

Florida Department of Environmental Protection

Electronic Annual Operating Report

Reviewer Version

This manual is meant to supplement the EAOR Manual - Facility Version, which is located at:
https://fldep.dep.state.fl.us/arms_reports/eaor/Software/FacilityManual.pdf



Updated February 2016

Developed by:

Department of Environmental Protection
Division of Air Resource Management, MS5500
2600 Blair Stone Road
Tallahassee, FL 32399-2400

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 personal 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 Reviewer Version	3
EAOR Reviewer Version Basics	4
Easy Start Menu.....	4
Tool Bar.....	see EAOR Manual - Facility Version
Menu Bar	5
Step 1: Selecting a Facility to Review	6
Select Facility	6
Import into Oracle Database	7
Process Paper AOR	7
Step 2: Comparative Edit & Review: Additional Features.....	9
Multiple Submissions Notification	9
Checking Out Facility Data	10
Additional Data Fields in Edit and Review Forms	11
Facility Edit and Review	see EAOR Manual - Facility Version
EU Edit and Review	see EAOR Manual - Facility Version
Step 3: Verify Facility Data.....	13
Step 4: Update Status.....	13
Step 5: Print Report.....	see EAOR Manual - Facility Version
Exit EAOR.....	see EAOR Manual - Facility Version
Additional Features	14
Select Data Source	14
Default Selection	15
How to Process Revised Submissions.....	16
AOR Revision Email Notification	16
Comparing DEP copy with Revised Submissions	16
Comparing One Revised Submission to Another.....	18
Replace Facility / Replace Emissions Unit(s)	19
EAOR Reports.....	20
Export	24
Options.....	see EAOR Manual - Facility Version
Delete Facility.....	see EAOR Manual - Facility Version
Cut, Copy & Paste	see EAOR Manual - Facility Version
Copy an Emission Unit.....	25
Window Menu	see EAOR Manual - Facility Version
Appendix - A: Instructions for AOR Form.....	see EAOR Manual - Facility Version
Index	26

Introduction



“Buzz”

Welcome to the Electronic Annual Operating Report: **Reviewer Version** – or **EAOR Reviewer Version**. 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. Beginning with report year 2013, the EAOR software was updated to calculate Title V Annual Emission Fees.

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

https://fldep.dep.state.fl.us/arms_reports/eaor/Software/Download.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 using the **ExoSphere** domain.
- ▶ District office users will follow the general installation instructions, as well as the additional steps included under Appendix C, and will log in to EAOR Reviewer Version using the **FloridaDEP** domain.

Be aware that this manual only covers those features specific to the EAOR Reviewer Version and is meant to *supplement* the *EAOR Manual - Facility Version*, which is available at the web address mentioned above...

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

It is important to read through the first section “**Getting Familiar with EAOR Reviewer Version**” (page 3) first, in order to get a thorough understanding of how the Reviewer Version handles and displays AOR submission data, which differs significantly from the Facility Version. This section will also provide brief descriptions of each feature included on the Easy Start Menu and Menu Bar. You should also review the “**Additional Features**” (page 14) section as it will provide helpful explanations of several features, especially those you may encounter while reviewing multiple submission files for the same facility.

“**Buzz**”, the official EAOR mascot, will appear throughout the documentation with helpful hints to guide you through the review process. If you have any questions please contact the Division of Air Resource Management by phone or email:

