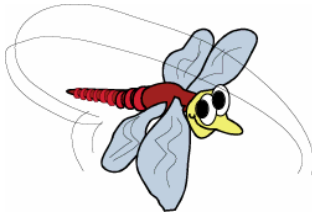

Florida Department of Environmental Protection



Electronic Annual Operating Report

Reviewer Version 8

This is a supplemental guide to the EAOR Guidebook Manual for EAOR Facility Version 8, which is located at <http://appprod.dep.state.fl.us/ARMS/default.asp>



Updated April 2007

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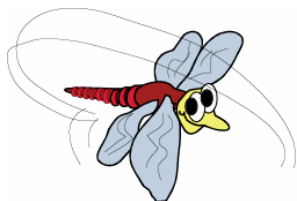
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Introduction



“Buzz”

Welcome to the Electronic Annual Operating Report: **Reviewer Version 8** – or **EAOR Reviewer Version 8**. This software has been created by the Florida Department of Environmental Protection's Division of Air Resource Management in order to provide a platform for reviewing and updating **AOR** submittal data for the current reporting year once it has been imported into the Oracle Database system by DARM.

The Installation Instructions for EAOR Reviewer Version 8 are not included in this manual. They are provided at the same location where you will download the Reviewer Version 8 software:

<http://appprod.dep.state.fl.us/ARMS/default.asp>

The Installation Instructions will cover the following minimum system requirements needed to run the software:

- Required Software
 - Operating System Requirements
 - Hardware Requirements
 - Hard Drive
 - Cautions
- Local office users will follow the general installation instructions, and will log in to EAOR Reviewer Version 8 using the **ExoSphere** domain.
- District office users will follow the general installation instructions, as well as the additional steps included under Appendix C, and they will log in to EAOR Reviewer Version 8 using the **FloridaDEP** domain.

Be aware that this manual only includes instructions and explanations for those features specific to EAOR Reviewer Version 8 and is meant to *supplement* the *EAOR Guidebook Manual - Facility Version*, which is available at the same web address mentioned above.

We recommend printing a copy of *both* manuals so you may easily reference items not included in this document!

It is important to read through each heading in the first section entitled **“Getting Familiar with EAOR Reviewer Version 8”** to get a thorough understanding of how Reviewer Version 8 handles and displays the AOR data submissions, which differs significantly from the Facility version. This section will also include brief descriptions of all the new functions on the Easy Start Menu and the Menu Bar. The **“Additional Features”** section will include instructions for some new features that may be used when reviewing multiple submission files for the same facility.

“Buzz” will appear throughout the documentation with helpful hints to guide you through the review process. If you have any questions please contact the Help Desk by phone or email, as shown below.

**Division of Air Resource Management
Help Desk
Tallahassee, FL**

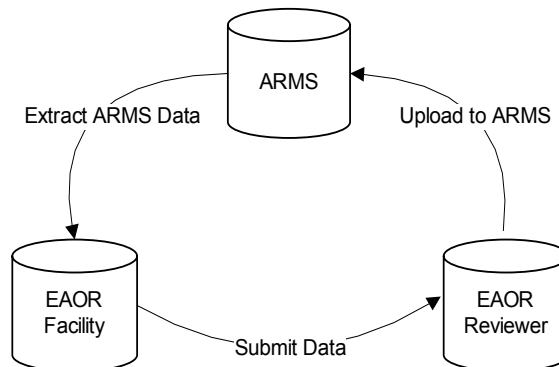
Phone: (850) 921-9557

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

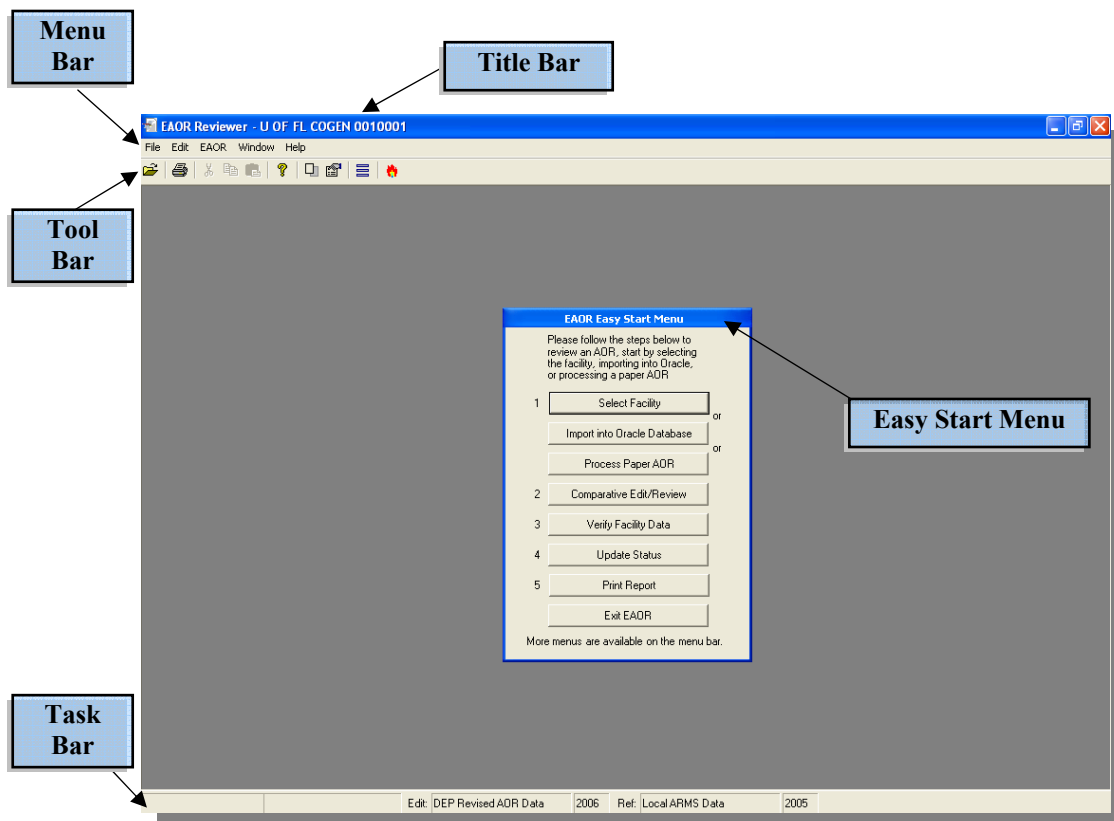
Getting Familiar with EAOR Reviewer Version 8

To quickly summarize the entire AOR process, a simplified depiction of the data flow has been provided below. The process begins when facilities import ARMS data into the **EAOR Facility Version 8**. They then enter, update and submit their AOR data for the current reporting year to DEP. Next, these submissions are imported into the **EAOR Reviewer Version 8** where the data will be reviewed before finally being uploaded into ARMS.

