Instructions for Filling out the Annual DAQ Emissions Survey (formerly known as DAQ Web Survey)

The Department of Environmental Protection (DEP) is committed to providing investments in Information Technology, which facilitates its mission of environmental stewardship. DEP has developed the Division for Air Quality (DAQ) Emissions Survey, a web-based application allowing facilities to submit required air emissions inventory survey data.

All surveys must be completed using the DAQ Emissions Survey. An employee of the facility must be registered as a user before the survey can be completed. **Due to security and regulatory requirements for the submission of emissions inventory data, consultants cannot be registered as the user for a facility.**

An area for **Comments** is included on every screen to indicate other desired changes or important information. Every attempt has been made to accommodate access to areas where changes are most frequently requested during the survey process. However, due to the nature of the database system, not all fields can be made available.

Please note that on some of the screenshots the term *"DAQ Web Survey" is listed, this is the same as "DAQ Emissions Survey".* We are working on updating the terminology to be more consistent across our platforms.

If the user is an existing ePortal user for another program within DEP or is a new ePortal user, please reference the "**Instructions to Register an Account for the DAQ Emissions Survey**" document.

For accessibility, the screen shots are accompanied by written instructions and photo Alt Text for each step of the process. Please contact the DAQ Emissions Inventory staff if the user has questions or need help accessing this information. Contact information can be found here: Kentucky Emissions Inventory - Kentucky Energy and Environment Cabinet

This guide will focus on the emissions survey process and provide screenshots and descriptions for each step.

The webpage in question is the following link:

KY Department for Environmental Protection Electronic Submittals

Section 1: Logon and Accept User Agreement for DAQ Emissions Survey (formerly "DAQ Web Survey")

Please use the home screen to logon to the user account to fill out the survey. If the user has already accepted the User Agreement for the facility (or facilities), please see Section 2: Filling out the DAQ Emissions Survey

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Note 1: If necessary, click the *"**Reset**"* button to clear the Logon ID and Password fields and re-enter the information.

Note 2: If necessary, please select *"**Forgot Password?**"* if the user is unable to remember their password.

Note 3: To have access to the DAQ Emissions Survey for a facility (or facilities), the user must accept responsibility for the facility and accept the user agreement. This agreement states that the user is an authorized agent/employee for the facility and that the content submitted is the submitting user's responsibility should a DAQ Emissions Inventory staff member need to contact the user.

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1) The user should then select the "**Manage User**" tab
   Click "**Accept**" to the User Agreement for the facility (or facilities). If a facility listed is not associated with the user, click "**Decline**" and contact the DAQ Emissions Inventory staff.

Section 2: Filling out the DAQ Emissions Survey (formerly "DAQ Web Survey")

After logging onto the ePortal webpage and accepting the User Agreement, please select the grey "**Web Survey**" tab at the top of the screen (the third grey tab). If this tab is not available, please check the "**Manage User**" tab to accept the User Agreement. If the "**Manage User**" page is empty, please contact the DAQ Emissions Inventory staff.

If the DAQ Emissions Survey has been filled out and needs to be submitted, please see Section 3: Finalizing and Submitting the DAQ Emissions Survey.

1) Select the Agency Interest (AI) the user needs to enter the information for and the Survey Version

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Note 1: The Survey Version will always begin as "20XX Emissions Survey Ver. 1 (In-progress)", the only time the Version number will change is if a DAQ Emissions Inventory staff member rejects the submitted survey.

Note 2: The "In-Progress" status means the survey is available for editing and has not yet been submitted to DEP.

Note 3: If an AI is missing for the User, please email a DAQ Emissions Inventory staff member.

2) Click "**Retrieve**" to retrieve the survey for the facility

3) The next page that will open will be the "**Facility Information**" red tab (the second *red* tab from the left)
   1. This page will show the current Facility and Facility Contact (Air Permit Contact) information. If changes are necessary, enter the new information into the appropriate fields in the "**Recommended Changes**" column

Note: If the Facility Contact (Air Permit Contact) is updated, the user must provide an updated Contact Address, Work Number, and e-mail address.

4) Click "**Update Screen**" at the bottom of the page to save the information on the page

5) The next red tab is the "**Equipment Operating SCC Details**" page (the third *red* tab from the left) This page will show multiple fields of information about the most up-to-date equipment and processes within the DAQ Emissions Inventory system. The blocks highlighted in pale yellow are the fields where information may be updated.