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

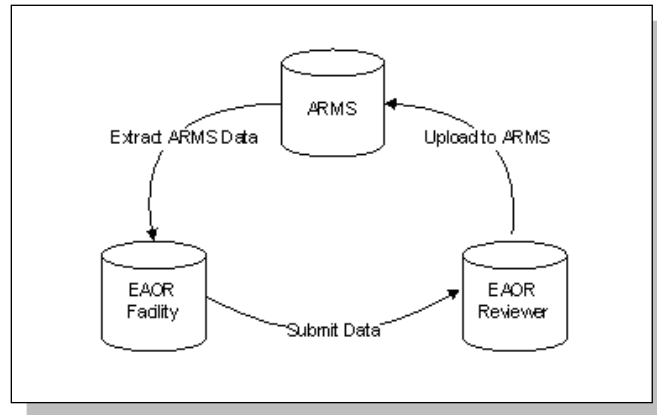
Phone: (850) 717-9000

Email: EAOR@dep.state.fl.us

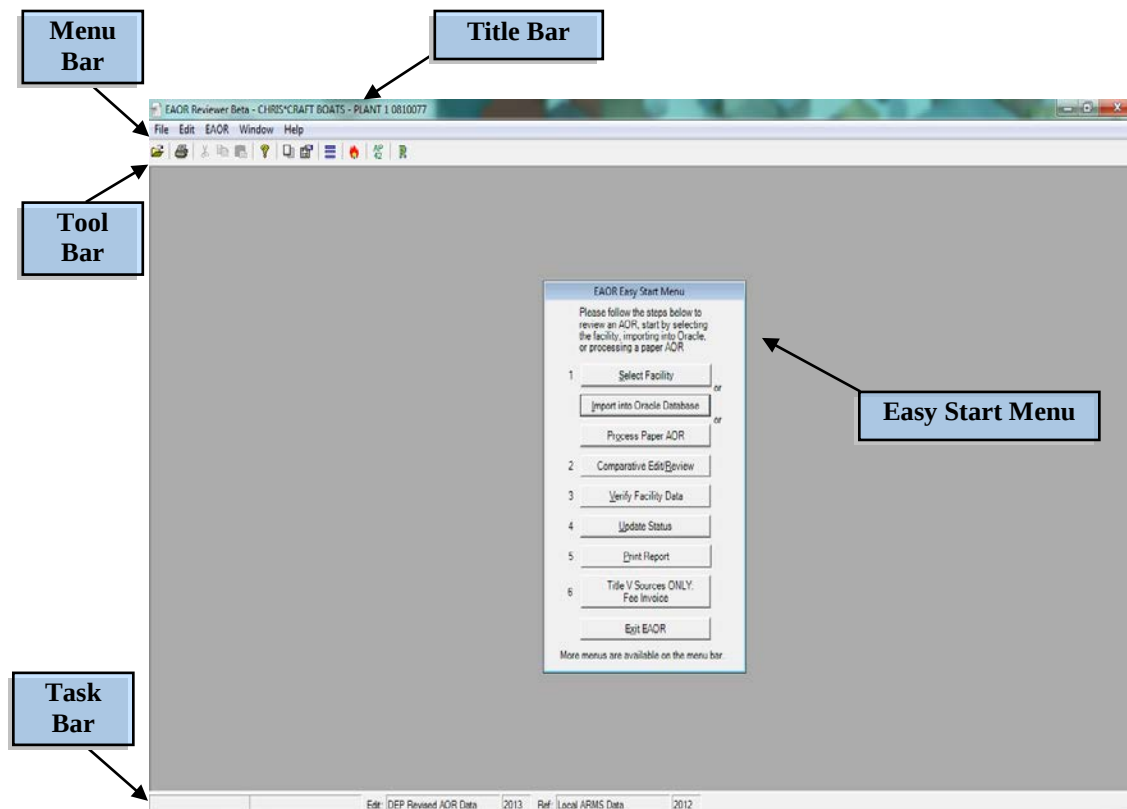
Getting Familiar with EAOR Reviewer Version

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** where they then enter and update their AOR data for the current reporting year and submit it to DEP. Next, these submissions are imported into the **EAOR Reviewer Version** where the data will be reviewed before it is finally uploaded into ARMS.

EAOR Data Flow Summary



EAOR Reviewer Version Overview



EAOR Reviewer Version Basics

Brief descriptions of the features and functions unique to EAOR Reviewer Version are provided below. Please read through this section before using the software:

1. When an AOR is submitted, Reviewer Version 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.
2. **Multiple Submissions Notification:** Because facilities are allowed to submit as many revisions to their AOR data as needed, EAOR Reviewer Version 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 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. The following 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 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 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 Manual - Facility Version* for further instructions.

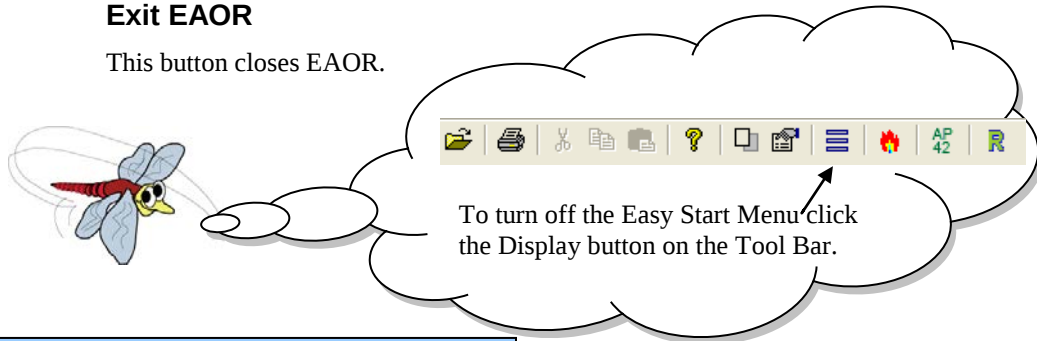
Step 6

Title V Sources ONLY: Fee Invoice

Step 6 applies to Title V Sources only. Use this button to access Title V Fee Invoices.

Exit EAOR

This button closes EAOR.



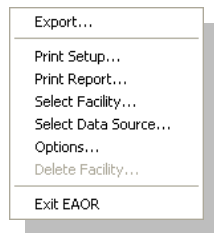
Menu Bar

The EAOR Reviewer Version 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 Manual - Facility Version* for explanations of menus and menu options not included below).

File Edit EAOR Window Help

- **File Menu**

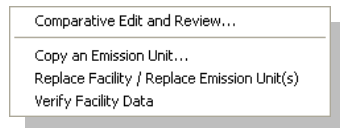
The File Menu consists of those options which allow you to select a facility, adjust the data display and print/export a facility file. Some of these options can be accessed via the Easy Start Menu, while others exist only within the File Menu itself. See page 14 for a detailed explanation of the option listed below.



Select Data Source...

- **EAOR Menu**

The EAOR Menu consists of options which allow you to review, update, verify or replace data with a revised submission. Some of these options can be accessed via the Easy Start Menu, while others exist only within the EAOR Menu. See page 18 for a detailed explanation of the option listed below.



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 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.
 - ▶ Confirm the data being displayed is correct by looking in the **Task Bar**.



► 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

Click **Okay** to select a facility

Task Bar

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

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

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

• 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 software. By creating an electronic copy in Reviewer Version, 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

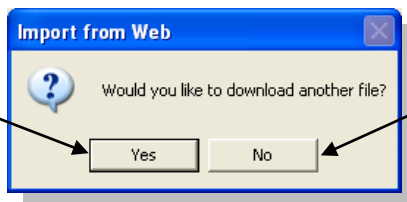
Enter the Facility ID here. The Report Year is defaulted to the current reporting year, but you may change it if you wish to process the paper AOR for a previous year

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 edit forms (see the *EAOR Manual - Facility Version* for complete instructions).

