial	Natural Gas	Turbine: Cogeneration
20200301	☒	1000 Gallons Gasoline B	Internal Combustion Engines	Industrial	Gasoline	Reciprocating
*	☒					

Ready Edit: Revised AOR Data 2006 Ref: Local ARMS Data 2005

SCC & Pollutant

This tab shows the SCC and pollutant data associated with the SCC you selected in the previous tab. You will be able to perform any of the following tasks from this tab:

1. Review and update SCC and Pollutant data.
2. **Add Pollutant** - Add a new Pollutant to the SCC (see heading below for instructions).
3. **Delete Pollutant** - Delete a User Defined Pollutant from the SCC (see heading below for instructions).
4. Change the view from Vertical View (default view) to **Horizontal View**.



► The SCC & Pollutants tab has several features which make it easier to navigate, modify information and calculate emissions for your SCC and pollutant data. Click on any heading below for more details:

Grid Fields

Calculation Worksheet

Recalculate Emissions

Grid Fields

The fields in the SCC & Pollutants tab are referred to as **Grid Fields** and function similarly to an Excel spreadsheet. You can enter data in most of the fields except those with shaded backgrounds, which are not editable.

The SCC & Pollutants tab has two distinct grids, as depicted below. The SCC data is located in the upper grid and the pollutant data is in the lower grid. Review and update each SCC and its

corresponding pollutant data according to the requirements found in the **Instructions for AOR Form**.

(1) Process/Fuel Information grid is also known as the **SCC Grid**

(2) Emissions Information grid is also known as the **Pollutant Grid**

► An optional feature has been added to the Grid fields which allow you to change the view from Vertical to Horizontal, as shown in the screenshot below, giving you some freedom in how your SCC and Pollutant data is displayed. This is especially useful for those facilities that do not have many pollutants; the Horizontal view will allow you to see more columns and fewer pollutants, as shown below.

- Be aware that this feature only affects the view in Section E. In order to navigate to other sections, you must go back to the Vertical view.

► After choosing the view, you may begin entering data in the SCC and Pollutant grids.

Use the **Select SCC** drop down box to select a different SCC to view without having to go back to the Select SCC tab

Select SCC	Annual Process or Fuel Usage Rate	Ozone Season Daily Process or Fuel Usage Rate	Select SCC	Annual Process or Fuel Usage Rate	Ozone Season Daily Process or Fuel Usage Rate
20200203	63	0.3255	20200203		

Select SCC	Description 1	Description 2	Description 3	Description 4
20200103	Internal Combustion Engines	Industrial	Distillate Oil (Diesel)	Turbine: Cogeneration
20200203	Internal Combustion Engines	Industrial	Natural Gas	Turbine: Cogeneration
20200301	Internal Combustion Engines	Industrial	Gasoline	Reciprocating

When you select a different SCC, the pollutant grid automatically updates to show the corresponding SCC and pollutant data for that SCC

EAOR - U OF FL COGEN 0010001 - [EU Edit and Review - 001 - GE LM6000-PA Combustion Turbine]

File Edit EAOR Survey Window Help

Go To Facility Form Select EU 001 << First < Previous Next > Last >> Save Exit

Revised AOR Data 2006 Local ARMS Data 2005

Select EU Section A Section A (Cont) and B Section C and D Section E

Select SCC SCC & Pollutants Horizontal View Delete Pollutant

(1) PROCESS/FUEL INFORMATION

Select SCC	Annual Process or Fuel Usage Rate	Ozone Season Daily Process or Fuel Usage Rate
20200103	523	9.35

(2) EMISSIONS INFORMATION

Pollutant	Annual Emissions (Tons/Year)	Ozone Season Daily Emissions (Lbs/Day)	E
CO	12	6	
H095			
H104			
HAPS			
NOX	60	5	
PM	5.6	0.023	
PM10	5.6	0.023	
SO2			
VOC	4.7	1.0265	
DIOX	5	2.3	

Ready Edit: Revised AOR Data 2006 Ref: Local ARMS Data 2005

Place your cursor in any field at any time and Press **F1** to access the Help File in EAOR

Use these scroll bars to view and update ALL the grid fields in both sections

► Some grid fields are equipped with an expandable text box feature. You may expand these fields when you need to enter large amounts of text or to view a field entry that otherwise cannot be seen from the grid.

Select SCC SCC & Pollutants

(1) PROCESS/FUEL INFORMATION

Select SCC	SCC Comment	User Defined	Invalid	SCC Unit	Am F
20200103	Million Btu			1000	

SCC Comment

Million Btu per SCC Unit = 132.48 (rounded to 132). Heat content based on LHV.

OK Cancel

For example, click in the SCC Comment field, then click on the drop down box to open the text box in a new window

The following fields have expandable text boxes (shaded fields are not editable, but they still expand):

SCC Grid

- SCC Comment
- Comment

Pollutant Grid

- Emission Calculation
- Emission Comment

Calculation Worksheet

This tool is provided to assist you with calculating your pollutant emissions. The worksheet allows you to enter and save mathematical equations or formulas tailored to calculate the **Annual Emissions** and **Ozone Season Daily Emissions** for a specific pollutant or group of pollutants. The results for these fields are automatically displayed and updated in the pollutant grid each time you **Recalculate Emissions** or save changes in the worksheet.

1. In the SCC & Pollutants tab, go to the **(2) Emissions Information or Pollutant grid** and use the horizontal scroll bar to scroll to the right until the **Calculation Worksheet** column comes into view.
2. Under this column, open the Calculation Worksheet of the pollutant you wish to create a formula for by selecting it with your mouse.
3. To enter a formula which will calculate the Annual Emissions click in the **Formula Bar** at the top of the window or press **Equal (=)** on the keyboard to put the worksheet in **Formula Mode**. You may now enter a formula.
 - ▶ Be aware that only the formula results for the Annual Emissions and Ozone Season Daily Emission fields are reflected in the pollutant grid. However, you may enter as much pertinent data about the pollutant in the worksheet as you need.
 - ▶ See below for instructions on creating a formula and adding other parameters to the worksheet.
4. After you have entered a formula, press **Enter** or **Tab** on the keyboard and the result will appear in the Annual Emissions field. Check it for correctness.
 - ▶ If you see the phrase **#VALUE!** appear in the field, this means one or more of the parameters that your formula is referencing does not have data entered in its field in the EU form. You must enter data in the field before the worksheet can calculate the formula.
5. **Save** your changes.
 - ▶ This will automatically update data in the pollutant grid so it is identical to the worksheet, for the following fields:
 - Annual Emissions
 - Ozone Season Daily Emission
 - Emission Calculation
 - Emissions Comment
 - ▶ If you click **Cancel**, you will be prompted that the data in the worksheet is different from the data in the Pollutant grid. Click **Cancel** on the prompt to continue closing or click **Save**.

▶ Calculation Worksheet buttons:

Show Calculation

This button corresponds with the **Emission Calculation** field in the Pollutant grid. A non-editable text explanation of the calculation is automatically generated when a formula is entered in the worksheet. Use this button to view that explanation. If no formula is entered, then this field will be editable.

Show Comment

This button corresponds with the **Emission Comment** field in the Pollutant grid. You can edit/view a comment from the worksheet by using this button or you may go to the pollutant grid.

Save

This button will save any changes you have made in the Calculation Worksheet. Saving changes in the Worksheet will automatically update the data in the Pollutant Grid.

Cancel

Use this button to Cancel any changes made in the Calculation Worksheet.

Clear Sheet

Use this button to clear all data that you no longer want in the Calculation Worksheet. This will clear the data in the pollutant grid that corresponds with this worksheet as well. This function does not clear shaded fields!

Import

This button will allow you to import a formula from any pollutant's calculation worksheet as long as it exists in your EAOR program. You will be able to choose from which Facility, EU, SCC and Pollutant you would like to import your formula.

Clicking here will open the Calculation Worksheet for CO

The EMISSIONS INFORMATION window displays a table with the following columns: Pollutant, Emission Factor, Calculation Worksheet, Emission Calculation, and Emission Comment. The pollutants listed are CO, H095, H104, HAPS, NOX, PM, PM10, SO2, VOC, and DIOX. A callout box points to the 'Calculation Worksheet' column for CO.

Pollutant	Emission Factor	Calculation Worksheet	Emission Calculation	Emission Comment
* CO				
H095				
H104				
HAPS				
* NOX				
PM				
PM10				
* SO2				
VOC				
* DIOX				

Calculations for SCC - 20200103, Pollutant - CO

B17 =

	A	B	C	D	E
1	Average Annual Operation (Hour/Day)	24			
2	Average Annual Operation (Day/Week)	7			
3	Total Annual Operation (Hour/Year)	8760			
4	Annual Process or Fuel Usage Rate (1000 Gallons Distillate Oil (Diesel) Burned)	222			
5	Fuel Average %Sulfur	5			
6	Fuel Average %Ash	2			
7	Fuel Heat Content (mmBtu/1000 Gallons Distillate Oil (Diesel) Burned)	500			
8	Average Ozone Season Operating (Hour/Day)	24			
9	Average Ozone Season Operating (Day/Week)	5			
10	%Hours of Operation DJF	25			
11	%Hours of Operation MAM	25			
12	%Hours of Operation JJA	25			
13	%Hours of Operation SON	25			
14	Ozone Season Daily Process or Fuel Usage Rate	0.033			
15	Emission Factor (Lbs/1000 Gallons Distillate Oil (Diesel) Burned)	5			
16	Emission Calculation				
17	Annual Emissions (Tons/Year)				
18	Ozone Season Daily Emission (Lbs/Day)				
19	Emission Comments	A comment about the pollutant may be entered by the facility.			
20					
21					
22					
23					

Show Calculation Show Comment Formula Mode Save Cancel Clear Sheet Import

The Calculation Worksheet is pre-filled with non-editable parameters commonly used for calculating Annual Emissions and Ozone Season Daily Emissions. These parameters are referencing data fields located under Sections C and E in the EU form. If you need to edit the data of a parameter you must close the worksheet and modify the data field from the EU form

Quickly build your formula by using your mouse to click in the field containing the value you wish to use. That field will automatically be referenced in the Formula Bar

You must click in the Formula Bar or press the Equal (=) key to activate **Formula Mode**. When activated, it will be indicated in the task bar. When in Formula Mode, you may begin creating your formula

Press **Enter** or **Tab** on your keyboard to see the result in the worksheet. Place your cursor back in the field and the formula you created will appear in the Formula Bar

	A	B	C	D	E
1	Average Annual Operation (Hours/Day)	24			
2	Average Annual Operation (Days/Week)	7			
3	Total Annual Operation (Hours/Year)	8760			
4	Annual Process or Fuel Usage Rate (1000 Gallons Distillate Oil (Diesel) Burned)	523			
5	Fuel Average % Sulfur	5			
6	Fuel Average % Ash	2			
7	Fuel Heat Content (mmBtu/1000 Gallons Distillate Oil (Diesel) Burned)	500			
8	Average Ozone Season Operation (Hours/Day)	24			
9	Average Ozone Season Operation (Days/Week)	5			
10	% Hours of Operation DJF	25			
11	% Hours of Operation MAM	25			
12	% Hours of Operation JJA	25			
13	% Hours of Operation SON	25			
14	Ozone Season Daily Process or Fuel Usage Rate (1000 Gallons Distillate Oil (Diesel) Burned)	9.35			
15	Emission Factor (Lbs/1000 Gallons Distillate Oil (Diesel) Burned)	5			
16	Emission Calculation				
17	Annual Emissions (Tons/Year)	1.3075			
18	Ozone Season Daily Emission (Lbs/Day)				
19	Emission Comments				
20					
21					
22					
23					

You can also create formulas that use additional parameters that you have entered in the worksheet. For example, the formula shown below references B20 and B21, which have been added by the user

Click **Show Calculation** to see a text version of the formula

Additional parameters added by the user

	A	B	C	D	E
1	Average Annual Operation (Hour/Day)	24			
2	Average Annual Operation (Day/Week)	7			
3	Total Annual Operation (Hour/Year)	8760			
4	Annual Process or Fuel Usage Rate (1000 Gallons Distillate Oil (Diesel) Burned)	222			
5	Fuel Average %Sulfur	5			
6	Fuel Average %Ash	2			
7	Fuel Heat Content (mmBtu/1000 Gallons Distillate Oil (Diesel) Burned)	500			
8	Average Ozone Season Operating (Hour/Day)	24			
9	Average Ozone Season Operating (Day/Week)	5			
10	%Hours of Operation DJF	25			
11	%Hours of Operation MAM	25			
12	%Hours of Operation JJA	25			
13	%Hours of Operation SON	25			
14	Ozone Season Daily Process or Fuel Usage Rate	0.033			
15	Emission Factor (Lbs/1000 Gallons Distillate Oil (Diesel) Burned)	5			
16	Emission Calculation				
17	Annual Emissions (Tons/Year)	308915			
18	Ozone Season Daily Emission (Lbs/Day)				
19	Emission Comments				
20	Test Data (lb/hr)	15.63			
21	Test Heat Input (mmBtu/hr)	356.112			
22					
23					

Annual Emissions (Tons/Year) 0.555 = Annual Process or Fuel Usage Rate (1000 Gallons Distillate Oil (Diesel) Burned) 222 * Emission Factor (Lbs/1000 Gallons Distillate Oil (Diesel) Burned) 5 / 2000

This will save the worksheet and automatically update the data the Pollutant Grid.

Recalculate Emissions

This is a quick way to update pollutant emissions without having to open each worksheet to save your changes.

There are two situations in which you may want to use Recalculate Emissions:

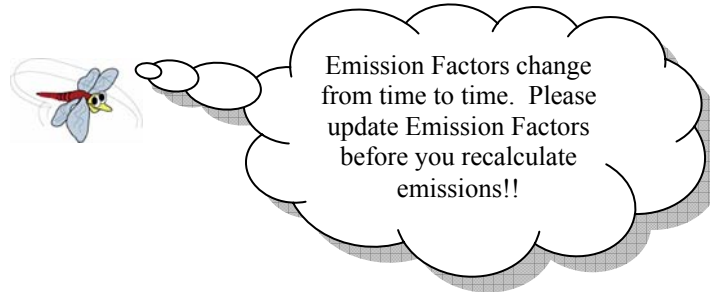
1. After you have finished entering all your data you may find that you made some additional changes that affect the formula results in the Calculation Worksheets, subsequently changing the results displayed in the pollutant grid.

For example:

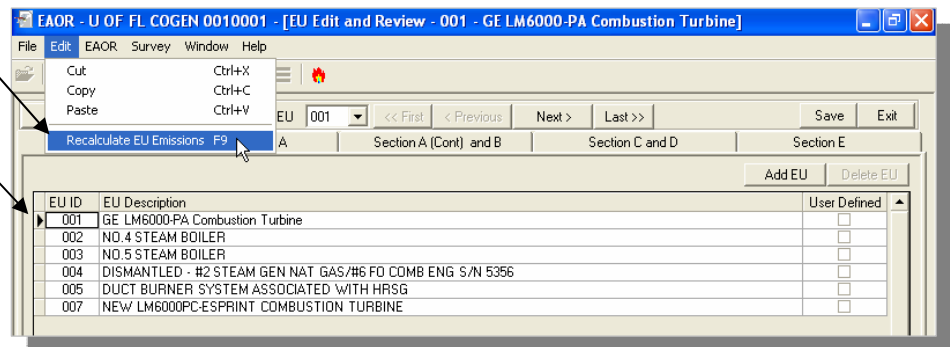
If you made updates to certain fields that are used by a Formula to calculate emissions, like the Emission Factors or Annual Process or Fuel Usage Rate fields, then you should use the recalculate feature. This will prevent you from having to open each pollutant's worksheet in order to update the data in the pollutant grid.

This will only recalculate those pollutants that have formulas affected by the change you made.

2. All the worksheet data are carried over from the previous year. After entering operational data in Sections C and E, you may use this function to calculate your pollutant emissions so they are reflected in the Pollutant Grid.