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1. **Equipment Description**
   a. The name of the equipment should match as it appears on the most recent Air Quality Permit for the facility. Changes should only be made if the name does not match the Air Quality Permit. If the Equipment ID has more than one Process ID, please only change the Equipment Description at the first (1) Process ID.
2. **Process Description**
   a. The name of the material that moves through or is used by the process or equipment (e.g., Clean Coal, Natural Gas Usage, Diesel Usage, Coal Processed). This field is limited to 30 characters maximum (including numbers, letters, spaces, and punctuation).
3. **% Ash Content**
   a. This is a pre-populated column based on the information within the DAQ Emissions Inventory system. It may be a *required* field and necessary to calculate emissions. If left blank, the calculated actual and potential emissions will be incorrect.
4. **% Sulfur Content**
   a. This is a pre-populated column based on the information within the DAQ Emissions Inventory system. It may be a *required* field and necessary to calculate emissions. If left blank, the calculated actual and potential emissions will be incorrect.
5. **Annual Throughput**
   a. The amount produced or processed for the survey year (1 through December 31) in the requested units (SCC Units Description) for each equipment and process. If the equipment or process was unused for the entire year, please enter a "0". **This is a required field and cannot be blank.**
6. Please check the whole page by using the scroll bar on the far right side of the screen and check for multiple pages of data within the tab.
   a. Move to the next page by clicking the "**Next Page**" button. The user will be prompted to save any changes made before leaving the page.
7. Click "**Update Screen**" at the bottom of the page to save the information on the page and click the "**OK**" button from the pop-up window
   a. If the user needs to update this information before submitting it to DEP, the user can edit the information and click the "**OK**" button from the pop-up window

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Note 1: The "Comments" column is not highlighted in pale yellow, but users can enter comments about the equipment. Comments indicate equipment or processes that have been changed or removed from the facility.

Note 2: Addition and/or removal of equipment or processes to the facility cannot be made through the Emissions Survey and must be submitted through the eForms webpage as a permitting action (https://dep.gateway.ky.gov/eForms/account/Home.aspx).

Note 3: The survey year is always the prior year to the current year. If the current year is 2022, then the survey year will be 2021.

*Note 4: The SCC Units cannot be updated through the Emissions Survey unless referenced to an **Issued** Active Permit for the facility. Otherwise, the user should request the changes from their Permit Writer. If the user does not know who their Permit Writer is, please contact the DAQ Emissions Inventory staff.*

6) The next red tab is the "**Pollutant and Control**" page (the fourth *red* tab from the left) This page will show multiple fields of information about the most up-to-date equipment and process pollutants, emission factors, and controls within the DAQ Emissions Inventory system. The blocks highlighted in pale yellow are the fields where information may be updated.

1. **Emission Factor**
   1. The emission factor listed for the specific equipment and process should match as it appears on the most recently *issued* Air Quality Permit for the facility. If an emission factor is updated, please provide a comment to reference the emission factor and contact the DAQ Emissions Inventory staff with documentation and calculations. If information is not provided for the changed emission factor, the emission factor will remain as it currently is. **This is a required field and cannot be blank.**
2. **% Actual Control Efficiency**
   1. The actual control efficiency of the attached control device for a specific process and pollutant as it operated during the survey year and should match as it appears on the most recently *issued* Air Quality Permit for the facility. If an actual control efficiency percentage is updated, please provide a comment to reference the control percentage and contact the DAQ Emissions Inventory staff with documentation and calculations. If information is not provided for the changed emission factor, the emission factor will remain as it currently is.
3. Please check the whole page by using the scroll bar on the far right side of the screen and check for multiple pages of data within the tab.
   1. Move to the next page by clicking the "**Next Page**" button. The user will be prompted to save any changes made before leaving the page.

4. Click "**Update Screen**" at the bottom of the page to save the information on the page and click the "**OK**" button from the pop-up window
    1. If the user needs to update this information before submitting it to DEP, the user can edit the information and click the "**OK**" button from the pop-up window

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*Note 1: The "**Comments**" column is not highlighted in pale yellow, but users can enter comments about the equipment. Comments indicate equipment or processes that have been changed or removed from the facility.*

Note 2: Addition and/or removal of equipment or process pollutants or control equipment cannot be made through the Emissions Survey and must be submitted through the eForms webpage as a permitting action (https://dep.gateway.ky.gov/eForms/account/Home.aspx).

Note 3: The survey year is always the prior year to the current year. If the current year if 2022, then the survey year will be 2021.