EAOR Version 8 Data Flow



EAOR Reviewer Version 8 Overview



EAOR Reviewer Version 8 Basics

Listed below are short descriptions of the new features and functions unique to EAOR Reviewer Version 8. Please read through this section before using the software:

1. When an AOR is submitted, Reviewer Version 8 automatically creates two copies of the data:
 - **DEP Revised AOR Data:** An *editable* copy of the *first* AOR submission received by DARM. The DEP copy is the only copy of the data that will be uploaded to ARMS, so updates and/or modifications will be made in this copy.
 - **Revised AOR Data:** The Revised AOR data is the original, *non-editable* AOR submission(s) maintained by EAOR Reviewer Version 8.
2. **Multiple Submissions Notification:** Because facilities are allowed to submit as many revisions to their AOR data as needed, EAOR Reviewer Version 8 will notify the user that revisions to the original submission exist before certain features may be used (See **Multiple Submissions Notification** on page 9).
3. **Process Paper AOR:** Reviewers will have the option of entering hard copy AOR data into the EAOR Reviewer Version 8 instead of entering it directly into ARMS (see **Process Paper AOR** on page 7).
4. **Update Status:** Once an AOR submission has been reviewed, updated and verified, its status may be changed to indicate that it is ready to be reviewed by DARM (see **Update Status** on page 13).
5. **Replace Facility / Replace Emission Unit(s):** If a facility submits a revision that has many modifications you may use this feature to quickly replace the DEP copy with the revised submission data, instead of manually updating the DEP copy (see **How to Process Revised Submissions** on page 18).
6. Additional data fields that are not used by facilities will be found in the Comparative Edit and Review forms (see **Additional Data Fields in Edit and Review Forms** on page 11).
7. New rules apply to data files when the Comparative Edit and Review forms are opened (see **Checking Out Facility Data** on page 10):
 - When the edit forms are opened, the facility currently selected will be locked, preventing another user from being able to modify the data simultaneously.
 - When a particular facility's edit forms have been opened for more than **4 hours** and the user has not reset the timer, a second user may access the file and the first user will be timed out.

Easy Start Menu

Start at this menu to begin reviewing an AOR for the current reporting year. This menu provides quick access to the most frequently used menu options in the AOR review process. Each step appears on the menu in the order it would normally be performed. However, be aware that there are other helpful features found on the **Menu Bar** and **Tool Bar** that do not appear on the Easy Start Menu.

Step 1

Selecting a Facility to Review

Choose from the following options to select the facility you wish to review:

- **Select Facility:** Choose a facility to review from the list. This list shows *all* facility data in the Oracle Database.
- **Import into Oracle Database:** This option is reserved for DARM use only.
- **Process Paper AOR:** Use this option to create an electronic AOR from a hard copy AOR. You will be able to utilize the various features EAOR offers which allow you to compare and verify the data before it is uploaded into ARMS.

Step 2

Comparative Edit & Review

Review the Facility and Emission Unit data for the reporting year and make updates if necessary. For information on AOR requirements see the **Instructions for AOR Form** in the *EAOR Guidebook Manual - Facility Version*.

Step 3

Verify Facility Data

After you have updated and saved your changes, use this button to ensure that all necessary data are entered. See the *EAOR Guidebook Manual - Facility Version* for further instructions.

Step 4

Update Status

Once the AOR has passed the verification process you will need to modify its status by choosing the appropriate option from the **Submission Status** list.

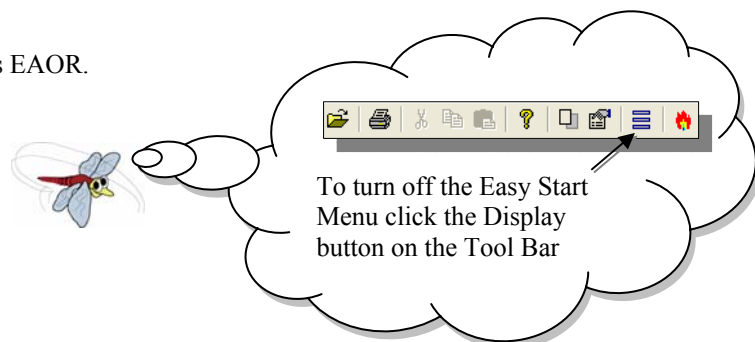
Step 5

Print Report

Step 5 is optional. Use this button to print the entire AOR or individual emission reports. See the *EAOR Guidebook Manual - Facility Version* for further instructions.

Exit EAOR

This button closes EAOR.



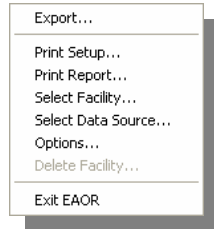
Menu Bar

The EAOR Reviewer Version 8 Menu Bar consists of a variety of features which will help you to easily review and/or modify AOR data as needed before it is uploaded to ARMS (see *EAOR Guidebook Manual - Facility Version* for explanations of menus and menu options not included below).

File Edit EAOR Window Help

- **File Menu**

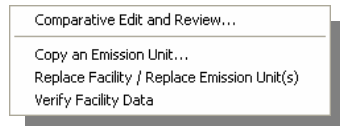
The File Menu consists of those options which allow you to select a facility, adjust the data display and print/export the file. Some of these options can be accessed via the Easy Start Menu, while others exist only within the File Menu itself.



Select Data Source...

- **EAOR Menu**

The EAOR Menu consists of options which allow you to review, update, replace the editable data with a revised submission and verify the AOR data. Some of these options can be accessed via the Easy Start Menu, while others exist only within the EAOR Menu.



Replace Facility / Replace Emission Unit(s)

Step 1

Selecting a Facility to Review

The first step in reviewing an AOR is to select which facility you wish to review. EAOR Reviewer Version 8 provides the following options:

- **Select Facility:** Use this option to choose a facility from the list to review.
- **Import into Oracle Database:** This option is reserved for DARM use only.
- **Process Paper AOR:** Use this option to create an electronic AOR from a hard copy AOR. You will be able to utilize the various features EAOR offers which allow you to compare and verify the data before it is uploaded into ARMS.

- **Select Facility**

The Select Facility window displays a list of all the facilities that have been imported into the Oracle Database for the current reporting year. You may select only one facility at a time to review.

1. Choose the **Select Facility** option.
2. Click on the facility you wish to review 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. Select it with your mouse.
3. Click **Okay** to select your facility.
 - ▶ Check the **Task Bar** to confirm that the data being displayed are for the correct Reporting Year.