Step 2

Comparative Edit and Review: Additional Features

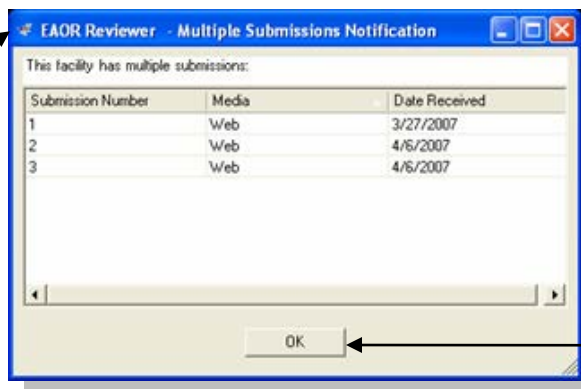
Comparative Edit and Review in EAOR Reviewer Version has several additional features each of which are explained in detail below. Once you have examined these features, you may then select a facility and begin reviewing and updating the Facility and Emission Unit data using the edit forms (see the *EAOR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



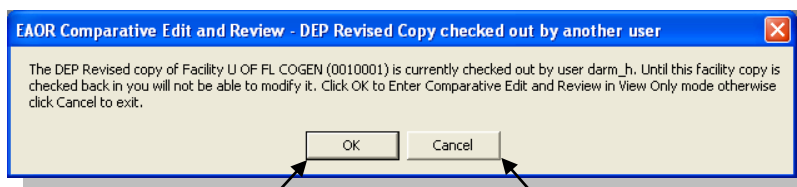
Click **Okay** to continue opening the Comparative Edit and Review forms



► 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 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.



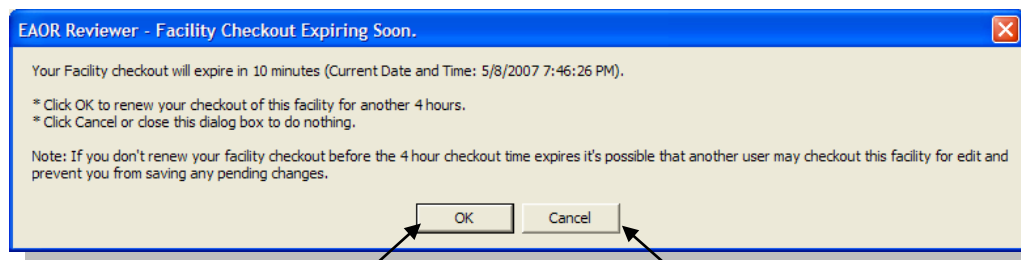
Click **Okay** to open the edit forms in read-only mode

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**.

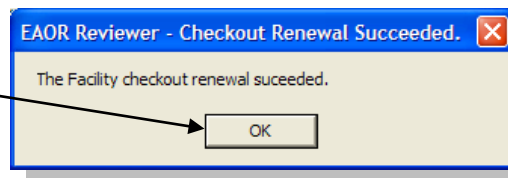


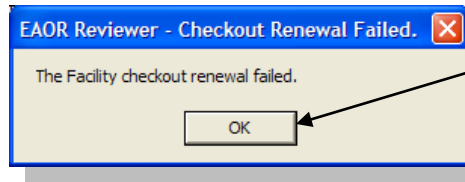
Click **Okay** if you wish to save your changes and reset the timer

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

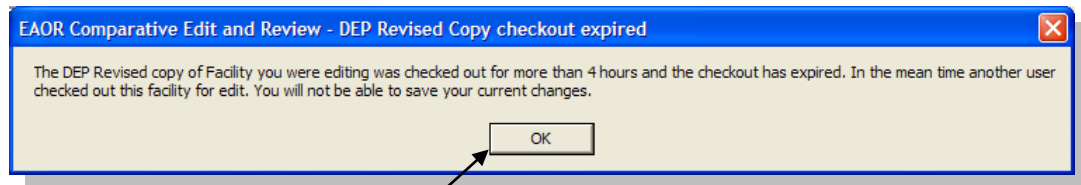




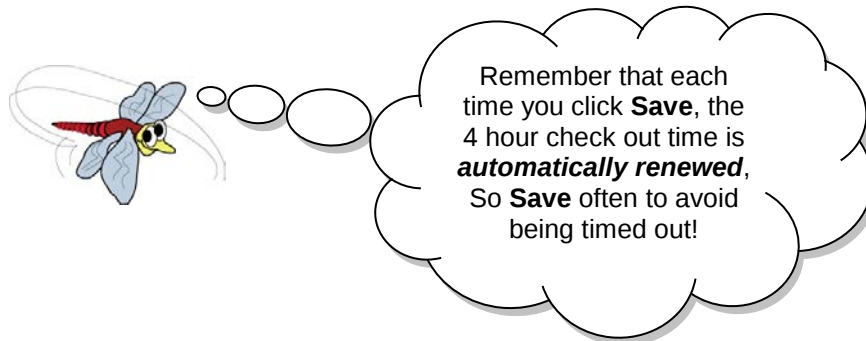
Click **Okay** on the failure message and the edit forms become read-only

- 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 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.

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

(Facility Form, Section A and B)

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

Signature Page Date Received. For the 2010 report year and later, it is automatically populated for Media submissions identified as PAPER. It is the same date as the Date Received. For electronic Media submissions (i.e. WEB, DISK, or EMAIL), the Signature Page Date Received is automatically populated once the facility electronically signs the EAOR submission. Prior to the 2010 report year, you can enter the date in Facility Form, Section D.