Go to the **Edit Menu** on choose **Recalculate EU Emissions** or press F9 on your keyboard. This will recalculate the emissions for the EU currently selected and only on those pollutants that use formulas in their worksheets

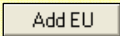




- Follow the steps below if you need to Add or Delete an Emissions Unit, an SCC or a Pollutant from a Facility.

Emissions Unit

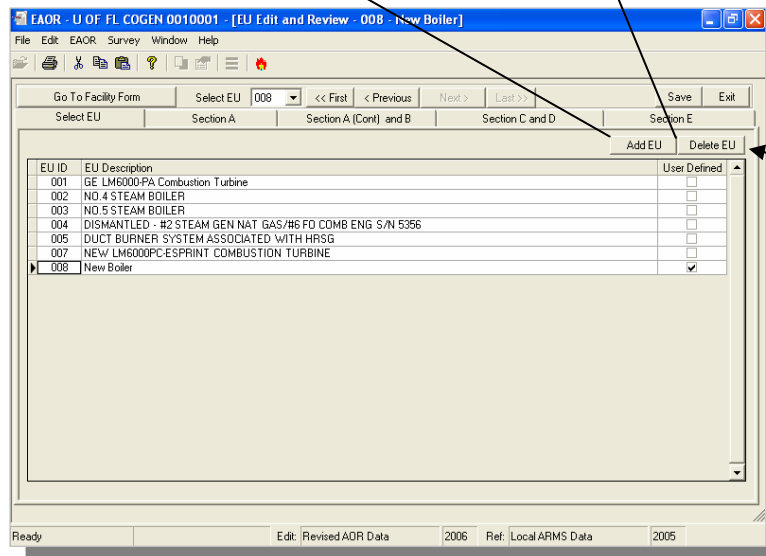
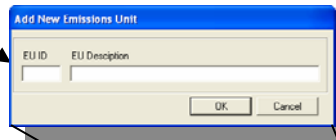
Add EU

1. Go to **Select EU** tab, click the  button located in the top right corner of the tab.
2. Enter an **EU ID** and **Description** in the window and Click **Okay** to add the new EU.
 - You cannot use an EU ID that already exists in the facility.
3. Save your changes.
 - You will need to add SCC and Pollutants to your new EU. See **SCC** and **Pollutant** headings below for instructions.

Delete User Defined EU

1. Go to **Select EU** tab, choose the User Defined EU you wish to delete with your mouse and click the  button in the top right corner of the tab.
 - If the button does not become active, then you have not selected a User Defined EU.
2. A prompt will ask if you are sure you want to delete the EU you selected, click **Okay** to delete the EU.
 - Choose **Cancel** to end the Delete EU process.
3. Save your changes.

Enter an EU ID and EU Description then click **Okay**



EU ID	EU Description	User Defined
001	GE LM6000-PA Combustion Turbine	☐
002	NO 4 STEAM BOILER	☐
003	NO 5 STEAM BOILER	☐
004	DISMANTLED - #2 STEAM GEN NAT GAS/#6 FO COMB ENG S/N 5356	☐
005	DUCT BURNER SYSTEM ASSOCIATED WITH HRSG	☐
007	NEW LM6000PC-ESPRINT COMBUSTION TURBINE	☐
008	New Boiler	☒

Select a User Defined pollutant with your mouse, then click the **Delete EU** button

SCC

Add SCC

1. Go to **Select SCC** tab, under the **Select SCC** column click in the last field that is marked with an asterisk.
 ► See screenshot below.
2. Click the drop down box that appears in the top right corner to display the Select SCC list and choose the SCC you wish to add by clicking it with your mouse.
 ► Or search the list by entering SCC information in the first row, under any column heading you choose. As you type, the list will reduce and you will eventually see the SCC you want. Click it with your mouse.
 ► You will need to add Pollutants to your new SCC. See the **Pollutant** heading below for instructions.
3. Save your changes.

Delete User Defined SCC

1. Go to **Select SCC** tab, choose the User Defined SCC you wish to delete with your mouse and click the **Delete SCC** button located in the top right corner of the tab.
 ► If the button does not become active, then you have not selected a User Defined SCC.
2. A prompt will warn you that all pollutant data associated with the SCC will also be deleted, click **Okay** if you still wish to delete the SCC.
 ► Choose **Cancel** to end the Delete SCC process.
3. Save your changes.

To add an SCC click in the field marked with an asterisk. Click the drop down box to display the Select SCC list

EAOR - U OF FL COGEN 0010001 - [EU Edit and Review - 001 - GE LM6000-PA Combustion Turbine]

File Edit EAOR Survey Window Help

Go To Facility Form Select EU 001 << First < Previous Next > Last >> Save Exit

Select EU Section A Section A (Cont) and B Section C and D Section E

Select SCC SCC & Pollutants Delete SCC

Select SCC	User Defined	SCC Unit	Description 1	Description 2	Description 3	Description 4
20200103	☐	1000 Gallons Distillate Oil	Internal Combustion Engines	Industrial	Distillate Oil (Diesel)	Turbine: Cogeneration
20200203	☐	Million Cubic Feet Natural Gas	Internal Combustion Engines	Industrial	Natural Gas	Turbine: Cogeneration
20200301	☒	1000 Gallons Gasoline	Internal Combustion Engines	Industrial	Gasoline	Reciprocating

Ready Edit Revised AOR Data 2006 Ref: Local ARMS Data 2005

The **User Defined** field will be checked on those SCC added by the User. Only User Defined SCC may be deleted

Code	Units	Description 1	Description 2	Description 3	Description 4
10100101	Tons Anthracite Burned	External Combustion Boilers	Electric Generation	Anthracite Coal	Pulverized Coal
10100102	Tons Anthracite Burned	External Combustion Boilers	Electric Generation	Anthracite Coal	Traveling Grate (Overfeed) Stokers
10100201	Tons Bituminous Coal Burned	External Combustion Boilers	Electric Generation	Bituminous/Subbituminous Coal	Pulverized Coal Wet Bottom (Bituminous Coal)
10100202	Tons Bituminous Coal Burned	External Combustion Boilers	Electric Generation	Bituminous/Subbituminous Coal	Pulverized Coal Dry Bottom (Bituminous Coal)
10100203	Tons Bituminous Coal Burned	External Combustion Boilers	Electric Generation	Bituminous/Subbituminous Coal	Cyclone Furnace (Bituminous Coal)
10100204	Tons Bituminous Coal Burned	External Combustion Boilers	Electric Generation	Bituminous/Subbituminous Coal	Spreader Stoker (Bituminous Coal)
10100205	Tons Bituminous Coal Burned	External Combustion	Electric Generation	Bituminous/Subbituminous Coal	Traveling Grate

Select an SCC by scrolling through the list or enter your information in this row to reduce the size of the list

Pollutant

Add Pollutant

1. Go to **SCC & Pollutants** tab, in the (2) **Emissions Information** section ,or **Pollutant Grid**, under the **Pollutant** column click in the last field heading that is marked with an asterisk.
 ► See screenshot below.
2. Click the drop down box that appears in the top right corner to display the Pollutant list and choose the Pollutant you wish to add by clicking it with your mouse.
 ► Or search the list by entering pollutant information in the first row, under any column heading you choose. As you type, the list will reduce and you will eventually see the pollutant you want. Click it with your mouse.
3. Save your changes.

Delete User Defined Pollutant

1. Go to **SCC & Pollutants** tab, in the (2) **Emissions Information** section ,or **Pollutant Grid**, under the **Pollutant** column and select a User Defined Pollutant that you wish to delete with your mouse then click the **Delete Pollutant** button located in the top right corner of the tab.
2. A warning prompt will appear telling you that the pollutant you selected will also be deleted from all other SCC currently in the EU, click **Okay** if you still wish to delete the pollutant.
 ► Choose **Cancel** to end the Delete Pollutant process.
3. Save your changes.

To add a pollutant click in the field marked with an asterisk. Click the drop down box to see the Pollutant list

After a pollutant is added by the user, the **User Defined** field will be checked on that pollutant. Only User Defined pollutants may be deleted!

Code	Description	CAS No.
F001	Acetaldehyde	75-07-0
F002	Acetylene	74-86-2
F003	Bromotrifluorethylene	598-73-2
F004	1,3-Butadiene	106-99-0

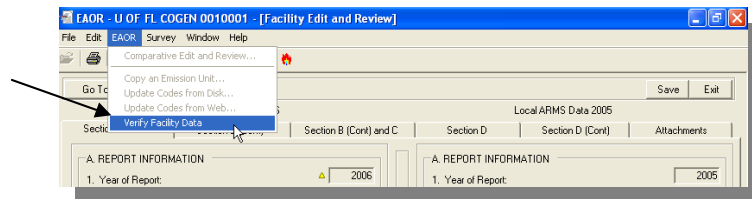
Select your pollutant by scrolling through the list or enter your information in this row to reduce the size of the list

Step 3

Verify Facility Data

The third step in completing an AOR is to verify the completeness and correctness of the data. You will need to verify your data after you have finished entering all information for the reporting year. If EAOR detects any problems, make the necessary corrections or add any missing data then re-run Verify Facility Data. Repeat these steps as needed until no errors are found in data.

Choose **Verify Facility Data** to check your AOR data



► If **Verify Facility Data** does not detect any problems, then the **EAOR Validation** prompt will appear indicating that your data is complete.

Click **Okay** and move on to Step 4 on the **Easy Start Menu**



► If **Verify Facility Data** does find problems with your data, then the **Data Verification Report** window will appear displaying a list of errors and/or missing data. To begin making your corrections you may choose the **Navigate** option or the **Print** option. See headings below for instructions.

Data Verification Report window

These columns show the precise location of each problem within the EAOR program

This column gives a short description and suggested solution for each problem

Data Verification Report			
Form	Tab	Field	Description
Facility	Section D	1. Owner Last Name	The Owner Last Name is required and must have a value.
Facility	Section D (Cont)	1. Facility Contact Last Name	The Facility Contact Last Name is required and must have a value.
EU	Section E	1. Process/Fuel Information: Annual Process/Fuel Usage or Comment	EU: 002, SCC 10300501, The Annual Process/Fuel Usage Rate or Annual Rate Comment must have a value.
EU	Section E	1. Process/Fuel Information: Annual Process/Fuel Usage or Comment	EU: 002, SCC 10300602, The Annual Process/Fuel Usage Rate or Annual Rate Comment must have a value.
EU	Section C and D	2. Total Operation During Year	EU: 002, Total Operation During Year is required and must have a value.
EU	Section E	2. Emission Information: Annual Emissions	EU: 002, SCC: 10300501, Poll CO, Not Emitted, Below Threshold or Annual Emissions must have a value.

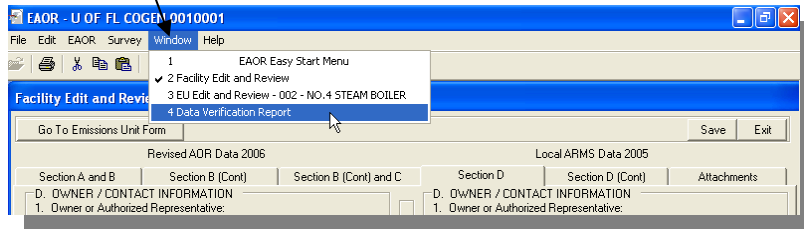
Highlight a row and click **Navigate** to take you to the problem automatically

Click here to print out the entire list of problems

Navigate

1. Highlight a row by clicking it with your mouse.
2. Click the **Navigate** button.
3. Make corrections or add missing data, according to the description column in the **Data Verification Report**.
4. **Save your changes!**
5. Toggle back to the **Data Verification Report** via the **Window** menu located on the Menu Bar.
 - See screenshot below.
6. Highlight another problem from the list and repeat the above steps until all of the problems have been corrected and your changes have been saved.
7. **Verify Facility Data** again.
8. If more problems are found, repeat the steps above until there are no more errors.

Click the **Window Menu** to toggle between screens



Print Verification Report

1. Click the **Print** button to print the entire list of problems.
2. Make corrections or add missing data, according to the description column in the **Data Verification Report**.
3. **Save your changes!**
4. **Verify Facility Data** again.
5. If more problems are found, repeat the steps above until there are no more errors.

Step 4

Create Submission File

The fourth step in completing an AOR is to create a Submission File of your AOR data to be submitted to FDEP. The file may be submitted via the Internet or it may be saved to a disk and sent by mail.

- **Submit via Internet:** If you have an Internet connection, we recommend this option.
- **Submit via Mail:** If you do not have Internet, your submission file may be sent by mail.

Submit via Internet

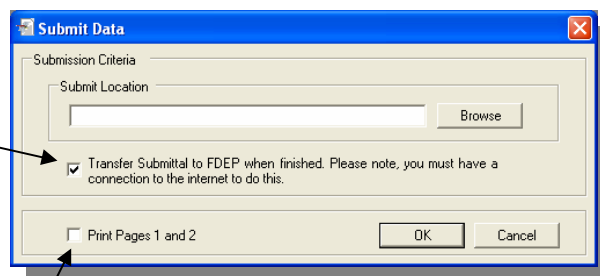
1. Choose the **Create Submission File** option.
2. Type in a **Submit Location** or Click **Browse** to choose a location on your computer.
 - ▶ You may check the box labeled **Print Pages 1 and 2** to print out the **Signature Pages** automatically while creating your submission file.
3. Click **Okay**.
4. Click **Okay** on the **Check Connection** prompt.
5. Print the **Submission Receipt** for your records.
6. You will be prompted to take an *optional* online **Survey** evaluating EAOR performance.
 - ▶ We encourage you to complete the survey as it will help to improve future versions of EAOR.
7. Mail a hard copy of the signed **Signature Pages** (Pages 1 & 2) to FDEP after you have submitted your data!



▶ **Submit Location** - A location on your computer where you would like to save copy of your submission file.

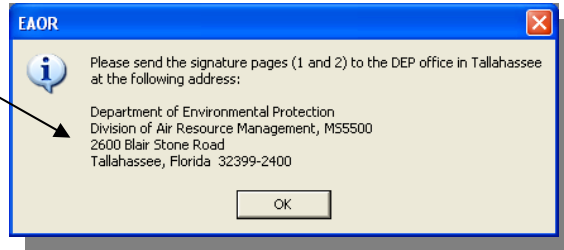
▶ If you wish to submit another facility, choose  from the Tool Bar to open another facility. Repeat the steps above for each facility you submit.

