DEPARTMENT OF
ECOLOGY
State of Washington

Washington Emissions Inventory Reporting System User Manual

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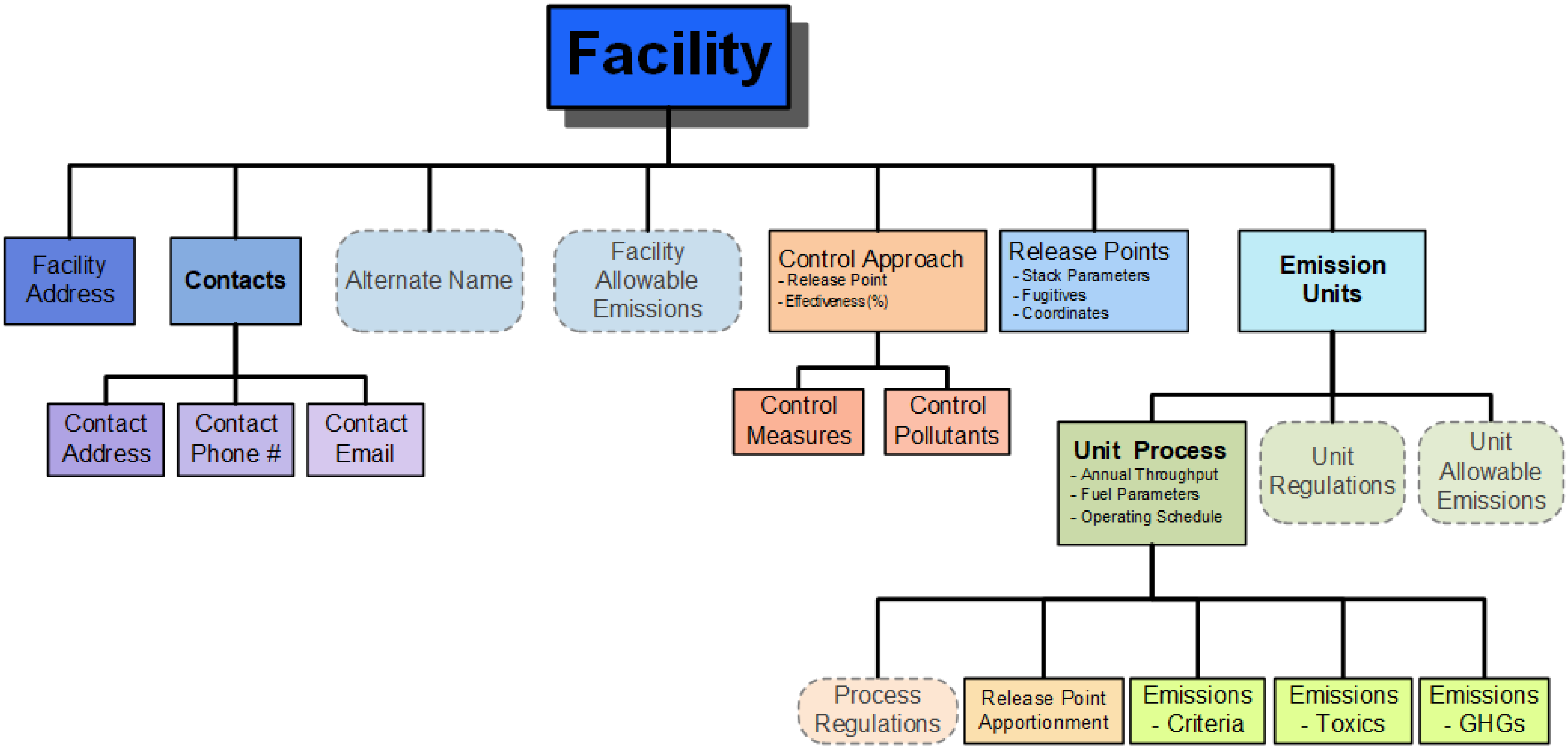

Figure 1 – WEIRS Data Hierarchy

Contents

This document includes quick jump navigation. Navigate directly to the page by clicking CTRL + click on the chapter heading or page number in the Table of Contents.

To ask for ADA accommodation, email farren.thorpe@ecy.wa.gov or call 360-407-7658, 711 (relay service), or 877-833-6341 (TTY).

Chapter 1 – Introduction

The Washington Emissions Inventory Reporting System (WEIRS) is an application for facility (point source) emissions information. WEIRS was developed by Information Technology (IT) staff, in conjunction with the Emissions Inventory (EI) business experts, within the Washington State Department of Ecology for the purpose of meeting state and federal emissions inventory reporting and data handling requirements.