(EU Form, Section A, each EU)

Date Received: 3/27/2007
Date Reviewed:

Date Reviewed must be manually updated.
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

► **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

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

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

The **Startup and Shutdown Emissions** field is located in the Pollutant grid and are editable

Step 3

Verify Facility Data

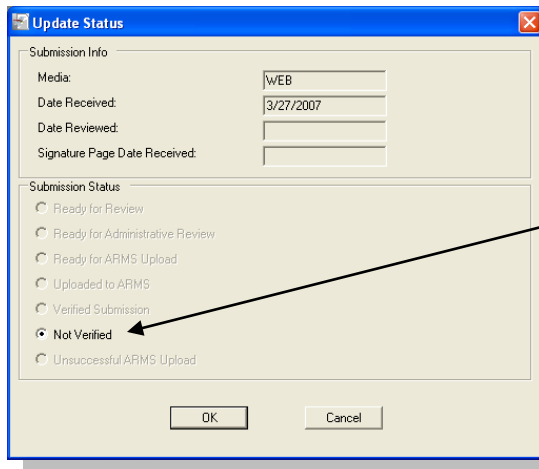
Once you have reviewed and updated the AOR data you must verify its completeness and correctness using the **Verify Facility Data** function before you can move on to **Step 4: Update Status** (see the *EAOR Manual - Facility Version* for complete instructions).

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.

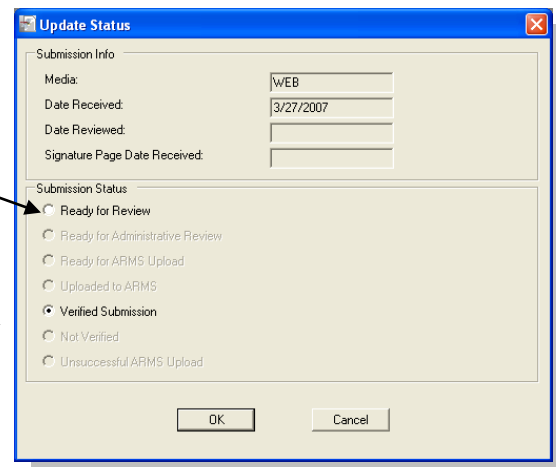
1. Choose the **Update Status** option.
 - If the facility you are currently reviewing submitted any revisions, the **Multiple Submission Notification** window will appear before opening the Update Status window. **Be sure to review all revisions before updating the status!**
2. Select **“Ready for Review”** 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.



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



► Facility and EU Status Difference Report

Once a user attempts to update a data file status to “Ready for ARMS Upload”, EAOR Reviewer will automatically compare the facility status and each EU status in EAOR to the corresponding status in ARMS of that particular AOR. If they are different, then a **Facility and EU Status Difference Report** is generated.

The report below shows the difference between the facility status and/or EU status in EAOR and in ARMS. The upload will override the status in ARMS. Click OK to confirm the status change and proceed with the upload. Click Cancel to cancel the upload so you can review the data.

Facility ID / EU Number	EAOR Status	ARMS Status
1030197	Inactive	Active
001	Inactive	Active

Click **OK** to confirm these differences are okay and return to the Update Status to proceed with the submission status change to “Ready for ARMS Upload.” Note: The EU and/or facility status in EAOR will override the status in ARMS during the upload.

Click **Cancel** to cancel the upload so you can review the data and possibly adjust the status in EAOR.

If there are differences between the statuses (EU or Facility) in EAOR and ARMS, the Facility ID and/or EU Number will be listed along with the corresponding statuses found in EAOR and ARMS.

Additional Features

- Select Data Source
- How to Process Revised Submissions
 - AOR Revision Email Notification
 - Comparing DEP Copy with Revised Submissions
 - Comparing One Revised Submission to Another
 - Replace Facility/Replace Emission Unit(s)
- 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 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.



If the facility you are reviewing **DID NOT** submit revisions, then use the default settings shown below and review the DEP Revised AOR Data for the *Current Reporting Year*!

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

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. 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 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 Manual - Facility Version* for a complete explanation.
- **Display no Data:** See the *EAOR Manual - Facility Version* for a complete explanation.

How to Process Revised Submissions

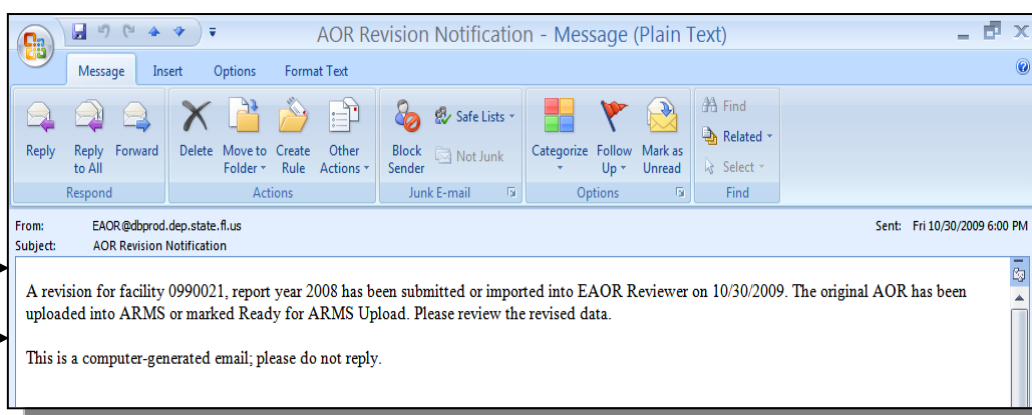
When a facility submits a revision, there are several steps to take in order to review and process the revision.

• AOR Revision Email Notification

If a facility submits a revision after a submission status has been changed to **Uploaded into ARMS** or **Marked Ready for ARMS Upload**, EAOR will automatically generate an email to the user who changed the status of the AOR and to the administrator in Tallahassee.

Note: If the revision is for a historical reporting year, only the administrator in Tallahassee will receive the email.