Leave box checked if you have an Internet connection to submit your AOR electronically to FDEP



Check this box to print out the required **Signature Pages**

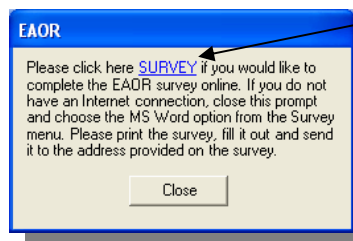
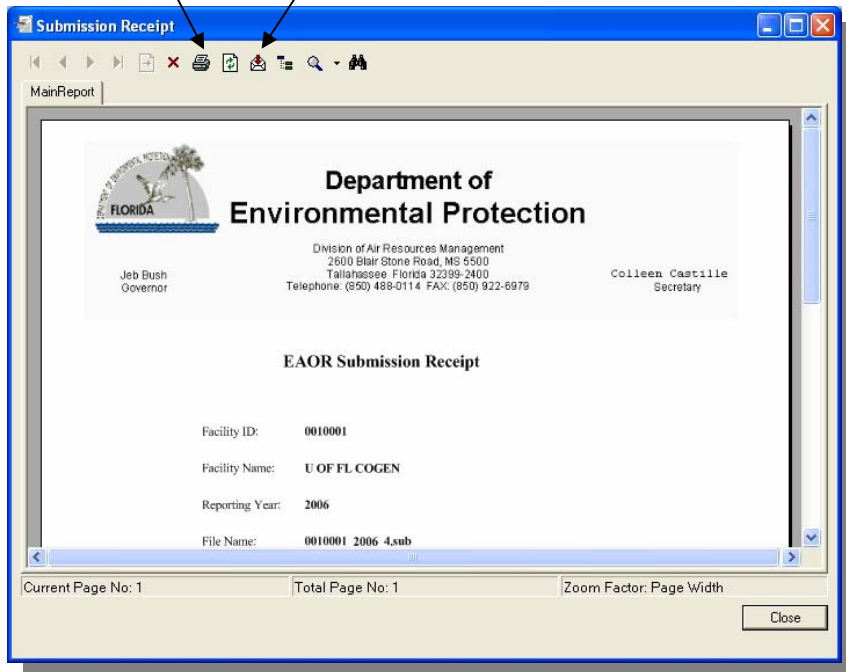
Send **Signature Pages** to this address



Print a copy of your **Submission Receipt** for your records

Or

Click **Export** to save a copy as a .pdf file



If you have an Internet connection, click on the link to fill out a short online survey evaluating EAOR performance

Submit via Mail

1. Choose the **Create Submission File** option.
2. Type in a **Submit Location** or Click **Browse** to choose a location on your computer.
 - ▶ You may check the box labeled **Print Pages 1 and 2** to print out the **Signature Pages** automatically when creating your submission file.
3. Uncheck the box that automatically transfers a submittal file to FDEP.
4. Click **Okay**.
5. Save your data to a disk.
6. You will be prompted to take an *optional* online **Survey** evaluating EAOR performance. Close this window, click **Survey** on the menu bar and choose the **MS Word** option. This will open a copy of the survey in Microsoft Word.
 - ▶ We encourage you to complete the survey as it will help to improve future versions of EAOR.
7. Mail a copy of your submission file and a hard copy of the signed **Signature Pages** (Pages 1 & 2) to FDEP!
 - ▶ If you completed a survey using MS Word, please print a copy and send it along with your submission file and signature pages.

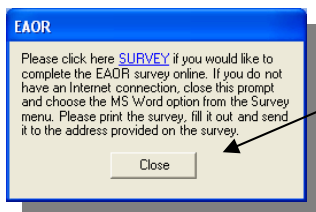
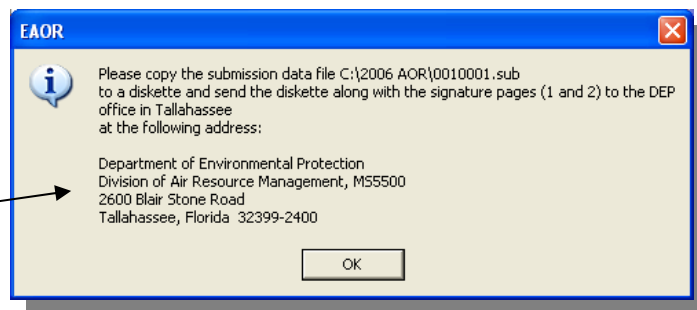


▶ **Submit Location-** A location on your computer where you would like to save copy of your submission file.

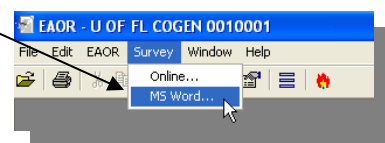
- ▶ If you wish to create a submission file for another facility, choose  from the Tool Bar to open a different facility. Repeat the steps above for each submission file you create.
- ▶ If you created submission files for more than one facility, you may save the files on the same disk.

Send a copy of the following to this address:

- Submission Data
- Signature Pages
- Survey



If you do not have an Internet connection, close this prompt and choose **MS Word** from the **Survey Menu** to complete the short survey evaluating EAOR performance. Please print a copy and send it to FDEP



Step 5

Print Report

Print Report is an *optional* step. Use this feature to print your entire AOR or to print only selected pages from your report. The Print Report option will also allow you to export and save a copy of your AOR as a **.pdf** file.



Follow these general steps to print your AOR Report(s).

1. Choose the **Print Report** option.
2. Select the report(s) you wish to print with your mouse.
 - ▶ Hold down the **Control** key to choose multiple reports.
3. Click **Preview** to view the report(s) before you print.
 - ▶ You must click **Preview** if you wish to:
 - **Export** a copy of your report as a **.pdf** file
 - Select individual pages to print(See **Preview** heading below for instructions)
4. Click **Okay** to print.

Highlight the report you wish to print with your mouse. Hold down the **Control** key to choose multiple reports

The **Preview** feature will allow you to view the report(s) you have chosen before printing. Also, you may **Export** your report(s) and save it as a **.pdf** file or select individual pages to print

Choose **Setup** if you wish to change printers or print properties

Choose **Set Selection Criteria** to select a different facility or emissions unit to print

Click **Okay** to Print



► Click a heading below to see detailed instructions of the additional features in the **Print** window:

Report(s) to Print

Print Setup

Set Selection Criteria

Preview

Report(s) to Print

The **Print** window lists the following reports to choose from, each of which is described below:

- **Annual Operating Report:** Prints the entire AOR.
- **AOR Page 1:** Prints sections A through C of the Facility report.
- **AOR Page 2:** Prints section D of the Facility report.
- **AOR Page 3 and 4:** Prints sections A through D of the Emission Unit report.
- **AOR Page 5 and 6:** Prints section E of the Emission Unit report.
- **Emission Report by EU:** Prints a summary of emissions for each EU.
- **Emission Report by Facility:** Prints a summary of all emissions at the Facility level.
- **Facility Difference:** Prints all fields in the Facility report and all fields of sections A and B in the EU report in which data are different from the previous year. This allows you to look over the data that you have made changes to.
- **Facility Detail Difference:** Prints an expanded version of the Facility Difference report showing *all of the fields* in both Facility and EU reports in which data are different from the previous year.

Print Setup

Setup...

Use this utility if you wish to select a different printer other than the one that is defaulted for your computer. You may also modify such settings as paper orientation, paper size, printer tray selection or other minor printing preferences from this window.

Set Selection Criteria

Set Selection Criteria

Set Selection Criteria allows you to select a facility and/or a specific EU(s) you wish to print. Select your facility by clicking it with your mouse **OR** search the list by entering your facility information in the first row, under any column heading you choose. As you type, the list will reduce and you will eventually see your facility. Click it with your mouse.



► If your facility is not listed **OR** it is listed, but you need to see data for a different Reporting Year, see the **Select Data Source** section for instructions.

Enter your facility information in this row to reduce the size of the list

Facility ID	Site Name	Company Name	Import Date
0010001	U OF FL COGEN	FLORIDA POWER	10/11/2006
0010049	CLARIANT LIFE SCIENCE MOLECULES (FLO)	CLARIANT LIFE SCIENCE MOLECULES (FLO)	10/11/2006
0070016	SMI JOIST OF FLORIDA	OWEN JOIST CORPORATION	10/11/2006
0110036	PORT EVERGLADES POWER PLANT	FLORIDA POWER & LIGHT (PPE)	10/11/2006
0190031	VAC-CON	VAC-CON	10/11/2006
0190057	HANSON PIPE & PRODUCTS, INC.	HANSON PIPE & PRODUCTS, INC.	10/11/2006
0230035	TIMCO LAKE CITY AIRPORT	TIMCO	10/11/2006

Check this box to choose a specific Emission Unit(s)

☒ Select EU

Click **Okay** after you have chosen your facility or see below if you checked the **Select EU** box

The **Emissions Unit Selection** window will appear showing the existing EU in that particular facility. If you wish to select multiple EU hold down the **Control** key and choose the EU with your mouse.

Click the EU you want with your mouse

EU ID	EU Description
002	NO. 4 STEAM BOILER
003	NO. 5 STEAM BOILER
005	DUCT BURNER SYSTEM ASSOCIATED WITH HRSG
007	NEW LM6000PC-ESPRINT COMBUSTION TURBINE

Preview

Preview...

After selecting your report(s) click the Preview button which will allow you to review the information before printing.



► The print preview tool bar has several buttons that will help you to review your report(s)

Page navigation buttons

Refresh the report to its first page

Toggle Group Tree will open a navigation window which will help you navigate to specific EU, SCC or pollutants within a report

Change the size of the view

Search the text

Go to a specific page in the repo

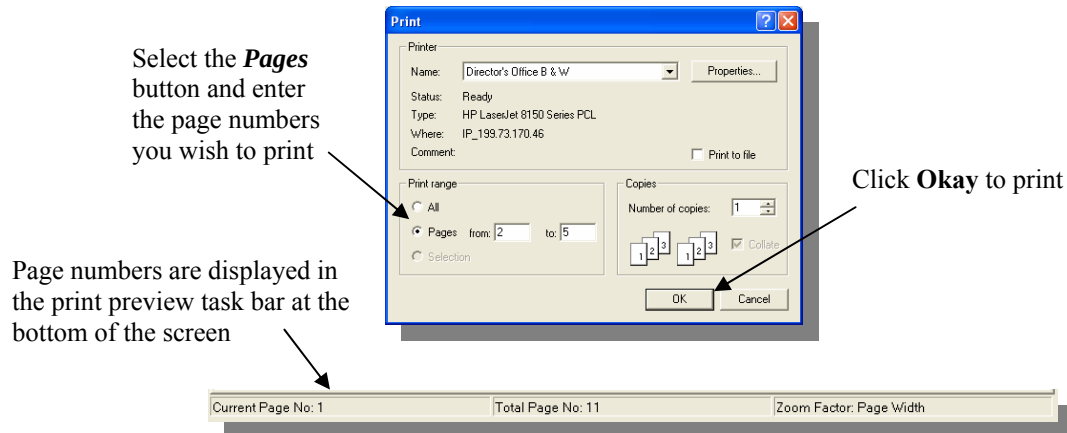
Print
(See

Print Report below)

Export the report in the file format of your choice
(See **Export Report** below)

Print Report

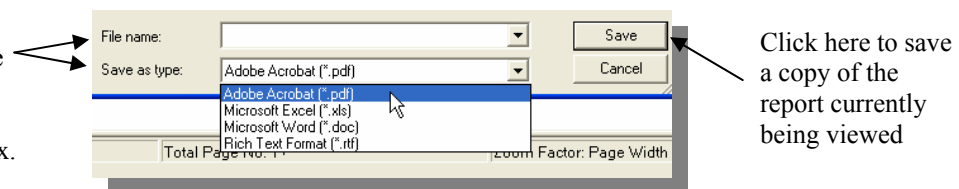
If you only want to print certain pages from the report you are currently viewing then click  located on the print preview tool bar and specify the page number(s) you wish to print.



Export Report

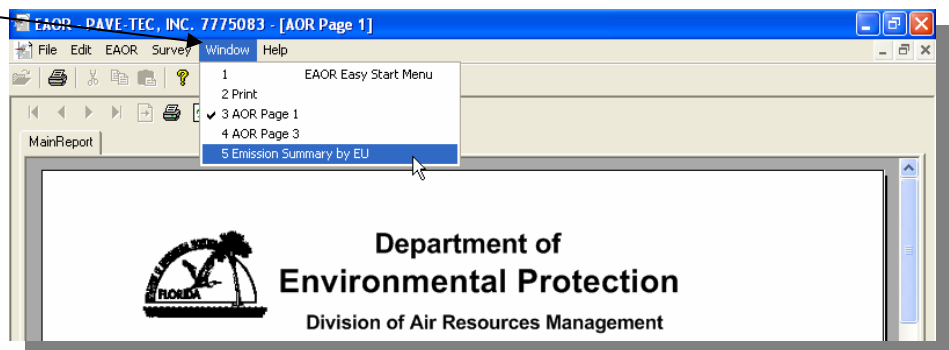
Click the **Export** icon  on the print preview tool bar if you wish to save the report that you are currently viewing to a file. You may save the report in the file format of your choice, as seen below. This will allow you to easily share your report with someone who does not have EAOR installed on his/her computer.

In the **Export Report** window enter a **File name** and choose the file format in the **Save as Type** drop down box.



► If you selected multiple reports to preview, use the **Window Menu** to navigate between them.

Go to the **Window Menu** to view a different report



Select Facility

The **Select Facility** window will display a list of the facilities that you have imported into your EAOR program. You may select only one facility at a time to view.

1. Choose the **Select Facility** option.
2. Click on the facility you wish to view with your mouse.
 - ▶ Or search the list by entering your facility information in the first row, under any column heading you choose. As you type, the list will reduce and you will eventually see your facility. Click it with your mouse.
 - ▶ If your facility is not listed **OR** it is listed, but you need to see data for a different Reporting Year, see the **Select Data Source** section for instructions.
3. Click **Okay** to select your facility.
 - ▶ See the Task Bar to confirm that the data being displayed are for the correct Reporting Year.

Enter your facility information in this row to reduce the size of the list

Facility ID	Site Name	Company Name	Import Date
0010001	U OF FL COGEN	FLORIDA POWER	10/11/2006
0010049	CLARIANT LIFE SCIENCE MOLECULES (FLORID	CLARIANT LIFE SCIENCE MOLECULES (FLORIDA	10/11/2006
0070016	SMI JOIST OF FLORIDA	OWEN JOIST CORPORATION	10/11/2006
0110036	PORT EVERGLADES POWER PLANT	FLORIDA POWER & LIGHT (PPE)	10/11/2006
0190031	VAC-CON	VAC-CON	10/11/2006
0190057	HANSON PIPE & PRODUCTS, INC.	HANSON PIPE & PRODUCTS, INC.	10/11/2006
0230035	TIMCO LAKE CITY AIRPORT	TIMCO	10/11/2006

Click **Okay** to select your facility

Task Bar

Ready	Edit: Revised AOR Data	2006	Ref: Local ARMS Data	2005
-------	------------------------	------	----------------------	------

This side should display data for the **current** Reporting Year

This side should display ARMS data from the **previous** Reporting Year

Exit EAOR

This function will close the EAOR program.

Choose **Yes** if you wish to close EAOR

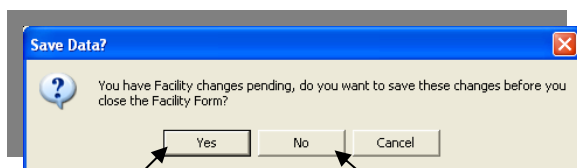
EAOR

Are you sure you want to leave the Electronic Annual Operating Report?

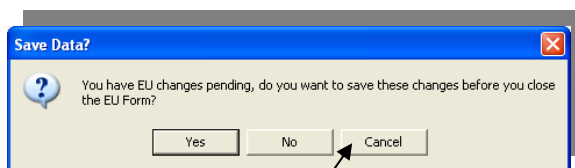
Yes No



► If you clicked **Yes** and you did not save your changes, EAOR will prompt you asking if you wish to save before closing. You will receive a prompt for each section that has pending changes. If you aren't sure what changes you have made click **Cancel** to abort the **Exit EAOR** process and reexamine your pending changes.



Choose **Yes** to save changes and close EAOR



Choose **No** to ignore changes and close EAOR

Choose **Cancel** to abort the **Exit EAOR** process

Additional Features

Export
Select Data Source
Options
Delete Facility
Cut, Copy & Paste
Copy an Emission Unit

Update Codes from Disk
Update Codes from Web
Survey Menu
Window Menu
Help Menu

Export

This feature enables you to create an export file containing your facility data which you may save to a disk or your computer's hard drive. The export file is for personal use; you may keep a copy for your records or share your information with others. You may choose to export your entire facility or specific emissions units.

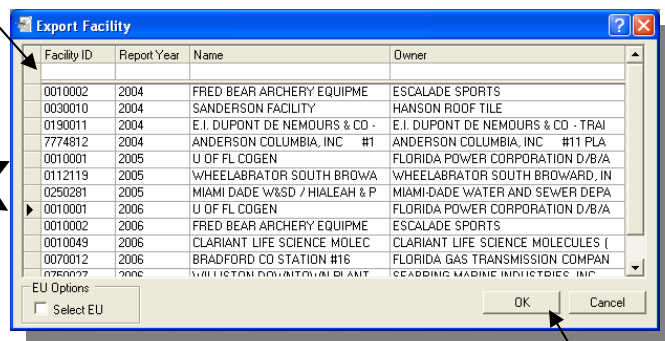
- **Export Facility** - Most facilities will use this feature to export their entire facility.
- **Export Specific Emissions Unit** - Facilities that have a large number of emissions units may use this feature to divide up the units among several people to help speed up the AOR creation process.

