

ePortal DAQ Emissions Survey (formerly “DAQ Web Survey”) FAQ

This document will focus on the frequently asked Emissions Survey questions to help users better understand the Emissions Survey.

If you have further questions, please contact the DAQ Emissions Inventory staff. Contact information can be found here: [Kentucky Emissions Inventory - Kentucky Energy and Environment Cabinet](#)

The ePortal in question is the following link:

[KY Department for Environmental Protection Electronic Submittals](#)

How do I submit the Emissions Survey?

Visit the [KY Dept of Environmental Protection Electronic Submittals](#) webpage. Select “**User Help**” in the right-hand corner of the page, then select the “**Instructions for Filling out the Annual DAQ Emissions Survey**” document.

How do I register on the site?

Visit the [KY Dept of Environmental Protection Electronic Submittals](#) webpage. Select “**User Help**” in the right-hand corner of the page, then select the “**Instructions to Register an Account for the DAQ Emissions Survey**” document.

I registered on the site and logged in, but I need help pulling up my AI ID/Facility to submit my emissions survey.

When registering, you must ensure you “**Accept Responsibility**” for the Facility. You will need to go to the “**Manage User**” tab and select “**Accept**” for responsibility for the facility (or facilities) to be able to submit the emission survey.

What is the Emissions Survey?

The Emissions Survey is a report to track emissions from facilities within the state. Division for Air Quality (DAQ) and Emissions Inventory Section (EIS) developed the Emissions Survey program to assist the KY Air Emissions Inventory in reviewing the prior year’s emissions to ensure the facility complies with its permit. The user needs to fill out the survey on ePortal.

Information to be submitted includes:

- Facility Information (e.g., facility name, facility contact)
- Equipment Operating Details (e.g., equipment descriptions, annual throughputs)
- Pollutant and Controls (e.g., Emission Factors, Control Efficiencies (percentage))
- Equipment Operating Schedule (e.g., Hours/Day, % Operating per Quarter)
- Stack Information (e.g., Diameter, Flow Rate)
- Fugitive Information (e.g., Height, Exit Temperature)

I already submitted my Annual/Semi-Annual Compliance/Monitoring Reports.

Great! We are happy you are staying on top of compliance reports; however, the Emissions Survey is different from these reports.

What are the Annual/Semi-Annual Compliance/Monitoring Reports?

Air Quality Permits contain a requirement, which summarizes reports of all monitoring, required by the permit, to be submitted to the Regional Office listed on the front of the permit. These reports are to be post marked by July 30th and January 30th of each year, for the life of the permit. As long as the facility has an active permit, Semi-Annual Monitoring Reports are to be submitted even if the actual equipment permitted was not in the state during the reporting period.

The current year is 20XX (e.g., 2023); why am I not submitted information for the current year?

Only data from the corresponding survey date within the Survey Document year is required (e.g. for the current year submittal, the information submitted will be for the previous year (when submitting in 2023, the information will be regarding 2022)).

I have my data ready but cannot log onto ePortal.

If it is before March 31st, there is a chance that the portal has yet to be opened for submittals. A way to know if the portal is open is if you have received the letter from EIS/DAQ stating that we are accepting the Emissions Survey. If it is later in the year, after March 31st, it may be an issue regarding your User Information. You can always email DEPTempoSA@ky.gov for assistance with logging in.

I am a consultant for the company, but I need help getting my User Information.

Due to liabilities, we can only accept Users who have emails associated with the facility submitting the survey. However, if you have an Air Permit Contact, they can create a User ID and inform the consultant of the logon information regarding the Emissions Survey.

I filled out my Emissions Survey but received an email from DAQ asking me to submit the information.

After filling out the Emissions Survey (certain boxes need to have a value present to check that, select "Validation Report," and if it comes up blank, no values are missing. However, if there is information in that document, you will need to check where the data is missing/incorrect) you must click "Finalize and Submit to DEP" for EIS to receive the information. Please wait for the information to finish processing, leaving the screen too early prevents the data transfer.

I have submitted my Emissions Survey, EIS accepted and completed the survey, and I just received my Acknowledgement Checklist. However, when I open ePortal and compare the Facility General Report to the Acknowledgement Checklist, the values do not match; how did this happen?

The Facility General Report will always have the previous information entered (the prior year's information). Meaning the information will not match between the two documents. This is due to a statewide recalculation our system conducts to generate the Acknowledgement Checklists. After receiving the email that EIS has completed the Emissions Survey (not accepted but completed), we suggest you email Gregory "Dane" Ison (gregory.ison@ky.gov) to receive a copy of the new Facility General Report, and an EIS staff member will reach out. Another way to tell if the Facility General Report has the prior year or current year data is to look at the "Record Date" on the first page. If that Record Date has the same year as the current year (e.g., the current year is 2023, and the Record Date reads "2023/01"), then that is the most recently submitted information. If the Record Date has the prior year (e.g., the current year is 2023, and the Record Date reads "2022/01"), that is the last year's information.

I updated the Facility Contact in the Emissions Survey, but it does not match the Facility General Report.

The information will be updated within our system, possibly outside EIS's survey completion. Again, we apologize for the inconvenience; please email Samantha Hoffman (samantha.hoffman@ky.gov) if this has occurred.

My Emissions Survey was rejected; what does that mean?

Generally, this happens if a lot of information within the Emissions Survey needs to be reviewed, not just a few lines of data. With the rejection comes an explanation from EIS; please check that explanation. If you need further clarification, please email DEPTempoSA@ky.gov for assistance.