► The **Select Facility** list is defaulted to display only the **DEP Revised AOR** copy of the data. If the facility you chose has submitted revisions then you will need to see the **Select Data Source** section on page 14 for instructions on how to view revised data.

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

Facility ID	Site Name	Company Name	County	Media	Import Date
0010001	U OF FL COGEN	FLORIDA POWER CORPORATION D	ALACHUA	Paper	2/8/2007
0010002	FRED BEAR ARCHERY EQUIPMENT	ESCALADE SPORTS	ALACHUA	Paper	2/12/2007
0010005	JOHN R KELLY POWER PLANT	GAINESVILLE REGIONAL UTILITIES	ALACHUA	Imprt	2/14/2007
0010006	DEERHAVEN GENERATING STATIO	CITY OF GAINESVILLE, GRU	ALACHUA	Paper	2/21/2007
0010037	V. E. WHITEHURST & SONS, INC.	V. E. WHITEHURST & SONS, INC.	ALACHUA	Email	2/21/2007
0010041	GAINESVILLE	N. FLA/SOUTH GA VETERANS HEAL	ALACHUA	Paper	2/16/2007
0010087	THOMPSON S. BAKER CEMENT PLA	FLORIDA ROCK INDUSTRIES, INC.	ALACHUA	Paper	2/27/2007

Task Bar

Ready | Edit: DEP 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

• Import into Oracle Database

This feature is reserved for DARM staff to import AOR submissions into the Oracle Database that were received via email or disk.



If for some reason you have received an AOR submission file via email or disk, please forward it to DARM immediately so the file may be imported into Oracle!

• Process Paper AOR

When an AOR is received on hard copy only, you have the option of entering the data directly into the ARMS database or entering it into the EAOR Reviewer Version 8 software. By creating an electronic copy in Reviewer Version 8, you will be able to utilize the many helpful features the program offers, like the side by side comparison of current and previous year's data or the verification process, *before* that data is uploaded to ARMS.

1. Choose the **Process Paper AOR** option.
2. Enter the Facility ID and Report Year.
 - ▶ The Report Year is defaulted to the current reporting year, but you may change it if you wish to process the paper AOR for a previous year.
3. Click the **Date Received** drop down box to display the calendar and select the date when you received the hard copy AOR.
4. Click **Okay**.
 - ▶ If an electronic version of the data with the Reporting Year you specified already exists, you will receive a prompt telling you to make your modifications to the existing copy. See the **Select Facility** section for instructions.
5. Click **Okay** on the *Check Connection* prompt to begin importing your facility data.
6. Choose **Yes** on the prompt if you wish to download data for another facility to create an electronic copy.



- ▶ You must have Internet access to use this feature!
- ▶ **Facility ID** - the seven digit number assigned to the facility by the ARMS database system.

Use the calendar drop down box to select the date you received the hard copy AOR

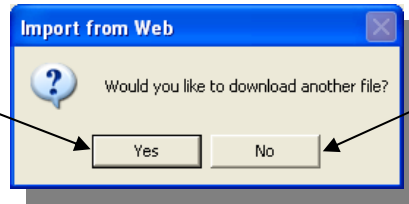
Enter the Facility ID here. The Report Year is defaulted to the current reporting year, but you may change it if you wish to process the paper AOR for a previous year

Click **Okay** to import the facility data

You will receive this message if an electronic file already exists for the facility you specified. Click **Okay** then use the **Select Facility** option to select the file

If an electronic file does not exist, you will be asked to confirm your Internet connection so the facility data may be imported via the web. Click **Okay** if you have a connection

Choose **Yes** if you wish to process another paper AOR



Choose **No** to leave this process



► Once the electronic file is created, select the **Comparative Edit and Review** option from the Easy Start Menu to begin manually entering the hard copy AOR data into the EAOR Reviewer Version 8 edit forms (see the *EAOR Guidebook Manual - Facility Version* for complete instructions).

Step 2

Comparative Edit and Review: Additional Features

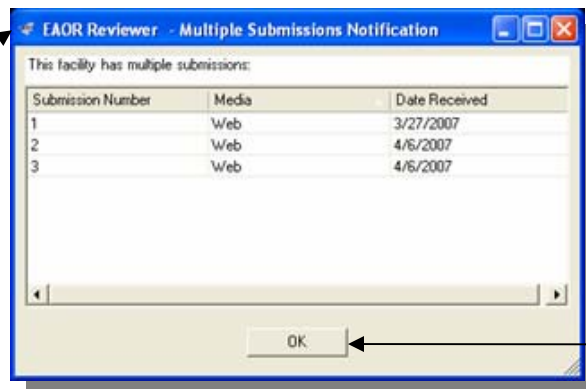
Comparative Edit and Review in EAOR Reviewer Version 8 has several additional features each of which are explained in detail below. Once you have examined these features, you may then select a facility and begin reviewing and updating the Facility and Emission Unit data using the edit forms (see the *EAOR Guidebook Manual - Facility Version* for complete instructions).

- **Multiple Submissions Notification**
- **Checking Out Facility Data**
- **Additional Data Fields in Edit and Review Forms**

• Multiple Submissions Notification

When you open Comparative Edit and Review using the default data source settings, Reviewer Version 8 will notify you before opening the forms if that facility has submitted revisions to their AOR by displaying the **Multiple Submissions Notification** window. This window is merely a reminder telling the user that revised data exists and it should be reviewed (see the **Select Data Source** section on page 14 for instructions on how to view the revised submissions).

This window will show the total number of submissions the facility has, how the data was submitted and when each submission was received



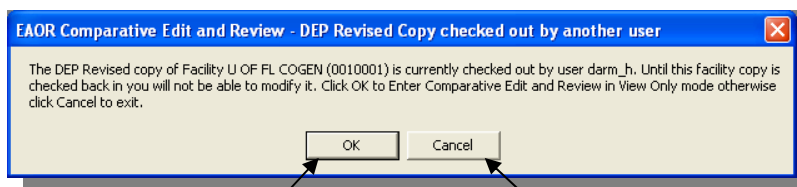
Click **Okay** to continue opening the Comparative Edit and Review forms



- This notification window will also appear each time you click the **Update Status** button on the Easy Start Menu. Again, this is just a reminder for the user that revised submissions exist and he/she must review each submission before updating the status of the DEP copy of the AOR Data.

• Checking Out Facility Data

To prevent multiple users from modifying the same AOR data file simultaneously, EAOR Reviewer Version 8 will lock the data when in Comparative Edit and Review mode. If another user attempts to open a data file currently in use, he/she will receive the following prompt, and may choose whether to open a **Read-Only** version of the data file or to cancel and check back later when the file is no longer in use.