Export Facility

1. Go to the **File Menu** and choose **Export**.
2. Click on the facility you wish to export with your mouse and click **Okay**.
 - Or search the list by entering your facility information in the first row, under any column heading you choose. As you type, the list will reduce and you will eventually see your facility. Click it with your mouse.
 - Pay attention to the Report Year column as the list will show *all* the report years for a given facility that currently exist in your EAOR program.
 - To select specific Emissions Units to export, See the **Export Specific Emissions Unit** heading below for instructions.
3. Specify an **Export Location** or use the **Browse** button to find a location on your computer.
 - EAOR will automatically name the file using the **Facility ID** followed by the file extension **.exp** (ex. **0010001.exp**). Once the file is created, you may change the name if you wish, but leave the file extension as **.exp** or EAOR will not be able to re-import it!
4. Click **Okay** to export your facility.
5. Click **Okay** on the **EAOR** prompt explaining that the export was successful.
 - If you get the **EAOR** prompt explaining that the file you are trying to export already exists, click **Okay** if you want to replace the data. If you wish to keep it, choose **Cancel** to end the export process. You can modify the name of the existing **.exp** file or choose a different save location, then repeat the steps above.
6. Choose **Yes** or **No** on the prompt asking if you would like to export another facility, depending on what you'd like to do.

Choose the facility you wish to export with your mouse or enter your facility information in this row to reduce the size of the list

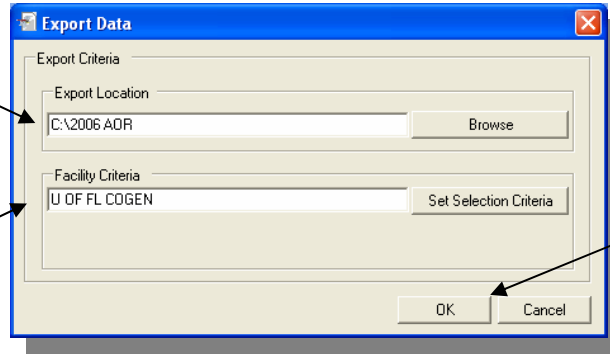
Pay attention to which Report Year you choose. For example, Facility 0010001 has data for both 2005 and 2006 stored in the EAOR program



Click Okay

Enter an **Export Location** where you would like to save your file or use the **Browse** button to find a location on your computer

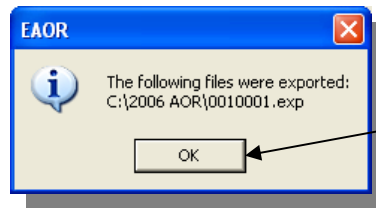
This field will show the name of the facility you have chosen to export



The 'Export Data' dialog box has a title bar with a close button. It contains two sections: 'Export Criteria' and 'Facility Criteria'. Under 'Export Criteria', there is a text field for 'Export Location' containing 'C:\2006 AOR' and a 'Browse' button. Under 'Facility Criteria', there is a text field for 'Facility Criteria' containing 'U OF FL COGEN' and a 'Set Selection Criteria' button. At the bottom right are 'OK' and 'Cancel' buttons.

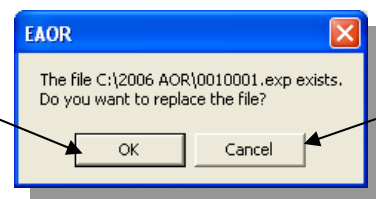
Click **Okay** to export your facility

This message will appear if an export file for your facility already exists in the location you specified. If you wish to keep it, modify the file name, or choose a different location to save. Click **Okay** if you wish to replace the file



The 'EAOR' message box has a title bar with a close button. It contains an information icon and text: 'The following files were exported: C:\2006 AOR\0010001.exp'. At the bottom is an 'OK' button.

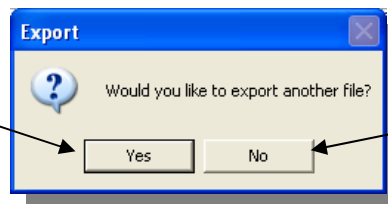
This message shows that export was successful. Click **Okay**



The 'EAOR' message box has a title bar with a close button. It contains text: 'The file C:\2006 AOR\0010001.exp exists. Do you want to replace the file?'. At the bottom are 'OK' and 'Cancel' buttons.

Click **Cancel** if you do not want to replace the file

Click **Yes** if you wish to export another facility



The 'Export' dialog box has a title bar with a close button. It contains a question mark icon and text: 'Would you like to export another file?'. At the bottom are 'Yes' and 'No' buttons.

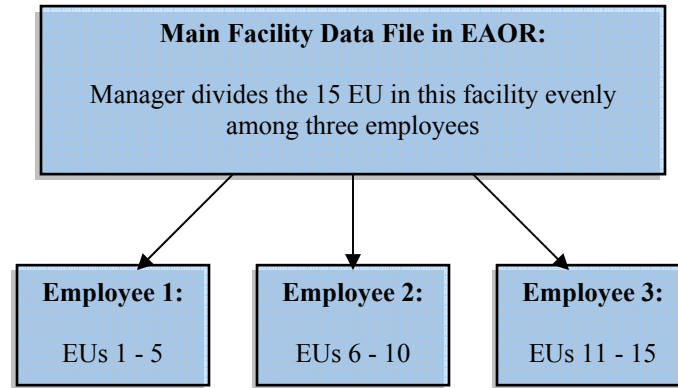
Click **No** to leave the export process

Export Specific Emissions Unit

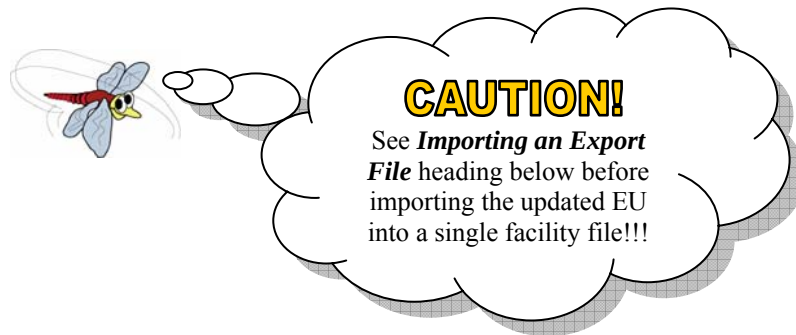
Some facilities maintain large numbers of Emission Units and have a staff of several employees to overlook the AOR creation process. Facilities have the option of assigning certain EUs to be processed among staff members. EAOR will allow a manager or head-engineer to export a specific set of EUs to be given to each employee. This will help to speed up the AOR creation process by allowing staff to work simultaneously on specified emissions units from the same facility.

► This concept is depicted in the example below:

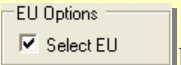
A facility has 15 emissions units total. The manager divides these units up as he/she wishes among several employees. In the image below, there are 3 staff members and each member receives a set of 5 EUs to review.



Once all EU have been updated, the manager must collect the modified EU data from each employee and import the updated data into his/her EAOR program to collectively form the AOR for the whole facility.



Follow the steps below to begin exporting specific emissions units.

1. Go to the **File Menu** and choose **Export**.
2. Click on the facility you wish to export specific EU from with your mouse.
 - ▶ Or search the list by entering your facility information in the first row, under any column heading you choose. As you type, the list will reduce and you will eventually see your facility. Click it with your mouse.
 - ▶ Be sure and pay attention to the Report Year column as you may have data for the same facility with different reporting years in the list.
3. Check the  box in the bottom left corner of the **Export Facility** window and click **Okay**.
4. Select the specific Emissions Units you wish to export with your mouse and Click **Okay**.
 - ▶ Hold down the Control key to choose multiple EU.
5. Specify an **Export Location** or use the **Browse** button to find a location on your computer and click **Okay**.
 - ▶ EAOR will always name the export file using the **Facility ID** followed by the file extension **.exp** (ex. **0010001.exp**) regardless of what specific EU data it may contain...

If you are creating multiple **.exp** files containing specific EU data from the *same* facility, it is recommended to modify the file names to reflect which EU are contained in which files (see below). You may also save the files to different locations on your computer if you do not wish to modify the name.

For example:
EAOR default file name:
0010001.exp

Change file name to reflect which EU are in the file:
0010001 EU 1-5. exp
 - ▶ Leave the file extension as **.exp** or EAOR will not be able to re-import it!
6. Click **Okay** on the **EAOR** prompt explaining that the export was successful.
 - ▶ If you get the **EAOR** prompt explaining that the file you are trying to export already exists, click **Okay** if you wish to replace it. If you want to keep it, choose **Cancel** to end the export process. You can modify the name of the existing **.exp** file or choose a different save location, then repeat the steps above.
7. Choose **Yes** or **No** on the prompt asking if you would like to export another facility, depending on what you want to do.

Choose the facility you wish to export specific EU from with your mouse or enter your facility information in this row to reduce the size of the list

Be sure and pay attention to which Report Year you choose. For example, this facility, 0010001, has data for 2005 and 2006 in the EAOR program

Check here to choose specific EU to export

Facility ID	Report Year	Name	Owner
0010002	2004	FRED BEAR ARCHERY EQUIPME	ESCALADE SPORTS
0030010	2004	SANDERSON FACILITY	HANSON ROOF TILE
0190011	2004	E.I. DUPONT DE NEMOURS & CO -	E.I. DUPONT DE NEMOURS & CO - TRAI
7774812	2004	ANDERSON COLUMBIA, INC #1	ANDERSON COLUMBIA, INC #11 PLA
0010001	2005	U OF FL COGEN	FLORIDA POWER CORPORATION D/B/A
0112119	2005	WHEELABRATOR SOUTH BROWA	WHEELABRATOR SOUTH BROWARD, IN
0250281	2005	MIAMI DADE W&SD / HIALEAH & P	MIAMI-DADE WATER AND SEWER DEPA
0010001	2006	U OF FL COGEN	FLORIDA POWER CORPORATION D/B/A
0010002	2006	FRED BEAR ARCHERY EQUIPME	ESCALADE SPORTS
0010049	2006	CLARIANT LIFE SCIENCE MOLEC	CLARIANT LIFE SCIENCE MOLECULES (
0070012	2006	BRADFORD CO STATION #16	FLORIDA GAS TRANSMISSION COMPAN
0760077	2006	WILKINSON DRUGS/ANTHONY BRANT	SEABRING MACHINE INDUSTRIES INC

EU Options
☒ Select EU

OK Cancel

Click Okay

Choose the EU you want to export with your mouse. Hold down the **Control** key to choose multiple EU

EU ID	EU Description
001	GE LM6000-PA Combustion Turbine
002	NO. 4 STEAM BOILER
003	NO. 5 STEAM BOILER
004	DISMANTLED - #2 STEAM GEN. NAT. GAS / #6 FO. COMB. ENG. S/N 5356
005	DUCT BURNER SYSTEM ASSOCIATED WITH HRSG
007	NEW LM6000-PC-ESPRINT COMBUSTION TURBINE

OK Cancel

Click Okay when you have made your selections

Enter an **Export Location** where you would like to save your file or use the **Browse** button to find a location on your computer

This field will show the name of the facility you have chosen Emissions Units from to export

Export Criteria

Export Location: C:\2006 AOR Browse

Facility Criteria: U OF FL COGEN Set Selection Criteria

OK Cancel

Click Okay to export your EU

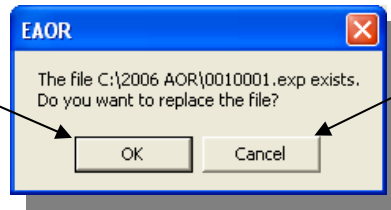
EAOR

The following files were exported:
 C:\2006 AOR\0010001.exp

OK

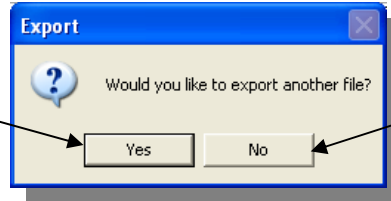
This message shows that export was successful. Click Okay

This message appears if an export file for your facility already exists in the location you specified. Modify the file name, choose a different location to save or Click **Okay** if you wish to replace the file



Click **Cancel** if you do not want to replace the file

Click **Yes** if you wish to export more EU



Click **No** to leave the export process



Importing an Export File

After all updates have been made to the data, each employee must create an export file of the entire facility and save it to a disk, clearly labeling it with the specific EU ID numbers they modified. The disks must then be collected and each data file must be imported individually into the manager's EAOR program. **Follow the steps below carefully to avoid deleting the updated data!**

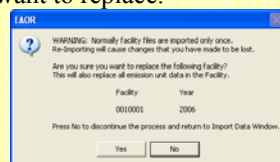
Once each file is imported, the updated EU data will be collectively stored in a single facility data file.

Follow the steps below to import the updated EU data into a single facility data file.

1. Each employee must create an export file of the entire facility and save it to a disk. Have them follow these specific instructions when preparing the Export File that will contain their modified data:
 1. Choose **Export** from File menu
 2. Choose the correct Facility
 3. Check **Select EU** box , click Okay
 4. Select **ALL** EU in the facility, click Okay
 5. Save the file to a disk
 6. Label the disk with the specific EU ID numbers that were updated.
2. After all disks are collected, the manager must use the **Import from Disk** function to import each data file into his/her EAOR Program.
 - Import only one data file at a time!
3. Use the **Set Selection Criteria** feature to select the EU contained in the data file. This feature instructs EAOR to replace only those EU you selected with the modified data from your file.
 - You will receive a warning message for each EU you selected notifying you that you are about to replace that EU. Click **Okay** on each message.

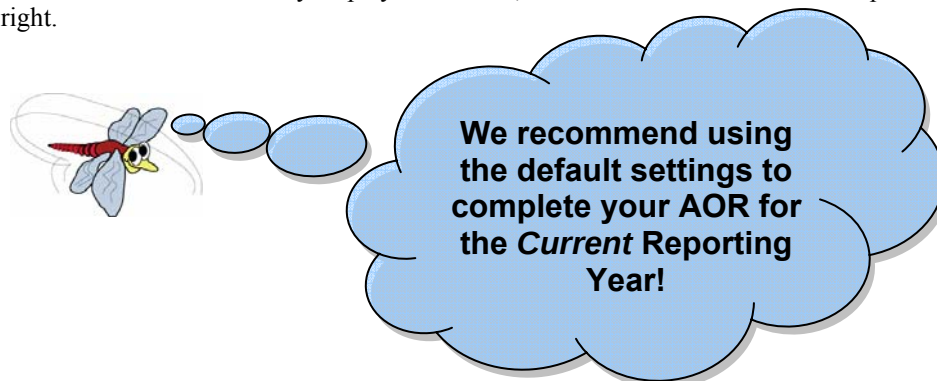


► **HOWEVER**, if you receive a warning message indicating that you are about to replace your ENTIRE facility, click **No!** This means you have not properly set the selection criteria to import specific EUs. Go back to the Set Selection Criteria window and choose the EUs you want to replace.



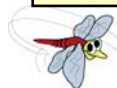
Select Data Source

The **Select Data Source** window will allow you to change the settings that determine how your facility data is displayed in the **Comparative Edit and Review** section. After importing your data for the *current* reporting year, EAOR is defaulted to automatically display the current, editable data on the left and the previous years' reference data on the right.



However, if you need to change these settings in order to view data from a different reporting year or change the data source(s) follow the steps below.

