



Annual Emissions Inventory Frequently Asked Questions

May 2020

General

When are the training workshops?

Due to the COVID-19 pandemic, ADEQ has replaced its annual emission inventory workshops with a webinar on May 4, 2020. The webinar will be recorded and posted under **Training** at www.azdeq.gov/emissions-inventories.

When is my inventory report due?

June 1st, 2020

I'm not going to make the submittal deadline. What should I do?

If you anticipate the need for an extension beyond June 1st (for example, if someone who needs to prepare or sign a report is unable to work due to childcare needs or medical concerns related to COVID-19), please email EmissionInventory@AZDEQ.gov as soon as possible to request an extension.

How do I confirm ADEQ received my submittal?

If you submit your inventory report via email, ADEQ's emission inventory team will write back to you to confirm your successful submittal or else request additional information. If you use any other submittal method, you may write to EmissionInventory@AZDEQ.gov to request a status update.

What Operations Must Report?

I'm not a Title V facility. Do I need to submit an inventory report?

The inventory reporting requirement currently applies to all Class I and Class II ADEQ air permit holders, including any ADEQ air General Permits.

My permit status changed (issued/terminated) recently. Do I need to report?

If your permit was open for any portion of 2019, or if you operated in any portion of 2019, you are required to submit an emission inventory report.

What should I do if my facility was shut down?

If you did not operate at all in 2019, or if your emissions were under all applicable reporting thresholds, you may submit a *Facility Status* form, found at static.azdeq.gov/forms/nonoperational.pdf, in lieu of an inventory report.

Do I need to provide evidence that my facility was under the threshold?

Please use the Facility Status form to briefly describe why facility emissions were so low. If ADEQ needs additional information, we will contact you.

Why didn't I receive my notification letter?

If you did not receive a letter from ADEQ in February, your contact information may be out of date. If you were expecting to receive a notification letter but did not, or if the letter(s) you received did not list all of your permits, please write to EmissionInventory@AZDEQ.gov for clarification. Failure to receive a notification letter does not waive the reporting requirement.

Should I use my new permit number or the one from my notification letter?

If your permit number has recently changed and the old number is shown on your notification letter, please use the old number in your report this year.

I have two operations under one permit, should I submit two inventories?

No, please submit one emission inventory report per permit.

I have a portable unit that operated in multiple locations. Do I need to submit an inventory for each location?

Only if you have multiple permits to cover the operation; please submit one emission inventory report per permit.

Reporting Methods

Do I report to SLEIS or IMPACT?

If you have an air permit issued by ADEQ, your facility may use SLEIS (see the question below). If your permit was issued by Maricopa County, you may need to submit a report using IMPACT. If you to have a Maricopa County permit but you are not sure whether or not you must report for 2019 in particular, please contact EmissionsInventory@maricopa.gov.

Should I report using SLEIS or an Excel form?

Major sources, as defined in R18-2-101(75), are required to submit their annual emission inventories through the State and Local Emission Inventory System (SLEIS) at sleis.azdeq.gov. Minor sources are encouraged to use the *preferred reporting form* in a spreadsheet application (such as Excel) instead of using SLEIS.

If ADEQ mailed you a pre-generated 2019 emission inventory report in February of 2020, and the data presented on that report appear to be correct, please use that report rather than filling out the reporting forms.

How do I complete my inventory through myDEQ?

It is not currently possible to submit an emissions inventory report through myDEQ. However, if you submitted your 2019 compliance certifications for any rock product general permits to myDEQ in January 2020, then ADEQ should have mailed you pre-generated inventory reports, as described above. If you submitted 2019 compliance certifications for any rock product general permits later than January, you may either use the preferred reporting forms or else email EmissionInventory@AZDEQ.gov to request a pre-generated report.

Where do I find the preferred reporting forms?

static.azdeq.gov/forms/ei_minor_sources_reporting_2019.xlsx

I don't have Excel. What should I do?

If you can't use another application such as Google Sheets or LibreOffice Calc to edit the forms, please download the PDF version of the form instead. You can find it at static.azdeq.gov/forms/ei_single_form_2019.pdf.

Do I have to use the forms or can I report using a different methodology?

If your emissions-generating operations are difficult to describe using the preferred form, you may submit a custom estimate to ADEQ for consideration. However, ADEQ may ask for additional information or even reject the report.

Where do I submit my report(s)?