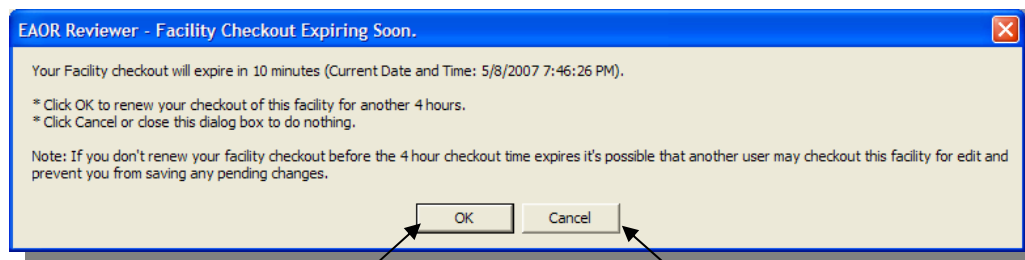
Click **Okay** to open the edit forms in read-only mode

Click **Cancel** if you do not wish to open the edit forms in read-only mode



- Be aware that once you have opened the edit forms for a particular facility, EAOR Reviewer gives you a **4 hour window** in which to review and edit the data before it automatically times out. Understand that each time you click **Save** the check out time is **reset**, so save often to avoid being timed out!

- As an added feature to help ensure that none of your changes are lost upon time out, EAOR Reviewer will display a warning message **10 minutes** before the 4 hour limit is reached. This will give you a chance to save any changes you wish to keep before it automatically times out. Click **Okay** if you wish to **Save** and reset the timer, otherwise click **Cancel**.

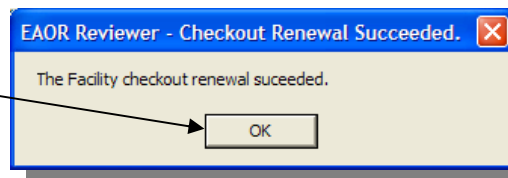


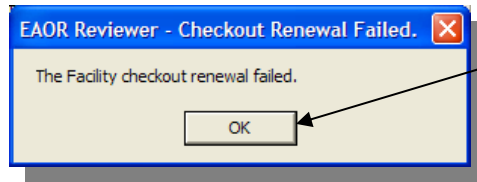
Click **Okay** if you wish to save your changes and reset the timer

Click **Cancel** if you do not wish to save or reset the timer

- If you were away from your computer when this message appeared and the 10 minutes has expired, you may still be able to save your data if no other user attempted to access the facility. Click **Okay** and you will receive a prompt explaining that the renewal was successful and you may continue reviewing the edit forms for another 4 hours. If for some reason EAOR Reviewer cannot save, you will receive the failure message shown below. Your changes will not be saved and the edit forms will become read-only.

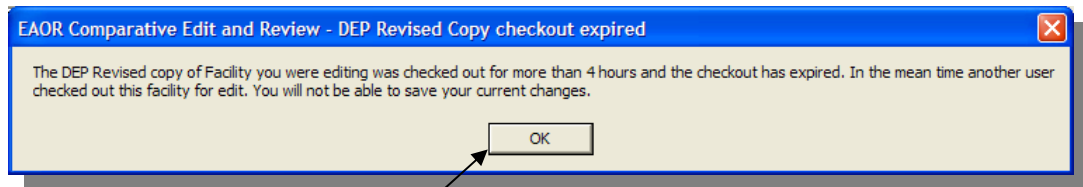
Click **Okay** and continue reviewing the facility



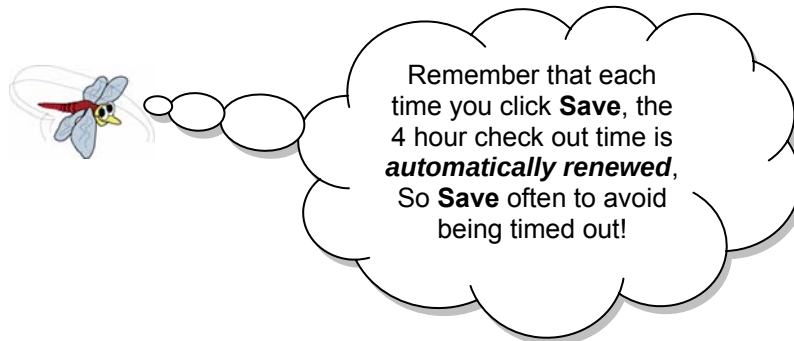


Click **Okay** on the failure message and the edit forms become read-only

- If you do not wish to save any changes but do wish to continue reviewing the data, you may hit **Cancel** on the **Facility Checkout Expiring Soon** prompt and return to the edit forms without saving or resetting the timer.
- However, if another user opened the facility *after* the 4 hour limit has expired, you will not be able to save any pending changes and the edit forms will become read-only. You will receive the following messages when you try to Save the edit forms.



This message explains that your checkout time has expired and another user has since checked out the data. Click **Okay**



• Additional Data Fields in Edit and Review Forms

EAOR Reviewer Version 8 has several data fields in the Facility and EU Forms which may be updated and/or modified by the reviewer as needed. Brief explanations of these fields are provided below:

► Submission Information Fields:

For each AOR submittal, the submission information fields provide a quick reference explaining how the data was submitted, when it was received and reviewed and when the Signature Pages were received. Some fields are automatically populated when an AOR is submitted, while others must be manually updated.

(Facility Form, Section A and B)

SUBMISSION INFORMATION	
Media:	WEB
Date Received:	3/27/2007
Date Reviewed:	
Signature Page Date Received:	

Media and Date Received are automatically populated when an AOR is submitted

Date Reviewed and Signature Page Date
Received must be manually updated

(EU Form, Section A, each EU)

Date Received: 3/27/2007
Date Reviewed:

On the first EU, use the drop down calendar to select which date the EU was reviewed. Enter review dates on other EU only if they are different from the first EU. The earliest review date out of all the EU's will be reflected in the read-only Submission Information

(Facility Form, Section D)

Submission Information
Signature Page Date Received

Use the drop down calendar to select the date that the Signature Pages were received by DARM; this date will be reflected in the read-only Submission Information

► Operational Data Fields:

The following fields have been added to the EU form. When necessary, data must be entered or updated in these fields manually.