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7) The next red tab is the "**Equipment Operating Schedule**" page (the fifth *red* tab from the left) This page will show multiple fields of information about the most up-to-date equipment and process pollutants, emission factors, and controls within the DAQ Emissions Inventory system. The blocks highlighted in pale yellow are the fields where information may be updated.

1. **Construction Date**
    a. The date the specific equipment was constructed. This will typically only be updated if the date is incorrect in the system. The date should match as it appears on the most recently *issued* Air Quality Permit for the facility.
2. **Operating Schedule (Hours/Day)**
    a. The number of hours per day the equipment ran for the year. The minimum is 1 and the maximum is 24. The value cannot be 0, if the equipment did not operate, please note it in the **Comments**.
3. **Operating Schedule (Days/Week)**
    a. The number of days per week the equipment ran for the year. The minimum is 1 and the maximum is 7. The value cannot be 0, if the equipment did not operate, please note it in the **Comments**.
4. **Operating Schedule (Weeks/Year)**
    a. The number of weeks per year the equipment ran for the year. The minimum is 1 and the maximum is 52. The value cannot be 0, if the equipment did not operate, please note it in the **Comments**.
5. **% of Operations (Dec – Feb)**
    a. The percentage amount the equipment ran per quarter. The minimum is 0% and the maximum is 100%. **The total of all % of Operations must equal 0% or 100% for the year.**
6. **% of Operations (Mar – May)**
    a. The percentage amount the equipment ran per quarter. The minimum is 0% and the maximum is 100%. **The total of all % of Operations must equal 0% or 100% for the year.**

7. **% of Operations (Jun – Aug)**
   a. The percentage amount the equipment ran per quarter. The minimum is 0% and the maximum is 100%. **The total of all % of Operations must equal 0% or 100% for the year.**
8. **% of Operations (Sep – Nov)**
   a. The percentage amount the equipment ran per quarter. The minimum is 0% and the maximum is 100%. **The total of all % of Operations must equal 0% or 100% for the year.**
9. **Comments**
   a. Comments indicate equipment that has been changed, removed, or did not operate at the facility.
10. Please check the whole page by using the scroll bar on the far right side of the screen and check for multiple pages of data within the tab.
    a. Move to the next page by clicking the "**Next Page**" button. The user will be prompted to save any changes made before leaving the page.
11. Click "**Update Screen**" at the bottom of the page to save the information on the page and click the "**OK**" button from the pop-up window.
    a. If the user needs to update this information before submitting it to DEP, the user can edit the information and click the "**OK**" button from the pop-up window

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*Note: If the equipment ran evenly through the entire year, please make the **% of Operations** 25% each. If one of the **% of Operations** is listed as 100% usage, then the rest should automatically be 0%. The **% of Operations** should be the same as the amounts submitted on the Semi-Annual and Annual Monitoring Reports.*

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5. The next red tab is the "**Stack**" page (the sixth *red* tab from the left)
   This page will show multiple fields of information about the most up-to-date equipment stack parameters within the DAQ Emissions Inventory system. Stack parameters are *required* for existing physical stacks at the facility. The blocks highlighted in pale yellow are the fields where information may be updated.

1. **Height (ft)**
   a. The height of the stack for the equipment. This value cannot be 0 nor left blank.
2. **Diameter (ft)**
   a. The diameter of the stack for the equipment. This value cannot be 0 nor left blank.
3. **Flow Rate (actual ft^3/min – ACFM)**
   a. The flow rate in ACFM of the output of gas from the stack. This value cannot be 0 nor left blank.
4. **Exit Temperature (°F)**
   a. The temperature of the output of the gas exiting the stack. This value cannot be 0 nor left blank.
5. **Comments**
   a. Comments indicate equipment that has been changed, removed, or did not operate at the facility.
6. Please check the whole page by using the scroll bar on the far right side of the screen and check for multiple pages of data within the tab.
   a. Move to the next page by clicking the "**Next Page**" button. The user will be prompted to save any changes made before leaving the page.
7. Click "**Update Screen**" at the bottom of the page to save the information on the page and click the "**OK**" button from the pop-up window.
   a. If the user needs to update this information before submitting it to DEP, the user can edit the information and click the "**OK**" button from the pop-up window

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*Note 1: If the user believes that a piece of equipment should not have a Stack and instead be listed as Fugitive, please make a note in the **Comments** section for that equipment. A DAQ Emissions Inventory staff member will reach out regarding this comment.*

*Note 2: If the user makes changes to either the **Diameter** and/or **Flow Rate**, the **Velocity** will auto recalculate.*

Note 3: The Stack information provided on the DAQ Emissions Survey should also be provided on Air Quality Permit applications for the facility.