The email will include the facility ID, corresponding reporting year, and the date the revision was submitted or imported into EAOR.



• Comparing DEP copy with Revised Submissions

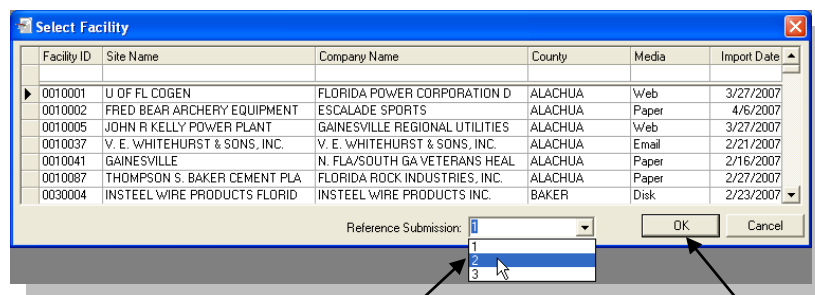
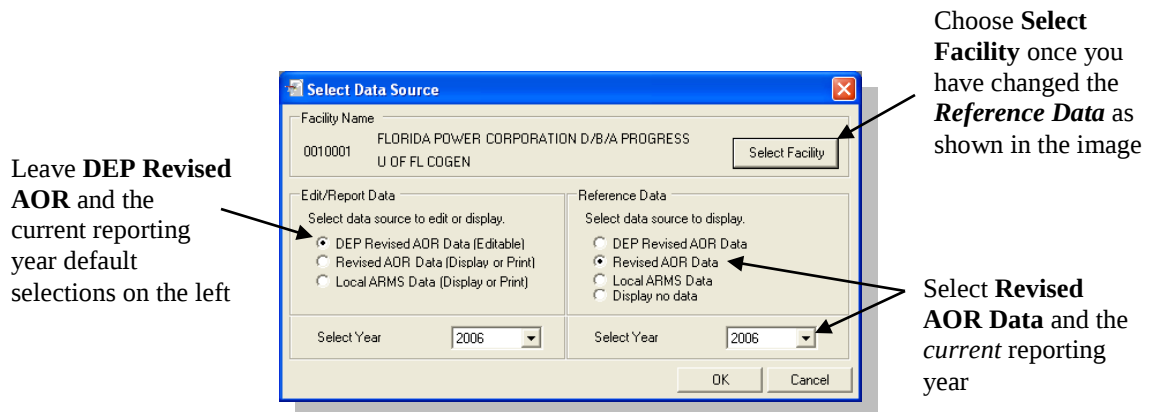
If the facility you have chosen has submitted revisions to their AOR, you will need to review each submission and determine if the revised data needs to be *added* to the DEP copy or if it needs to *replace* the DEP copy altogether (see **How to Process Revised Submissions** for instructions on replacing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



• 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

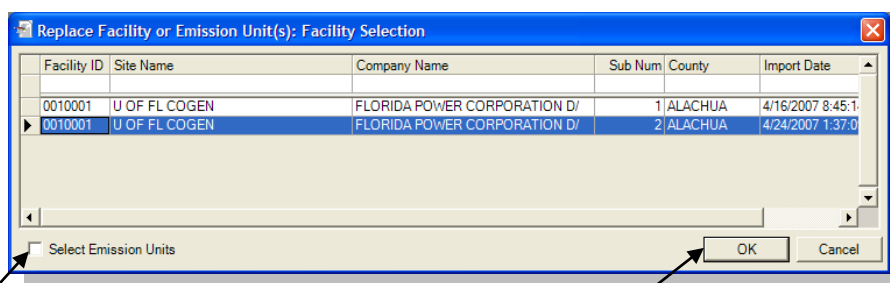
Click **Okay** after making your selection

Go to each drop down box to choose which submissions you wish to compare

• Replace Facility/ Replace Emission Unit(s)

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.

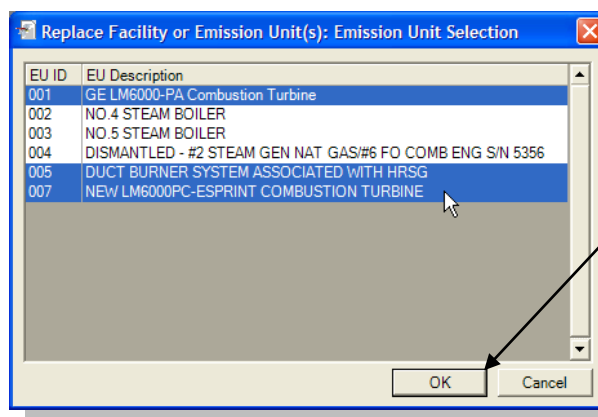
1. Go to the **File Menu** and choose the **Select Data Source** option. Make sure the **DEP Revised AOR Data** is selected under the **Edit/Report Data** section on the left. Click **Okay**.
2. Go to the **EAOR Menu** and choose **Replace Facility / Replace Emission Unit(s)**.
3. Choose which submission 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.