(EU Form, Section C and D)

4. Average Ozone Season Operation (June 1 to August 31):
hours/day: days/week: SAF:

Enter the **Seasonal Adjustment Factor** or **SAF** here, and it will be reflected in the SCC & Pollutants tab as shown below

(EU Form, Section E, SCC & Pollutants tab)

Select SCC: SCC & Pollutants
(1) PROCESS/FUEL INFORMATION
(2) EMISSIONS INFORMATION

The **SAF** field is displayed in the SCC and Pollutant grids as read-only

The **Reg in Place** and **Rule Effectiveness** fields are located in the Pollutant grid and are editable

Step 3

Verify Facility Data

Once you have reviewed and updated the AOR data you must verify its completeness and correctness using the **Verify Facility Data** function before you can move on to Step 4 (see the *EAOR Guidebook Manual - Facility Version* for complete instructions).

Step 4

Update Status

After the AOR data has passed the Verification process you must update the status of the data file which indicates to DARM that you have finished reviewing that particular AOR.

1. Choose the **Update Status** option.
 - If the facility you are currently reviewing submitted any revisions, the **Multiple Submission Notification** window will appear before opening the Update Status window. **Be sure to review all revisions before updating the status!**
2. Select **“Ready for Review”** by clicking the radio button to the left of the option and click **Okay**.
 - If the **“Ready for Review”** option is not available, then the facility has not passed verification, go back to **Step 3** and verify the data.

The screenshot shows the 'Update Status' window. Under 'Submission Info', 'Media' is 'WEB', 'Date Received' is '3/27/2007', 'Date Reviewed' is empty, and 'Signature Page Date Received' is empty. Under 'Submission Status', the radio buttons are: 'Ready for Review', 'Ready for Administrative Review', 'Ready for ARMS Upload', 'Uploaded to ARMS', 'Verified Submission', 'Not Verified' (which is selected), and 'Unsuccessful ARMS Upload'. 'OK' and 'Cancel' buttons are at the bottom.

If you modified any data in the edit forms, the submission status will become **‘Not Verified’**. You must pass verification in order for other options to become available in the **Submission Status** list

When you have finished reviewing the AOR choose **“Ready for Review”** then click **Okay**

After passing verification, the Status will automatically update to **“Verified Submission”**. You must change the status manually to **“Ready for Review”** if you wish for DARM to review and upload the data to ARMS

The screenshot shows the 'Update Status' window with the same 'Submission Info' as the previous one. Under 'Submission Status', the radio buttons are: 'Ready for Review', 'Ready for Administrative Review', 'Ready for ARMS Upload', 'Uploaded to ARMS', 'Verified Submission' (which is selected), 'Not Verified', and 'Unsuccessful ARMS Upload'. 'OK' and 'Cancel' buttons are at the bottom.

Additional Features

- ▶ **Select Data Source**
- ▶ **How to Process Revised AOR Submissions**
- ▶ **EAOR Review Status Report**
- ▶ **Export**
- ▶ **Copy an Emission Unit**

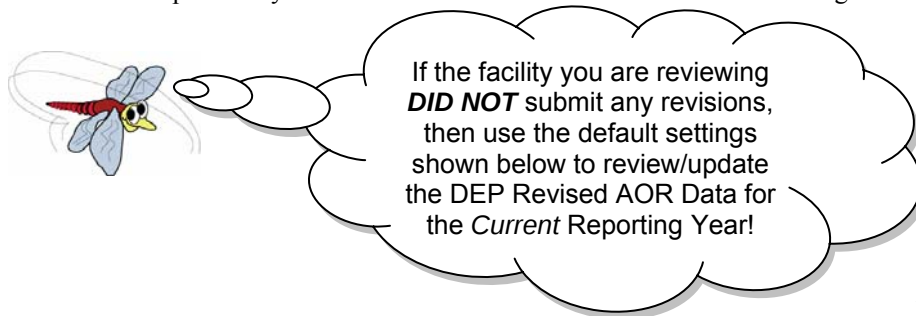
Select Data Source

The **Select Data Source** feature allows you to select different data sources and/or reporting years depending on which data you wish to edit, print, reference, compare or display. This affects the data display of certain functions, like the **Select Facility** list or the **Comparative Edit and Review** forms for example, which will only list or display data according to which data sources are currently selected in Select Data Source window. The suggested data source settings and configurations included under the headings below are useful when reviewing and comparing revised submissions data:

- **Default Selection**
- **Comparing DEP copy with Revised Submission(s)**
- **Comparing One Revised Submission to Another**

• Default Selection

EAOR Reviewer Version 8 is defaulted to display the editable data or **DEP Revised AOR Data** on the left and the previous years' reference data or **Local ARMS Data** on the right.



The **DEP Revised AOR** data is the only copy of the data that reviewers may modify

The dialog box is titled "Select Data Source". It has a "Facility Name" field with the text "FLORIDA POWER CORPORATION D/B/A PROGRESS U OF FL COGEN" and a "Select Facility" button. Below this are two sections: "Edit/Report Data" and "Reference Data". Each section has a heading "Select data source to edit or display." and a list of radio button options. In "Edit/Report Data", the options are "DEP Revised AOR Data (Editable)", "Revised AOR Data (Display or Print)", and "Local ARMS Data (Display or Print)". "DEP Revised AOR Data (Editable)" is selected. In "Reference Data", the options are "DEP Revised AOR Data", "Revised AOR Data", "Local ARMS Data", and "Display no data". "Local ARMS Data" is selected. Below these sections are two "Select Year" dropdown menus. The first dropdown is set to "2006" and the second is set to "2005". At the bottom are "OK" and "Cancel" buttons.

You may open the **Select Facility** window from here to choose a different facility to review

If you wish to change the type of data source to use as a reference on the right side, do so under the **Reference Data** section. You may also choose to display no data at all



Edit/Report Data

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

- **DEP Revised AOR Data (Edit, Display or Print):** The DEP Revised AOR data is an **editable** copy of the *first* AOR submission received. The DEP copy can be modified by the reviewer or replaced entirely with a revised submission, thus changing the original data in the submission.
 - Be aware that only the AOR data in the DEP copy will be uploaded to ARMS, so make sure that you have made the correct modifications to this data before approving it to be reviewed and uploaded by DARM.
- **Revised AOR Data (Display or Print):** The Revised AOR data is the original, **non-editable** AOR submission(s) maintained by EAOR Reviewer Version 8. The first submission will appear as “**Revised AOR Data (Sub 1)**” in the Task Bar and in the Comparative Edit and Review forms and is identical to the initial DEP copy, before it has been modified. Subsequent revisions received thereafter will appear as “**Revised AOR Data (Sub 2)**”, “**Revised AOR Data (Sub 3)**” and so on, depending on how many revisions the facility submits.
- **Local ARMS Data (Display or Print):** See the *EAOR Guidebook Manual - Facility Version* for a complete explanation.