1. Go to the **File Menu** and choose **Select Data Source**.
2. In the **Edit/Report Data** section of the window, choose the data source you wish to **Edit, Display** or **Print**.
 - ▶ See **Edit/Report Data** heading below for definitions of the data sources.
3. In the same section, go to the **Select Year** drop down menu below and choose the report year of the data you wish to **Edit, Display** or **Print**.
 - ▶ If the year you want is not shown, see below for explanation.
4. In the **Reference Data** section of the window, choose the data source you wish to **Display**.
 - ▶ This data is not editable and is for reference purposes only!
 - ▶ See **Reference Data** heading below for definitions of the data sources.
5. In the same section, go to the **Select Year** drop down menu below and choose the report year for the data you wish to **Display**.
 - ▶ If the year you want is not shown, see below for explanation.
6. Click the **Select Facility** button to select a facility you wish to view.
 - ▶ If the facility you want is not shown in the list, see below for explanation.
7. Click **Okay** to save your changes and return to the Easy Start Menu.



- ▶ **Report Year** - the year in which the data is being reported.
- ▶ The **Select Year** drop down menus will only show the current reporting year and the previous reporting years of those facilities already existing in your EAOR program. Each time you import a facility with a different reporting year, that year becomes available in the menus.
- ▶ The **Select Facility** list will only display those facilities already existing in your EAOR program whose report year corresponds with the one selected under the **Edit/Report Data** section of the Select Data Source window. If your facility is missing from the list you will need to change the data source or year so your facility will appear in the list. Or you may need to **Import** the data with the particular report year you wish to view if it does not exist in your EAOR program.

- On a side note, the reporting year that is selected in the **Edit/Report Data** section will also determine which facilities are shown in the **Delete Facility** list; only those facilities whose report year corresponds with the one selected will be visible in the list.

Edit/Report Data

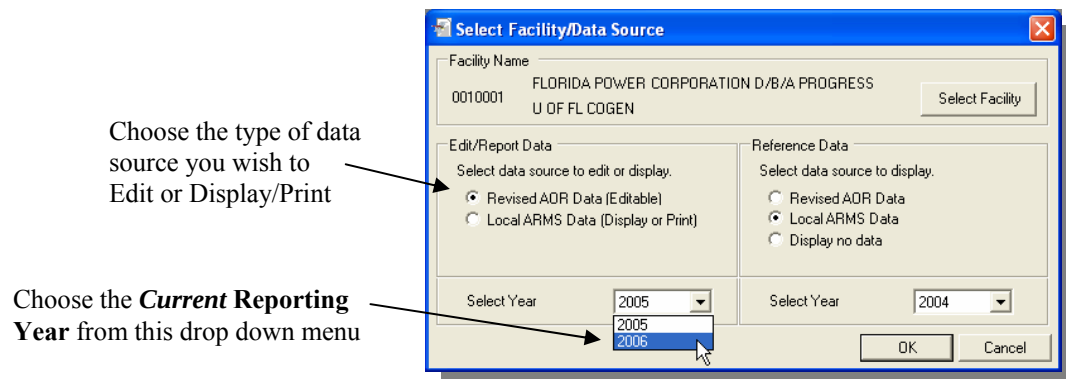
The Edit/Report Data section is used to specify data you wish to modify or print.

- **Revised AOR Data (Editable)** - Choosing this option allows you to modify a set of data that will become the current AOR you will submit to FDEP. The year you select should represent the reporting year. This data set will be shown as **editable** on the **left side** of the Comparative Edit and Review screen.
- **Local ARMS Data (Display or Print)** - Use this option to choose a set of data from a previous reporting year in order to print a copy of its AOR. This data will be shown as Read Only on the **left side** of the Comparative Edit and Review screen.
 - If you choose this option and do not see the year you want in the **Select Year** drop down menu, then you must Import the facility data from that reporting year into the EAOR program.

Reference Data

The Reference Data section is used to specify the data that will be displayed for comparison purposes.

- **Revised AOR Data** - This option will load the facility data generated by you from the reporting year you selected. This data is not necessarily the same as what is stored in the ARMS database. This data will be shown as Read Only on the right side of the Comparative Edit and Review screen.
- **Local ARMS Data** - We recommend using this option. It will load the most up to date AOR data currently stored in the ARMS database from the reporting year you selected. This data will be shown as Read Only on the right side of the Comparative Edit and Review screen.
- **Display no Data** - This option will leave the right side of the Comparative Edit and Review screen blank.



Choose the type of data source you wish to use as a reference while editing the data on the left or you may choose to display no data at all

Choose the **Previous Reporting Year** that you wish to reference

We recommend using this configuration for the current reporting year

Once you have made your selections, you may open the **Select Facility** window from here to choose a different facility

Click **Okay** to save your changes

Options

The **Options** window allows you to customize the following EAOR features according to your preferences. However, changes to some Options defaults are not recommended, see below for explanation.

- **Warning Message Level** - This changes the type of warning messages you will receive while using EAOR.

- ▶ **Alerts Only** - We recommend keeping this default setting as it will show only relevant warning messages explaining that an application error has occurred.
- ▶ **None** - This setting will prevent EAOR from showing any messages when an application error occurs.
- ▶ **Verbose** - This setting will show detailed warning messages that the programmer would use to try and find where and why the application error occurred.

- **Automatic Emissions Recalculation** - This feature will automatically recalculate the Pollutant Emissions values each time you **Save** your changes.

- ▶ If **Yes** is selected, it may slow program performance since it recalculates *every* time you click **Save** even if your changes do not affect the emissions values directly. **We do not recommend activating this feature.**
- ▶ If **No** is selected, you will need to choose the **Recalculate Emissions** option from the **Edit Menu** each time you wish to update changes to your emissions values on the form(s).

- **Load Easy Start Menu at Startup** - The Easy Start Menu will appear automatically each time you open the EAOR program.

- ▶ You may **uncheck** the box if you do not want the Easy Start Menu to open at startup.

- **Fire Path** - The path specified in this field determines where the  icon on the Tool Bar will go to open the Factor Information Retrieval System application.

- ▶ This path **will require an Internet connection!**
- ▶ If for some reason the default path becomes broken, change it to correspond with the correct web address for the EPA's **WebFIRE** application.

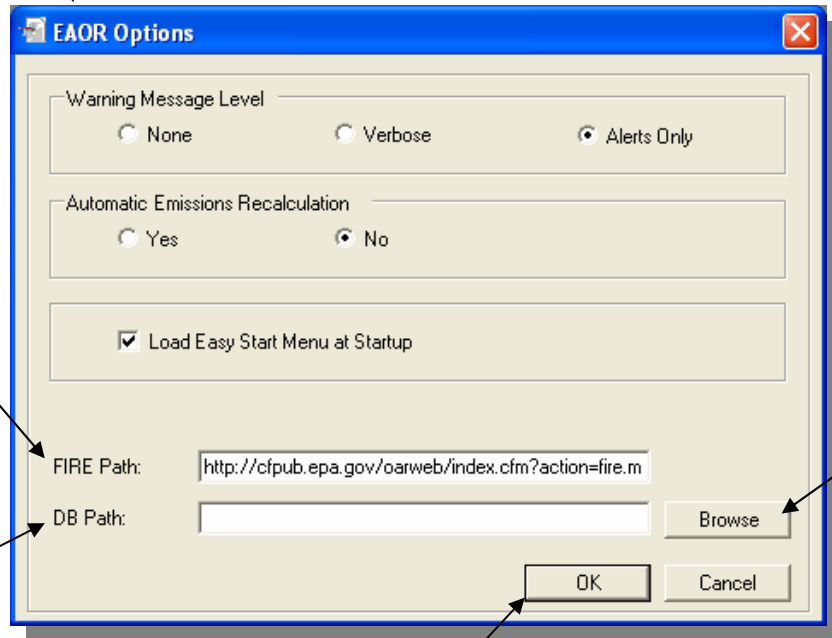
- **DB Path** - The Data Base Path is used when EAOR is setup as a network application. The DB Path will identify the location of the database on the network.

- ▶ Most users will not be setting up EAOR on a network. However, if you wish to do so, please contact the FDEP Help Desk for assistance at (850) 921-9557.

The **Options Menu** defaults, as shown below, may be changed to suit your preferences. However, some changes are not recommended (See headings above for explanations)

You must have an Internet connection in order for EAOR to open the path for the **WebFIRE** application

If EAOR is setup as a network application, the Data Base Path will identify its location on the network.

The image shows the 'EAOR Options' dialog box. It has a title bar with 'EAOR Options' and a close button. The dialog is divided into several sections. The first section is 'Warning Message Level' with three radio buttons: 'None', 'Verbose', and 'Alerts Only' (which is selected). The second section is 'Automatic Emissions Recalculation' with two radio buttons: 'Yes' and 'No' (which is selected). The third section has a checked checkbox labeled 'Load Easy Start Menu at Startup'. Below these are two text input fields: 'FIRE Path:' containing 'http://cfpub.epa.gov/oarweb/index.cfm?action=fire.m' and 'DB Path:' which is empty. To the right of the 'DB Path' field is a 'Browse' button. At the bottom right are 'OK' and 'Cancel' buttons. Arrows from external text blocks point to the 'FIRE Path' field, the 'DB Path' field, the 'Browse' button, and the 'OK' button.

Enter the DB Path or click **Browse** to find a location on your network

Click **Okay** to save your changes

Delete Facility

The **Delete Facility** function allows you to permanently delete facility data from a particular Reporting Year from your EAOR program.

1. Choose the **Delete Facility** option from the **File Menu**.
2. Click on the facility you wish to delete with your mouse.
 - Or search the list by entering your facility information in the first row, under any column heading you choose. As you type, the list will reduce and you will eventually see your facility. Click it with your mouse.
 - If your facility is not listed **OR** it is listed, but you need to see data for a different Reporting Year, see the **Select Data Source** section for instructions.
3. Click **Okay**.
4. Click **Okay** on the **Delete Facility** prompt.
 - Read the prompt carefully to be sure you have selected the correct Facility ID and Reporting Year to delete!
5. Choose **Yes** on the **EAOR** prompt if you wish to delete another facility and repeat the steps above.

Enter your facility information in this row to reduce the size of the list

Facility ID	Site Name	Company Name	Import Date
0010001	U OF FL COGEN	FLORIDA POWER CORPORATION D/B/A PR	10/18/2006
0010049	CLARIANT LIFE SCIENCE MOLECULES (FLO	CLARIANT LIFE SCIENCE MOLECULES (FLO	10/11/2006
0070016	SMI JOIST OF FLORIDA	OWEN JOIST CORPORATION	10/11/2006
0110036	PORT EVERGLADES POWER PLANT	FLORIDA POWER & LIGHT (PPE)	10/11/2006
0190031	VAC-CON	VAC-CON	10/11/2006
0190057	HANSON PIPE & PRODUCTS, INC.	HANSON PIPE & PRODUCTS, INC.	10/11/2006
0230035	TIMCO LAKE CITY AIRPORT	TIMCO	10/11/2006

Click **Okay** to delete the facility

Delete Facility

You have chosen to Delete all data for Facility 0010001 for the year of 2006
Click Ok to continue or Cancel to exit

OK Cancel

Clicking **Okay** will permanently delete the facility data for this particular Reporting Year

Make sure the Facility ID and Reporting Year match the data you are trying to delete

Clicking **Yes** will take you back to the **Delete Facility** window where you may choose another facility to delete

EAOR

Do you want to delete another facility?

Yes No

Cut, Copy & Paste

The Cut, Copy and Paste functions are only available at the field level and are not designed to copy large sections of data such as an entire Emissions Unit or SCC.

Cut
Copy
Paste

Cut

This feature will remove text while also creating a temporary copy of it allowing you to paste it into another field.

1. Highlight the text you wish to remove using your mouse.
2. Select  from the Tool Bar.
 - **Cut** may also be activated by holding down **Ctrl X** on your keyboard or by accessing the **Edit Menu**.
 - A temporary copy of the text will be saved until it is replaced with new text the next time you use the **Cut** function.

Copy

This feature will create a temporary copy of the text allowing you to paste it into another field.

1. Highlight the text you wish to copy using your mouse.
2. Select  from the Tool Bar.
 - ▶ **Copy** may also be activated by holding down **Ctrl C** on your keyboard or by accessing the **Edit Menu**.
 - ▶ A temporary copy of the text will be saved until it is replaced with new text the next time you use the **Copy** function.

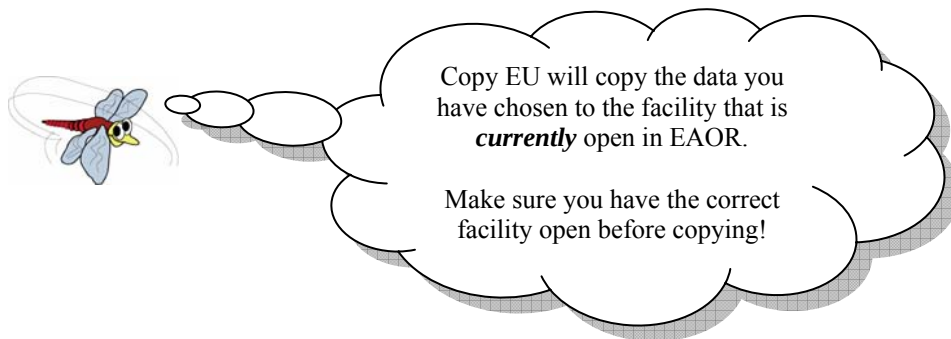
Paste

This feature allows you to paste text into a field after using the **Cut** or **Copy** function.

1. Place your cursor in the field where you wish to paste the text.
2. Select  from the Tool Bar.
 - ▶ **Paste** may also be activated by holding down **Ctrl V** on your keyboard or by accessing the **Edit Menu**.
 - ▶ A temporary copy of the text you pasted will be saved until it is replaced with new text the next time you use the **Cut** or **Copy** function.

Copy an Emission Unit

Copy an Emission Unit provides you with the capability of copying certain EU data to the facility you are currently working in. You may copy an EU from a different facility or from within the same facility you have open. Once you have selected the Facility and EU that you wish to copy data *from*, you may then choose the EU you wish to copy the data *to*.



Copy EU is very useful when you have more than one EU that uses the same SCC and pollutants. Instead of entering the same data multiple times, you can enter all SCC and pollutant data on one EU then use this function to update and/or add that data to any EU you choose.

► This process updates and/or adds data to the EU by copying over it. However, it only replaces or adds data in specific fields, as shown below; it does not copy emissions rates or other operational information.

The following data will be copied to the EU: (Only <i>new</i> SCC and Pollutants will be marked User Defined)	
1. Not Emitted for Current SCC	5. Control Efficiency
2. Emissions Method Code	6. Primary Control
3. Emission Factor	7. Secondary Control
4. Calculation Worksheet	

Copy EU will automatically determine if it needs to update or add data to these fields based on the following criteria:

- If the SCC and pollutant data being copied is identical to the existing EU, then that data will be replaced/updated.
- If the SCC and pollutant data are new to the existing EU, then that data will be added.
- If the EU you want to copy to does not already exist, then it will be added to the facility, marked User Defined, and the SCC and Pollutant data will be added to it.

Follow these steps to copy an Emission Unit to the facility you currently have open.

1. Go to the **EAOR** menu and choose the **Copy an Emission Unit** option.
 - You must exit Comparative Edit and Review in order to use this feature.
2. Choose the Facility you wish to copy an EU from with your mouse and click **Okay**.
 - You may also search the list by entering your facility information in the first row, under any column heading you choose. As you type, the list will reduce and you will eventually see your facility. Click it with your mouse.
3. Choose the EU that you wish to copy from with your mouse and click **Okay**.
 - Click **Cancel** to return to the previous window.
4. Enter the EU ID number that you wish to copy the data to and click **Okay**.
 - You may copy the data to an existing EU or you may create a new EU to copy the data to by entering an EU ID number that does not already exist in the facility.
 - Click **Cancel** to return to the previous window.
5. You will receive a prompt recapping your selections. **Read it carefully!** Click **Okay** if you wish to proceed.
 - Click **Cancel** to end the Copy EU process.
6. Click **Okay** on the **EAOR** prompt explaining that the copy was successful.
7. Choose **Yes** or **No** on the prompt asking if you would like to copy another EU, depending on what you'd like to do.