6. The next red tab is the "**Fugitive**" page (the last *red* tab from the left)
   This page will show multiple fields of information about the most up-to-date equipment fugitive parameters within the DAQ Emissions Inventory system. Fugitive parameters are *required* for all equipment **without** a physical stack at the facility. The blocks highlighted in pale yellow are the fields where information may be updated.

1. **Height**
   a. The height of the plume, vent, or virtual stack. This value cannot be 0 nor left blank.
2. **Exit Temperature (°F)**
   a. The temperature of the output of gas from the plume, vent, or virtual stack. This value cannot be 0 nor left blank.
3. **Comments**

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       a. Comments indicate equipment that has been changed, removed, or did not operate the facility.

4. Please check the whole page by using the scroll bar on the far right side of the screen and check for multiple pages of data within the tab.
       a. Move to the next page by clicking the "**Next Page**" button. The user will be prompted to save any changes made before leaving the page.

5. Click "**Update Screen**" at the bottom of the page to save the information on the page and click the "**OK**" button from the pop-up window.
       a. If the user needs to update this information before submitting it to DEP, the user can edit the information and click the "**OK**" button from the pop-up window

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*Note 1: If the user believes that a piece of equipment should not be a Fugitive and instead has a physical Stack, please make a note in the **Comments** section for that equipment. A DAQ Emissions Inventory staff member will reach out regarding this comment.*

Note 2: Fugitive parameters are also known as "plume", "vent", or "virtual stack".

Note 2: The Fugitive information provided on the DAQ Emissions Survey should also be provided on Air Quality Permit applications for the facility.

Section 3: Finalizing and Submitting the DAQ Emissions Survey (formerly "DAQ Web Survey")

After filling out the DAQ Emissions Survey, please select the red "**DAQ Survey Home**" tab (the first *red* tab on the left). This tab will have multiple available reports, as well as the submission button.

All of the reports are downloadable as PDF files and DAQ *highly* suggests downloading these reports to keep on file.
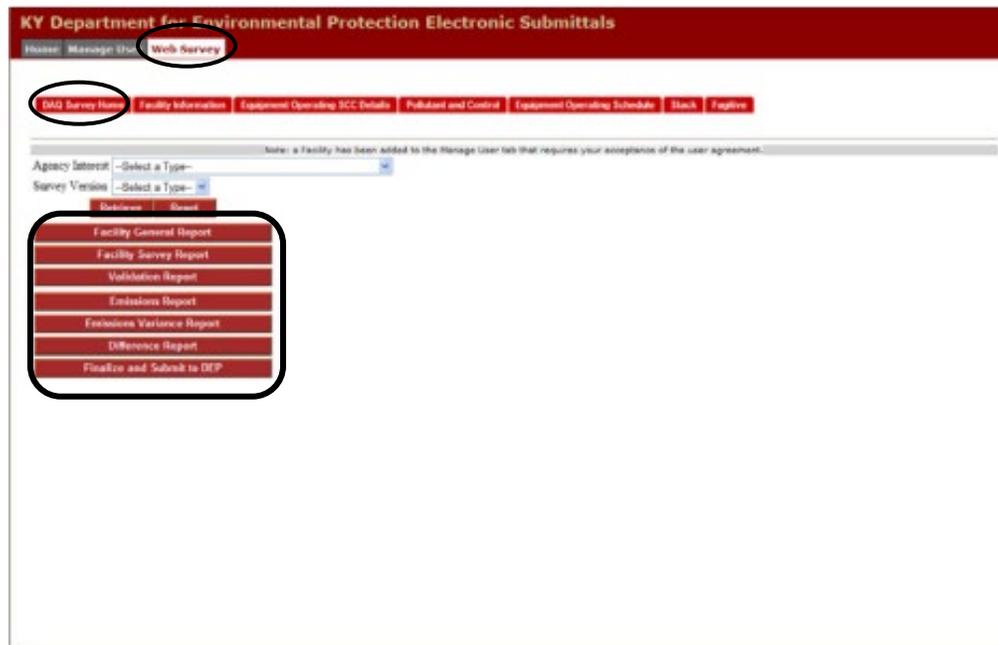
1. **Facility General Report**
   a. A report that will show the facility information within the DAQ Emissions Inventory system. The information should reflect a combination of a recently *issued* Air Quality Permit and the prior submitted DAQ Emissions Survey data. Including information such as Facility Name, Facility Address, Facility Contact, Air Program Codes, SICs, NAICs, Facility Wide and Equipment Pollutants and Emission Data, Operating Schedules, Construction Dates, Record Dates, Equipment and Process Information, Process Unit Pollutants and Emission Data, and Stack or Fugitive Information.
2. **Facility Survey Report**
   a. A report that will show the Facility Name, Facility Address, Facility Contact, Operating Schedule Information, Equipment Information, Stack or Fugitive Information, and Process Units. This form is only a reference for the user.
3. **Validation Report**
   a. A *very* helpful error report that should be blank when it is opened via PDF. If the Validation Report is not blank, the user is instantly aware of any errors that will not allow the user to finalize and submit the DAQ Emissions Survey. **Please check over this report before submitting it.**