The Emissions Survey has equipment present that is no longer at the facility; why is it still there?

EIS apologizes if you run into this issue. We do our best from October to March to review the many permits issued to ensure our system is current for the Emissions Survey. However, sometimes we are only able to check some Permits issued. If the equipment is no longer at the facility and was not operated during the Emissions Survey year, then you can enter zero for the Annual Throughput. Also, please comment, "Equipment removed via permitting action (APE20XX000X)."

The Emissions Survey is missing equipment at the facility; why is it not there?

The survey is a snapshot of the data in our system from when the Survey document is created. Since this issue is the fault of EIS, you will not need to report any missing equipment from the Emissions Survey. If equipment is missing, please contact Gregory “Dane” Ison (gregory.ison@ky.gov) and an EIS staff member will reach out. If the equipment is brand new and not previously mentioned on other permits, you must contact your Permit Writer.

I completed an Emissions Survey but am still waiting for a bill/invoice for my facility.

DAQ only submits bills to facilities that are:

Major State Plant Classifications with emissions greater than zero tons per year with actual emissions of either PM10, NO2, SO2, or VOC and are not closed.

Minor State Plant Classifications with applicable federal regulation (NSPS, NESHAP, MACT) with emissions greater than zero tons per year with actual emissions of either PM10, NO2, SO2, or VOC are not closed and have greater than or equal to 10 tons per year of actual or potential to emit emissions of either PM10, NO2, SO2, CO, or VOC.

I requested an SCC (Source Classification Code) update on the Emissions Survey, but EIS did not accept it.

EIS can update SCCs if the units are the same between the two codes (e.g., tons/year to tons/year). However, if the SCC units differ (e.g., tons/year to gallons/year), EIS cannot update the SCC due to additional changes that the facility's Permit Writer must accept. If you want to change the equipment units at the facility, please contact your Permit Writer.

I don't know who my Permit Writer is.

Please email Gregory “Dane” Ison (Gregory.ison@ky.gov) and inform him you don't know the name or contact information of your facility's Permit Writer. An EIS staff member will reach out.

My facility is a Registered Source; why must I submit an Emissions Survey?

Sometimes, our system pulls Registered Sources to submit an Emissions Survey. This is because the source has an applicable federal regulation (NSPS, NESHAP, MACT) or the facility is located in a non-attainment area, or EIS needs to submit the National Emissions Inventory (NEI) to the Environmental Protection Agency (EPA), and additional information regarding the state's emissions are required. If you are a registered source, do not have an applicable federal regulation, are located in an attainment area, and are being surveyed, please contact Gregory “Dane” Ison (gregory.ison@ky.gov) and an EIS staff member will reach out.

I reviewed my information within the documents available on the ePortal, but they don't have the updated information present.

Prior to submitting the current data to DEP, the information within the Facility General Report will pull the information currently present in our system, which tends to be the previously submitted Emissions Survey data. If you want to check your values, you can either click between the tabs (Equipment Operating SCC Details, Pollutant and Control, Equipment Operating Schedule, Stack, Fugitive) or open the "Difference Report" to check the values before submitting to DEP.

What do I do if a pollutant is missing from a piece of equipment?

Leave a comment for the associated equipment in the "Equipment Operating SCC Details" tab or contact Gregory "Dane" Ison (gregory.ison@ky.gov) and an EIS staff member will reach out.

What do I do if a pollutant should not be associated with a piece of equipment?

Leave a comment by the pollutant in the "Pollutant and Control" tab and set the emission factor to zero.

What is a throughput?

The throughput varies from process to process, but it is generally a tracked resource being input into the equipment. For example, the throughput for an engine or boiler is the amount of fuel. Throughputs need to be submitted in the SCC units listed in the survey.

What is an emission factor?

The emission factor is a value that helps to calculate the emissions released. The unit for an emission factor is in lbs/scc units. The emission factors within the survey are associated with permitting actions for and applications from the facility. When the emission factor is multiplied by the throughput and subtracted from the control efficiency using the equation $(1 - \text{control efficiency} (\%))$, the output is pounds of pollutant for the associated equipment.

I filled out the Emissions Survey, why can't I submit?

Please open the "Validation Report" under the facility. The report should be empty. If it is not empty, you will need to fill in the information listed in the report. If you do not know how to fill in the missing information, then contact Gregory "Dane" Ison (gregory.ison@ky.gov) and an EIS staff member will reach out.

How do I see the report for a previous year?

The facility general report contains data from the prior survey. If you need data from other years, please contact Gregory "Dane" Ison (gregory.ison@ky.gov) and an EIS staff member will reach out.

What is supplemental information? Where do I send supplemental information?

Supplemental information is information to assist in specific change requests made by the facility. These changes include emission factors, controls changes, and stack information. Please email the information to Gregory "Dane" Ison (gregory.ison@ky.gov) and an EIS staff member will reach out.

Can you help me reset my password?

Yes, please email either Gregory “Dane” Ison (gregory.ison@ky.gov) or DEPTempoSA@ky.gov for assistance. Or choose “**Forgot Password**” on the ePortal Home Page.

I was surveyed last year, so why wasn't I surveyed this year?

Only Major Sources are surveyed each year. Sometimes Minor Sources and Registered Sources will not be surveyed. If you want to know if you will be surveyed, wait for the Survey Notification mailed out by EIS. If you do not receive a Survey Notification, you can contact Gregory “Dane” Ison (gregory.ison@ky.gov) to make sure you should not be surveyed.