- Pay close attention to the **Report Year** column and the **Type** (or Data Source) column in the **Select Facility to Copy EU from** window. The list will show *all* data that currently exists in your EAOR program for any given facility. This means multiple report years and data sources will be displayed simultaneously, so choose carefully! (See the **Select Data Source** section for explanations of Report Year and Data Source.)
- Unless the data already exists, all new data copied to an EU will be marked **User Defined**. This data may be deleted if necessary.

Choose the facility you wish to copy an EU from with your mouse or enter your facility information in this row to reduce the size of the list

The **Type** column shows which data source you are copying your Emission Unit data from

Pay attention to which **Report Year** you choose. For example, facility 0010005 has data for 2004 and 2005 in EAOR

Facility ID	Report Year	Owner	Name	Type
0010001	2004	FLORIDA POWER CORPORATION D/B/	U OF FL COGEN	Local ARMS Data
0010001	2005	FLORIDA POWER CORPORATION D/B/	U OF FL COGEN	Revised AOR Data
0010001	2005	FLORIDA POWER CORPORATION D/B/	U OF FL COGEN	Local ARMS Data
0010001	2006	FLORIDA POWER CORPORATION D/B/	U OF FL COGEN	Revised AOR Data
0010002	2005	ESCALADE SPORTS	FRED BEAR ARCHERY EQUIPMENT	Local ARMS Data
0010002	2006	ESCALADE SPORTS	FRED BEAR ARCHERY EQUIPMENT	Revised AOR Data
0010005	2004	GAINESVILLE REGIONAL UTILITIES	JOHN R KELLY POWER PLANT	Local ARMS Data
0010005	2005	GAINESVILLE REGIONAL UTILITIES	JOHN R KELLY POWER PLANT	Revised AOR Data

Click **Okay**

Choose the EU you wish to copy with your mouse

EU ID	Description
007	Fossil Fuel Fired Steam Generator Unit No. 7
009	Combustion Turbines 1, 2 and 3 using natural gas or new #2FO
010	Combined-Cycle Unit No. 1 (CC-1)

Click **Cancel** to return to the previous window

Click **Okay**

Enter the EU ID you wish to copy the data to

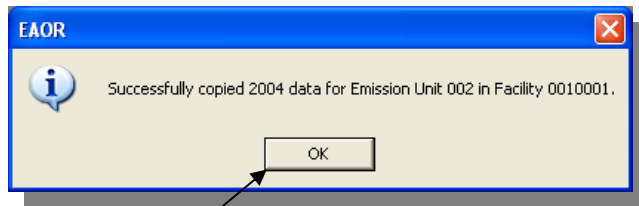
Click **Okay**

Click **Cancel** to return to the previous window

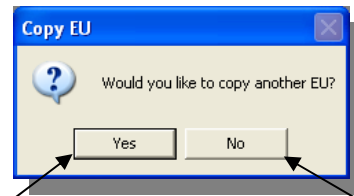
Read the prompt carefully to make certain you are copying the correct data!

Click **Okay** to copy the EU

Click **Cancel** to end the Copy EU process



This prompt confirms that Copy EU was successful. Click **Okay**



Click **Yes** if you'd like to copy another EU

Click **No** to exit the Copy EU session

Update Codes

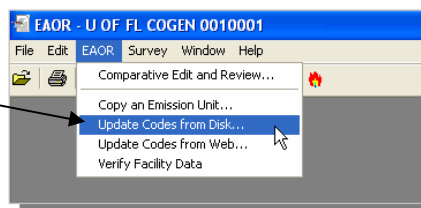
This feature can be used to update all code listings in the EAOR program, such as the SIC, SCC or Pollutant codes. These codes are automatically updated when you install EAOR, but occasionally it may be necessary to add new codes into your program. If you've already installed EAOR on your computer, then you may use the Update Codes feature to add any new codes without having to reinstall.

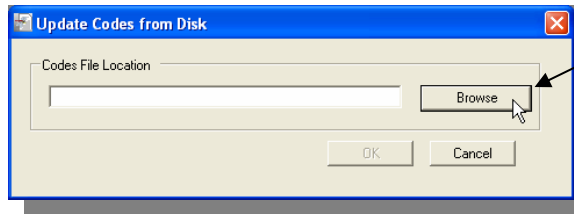
- **Update Codes from Disk** - Use this option if you do not have an Internet connection. You will need to request a file containing the new codes from the FDEP.
- **Update Codes from Web** - We recommend using this option if you have an Internet connection.

Update Codes from Disk

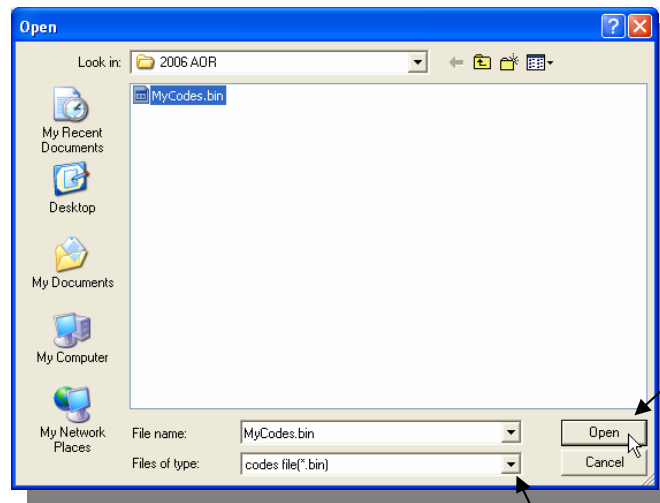
1. Go to the **EAOR** menu and choose **Update Codes from Disk**.
2. Enter the file name in the **Code File Location** field or click **Browse** to locate the file on your computer.
 - The File Name is **MyCodes.bin**. You must contact the FDEP help desk to request this file.
3. Click **Okay** to update codes.

From the **EAOR** menu choose **Update Codes from Disk**



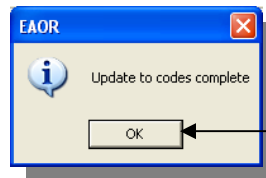


Enter the file name or click Browse to locate the file on your computer



Select the file in the window then Click **Open**

If you do not see your file, click the **Files of Type** drop down box and choose the **.bin** file extension

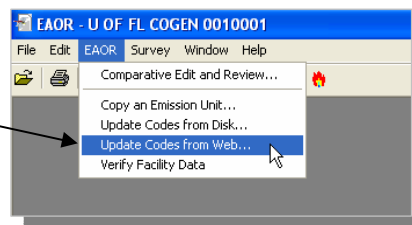


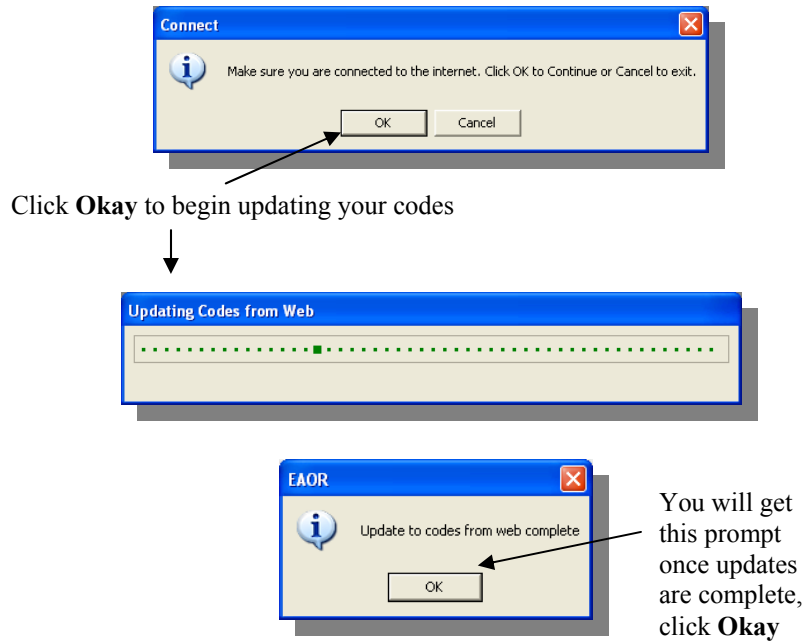
Click **Okay**

Update Codes from Web

1. Go to the **EAOR** menu and choose **Update Codes from Web**.
2. Click **Okay** on the **Connect** prompt and it will automatically begin updating your codes.
3. Click **Okay**.

From the **EAOR** menu choose **Update Codes from Web**





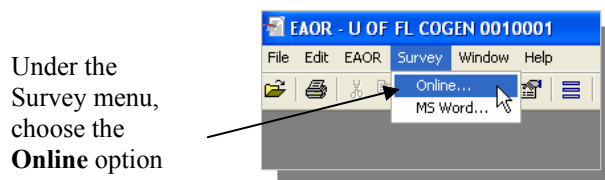
Survey Menu

The Survey Menu will link you to the EAOR Survey which evaluates program performance. You may choose to complete the survey online or print it out and mail or fax it to FDEP. Please complete this survey so that we may improve future versions of the EAOR program.

- **Online...**
- **MS Word...**

Online

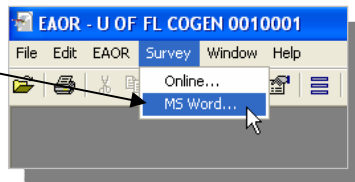
We recommend choosing this option if you have an Internet connection. This will open the survey on FDEP's website allowing you to fill it out and submit electronically.



MS Word

If you do not have Internet, you may open the survey in Microsoft Word and print a copy to be completed and mailed or faxed to the FDEP.

Under the Survey menu, choose the **MS Word** option



Mail

Department of Environmental Protection
Division of Air Resource Management, MS5500
2600 Blair Stone Road
Tallahassee, FL
32300-2400

Fax

(850) 922-6979

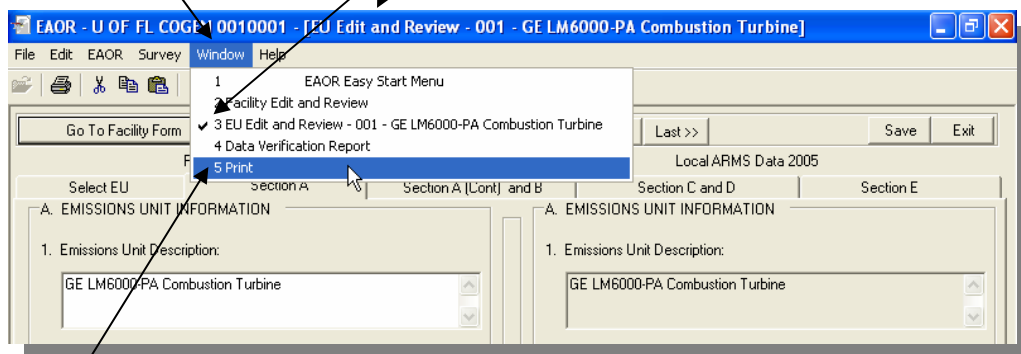
Window Menu

The **Window Menu** allows you to navigate between the windows that are currently open in EAOR. This feature prevents you from having to adjust the size of or close a window in order to view another behind it.

1. Click on the **Window Menu** in the Menu Bar.
2. Locate the window you wish to view and click it with your mouse.
 - ▶ If you do not see the window you want in the list, then the window is not currently opened.
3. Repeat these steps to navigate to other windows that are currently opened.

The **Window Menu** will list all the windows that are currently open

The check mark indicates which window is currently visible, which is also indicated in the Title Bar



Click on the window you want in order to bring it into view

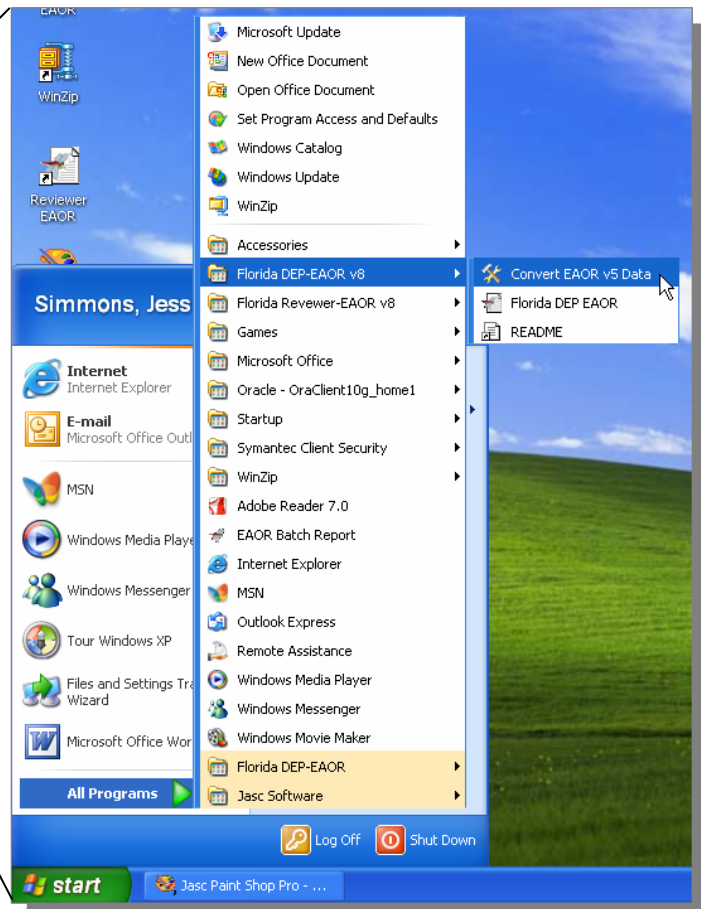
Converting Data from Version 5 to EAOR Version 8

If you had Version 5 installed on the computer you are currently using and you chose not to convert data from Version 5 to Version 8 during the installation process, you may use this utility to convert all the Version 5 data so you can access it using Version 8.

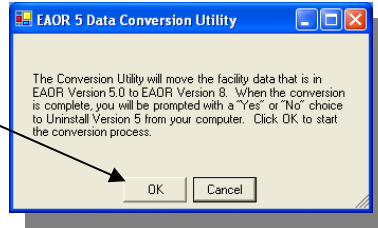
1. Close EAOR Version 8
2. Go to the “Start Menu”, choose “All Programs” then choose “Florida DEP-EAOR v8” and finally click on “Convert EAOR v5 Data”.
3. You will receive a prompt telling you that this utility will move facility data in Version 5 to EAOR Version 8, click **Okay**.
4. Once the conversion is complete, you will receive a prompt displaying the conversion results, click **Okay**.
 - ▶ This prompt shows you which facility’s data was converted to Version 8.
 - ▶ You may now open EAOR 8 and begin reviewing your data.

Go to:

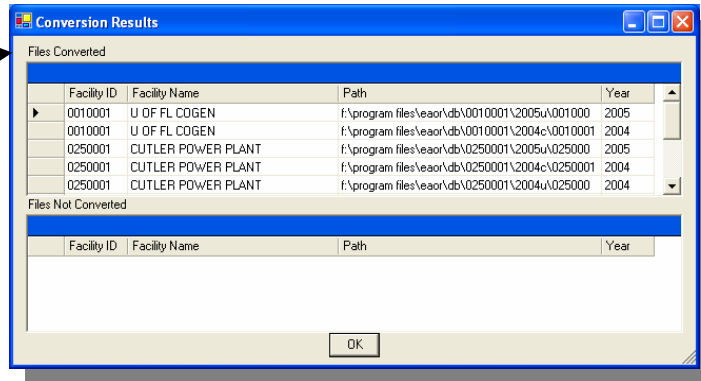
- Start Menu
- All Programs
- Florida DEP-EAOR v8
- Covert EAOR v5 Data



Click **Okay** to begin
Converting Version 5
data to Version 8



This list shows the
facilities whose data was
successfully converted to
EAOR 8



Appendix

The Appendix include two sections that will be very helpful in the completion of your AOR. Please refer to these appendices as

Click **Okay**

- **Appendix - A : Frequently Asked Questions (FAQs)**
- **Appendix – B: Instructions for AOR Form**

Appendix – A: Frequently Asked Questions (FAQs)

The following are examples of the most common questions received by FDEP concerning EAOR. Any questions or concerns you may have are important to FDEP and you are encouraged to call for assistance if you should need help.