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4. **Emissions Report**
   a. A report that allows the user to see the total actual emissions, facility-wide and per equipment, based on the current DAQ Emissions Survey submitted values. Actual Emissions are always in the unit Tons per Year (tpy).

5. **Emissions Variance Report**
   a. A report that allows the user to see the comparison of the facility-wide pollutant emissions with the Chemical Abstracts Service (CAS) number from the prior submitted and current DAQ Emissions Survey and the percentage of change. A large percentage increase or decrease may indicate an incorrect value reported on the current DAQ Emissions Survey.

6. **Difference Report**
   a. A report that allows the user to see the comparison of Annual Throughputs plus comments and other possible changes made on the current DAQ Emissions Survey, such as Stack or Fugitive information, Emission Factors, Operating Schedules, etc.

7. **Finalize and Submit to DEP**
   a. After downloading the documents for facility records, and any updates or corrections that have been made, the DAQ Emissions Survey needs to be submitted to DEP by the Survey Due Date. Make sure to click the "**Finalize and Submit to DEP**" button and *wait* for a certification statement to pop up on the screen.
      i. To Cancel the Submission, click Cancel
      ii. To Continue with the Submission, click OK
      iii. **DO NOT** exit the webpage until you receive the confirmation message that the survey was successfully submitted.

The DAQ Emissions Survey has now been sent to DEP and a DAQ Emissions Inventory staff member will be assigned to review the submitted data. If any additional information is needed from the facility, the assigned DAQ Emissions Inventory staff member will reach out.

The submitted survey may be Accepted or Rejected by the determination of the DAQ Emissions Inventory staff member. An email will be sent to the user if the survey is Rejected. When the survey is Accepted, the status of the accepted Survey Version will change to "**Accepted by DEP**" and the accepted Survey Version will only be available for viewing by the user.

After the Survey Review is complete, which is different than Accepting the submission, an email will be sent to the user. A final copy of the "**Facility General Report**" will be available for download, containing the submitted DAQ Emissions Survey values. DAQ *highly* suggests downloading this report to keep on file.

Note 1: The Facility General Report may not match the most recent permitting action submitted to DAQ. The DAQ Emissions Inventory staff does their best to keep the system as most up-to-date as timing and reviews allow. Please note that the system is updated as permits are issued, not submitted.

Note 2: *If the user needs additional DAQ Emissions Survey documents, such as Facility General Reports for the last three years, please contact the DAQ Emissions Inventory staff.*

Note 3: *Actual Emissions are calculated based on the Annual Throughput, Emission Factor, and Actual Control Efficiency % of the current DAQ Emissions Survey. If the equipment has Ash or Sulfur Content, that value will also be used for calculating the Actual Emissions.*

Note 4: *Title V Potential (tpy) and Maximum Potential (tpy) are calculated based on the Hourly Operating Rate, Maximum Operating Hours, Emission Factors, and Potential Control Efficiency % of the equipment. The above values used to calculate these emissions are all provided via the facility on Air Quality Permit applications or via the DAQ Emissions Survey.*

Note 5: *The Survey Due Date is present on the ePotral Home Page under "News and Features" and on the Survey Letter notification that is mailed out. Not submitting by the Survey Due Date may result in a Notice of Violation (NOV).*

Note 6: *If the DAQ Emissions Survey is Rejected, a note will be present within the email, explaining the reason for Rejection. The user will need to log back onto the ePortal webpage and make the corrections under the new Survey Version. The new Survey Version will have the status of "In-Progress" while the Rejected Survey Version will have the status of "Reject".*

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