Reference Data

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

- **DEP Revised AOR Data (Display only):** The DEP copy on this side of the screen will appear as read-only.
- **Revised AOR Data (Display only):** Revised AOR submissions data behave the same way as on the *Edit/Report Data* side as described above.
- **Local ARMS Data (Display only):** See the *EAOR Guidebook Manual - Facility Version* for a complete explanation.
- **Display no Data:** See the *EAOR Guidebook Manual - Facility Version* for a complete explanation.

• Comparing DEP copy with Revised Submissions

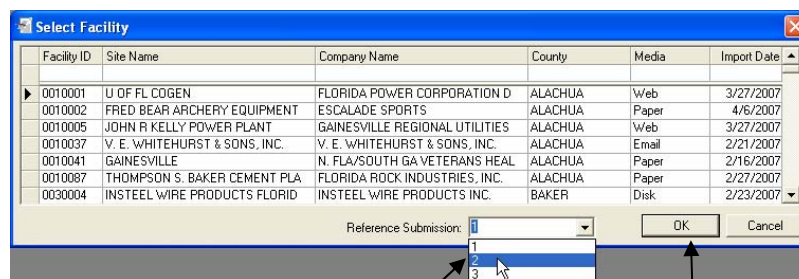
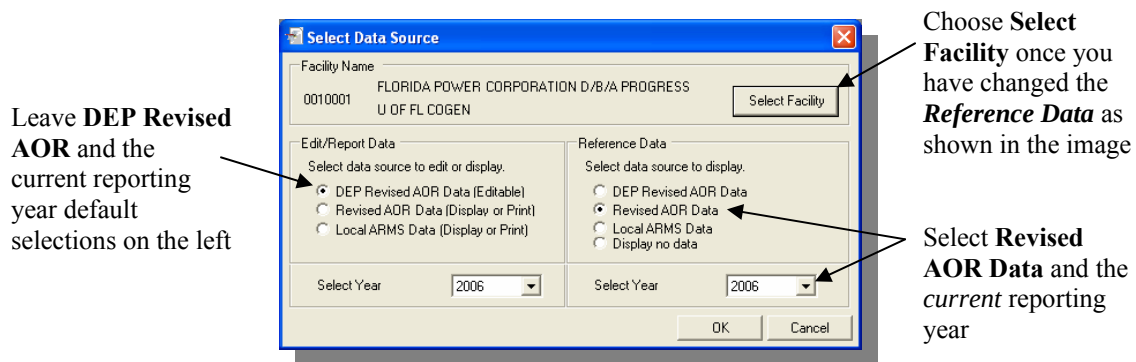
If the facility you have chosen has submitted revisions to their AOR, you will need to review each submission and determine if the revised data needs to be *added* to the DEP copy or if it needs to *replace* the DEP copy altogether (see **How to Process Revised Submissions** for instructions on replacing the DEP copy).



- Before opening the edit forms to compare the DEP copy to a revised submission, you may want to run a **Facility Difference** or **Facility Detail Difference** report, which may be accessed via the **Print Report** option on the Easy Start Menu. This report will provide you with a list of all the data fields that have differences, allowing you to easily locate these differences when you open the edit forms.

The steps below are the recommended settings for the Select Data Source window when comparing the DEP copy to Revised AOR Data.

1. Go to the **File Menu** and choose **Select Data Source**.
2. Under the **Edit/Report Data** section, leave the **DEP Revised AOR** and the *current* reporting year selected.
 - Displaying the DEP copy on the editable side will allow users to modify the data while comparing it to the revised submission on the right.
3. Under the **Reference Data** section, select the **Revised AOR Data** source and use the Select Year drop down menu to select the *current* reporting year.
4. Click the **Select Facility** button. In the bottom of this window click the **Reference Submission** drop down menu to select which revision you wish to view.
 - The **Reference Submission** drop down menu will show the total number of submissions the currently selected facility has.
 - Remember that submission 1 is the first submission received, it is not a revision.
5. If the facility you are reviewing has multiple revisions, be sure to compare each revision with the DEP copy.
 - If you wish to replace the DEP copy with a revised submission see **How to Process Revised Submissions** for instructions.



In the **Select Facility** window, click the **Reference Submission** drop down box and choose the submission you wish to compare to the DEP copy

Click **Okay** after making your selection

• Comparing One Revised Submission to Another

If the facility you are reviewing has several revisions you may compare those revisions with one another.



- Before opening the edit forms to compare the DEP copy to a revised submission, you may want to run a **Facility Difference** or **Facility Detail Difference** report, which may be accessed via the **Print Report** option on the Easy Start Menu. This report will provide you with a list of all the data fields that have differences, allowing you to easily locate these differences when you open the edit forms.

The steps below are the recommended settings for the Select Data Source window when comparing revisions to one another.

1. Go to the **File Menu** and choose **Select Data Source**.
2. Under the **Edit/Report Data** section, choose the **Revised AOR Data** and leave the *current* reporting year selected.
3. Under the **Reference Data** section, select the **Revised AOR Data** source and use the Select Year drop down menu to select the *current* reporting year.
4. Click the **Select Facility** button. In the bottom of this window there will be two drop down menus: **Edit Submission** and **Reference Submission**. Select which submission you wish to be displayed on the left and which one to be displayed on the right.
 - Keep in mind that all Revised AOR Data is non-editable, even when displayed on the left hand side.
 - Both drop down menus will show the total number of submissions the currently selected facility has.
 - Remember that submission 1 is the first submission received, it is not a revision.

Select Revised AOR Data and leave the current reporting year selected

Choose **Select Facility** once you have changed the **Edit/Report Data Reference Data** as shown in the image

Select **Revised AOR Data** and the current reporting year

Facility ID	Site Name	Company Name	Sub Num	County	Media	Import Date
0010001	U OF FL COGEN	FLORIDA POWER CORPORATI	1	ALACHUA	Web	3/27/2007
0010001	U OF FL COGEN	FLORIDA POWER CORPORATI	2	ALACHUA	Web	4/6/2007
0010001	U OF FL COGEN	FLORIDA POWER CORPORATI	3	ALACHUA	Web	4/6/2007
0010002	FRED BEAR ARCHERY EQUIPM	ESCALADE SPORTS	1	ALACHUA	Paper	4/6/2007
0010005	JOHN R KELLY POWER PLANT	GAINESVILLE REGIONAL UTILI	1	ALACHUA	Web	3/27/2007
0010037	V. E. WHITEHURST & SONS, INC	V. E. WHITEHURST & SONS, IN	1	ALACHUA	Email	2/21/2007

Click **Okay** after making your selection

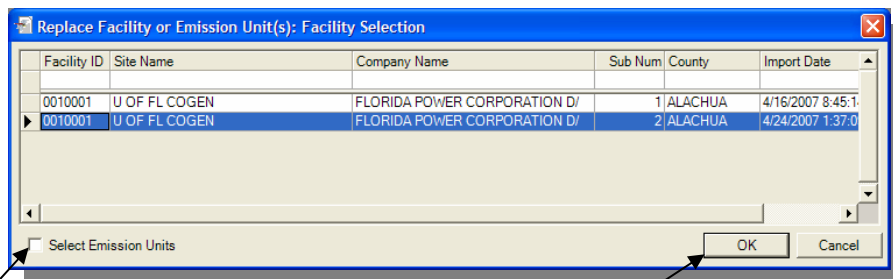
Click in each drop down box and choose which submissions you wish to compare to each other

How to Process Revised Submissions

If a facility submits a revision that has many modifications you can use the **Replace Facility / Replace Emission Unit(s)** feature to quickly replace the DEP copy with the revised submission data, instead of having to manually update the DEP copy.

