



TO: Owners/Operators of Air Contaminant Emission Sources

DATE: February 25, 2019

RE: State and Local Emissions Inventory System (SLEIS)

The Nebraska Department of Environmental Quality is transitioning to a new online air emissions inventory submittal process. The new inventory program is called SLEIS (State and Local Emissions Inventory System) and is currently used by many state and local agencies across the nation. Facilities will now be able to directly enter their emissions data online and make their annual submittals to the Department to satisfy reporting requirements. **Use of the system is voluntary for the current 2018 reporting period**; however, the use of SLEIS will be required in the future.

To view the guidance regarding the new online system, go to <http://deq.ne.gov/publica.nsf/pages/19-003>. To use the new online system, go to the SLEIS home page, <https://ndeqsleis.nebraska.gov/>.

Facility users of the new system should at this time get registered and setup passwords even if you are not using the new program this year. The Department encourages facilities to give the new system a try and there will be SLEIS training opportunities in the coming months, so please watch for those announcements. If you do decide to give SLEIS a try, please contact me at dave.L.brown@nebraska.gov and I can activate your SLEIS account once your registration is complete. Again, the use of SLEIS for your emissions inventory submittal this year is voluntary.

The first step to use the online SLEIS system is for users to establish a password and register the individuals at their facility that will be using the system. Only registered users will be able to access SLEIS. To register your facility users, please visit the Department's website at <http://deq.ne.gov/> and go to the Air Emission Inventory page at <http://deq.ne.gov/NDEQProg.nsf/OnWeb/AirEM>. This page contains links to the SLEIS home page, <https://ndeqsleis.nebraska.gov/>, and to an SLEIS Users Guide, <http://deq.ne.gov/publica.nsf/pages/19-003>.

On the home page of SLEIS you will find a link to the registration form. Each facility user must complete a separate registration form and mail it back to the Department. New user applicants will then be e-mailed a link to set up their SLEIS password and gain access to the application. Please note, some users will need access to the SLEIS application for more than one facility. For those users, please include on the registration form a complete listing of all facilities each user will be associated with. Separate registration forms may be needed if an individual user has different user roles at multiple

facilities. If your facility is using the services of a consultant, you will need to send an e-mail to ndeq.sleis@nebraska.gov and inform the Department of the individuals that you are approving to have access to your SLEIS emissions data. Consultants will be able to edit your information, but a facility representative will be required to submit your report to the Department.

The initial configuration of your facility within SLEIS is very important and may require some work for the first submittal. Once configured, your facility template will typically remain unchanged for the most part, making future submittals much easier. With training not yet available, SLEIS would be best navigated by experienced users. However, a guidance document is available to help you enter your data into SLEIS and the program itself does offer help fields on all of the inputs to help guide users as well. This guidance is located at <http://deq.ne.gov/publica.nsf/pages/19-003>.

Some facility, stack, control equipment, and emission unit information has been preloaded into your initial account. First time users will probably find that the stack, control measure, and emission unit identifiers need to be changed to descriptions that best describe the units currently being used. If applicable, all unit identifiers must be labeled to match the identifiers noted in your permits. Permit unit identifiers are typically EP (emission point) numbers in your permit (e.g. EP-42 Engine 3; CE-14 Oxidation Catalyst; EU-3 Pump Engine#3).

For facilities seeking confidential submittals, please visit the Department's website and complete the new Confidentiality Request form, <http://deq.ne.gov/Publica.nsf/pages/18-031>, and provide any supporting documentation that is required. This process has now changed, the instructions and request form can be found by following the links Publications & Forms>Agency>Applications & Forms.

The Department will continue to inventory all Class I major and Class II synthetic minor sources each year. Lower emitting sources such as those classified as Low Emitters and No Permit Required will continue to be required to submit inventories once every three years. All facility users should complete a SLEIS registration at this time, even though they may not have been selected to complete an inventory for the current reporting year.

The Department is very excited to make available the new online SLEIS reporting system and looks forward to working with each of you as we continue to look for ways to make the emissions reporting process easier. If you have any questions or need assistance with your emissions inventory report, please contact me at (402) 471-3389 or send email to dave.L.brown@nebraska.gov.

Sincerely,

David Brown
Program Specialist
Compliance Section