Major facilities in the jurisdiction of an Ecology regional office or section report directly to WEIRS. Facilities in the jurisdiction of a local clean air agency (locals) may or may not report directly to WEIRS. The locals have the authority to determine which facilities will have direct access to the system for review/editing. The following locals currently report to WEIRS: Northwest Clean Air Agency, Yakima Regional Clean Air Agency, Spokane Regional Clean Air Agency, and Benton Clean Air Agency.

WEIRS complies with EPA's Cross-Media Electronic Reporting Rule (CROMERR). CROMERR establishes technology-neutral, performance-based standards for information systems that receive reports and other documents electronically under their EPA-authorized programs. The standards provide electronic submittals with the same level of legal dependability as the corresponding paper submittals.

Users are asked to review and input their emissions inventories using WEIRS. When finalized, the data is submitted to EPA.

Chapter 2 – WEIRS Access

General information about WEIRS can be found on Ecology's website at https://ecology.wa.gov/Regulations-Permits/Reporting-requirements/Air-quality-emissions-reporting/Emissions-inventory.

Users of WEIRS will be granted rights in each environment, but separate user accounts are required.

Internal access to WEIRS is available from any physical location by the intranet for Ecology staff users logged into the state system through their Active Directory login (including VPN).

External access to WEIRS is available through Secure Access Washington (SAW). The training version of WEIRS is accessed through "Test" SAW, which requires its own separate account. For instructions about how to set up SAW and "Test" SAW accounts, see Chapter 2.

WEIRS Links for User Training (Test)

- External access: https://test-secureaccess.wa.gov
- Ecology staff access: http://ecyaptestaq/aqportal/weird/

WEIRS Links for Official Reporting (Production)

- External access: https://secureaccess.wa.gov/
- Ecology staff access: http://ecyapaq/aqportal/weird/

User Types

There are three user types in WEIRS: New user, facility, and agency. After creating a new account, users will be set as "new user." Once a new user applicant has been verified, Ecology staff will change their user type to "facility" or "agency" as appropriate. Agency users will typically be assigned to multiple facilities, while facility users will typically be assigned to a single facility. More WEIRS reports are available to agency users.

User Roles

Most available user capabilities within WEIRS are controlled by the user role. New users will typically start as "data view" and then be reassigned to the appropriate role by a system administrator once their account has been verified. The user roles are:

Data view: User is able to edit their personal contact information and view information about the facilities they are associated with. Reports are not available.

Data entry: User is able to edit:

- their personal contact information
- edit data for facilities they are associated with

Data signer: User is able to edit:

- their personal information
- edit data for facilities they are associated with
- sign/certify data during the official submittal process

No access: User access to the system is disabled.

User roles are assigned at both the application and facility level. For instance, a user may have a data entry role within the WEIRS system, but only have a data view role for a specific facility.

User Status

First-time users will automatically have their user status set as "new user," which provides no access to the system components. Once a user's application is verified, a system administrator will change the user status to "active," which allows access to the system. Users with a status of "inactive" will get an error when attempting to use WEIRS and will not have any system access.

Chapter 3 – Creating Your Account

SAW is for users outside of the state intranet. If you are accessing WEIRS from within the state intranet, this chapter will not apply to you.

There are two versions of WEIRS: One for training purposes and one for official reporting. You need two separate accounts to get to those separate applications, but you can use the same credentials.

To access the **Training/Test** version, use test-SAW: https://test-secureaccess.wa.gov/
To access the **Official/Production** version, use SAW: https://secureaccess.wa.gov/

If you need an account in both systems, you will need to do this entire process separately for each system. The welcome banner is gold in the training version and green in the production version.

Steps To Create a SAW Account

1. Create an account by clicking the "Sign Up" button.
2. Enter your name, email, username, and password.
3. Check the "I'm not a robot" box.
   a. Follow the instructions in the verification pop-up and click Verify when finished selecting the pictures. If you do not choose all the correct pictures, you will be given another chance. Once all the correct pictures are chosen, you will get a verification on the screen.
4. Click the "Submit" button. After clicking on the "Submit" button, check your email for an activation link.
5. Open the "Welcome to SecureAccess Washington" email and click on the activation link.
6. Your SAW account is now activated. Click the "Login" button and log in.