Replace Facility/ Replace Emission Unit(s)

1. Go to the **File Menu** and choose the **Select Data Source** option. Make sure the **DEP Revised AOR Data** is selected under the **Edit/Report Data** section on the left. Click **Okay**.
2. Go to the **EAOR Menu** and choose **Replace Facility / Replace Emission Unit(s)**.
3. Choose which submission you wish to replace the DEP copy with and click **Okay**.
 - If you wish to replace an Emission Unit(s) rather than the entire facility, click in the **Select EU** checkbox in the bottom left corner of the window, then click **Okay** to choose the EU you wish to replace. You may choose multiple EU by holding down the Control button on your keyboard and selecting them with your mouse.
4. Verify the message which summarizes the choices you made in the previous steps. Please read the prompt carefully, then click **Okay**.
5. Click **Okay** on the prompt confirming the replace was successful.
6. Choose **Yes** or **No** on the prompt asking if you wish to replace another Facility/EU.

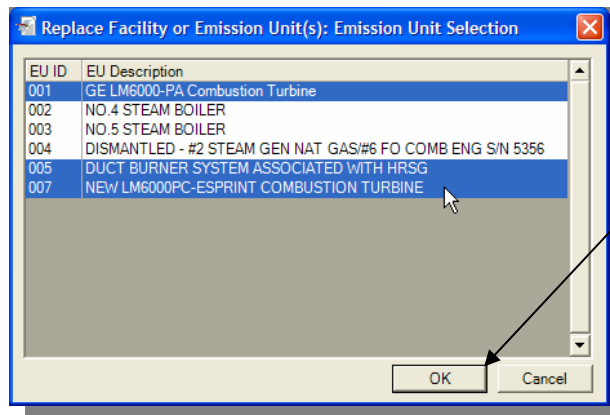


☒ **Select Emission Units**

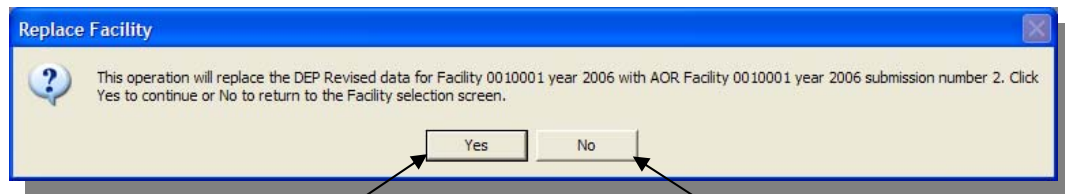
Select the submission you wish to replace the DEP copy with then click **Okay**

If you wish to select individual EU(s) to replace, check the **Select Emission Units** box and select the EU with your mouse.

If you wish to select multiple EU hold down the **Control** button and select them with your mouse. Click **Okay**

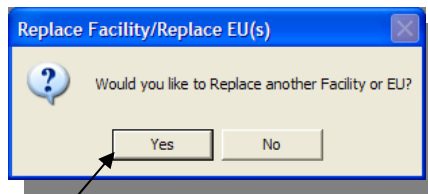


Click **Okay** after choosing the EU you wish to replace



Read the prompt carefully, then choose **Yes** if you wish to continue with the replace

Choose **No** if you wish to cancel

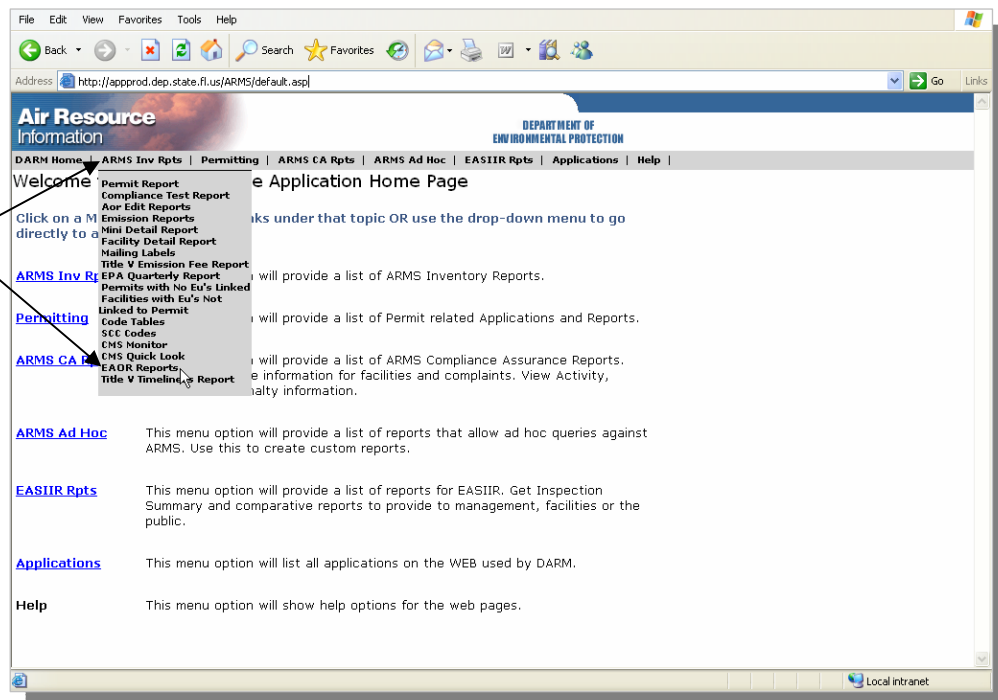


Choose **Yes** if you wish to replace another Facility or EU(s)

EAOR Review Status Report

As AOR data is received, reviewed and/or uploaded to ARMS for the reporting year its current status will be reflected in the **EAOR Review Status Report**. At any time you may check the status of an individual AOR by entering its Facility ID, or check multiple AOR's by using the various filters to narrow your results. The **EAOR Review Status Report** can be accessed via the *Air Resource Application Home Page*.