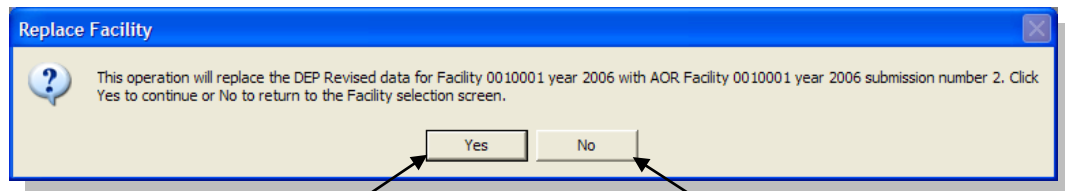
☒ Select Emission Units

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

If you wish to replace individual EU(s), check the **Select Emission Units** box, then select the desired EU with your mouse. To choose multiple EU hold down the **Control** key and select them with your mouse. Click **Okay**

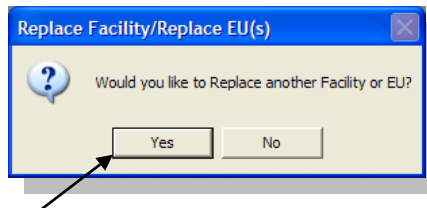


After making your selections, click **Okay** to replace these EU(s)



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

Choose **No** if you wish to cancel

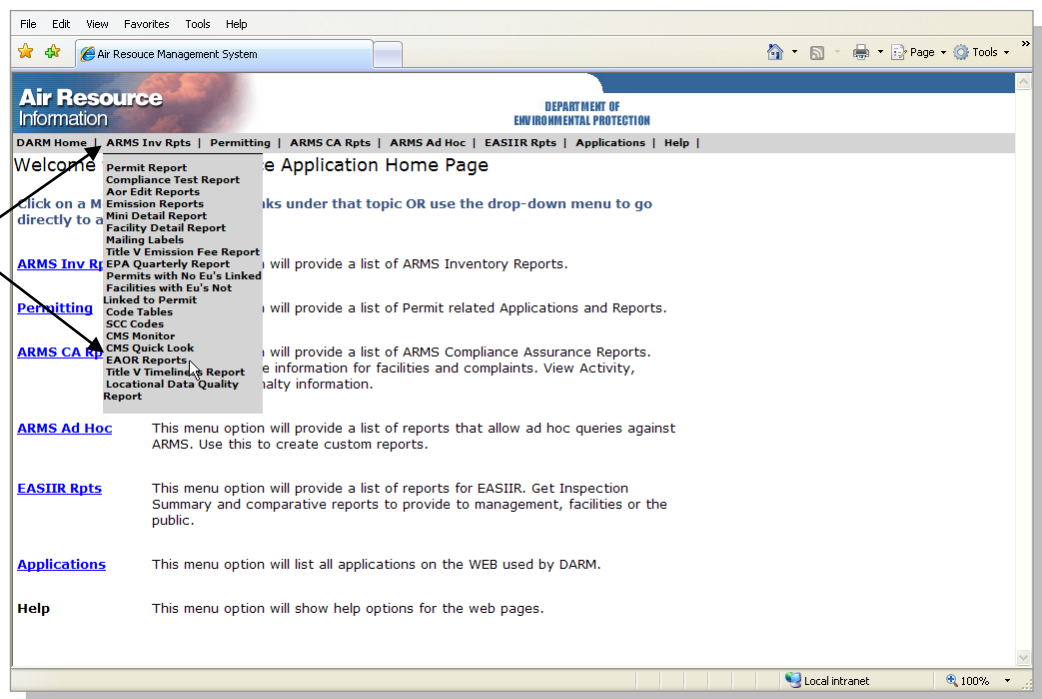


Click **Yes** if you wish to replace other Facility or EU data

EAOR Reports

The EAOR Reports can be accessed via the *Air Resource Application Home Page*. A number of reports that can be useful during the review process can be found here.

Go to the
“ARMS Inv Rpts”
Menu then select the
“EAOR Reports”
option



Select the report you would like to utilize with your mouse

EAOR Reports	
Version Information	
1. Review Status Report	Description
2. Survey Report	Description
3. Survey Summary Report	Description
4. Download EAOR Reviewer Software	Description
5. AOR Receive Date Utility	Description
6. AOR Missing Electronic Signature	Description
7. AOR Report Contact Mailing Labels	Description
8. AOR Electronic Signature Contact	Description

Review Status Report

As AOR data is received, reviewed and/or uploaded to ARMS throughout the reporting year, its current status will automatically be reflected in the **EAOR Review Status Report** each time it is changed. At any time, you can check the status of an individual AOR by entering its Facility ID, or check the status of multiple AOR's by using the various filters to narrow your search results.



► Specifying the search criteria will help narrow your results and show only those AOR status' you specifically wish to see.

- For example, the criteria selected in the screenshot below will create a report showing facilities with a status of **“Ready for Review”** and **“Verified Submission”** for **“Reporting Year 2012”** that were submitted via **“Disk”, “Email”, and “Web”** by facilities from all of **“Northwest District – NW Br: Panama City, NW Br: Tallahassee, and NW: Pensacola”** and a regulatory classification of **“Title V”** and **“Synthetic Non-TV.”**

Check this box if you wish to see a record of all the changes made to the submission status of each facility included in the report. The **Status History** will show who changed the status, when they changed it and what they changed it to.

You also have the option of choosing specific counties within a particular Office

You have the option of choosing certain regulatory classifications.

Title V and Synthetic Non-Title V Regulatory Classifications will automatically display on the report. You can choose to display others on the results.

Click **Submit** to view the report results

To select multiple **Submission Statuses, Offices and/or Media types**, hold down the **Control** key and select them with your mouse

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

Title V and Synthetic Non-Title V Regulatory Classifications are automatically displayed on the report. If you choose to display other Regulatory Classifications, they will be shown, also.