SLEIS reports must be submitted via SLEIS itself. For all other methods, please email the completed, signed reports to EmissionInventory@AZDEQ.gov.

Is a scanned signature acceptable?

Yes. For emailed Facility Status forms and minor source inventory reports, ADEQ will accept either a valid digital signature or a scanned signature.

Using SLEIS

How do I create a SLEIS account?

To add a new user for a facility that already uses SLEIS, download and print the SLEIS User Application from <https://sleis.azdeq.gov/SLEIS/File/Download>. Complete Sections I and II of the application. If you wish to request submitter privileges, see the question below.

To add a new facility to SLEIS, email EmissionInventory@AZDEQ.gov as soon as possible. This request may take weeks or months to process, depending on the complexity of your facility's emissions-generating operations. ADEQ will discuss your request with you to determine if a SLEIS account is appropriate for your facility and, if so, what additional information is required.

How do I become a submitter for my SLEIS facility?

Only the primary responsible official (PRO) for an ADEQ air permit, or the PRO's designee, may submit an inventory report in SLEIS. Download and print the SLEIS User Application from <https://sleis.azdeq.gov/SLEIS/File/Download>. Complete all three sections of the application, making sure to check the appropriate "Submitter" box in Section II. The PRO must sign the completed application and have it notarized before you submit it to ADEQ.

How do I change my air permit's primary responsible official?

You should typically follow myDEQ's application process for changing the responsible official for the ADEQ air permit's controlling enterprise. However, you may need to notify the air permits team directly at AirPermits@azdeq.gov in order to update the official listed for the air permit itself. Once those steps are complete, the new official can sign off on SLEIS applications as described above.

I got locked out of SLEIS, how do I reset my password?

You can request a password reset email by visiting <https://sleis.azdeq.gov/SLEIS/Account/Forgot>. However, if your account has been locked, this self-service portal will not work. In that case, please email EmissionInventory@AZDEQ.gov and indicate that you want your account unlocked. In both cases, if you do not receive a password reset email from SLEIS, please check your SPAM box.

SLEIS is saying my account has been deactivated. What should I do?

First, double-check that you are using the correct email address as your login username. If you are, please email EmissionInventory@AZDEQ.gov and indicate that you want your account reactivated.

Do I have access to SLEIS?

If you are unsure whether you have a SLEIS account or which of your email addresses is associated with your current account, please email EmissionInventory@AZDEQ.gov and provide your first and last name (including any prior names that you might have used when signing up for an account), any facilities or permits with which your account may be associated, and indicate that you would like to know if you have a SLEIS account and what your username is.

Do I report HAPs individually or collectively?

We strongly encourage you to report individual HAP emissions estimates. If this is difficult or impossible, please report total HAPs instead. In either case, make sure to include HAPs in your inventory if they exceed the reporting thresholds.

What are the reporting thresholds for HAPs?

In general, the reporting thresholds for HAPs are the same as for all regulated air pollutants in Arizona. Any individual pollutant emitted in excess of 1 ton per year or any collection of pollutants emitted in excess of 2.5 tons per year must be included in your report. The exception is lead (Pb), for which the individual threshold is just 0.6 tons per year.

Using Minor Source Reporting Forms

I don't know the place ID for my facility. Do I need to include this ID with my submittal?

If you know your permit number but not your place ID, don't guess; fill in the permit number and leave the place ID blank. If you don't know either, please email EmissionInventory@AZDEQ.gov to ask for the place ID and permit number, providing as much identifying information about your operation as possible.

What goes in the ATO space for generators?

If ADEQ issued an Authorization to Operate (ATO) the equipment as an accessory to your permit, please use the number shown at the top of the ATO issuance letter. If the equipment is not the subject of an ATO, or if you're not sure, leave it blank.

Should all engines (including hydraulic systems) be included in the "generators" section?

Any internal combustion engines other than those used to propel a vehicle should be included, whether they are stationary, on skids, or mobile.

Should nonroad engines not in my permit be reported?

Yes, they should be treated as described above. In fact, any emissions-generating equipment or activities that you can easily provide accurate data for should be included in your report, whether explicitly included in your permit or not.

Should I include storage piles in my inventory?

Rock product storage piles should be included. If you are unsure how to estimate emissions from other storage piles, please email EmissionInventory@AZDEQ.gov.

Why is the minor source inventory form asking for a password?

You may be inadvertently trying to modify structural protections of the Excel form. If the problem persists, consider using the PDF version of the form instead.