Go to the
“ARMS Inv Rpts”
menu and select the
“EAOR Reports”
option



Choose the **Review Status Report** by clicking it with your mouse

EAOR Reports

- 1. [Review Status Report](#) [Description](#)
- 2. [Survey Report](#) [Description](#)
- 3. [Survey Summary Report](#) [Description](#)
- 4. [Download EAOR Reviewer Software](#) [Description](#)

Entering **Search Criteria** will help narrow your results to show only those AOR status' you specifically wish to see

Specify Search Criteria for EAOR Review Status Report

Report Year: 2006
 Facility ID:
 Submission Status: Verified Submission
 Reviewer Username:
 Office: All Offices
 County: All Counties
 Facility Owner:
 Site Name:
 Submit Reset

For example, choosing these criteria will show all **“Verified Submissions”** for the **“2006 Reporting Year”** as shown in the screenshot below

At the status report results screen, you will have an opportunity to view/save this particular report as an **Excel Worksheet**

EAOR Review Status Report
 As of 4/3/2007 9:41:27 AM
Search Criteria
 Report Year: 2006 Submission Status: Verified Submission Office: ALL County: ALL

Return to Search View Excel Worksheet

Facility ID	Facility Owner	Site Name	Submission Status	Receive Date	Media	Reviewer
0010001	FLORIDA POWER CORPORATION D/B/A PROGRESS	U OF FL COGEN	Verified Submission	2/22/2007	Email	EAOR_USER
0010002	ESCALADE SPORTS	FRED BEAR ARCHERY EQUIPMENT	Verified Submission	2/24/2007	Web	EAOR_USER
0010005	GAINESVILLE REGIONAL UTILITIES	JOHN R KELLY POWER PLANT	Verified Submission	2/27/2007	Web	EAOR_USER
0010006	CITY OF GAINESVILLE, GRU	DEERHAVEN GENERATING STATION	Verified Submission	2/27/2007	Web	EAOR_USER
0010037	V. E. WHITEHURST & SONS, INC.	V. E. WHITEHURST & SONS, INC.	Verified Submission	2/16/2007	Web	EAOR_USER
0010046	METAL CONTAINER CORP	METAL CONTAINER CORP	Verified Submission	2/15/2007	Web	EAOR_USER
0010049	CLARIANT LIFE SCIENCE MOLECULES (FLORIDA	CLARIANT LIFE SCIENCE MOLECULES (FLORID	Verified Submission	3/12/2007	Disk	EAOR_USER
0010077	HUNTER MARINE CORPORATION	HUNTER MARINE CORPORATION	Verified Submission	2/2/2007	Web	EAOR_USER
0010087	FLORIDA ROCK INDUSTRIES, INC.	THOMPSON S. BAKER CEMENT PLANT	Verified Submission	2/28/2007	Web	EAOR_USER

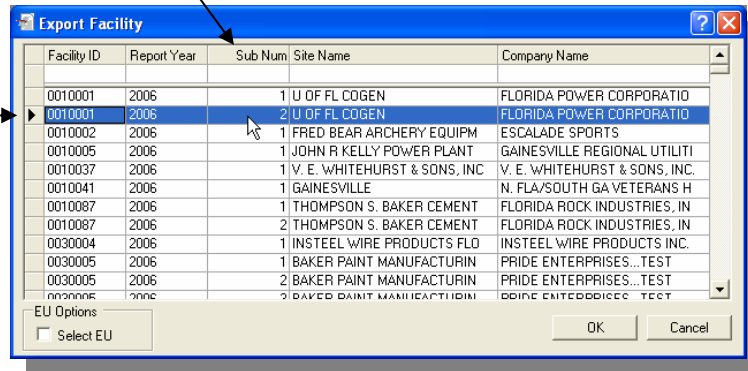
The **Reviewer** column shows the last person to modify the Review Date in the EU Form, Section A

Export

Before EAOR Reviewer will allow you to use the **Export** function you must first configure the **Select Data Source** window so that the **Revised AOR Data** is on the left and **Local ARMS Data** from the previous year is on the right. Once the data source window is configured, Export becomes available you may select the data file you wish to export. See the **Export** section of the *EAOR Guidebook Manual - Facility Version* for further instructions.

If your facility has multiple submissions, be sure to pay attention to the **Sub Num** or **Submission Number** column as it will list, in numerical order, *all* the submissions for a given facility with a reporting year corresponding with the Revised AOR Data currently selected

Once you have selected the submission data you plan to export, see the *EAOR Guidebook Manual - Facility Version* for further instructions



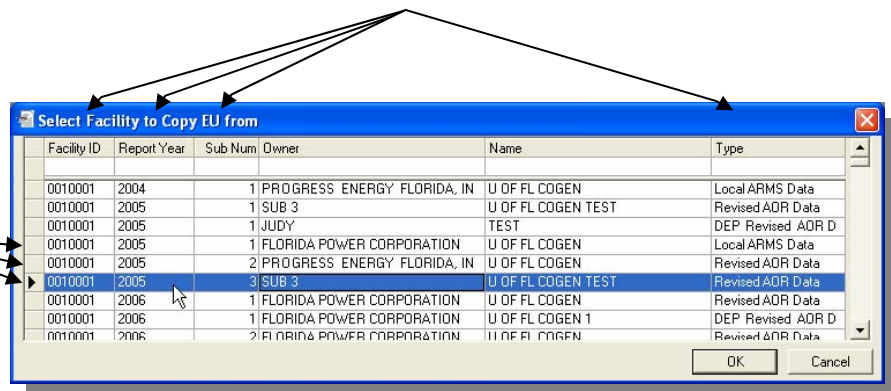
Copy an Emission Unit

The **Copy an Emission Unit** feature is not yet available for the local program users. However, it is available to users who have access to the network.

Before EAOR Reviewer will allow you to use the **Copy an Emission Unit** function you must first configure the **Select Data Source** window so that the **DEP Revised AOR Data** is on the left. It makes no difference which **Reference Data** is selected on the right because the Copy EU window will display *all* the facilities, reporting years, submissions and data sources for *every* facility currently existing in EAOR Reviewer. Once you have configured the data source window and made your selection at the **Select Facility to Copy EU From** window, see the **Copy an Emission Unit** section of the *EAOR Guidebook Manual - Facility Version* for further instructions.

This window will allow you to select which Facility, Report Year, Submission and Type of data source you would like to copy EU data from

If the facility you wish to copy from has multiple submissions for the same reporting year, pay close attention to the **Sub Num** or **Submission Number** column and the **Report Year** column



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