EAOR Review Status Report
Note: Click the Facility ID to View Submission Status History

[Version Information](#)

Search Criteria: Report Year 2012 Submission Status Ready for Review, Verified Submission Status History Yes Media Disk, Email, Web County All Office(s) NWDP, NWDT, NWD Both TV and Syn TV
Yes Display all Regulatory Classifications in Report No

[Return to Search](#) [View Excel Worksheet](#)

Office	Facility ID	Facility Owner/Company Name	Site Name	Media	Receive Date	Submission Status	Status Date	Status Username	Review Date	Reviewer	TV	Syn NTV
NWD	0330045	GULF POWER COMPANY	CRIST ELECTRIC GENERATING PLANT	Web	1/24/2014	Ready for Review	1/24/2014	HODGE_C			Y	
NWD	0330139	TRANSMONTAIGNE PRODUCT SERVICES INC.	PENSACOLA TERMINAL	Web	1/24/2014	Verified Submission	1/24/2014	EAOR_USER			N	Y
NWD	7775285	ROADS INC...2/21/2008..TEST..TEST	ROADS INC CANTO..2/21/2008..TEST..TEST	Web	1/24/2014	Ready for Review	1/24/2014	HODGE_C	1/24/2014	HODGE_C	N	Y
NWDP	0050051	CENTURY BOAT COMPANY, INC.	PANAMA CITY FACILITY	Web	12/6/2013	Verified Submission	12/6/2013	EAOR_USER			Y	
NWDT	0390005	BASF CORPORATION	QUINCY SITE	Web	1/24/2014	Verified Submission	1/24/2014	EAOR_USER			Y	
NWDT	0770007	NORTH FLORIDA LUMBER	NORTH FLORIDA LUMBER	Web	1/24/2014	Verified Submission	1/24/2014	EAOR_USER			Y	
NWDT	0770010	GA-PACIFIC WOOD PRODUCTS	GA-PACIFIC WOOD PRODUCTS (HOSFORD OSB)	Web	1/24/2014	Verified Submission	1/24/2014	EAOR_USER			Y	

7 Submission(s) Found as of 1/24/2014 10:49:36 AM

The **Reviewer** and **Review Date** columns show who the last person was to modify data in Sections A, C & D of the EU Form

The **Status Username** and **Status Date** columns show the last person to update the facility's review status and on which date it was changed

If you checked the **Status History** box on the previous screen then you will be able to view each facility's **Status History Report** in a separate window, by clicking the Facility ID

Status History Report - Windows Internet Explorer

Status History Report
Note: This report does not include the current submission status.
No status history records exist prior to February 19, 2008.

Office: NWD
Facility: 7775285 - ROADS INC CANTO..2/21/2008..TEST..TEST

Submission Status	Status Date	Status Username
Ready for Admin. Review	1/24/2014 10:44:32 AM	HODGE_C
Ready for Review	1/24/2014 10:41:40 AM	HODGE_C
Verified Submission	1/24/2014 10:41:18 AM	HODGE_C
Not Verified	1/24/2014 10:41:10 AM	HODGE_C
Verified Submission	1/24/2014 10:34:13 AM	EAOR_USER

AOR Missing Electronic Signature Report

For the 2010 report years and later, if the AOR is submitted electronically via the web, disk, or email, the facility is required to sign the AOR electronically. The AOR is not complete until it is signed. This report allows you to check to see which facilities have not signed their AORs.

You also have the option of choosing specific counties within a particular Office.

Once you finish selecting your criteria, click Submit to view the report results.

Specify Search Criteria for AOR Missing Electronic Signature Report
Note: The earliest year available for this report is 2010.

[Version Information](#)

Report Year: 2010
Facility ID:
Submission Selection: **First Submission** (All Submissions)
Facility Owner/Company Name:
Site Name:
Office(s):
Media:
Office/County: All Offices (All Counties, ALACHUA, BAKER, BAY, BRADFORD)
Note: Select Office(s) from above list OR select an Office/County combination below.

You can search for a missing electronic signature for First Submission or All Submissions.

To select multiple **Offices** and/or **Media**, hold down the Control key and select them with your mouse.

At the AOR Missing Electronic Signature Report results screen, you will have an opportunity to view/save this particular report as an **Excel Worksheet**

AOR Missing Electronic Signature Report

[Version Information](#)

Note: Only AORs submitted via web, email and disk are expected to be signed electronically.

Search Criteria: Report Year 2010 Submission Selection First Media Disk, Web County All Office(s) NWDP, NWDT, NWD

Office	Facility ID	Facility Owner/Company Name	Site Name	Media	Receive Date	Submission Number
NWD	0330108	CEREX ADVANCED FABRICS	CEREX ADVANCED FABRICS	Web	2/14/2011	1
NWD	0330121	SOUTHERN RECYCLING, LLC	SOUTHERN RECYCLING PNS (AUTOSHRED)	Web	2/14/2011	1
NWDP	0050008	G.A.C. CONTRACTORS INC.	GULF ASPHALT CORP PANAMA CITY	Web	2/14/2011	1
NWDP	0050038	TRIANGLE CONSTRUCTION ROAD BUILDING INC.	TRIANGLE CONSTRUCTION ROAD BUILDING INC.	Web	2/14/2011	1
NWDT	0390038	QUINCY JOIST COMPANY	QUINCY JOIST COMPANY	Web	2/14/2011	1
NWDT	7775144	PEAVY & SON CONSTRUCTION CO INC	MIDWAY ASPHALT PLANT	Web	2/14/2011	1

6 Submission(s) Found as of 2/14/2011 11:06:35 AM

AOR Electronic Signature Contact Report

For the 2010 report years and later, if the AOR is submitted electronically via the web, disk, or email, the facility is required to sign the AOR electronically. The AOR is not complete until it is signed. This report allows you to see the name and contact information of the person who electronically signed the EAOR.

Once you finish selecting your criteria, click Submit to view the report results.

Specify Search Criteria for AOR Electronic Signature Contact Report

Note: The earliest year available for this report is 2010.

[Version Information](#)

Report Year: 2013

Facility ID:

Submission Selection:

Display EAOR Owner/Authorized Representative OR Title V Responsible Official:

Facility Owner/Company Name:

Site Name:

Office(s):

Media:

Note: Select Office(s) from above list OR select an Office/County combination below.