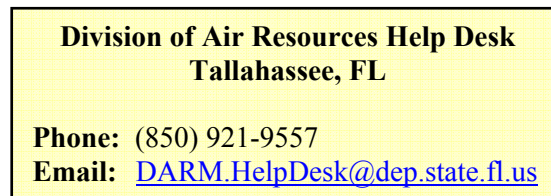
EAOR will not install. What's wrong?

EAOR is designed to operate on selected Microsoft® operating systems. If you are experiencing installation problems, please review the minimum system requirements which may be found in the installation instructions at <http://www.floridadep.org/air/eproducts/eaor/default.htm> to ensure your PC meets the listed specifications. For more assistance please call the Help Desk at (850) 921-9557.

How can I get Help with EAOR?

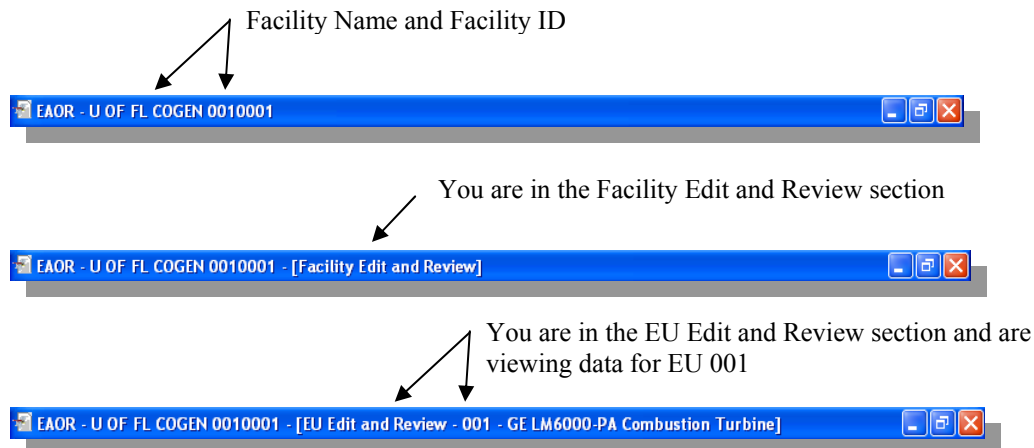
DEP has developed three ways for you to obtain assistance while using EAOR.

1. You may obtain an explanation or instructions for a particular feature that you are *currently* using by pressing **F1** on your keyboard. EAOR will automatically open the Help File to the section which explains that specific function. Feel free to use this feature at any time throughout EAOR.
2. You may use this EAOR manual and the information contained herein.
3. You may contact the Help Desk:



How can I tell which facility I have open?

In the Title Bar located along the top of the window will display the Facility Name and ID of the facility that is currently open in EAOR. Also, when in the Comparative Edit and Review forms, the Title Bar will display which section you are in and which Emissions Unit you are currently viewing.



What is ARMS?

ARMS is the DEP Air Resource Management System that stores data related to Florida's regulated industries. AOR data is stored in this database.

What is Revised AOR Data?

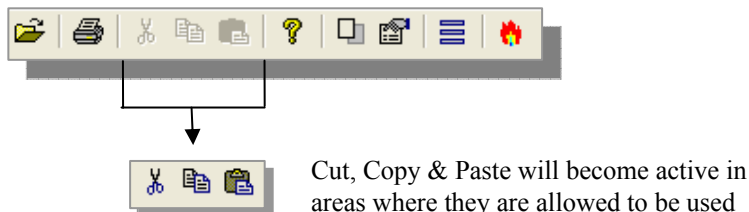
Revised AOR Data is the data that you will modify and will become the current AOR you will submit to FDEP. This data set will be shown as editable on the *left side* of the Comparative Edit and Review screen. See the Select Data Source section of this manual for further explanation.

What is Local ARMS Data?

Local ARMS Data is the most up to date AOR data currently stored in the ARMS database from the reporting year you selected. This data will be shown as read-only on the *right side* of the Comparative Edit and Review screen.

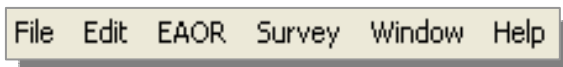
What is the “Tool Bar”?

The toolbar is located at the top of the screen under the Menu Bar. The buttons provide you with shortcuts to frequently used menu options. See the **Tool Bar** section of this manual for an explanation of each button.



What is the "Menu Bar"?

The Menu Bar consists of a number of menus that include a variety of helpful features and options, some of which are necessary for completing your AOR, however, some are entirely optional depending on your preference. For details concerning a specific menu option you may either click on that option then press **F1** on your keyboard which will open the Help File or consult this manual.



Can I share data with someone who doesn't have EAOR?

YES! EAOR provides you with the ability to Export data in a format that can be read by others not using EAOR, such as a **.pdf** File. For more information, please see the **Export** section of this manual. However, changes made by someone *not* using EAOR can not be imported back into EAOR.

Do I still have to submit a paper copy to DEP if I use EAOR?

No! With EAOR, there is no longer a need for facilities to submit paper versions of the AOR. All that is needed is the signed signature pages and a submission file containing your AOR. For more information on this subject, review the **Create Submission File** section of this manual.

How is the data submitted to DEP?

The EAOR software creates a submission file (.sub) that must be sent to FDEP along with any supporting documentation and the two signed signature pages. There are two ways to submit:

1. You may submit your data via the Internet which will send an electronic version of your AOR directly to the FDEP. In this case only the two signed signature pages will need to be mailed to FDEP.
2. You may create a submission file and save it to a disk which you will then mail to FDEP along with the signed signature pages, to the following address:

**Department of Environmental Protection
Division of Air Resources Management, MS 5500
2600 Blair Stone Road
Tallahassee, Florida 32399-2400**

Note: This address should only be used for EAOR generated AORs. Hard-copy (hand produced) versions of this report should be submitted to the DEP district office or a DEP-approved local air pollution control program office. For more information, please contact the Help Desk at (850) 921-9557.

I can not see the entire Comparative Edit and Review screen.

If you can not see the entire Comparative Edit and Review screen, it is likely that you do not have your computer monitor set to the correct resolution and/or display area. Please review the minimum system requirements which may be found in the installation instructions at <http://www.floridadep.org/air/eproducts/eaor/default.htm>.

Appendix – B: Instructions for AOR Form

Department of Environmental Protection Division of Air Resources Management

INSTRUCTIONS FOR DEP FORM NO. 62-210.900(5) ANNUAL OPERATING REPORT FOR AIR POLLUTANT EMITTING FACILITY

GENERAL INSTRUCTIONS

In accordance with Rule 62-210.370 (3), F.A.C., the Annual Operating Report for Air Pollutant Emitting Facility (DEP form number 62-210.900(5)) shall be completed each year for the following facilities:

1. All Title V sources.
2. All synthetic non-Title V sources.
3. All facilities with the potential to emit ten (10) tons per year or more of volatile organic compounds or twenty-five (25) tons per year or more of nitrogen oxides and located in an ozone nonattainment area or ozone air quality maintenance area.
4. All facilities for which an annual operating report is required by rule or permit.

Notwithstanding the above, no annual operating report shall be required for any facility operating under an air general permit.

The annual operating report shall be submitted to the appropriate Department of Environmental Protection (DEP) district or DEP-approved local air pollution control program office by March 1 of the following year unless otherwise indicated by permit condition or Department request.

Section I of DEP form number 62-210.900(5), Facility Report, must be submitted for each air pollutant emitting facility required to file the form, including any facility which was on cold standby or otherwise did not operate during the reporting year. Section I of the form should also be submitted for any facility that was permanently shut down during the reporting year.

Section II of DEP form number 62-210.900(5), Emissions Unit Report, must be submitted annually for each reportable emissions unit within the facility, including any such emissions unit which operated part of the year but was permanently shut down during the reporting year.

The terms “facility” and “emissions unit,” and other technical and regulatory terms that appear in these instructions, have the meanings ascribed to them in Rule 62-210.200, F.A.C.

The Department will mail a computer-generated, partially prefilled annual operating report form each year to permittees showing information from the Department's Air Resources Management System (ARMS) that is not expected to change from year to year (e.g., process/fuel type descriptions and pollutant identification codes). The prefilled form will be mailed hard-copy or on computer diskette. The permittee is expected to enter data specific to the reporting year (e.g., actual process/fuel usage rates and pollutant emissions) directly on the computer-generated form or diskette, mark for correction any errors or omissions in the ARMS data shown on the form or diskette, and return the form or diskette to the appropriate office. The Department will also accept accurate hard-copy facsimiles of DEP form number 62-210.900(5) created by permittees or consultants, provided that any corrections to data shown on the Department's prefilled form are clearly

indicated. In the case of any prefilled data element, the term "enter" as it appears in these instructions should be read to mean "verify."

Failure of the Department to provide a computer-generated form or diskette by mail shall not relieve the permittee from any requirement for submitting an annual operating report. A computer-generated report may be requested from the Department, or a standard DEP form number 62-210.900(5) may be submitted. Also, if the computer-generated form is incomplete (e.g., missing a Subsection II.E. for a particular process or fuel), the permittee should request a blank form from the Department to supplement the computer-generated report.

I. FACILITY REPORT

A. REPORT INFORMATION

1. **Year of Report** - Enter the year of the data given in this report.
2. **Number of Emissions Units in Report** - Enter the number of emissions units included in this report. A separate Section II of the form must be completed for each reportable emissions unit at the facility. See Section II of the instructions for additional information on the reporting of emissions units.

B. FACILITY INFORMATION

1. **Facility ID** - If known, enter the seven-digit facility identification number.
2. **Facility Status** - Enter, from the list below, the facility status code valid as of December 31 of the reporting year.

<u>Code</u>	<u>Status</u>
A	Active - One or more emissions units in operation, on standby status, temporarily shut down (including any shutdown while undergoing modification), or on long-term reserve shutdown. This code indicates an existing facility which has not been permanently shut down, though it may not be operating at the time of this report.
C	Construction - All emissions units in planning stage or undergoing initial construction, including reconstruction. This code indicates a proposed new facility, or an existing facility which has been or will be shut down in its entirety for reconstruction.
I	Inactive - All emissions units permanently shutdown; permit(s) surrendered or expired.
3. **Date of Permanent Facility Shutdown** - If the facility was permanently shut down during the reporting year, enter the date of cessation of all operations.
4. **Facility Owner/Company Name** - Enter the name of the corporation, business, governmental entity, or individual that has ownership or control of the facility. Common abbreviations should be used with blanks left between each word to insure readable entries (e.g., Fla. Electric Co., U.S. Pulp Inc., Dept. of Health, etc.).
5. **Site Name** - Enter the common name, if any, of the facility site addressed in this report (e.g., Okeechobee Plant, Fernandina Mill, Fla. State Hospital, etc.). Also use this field to enter any alias name under which the corporate owner of the facility is doing business at this facility location. This field is optional and may be left blank.
6. **Facility Location**

Street Address or Other Locator - Enter the street address or approximate location of the facility as shown on a road map. This may be an intersection description or any locator which will allow a person unfamiliar with the facility to determine its physical location (e.g., 3 mi. W. of U.S. 41 off S.R. 786; etc.).

City - Enter the name of the city in which the facility is located. If the facility is not located within city limits, enter the name of the nearest city preceded by "N. of," "W. of," etc.

County - Enter the name of the county in which the facility is located.

Zip Code - Enter the five-digit postal zip code of the facility's physical location (not necessarily the mailing address zip code).

7. **Facility Compliance Tracking Codes (DEP Use)**
8. **Governmental Facility Code** - If the owner or operator of the facility is a unit of government, enter, from the list below, the code for such unit of government. If the owner or operator is not a unit of government, enter "0."

<u>Code</u>	<u>Unit of Government</u>
0	None (non-governmental facility)
1	Federal
2	State
3	County
4	Municipality
9. **Facility SIC(s)** - If known, enter up to three four-digit Standard Industrial Classification (SIC) codes to precisely describe the economic activities of the facility. Four-digit SIC codes are listed in the 1987 Standard Industrial Classification Manual published by the U.S. Office of Management and Budget. If no four-digit code is known, leave blank.
10. **Facility Comment** - Enter any comments about the facility addressed in this report.

C. FACILITY HISTORY INFORMATION

1. **Change in Facility Owner/Company Name During Year?** - If the name of the individual or corporate owner of the facility was changed during the reporting year, enter the name by which the facility was previously known. If the facility also changed ownership during the reporting year and an application for transfer of permit has not been previously submitted, submit such form at this time.
2. **Date of Change** - Enter the date of change of facility owner/company name.

D. OWNER/CONTACT INFORMATION

1. **Owner or Authorized Representative** - Enter all the information requested for the individual owner or authorized representative of the corporate or governmental owner. In the case of a non-Title V source, this should be the person who is authorized to sign permits and annual operating reports and otherwise act in an official capacity on all matters related to air pollutant emissions units at the facility. In the case of a Title V source, it is not necessary that this person be the responsible official, but the person must be authorized by the corporate or governmental owner to sign this report. Please provide the nine-digit postal zip code.
2. **Facility Contact** - Enter all the information requested for the person to be contacted regarding day-to-day operations of air pollutant emissions units at the facility.

E. OWNER OR AUTHORIZED REPRESENTATIVE STATEMENT

This statement should be signed by the owner or authorized representative named in Field 1 of Subsection I.D. of the form.

II. EMISSIONS UNIT REPORT

A separate Section II of the form (Emissions Unit Report) must be completed for each emissions unit at the facility, except emissions units that are exempt pursuant to Rule 62-4.040 or 62-210.300(3), F.A.C., emissions units that meet the criteria for insignificant units pursuant to Rule 62-213.430(6), F.A.C., and units for which emissions reporting is not practical. Units for which emissions reporting is not practical include units that emit only radionuclides and units that represent facility-wide fugitive emissions not subject to any unit-specific emissions limiting or work practice standards, e.g., road dust and maintenance painting activities. In addition, "unregulated" emissions units, as defined in the instructions to DEP form number 62-210.900(1), are not required to complete a Section II of the form for reporting year 1998 (i.e., as part of the Annual Operating Report due March 1, 1999) but are required to report emissions thereafter.

An Emissions Unit Report must be completed for any reportable emissions unit that had active status during any part of the reporting year, even if it was permanently shut down during the year. If a reportable emissions unit operated during the reporting year but had no reportable emissions (i.e., no pollutants subject to emissions limiting standards and no pollutants emitted at or above threshold levels), only Subsections II.A. through II.E.(1) must be completed.

The most appropriate breakdown of process and production operations, and other pollutant-emitting activities, at a facility into separate emissions units is normally determined through the permitting process and, once established, shall be adhered to in completing this report. Any questions regarding the manner in which emissions units have been defined by the Department should be discussed with the appropriate permitting office.

In the case of a relocatable facility which operated at more than one site during the reporting year, one Section II of the form should be completed for the total operation, for each emissions unit. Indicate the percentage of operation at each location in Section II.D.

A. EMISSIONS UNIT INFORMATION

1. **Emissions Unit Description** - Enter a brief description of the emissions unit addressed in this Emissions Unit Report (i.e., on this Section II of the annual operating report package). Include any unit designations and other information helpful in describing the emissions unit and differentiating it from other emissions units at the facility.
2. **Emissions Unit ID** - If known, enter the three-digit emissions unit identification number assigned by the Department to the emissions unit addressed in this report.
3. **Emissions Unit Classification (DEP Use)**
4. **Operated During Year?** - Enter a "Y" if the emissions unit operated during any part of the reporting year (January 1 - December 31); a "N" if it did not. If the emissions unit did not operate, the remaining subsections of the Emissions Unit Report need not be completed.