Office/County:

Title V Source* Synthetic Non-Title V Source*

At the AOR Electronic Signature Contact Report results screen, you will have an opportunity to view/save this particular report as an **Excel Worksheet**

Electronically Signed By displays the name and contact information of the person who electronically signed the AOR.

The **AOR Owner/Authorized Representative OR Title V Responsible Official** displayed here is the name and contact information of the person who is identified in Section I.D. on the AOR form.

Note: When a facility has more than one submission, the displayed name and contact information will match the person identified in Section I.D. of the AOR form of the corresponding signed submission.

AOR Electronic Signature Contact Report

[Version Information](#)

Note: Only AORs submitted via web, email and disk are expected to be signed electronically.
 Search Criteria: Report Year 2013 Submission Selection All Display EAOR Owner/Authorized Representative OR Title V Responsible Official year Media All County All

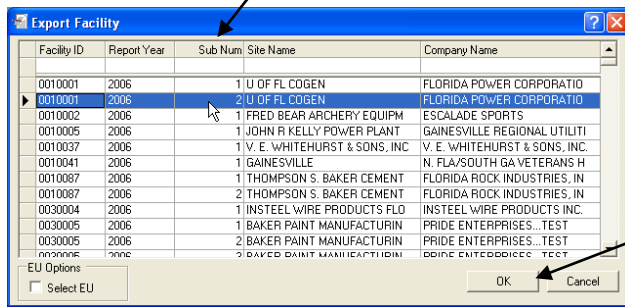
Return to Search View Excel Worksheet

Office	Facility ID	Facility Owner/Company Name	Site Name	Electronically Signed By	Owner/Authorized Representative OR Title V Responsible Official	Media	Receive Date	Submission Number	TV	Syn NTV
NED	0030004	INSTEEL WIRE PRODUCTS INC.	INSTEEL WIRE PRODUCTS FLORIDA	CAEDRA PARMER DEP DIVISION OF AIR cadedra.parmar@dep.state.fl.us PARMER_C	TEST	Web	1/14/2014	2	N	Y
NED	0030016	CHEESECAKE FACTORY		CAEDRA PARMER DEP DIVISION OF AIR cadedra.parmar@dep.state.fl.us PARMER_C	PHILLIPS	Web	12/13/2013	1	Y	
SWD	0170004	FLORIDA POWER CORPORATION D/B/A PROGRESS	CRYSTAL RIVER POWER PLANT	CAEDRA PARMER DEP DIVISION OF AIR cadedra.parmar@dep.state.fl.us PARMER_C	MILLER	Web	12/13/2013	1	Y	

3 Submission(s) Found as of 2/13/2014 1:53:11 PM

Export

Before EAOR Reviewer will allow you to use the **Export** function you must 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 is configured, the **Export** option will become available in the File Menu. See the **Export** section of the *EAOR Manual - Facility Version* for further instructions.



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

Once you have selected the submission data you plan to export, click **Okay**

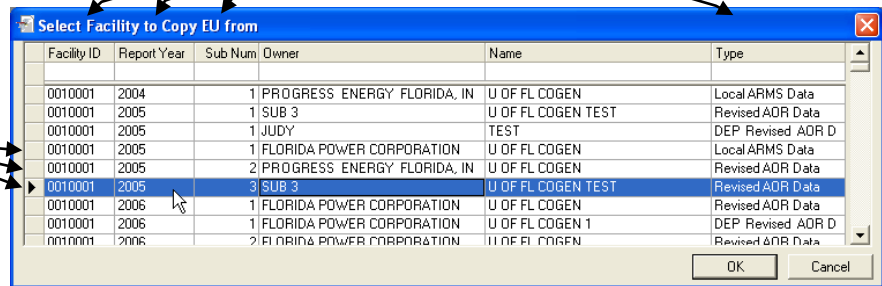
Copy an Emission Unit

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 Manual - Facility Version* for further instructions.

This window will allow you to select which *Facility ID*,
Report Year, *Submission Number* 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



Index

C

Comparative Edit & Review

Additional data fields.....	11
Checking out facility data.....	10
Multiple Submissions Notification.....	9

Compare

DEP Copy to Revised Submission.....	16
One Revised Submission to Another.....	18
Using Facility Difference / Facility Detail Difference Reports.....	16

Copy an Emission Unit.....25

D

Data Flow.....	3
default data source.....	15
DEP Revised AOR Data.....	15
domain.....	2

F

Facility and EU Status Difference Report.....14

E

Easy Start Menu.....	4
EAOR Manual - Facility Version.....	2
EAOR Reports.....	20
AOR Electronic Signature Contact Report.....	23
AOR Missing Electronic Signature Report.....	22
Review Status Report.....	21

EAOR Reviewer Version

Basics.....	4
Data Flow.....	3
overview.....	3

Email

Division of Air Resource Management.....	2
AOR Revision Notification.....	16

Export.....24

H

hard copy AOR submission.....	7
How to Process Revised Submissions.....	16

L

Log in Requirements

District Office users.....	2
Local Office users.....	2

M

Menubar.....	5
Multiple Submissions notification.....	9

P

Process Paper AOR.....7

R

Replace Facility / Replace Emissions Unit(s).....	19
Revised AOR Data.....	15

S

Select Data Source.....	14
Status	
report.....	20
update.....	13
Selecting a Facility to Review.....	6
Select Facility.....	6
Import into Oracle Database.....	7
Process Paper AOR.....	7

U

Update Status.....13

V

Verify Facility Data.....13

W

website

download software.....	2
Installation Instructions.....	2
Instruction Manuals.....	2