DEP Note: In the case of an emissions unit that did not operate but has active status, create an AOR record for the year and enter "N" in the corresponding field in ARMS.

5. **DEP Permit or PPS Number** - Enter the current DEP air permit number or power plant site certification number applicable to the emissions unit addressed in this report.

Note: In some cases, each emissions unit has a separate permit. Often, however, a single permit addresses more than one emissions unit (e.g., a Title V operation permit). In such case, a separate Emissions Unit Report (Section II) is required for each emissions unit covered by the single permit.

6. **Emissions Unit Status** - Enter, from the list below, the emissions unit status code valid as of December 31 of the reporting year:

<u>Code</u>	<u>Status</u>
A	Active - Emissions unit in operation, on standby status, temporarily shut down (including any shutdown while undergoing modification), or on long-term reserve shutdown. This code indicates an existing emissions unit which has not been permanently shut down, though it may not be operating at the time of this report.
C	Construction - Emissions unit in planning stage or undergoing initial construction; including reconstruction. This code indicates a proposed new emissions unit, or an existing emissions unit which has been or will be shut down in its entirety for reconstruction.
I	Inactive - Emissions unit permanently shut down; permit surrendered or expired.

7. **Ozone SIP Base Year Emissions Unit? (See footnote at end)** - Enter a "Y" if the emissions unit had "Active" status as of December 31, 1990; otherwise enter "N." "Active" status is defined in Field 6. It is not necessary for the emissions unit to have been permitted on December 31, 1990, for it to have had "active" status of that date.
8. **Emissions Unit Startup Date** - If, during the reporting year, the emissions unit commenced operation following construction or reconstruction, enter the startup date. Do not enter, as a startup date, the date on which the emissions unit resumed operations following a temporary shutdown, such as a long-term reserve shutdown. If the emissions unit commenced operation prior to the reporting year but the startup date is missing, enter the startup date, if known.
9. **Long-term Reserve Shutdown Date** - If the emissions unit has been placed on long-term reserve shutdown, enter the shutdown date. Do not enter, as a long-term reserve shutdown date, the date on which an emissions unit ceased operations for a planned temporary shutdown period or unplanned outage.

DEP Note: If an emissions unit on long-term reserve shutdown ultimately fails to renew its air operation permit, the long-term reserve shutdown date becomes the permanent shutdown date and should be entered into ARMS as such.

10. **Permanent Shutdown Date** - If during the reporting year the emissions unit ceased operation, other than for an expected temporary period, enter the shutdown date.

B. EMISSION POINT/CONTROL INFORMATION

1. **Emission Point Type** - An emission point is a stack, vent, or other identifiable location at which air pollutants are discharged into the atmosphere. The emissions unit addressed in this Emissions Unit Report may have a single emission point, share an emission point with one or more other emissions units, have multiple emission points, or have no true emission point (e.g., an emissions unit with fugitive emissions only). Enter, from the list below, the type of emission point associated with the emissions unit.

<u>Type</u>	<u>Description of Emission Point</u>
1	A single emission point serving a single emissions unit (e.g., a single stack serving a single boiler). The emission point is not shared with another emissions unit, nor does the emissions unit have other emission points.
2	An emission point serving two or more emissions units capable of simultaneous operation (e.g., a single stack serving two boilers).
3	A configuration of multiple emission points serving a single emissions unit (e.g., a series of building vents serving a single enclosed process operation, a group of exhaust stacks serving a collectively-regulated bank of combustion turbines, or a collection of roof vents serving a collectively-regulated group of volatile organic liquid storage tanks).
4	No true emission point (e.g., fugitive emissions from a coal pile or equipment leaks)

2. **Description of Control Equipment a & b** - Enter a brief description of each emission control device or system associated with the emissions unit addressed in this report (e.g., centrifugal wet scrubber, type N roto-clone, etc.). Use "a" and "b" when two emission control devices or systems are present. If not applicable, leave blank.

C. EMISSIONS UNIT OPERATING SCHEDULE INFORMATION

1. **Average Annual Operation** - Enter the average number of hours per day (to the nearest hour) and days per week that the emissions unit operated during the year. The average number of hours per day may be determined by dividing the total hours of operation (Field 2) by the number of days during which the emissions unit operated for at least one hour. The average number of days per week may be determined by dividing the total number of days during which the emissions unit operated (for at least one hour) by the number of weeks during which the emissions unit operated for at least one hour. If data are not available to compute these averages, "typical" values may be used. For example, if the emissions unit normally operated one shift per day, Monday through Friday, enter "8" hours per day and "5" days per week. If the emissions unit did not operate according to a typical schedule; e.g., a power generator operated as a "peaking" unit, enter the maximum hours per day and days per week that the emissions unit operated during the year.
2. **Total Operation During Year** - Enter the total number of hours per year that the emissions unit operated.
3. **Percent Hours of Operation by Season** - Enter, to the nearest whole percent, the percent of the total hours operated during the 12-month period, December 1 through November 30, for each three-month meteorological season. The total for all seasons must equal 100%.

Note: The DJF "season" should be reported as December of the year prior to the reporting year plus January and February of the reporting year.

4. **Average Ozone Season Operation (See footnote at end)** - Enter the average or typical number of hours per day (to the nearest hour) and days per week that the emissions unit operated during the ozone season (June 1 - August 31).
5. **Total Operation During Ozone Season (See footnote at end)** - Enter the total number of days that the emissions unit operated during the ozone season (June 1 - August 31).

D. EMISSIONS UNIT COMMENT

Enter any comments about the emissions unit addressed in this Emissions Unit Report, including any comments helpful in explaining any information entered or updated on this report.

E. EMISSIONS INFORMATION BY PROCESS/FUEL

This section of the form provides information on the emissions associated with each of the raw materials, processes, fuels, stored volatile organic liquids (VOL), products and other permitted activities associated with the emissions unit addressed on this Emissions Unit Report. The information is provided in a format consistent with the EPA Source Classification Code (SCC) system. The SCC system is a method of encoding the component raw material, process, fuel usage, and production rates needed to compute pollutant emission rates using the EPA publication "Compilation of Air Pollutant Emission Factors (AP-42)," and other similar references. Source Classification Codes and emission factor listings are found in the Factor Information Retrieval (FIRE) system available from the EPA Technology Transfer Network (TTN) website: www.epa.gov/ttn/chief/software.html.

A separate Subsection II.E. of the form should be completed for each process or fuel usage (i.e., for each SCC) which contributes to emissions of any pollutant required to be reported. For example, if the emissions unit addressed on this Emissions Unit Report has three SCCs, all of which have non-zero emission factors for one or more reportable pollutants, three Subsection II.E.'s should be completed.

Note: Where multiple SCC's are involved, it may not be possible to calculate the emissions of every pollutant for each SCC separately. For example, some of the emissions factors for units such as kilns are based on the combined emissions from both the process itself and the in-process fuel that is used. In such case, the total emissions from the emissions unit should be reported for the principal SCC (e.g., the process SCC for a kiln), and an explanatory note should be provided in the Emissions Calculation field.

(1) PROCESS/FUEL INFORMATION

For each SCC (i.e., for each Subsection II.E.), Fields 1-8 of Subsection II.E.(1) should be completed, and for each reportable pollutant associated with the SCC, Fields 1-5 of Subsection II.E.(2) should be completed. For example, if an emissions unit emits PM₁₀, sulfur dioxide, nitrogen oxides, carbon monoxide, and volatile organic compounds in reportable amounts, a set of Fields 1-5 of Subsection II.E.(2) should be completed for each of those five pollutants associated with the SCC addressed in Subsection II.E.(1).

1. **Source Classification Code (DEP Use)**
2. **Description of Process or Type of Fuel** - Enter a description of the type of material handling, process, fuel burning, or production operation that is addressed in this Subsection II.E. of the form, keeping in mind that separate Subsection II.E.'s are required for each permitted operation or activity (i.e., each SCC) to which emission factors are related. Use component breakdowns consistent with those used in AP-42 and the EPA SCC system. Taking the example of a cement production kiln, two processes to which emissions are related are the cement kiln itself (where emissions are related to tons of cement produced) and the coal burned in the cement kiln as in-process fuel (where emissions are related to tons burned). Each should be listed in a separate Subsection II.E. Another example is a boiler which burns both fuel oil and natural gas. The two listings would be for the oil used in the boiler (where emissions are related to thousand gallons burned) and natural gas used in boiler (where emissions are related to million cubic feet burned). The prefilled description corresponds to the SCC in Field 1. If the description appears applicable, report data in Fields 3-8 as required. If an alternative or additional description is needed, enter it on a blank Field 2. Any usage of used oil (on-spec or off-spec) should be specifically listed with rates reported in Fields 3 and 4. Entry of at least one process or fuel type is required for each emissions unit.
3. **Annual Process or Fuel Usage Rate** - Enter the annual process, fuel, or raw material usage rate corresponding to the process or fuel type identified in Field 2. The units must correspond to those used in the SCC system (Field 5).
4. **Ozone Season Daily Process or Fuel Usage Rate (See footnote at end)** - Enter the average or typical ozone season (June 1 - August 31) daily process, fuel, or raw material usage rate corresponding to the process or fuel type identified in Field 2. The units must correspond to those used in the SCC system (Field 5). If the daily process or fuel usage rate is zero for this particular SCC during the ozone season, enter zero.

5. **SCC Unit** - Enter the applicable SCC unit of measurement for the annual and ozone-season daily SCC rate information given in Fields 3 and 4. If not using a prefilled report, contact the Department to ensure use of the proper SCC unit.
6. **Fuel Average % Sulfur** - If the SCC relates to combustion of coal, oil, process gas, or LPG, enter on a weight-percent basis the average fuel sulfur content used during the year, to the nearest 0.01 percent.
7. **Fuel Average % Ash** - If the SCC relates to combustion of coal, enter on a weight-percent basis the average fuel ash content used during the year, to the nearest 0.1 percent. If ash measurements are not available, a typical value is acceptable.
8. **Fuel Heat Content** - Enter the average as-fired heat content of the fuel used during the year in million Btu per ton (solid fuels), per thousand gallons (liquid fuels), or per million cubic feet (gaseous fuels). The fuel quantity unit should correspond to the SCC unit in Field 5. If heat content measurements are not available, a typical value is acceptable.

(2) EMISSIONS INFORMATION

For the process or fuel type addressed in this Subsection II.E. of the form, Field 1 of Subsection II.E.(2) should be completed for each air pollutant listed on the prefilled form and for any other pollutant which the emissions unit has the potential to emit in a reportable amount, even if the actual emissions for the reporting year were less than such amount. Fields 2-5 should be completed for those air pollutants which were actually emitted in a reportable amount for the reporting year. Reportable emissions are defined as follows:

Pollutants Subject to Emissions Limiting Standards:

For **any pollutant** which is subject to an emissions limiting standard, either by rule or permit condition, a set of Fields 2-5 should be completed for each such pollutant, for each SCC, even if quantities are small. These pollutants are marked on the prefilled AOR form. This also includes any pollutant which is part of a facility-wide or multi-unit emissions cap. For pollutants subject to such a cap where it is not possible to report emissions by emissions unit, report the total on the unit with highest emissions and add an explanatory note on all units.

Pollutants Subject to Reporting Thresholds:

For criteria/precursor pollutants, individual hazardous air pollutants, and total hazardous air pollutants which are emitted from the unit but not subject to any emissions limiting standards, a set of Fields 2-5 should be completed for each such pollutant, for each SCC, only if the pollutant was emitted from the emissions unit during the reporting year in an amount, by SCC, equal to or greater than the appropriate pollutant-specific threshold listed below. Pollutants need not be reported for any SCC for which the emissions were less than the appropriate threshold.

Criteria/Precursor Pollutants:

<u>Pollutant</u>	<u>Reporting Threshold by SCC</u>
PM ₁₀ , sulfur dioxide, nitrogen oxides, volatile organic compounds and carbon monoxide	5.0 ton/year
Lead or lead compounds expressed as lead	500 pound/year

The above criteria/precursor pollutant reporting requirements apply annually to all emissions units and to all criteria/precursor pollutants emitted from such units. (Precursor pollutants are NO_x and VOC.)

Hazardous Air Pollutants (HAPs):

<u>Pollutant</u>	<u>Reporting Threshold by SCC</u>
Each HAP	5.0 ton/year
Total HAPs	12.5 ton/year

The above hazardous air pollutant (HAP) reporting requirements apply only for reporting year 2000 and at five-year intervals thereafter, and only to those HAPs (including total HAPs) for which the facility is major.

1. **Pollutant** - Enter the name or identification code of the pollutant addressed on this set of Fields 1-5 of the form. Pollutants that must be addressed include those described in the general instructions for Subsection II.E.(2). If no estimate of pollutant emissions is given in Fields 2-5, indicate the reason by checking one of the following:

Below Threshold - The emissions unit has the potential to emit the listed pollutant in an amount equal to or greater than the reporting threshold, but the actual emissions for the reporting year for the SCC (i.e., the process or fuel type) addressed on this Subsection II.E. of the form were less than the threshold.

Not Emitted - In the case of a prefilled pollutant, the emissions unit has the potential to emit the listed pollutant but not as a result of the SCC addressed on this Subsection II.E. of the form.
2. **Annual Emissions** - Enter, in tons per year, a best estimate of the actual quantity of the pollutant identified in corresponding Field 1 that was emitted by the emissions unit during the reporting year. Show all calculations in Field 5 or on a separate sheet as required. If a control equipment efficiency is assumed in the calculation, clearly show the efficiency in Field 5. To the extent possible, excess emissions during soot blowing, startup and shutdown should be included in the total annual emissions. Only those fugitive emissions subject to unit-specific emissions limiting or work practice standards by rule or permit condition, e.g., RACT-regulated VOC emissions from paint-booth and product coating operations must be reported.
3. **Ozone Season Daily Emissions (See footnote at end)** - Enter the average or typical amount emitted daily during the ozone season (June 1 - August 31) in units of pounds per day, if the pollutant identified is volatile organic compounds or nitrogen oxides, and if the annual emissions are required to be reported. Show all calculations in Field 5 or on a separate sheet as required.
4. **Emissions Method Code** - Enter the code from the following list that best describes the method by which the actual emissions in Fields 2 and 3 were determined. The methods are listed in order of preference. When using method "1," the emission measurements should be converted to pounds of emission per SCC unit so that the rates of operation for that SCC may be used to calculate annual or daily emissions.

<u>Code</u>	<u>Description of Emission Method</u>
1	This entry indicates that the emissions were determined based on emissions testing or measurement. (Note: If the test report or other information used to determine the emissions has not previously been submitted to the Department, please submit such report or information as an attachment to this report.)
2	This entry indicates that the emissions were calculated by the use of materials balance and knowledge of the process.
3	This entry indicates that the emissions were calculated using a directly applicable emission factor from AP-42 or the EPA FIRE system.
4	This entry indicates that the emissions were determined based on a similar, but different, process in AP-42 or the FIRE system. Code 4 should only be used when no directly applicable emission factor is included in these documents.
5	This entry indicates that the emissions were calculated using an emission factor other than one included in AP-42 or the FIRE system.

5. **Emissions Calculation** - See instructions for Fields 2 and 3.

Footnote - This field must be completed only if:

1. The emissions unit emits volatile organic compounds or nitrogen oxides and is part of a facility having potential emissions of 10 tons per year or more of volatile organic compounds or 25 tons per year or more of nitrogen oxides and located in an ozone nonattainment area or ozone air quality maintenance area; or
2. The emissions unit emits volatile organic compounds or nitrogen oxides and is part of a facility having potential emissions of 100 tons per year or more of volatile organic compounds or nitrogen oxides and located within 25 miles of the boundary of an ozone nonattainment area or ozone air quality maintenance area.