Steps To Register for the AQ Portal

1. Once logged into SAW, click the "Add a New Service" button. The button will be red if you do not have any services or green if you have previously registered for a state service. If you are using a small screen or are zoomed on a larger screen, the information will be arranged to fit your screen.
2. Click on the "browse list" icon and choose the Department of Ecology.
3. Find the "Air Quality Application Portal" (for Production) or "Air Quality Application Portal Test" (for Training) – depending on which system you are accessing. Click on "apply."
   a. Approval for the Portal is automatic. However, there is a bug that sometimes says your request is "pending." If this occurs, cancel your request and try again.
4. Click "OK" on the registration confirmation pop-up screen. You will also receive a confirmation email with subject line "SecureAccess Washington: Access Approved."
5. The next screen will show you a list of your services. Click on the "Air Quality Application Portal." If you are viewing the Services page on a smaller screen, click the "Access" button since the name is not a link.
   a. Do not click the action "Remove" link to the far right unless you will never need to use any Air Quality services again (including permitting, greenhouse gases, etc.).
6. Click on "Continue" on the Now Accessing page to enter the Portal.

7. The first time you enter the Portal, you must register with your name, address, phone number, and email. Click “Submit” after entering the required information.

Steps To Access WEIRS For the First Time

1. After registering for the AQ Portal, click the “Add” button for the Washington Emissions Inventory Reporting System.
2. Approval for WEIRS is pending and you can close your browser.
3. Ecology staff will receive an email that you have registered for WEIRS. You will be sent an email asking for information about your permitting agency, requested user role, and the facilities you are requesting access to.
4. When the information has been verified with your permitting agency, you will be granted access to WEIRS and be notified by an automated email.
5. After receiving the approval email, log into SAW. If you get an “Access Denied” screen, just click on “Close” and continue.
6. Select the “Air Quality Application Portal” and click on the "Go To WEIRS" badge.
   Or you can click on "Your Applications" at the top of the page and click the “Go” button on the next screen.
7. The New User Introduction page for WEIRS will be shown. Click the “Continue” button at the bottom left of the screen to create your WEIRS account.
8. Fill out your user account information (name, address, phone, email).
9. Select the facilities you want access to. A green check appears next to the facilities you have selected. Click “Done” when finished.
10. The web page will notify you that your application is complete. You can exit the registration process by closing your browser. You will be sent an email when your permissions have been set and you have access to your facilities in WEIRS.

Chapter 4 – User Account Support

SAW Accounts

Access problem

If you cannot log in or get kicked out of the system, notify emissions inventory staff at AQWEIRSrequest@ecy.wa.gov. Include as much information as you can about the problem and what you were doing when the problem occurred. Attach a screenshot to the email, if possible.

Forgot your User ID and/or password

SAW allows you to easily retrieve your User ID with a link on the main page of SAW.

Password maintenance

SAW security integrity is ensured through a periodic automatic expiration of your password. This will occur every 24 months or 13 months depending on application access. If your password has expired, use the "Forgot your password" link on the main page of SAW to reset your password.

Account management

When logged into SAW, you can change your email, name, and password using the Account tab. You can also delete your account.

Get help

The "Get Help" button helps you retrieve your username and get help from staff.

Expired SAW account and connection to WEIRS

SAW accounts expire after two years of inactivity. You will receive an automated email before your account expires notifying you that the account will be deleted unless there is some activity. Unless Ecology has been notified to delete your WEIRS account, your WEIRS account will still exist. If you still need to access WEIRS, take these steps to access your current WEIRS account:

1. Create a new SAW account using the same User ID as the expired account. Contact Ecology if you do not remember your User ID. (This is so WEIRS "recognizes" you.)
2. After creating the SAW account and activating the account via the link in the SAW confirmation email, choose "Add a New Service" and choose the Air Quality Portal.
3. You should have access now with all the same WEIRS rights and responsibilities as before.

CROMERR Accounts

Who needs a CROMERR account

Users that will be electronically signing and certifying the inventory submission (Data Signers) must sign up for a Cross Media Electronic Reporting Rule (CROMERR) account. Users that will not be signing and certifying the inventory submission can skip this section. CROMERR accounts are not needed for training. Every Data Signer must complete, sign, and return the Electronic Signature Agreement that is automatically emailed to anyone registering for CROMERR.

Responsible officials and their designated representatives

Responsible Official is defined in WAC 173-401-200 (29). Responsible officials are Designated Representatives (DR) and typically have the role of Data Signer in WEIRS. Emissions inventory submissions must be signed and certified by the facility's responsible official unless they designate another person as an Alternate Designated Representative (ADR). A responsible official does not have to apply for a SAW or CROMERR account if they designate an ADR. However, the responsible official is liable for any data signed and certified by the ADR.

To designate an ADR, the Washington Emissions Inventory Reporting System: Notice of Signature Authority (WEIRS NOSA) form must be completed, signed by the responsible official and ADR(s), and returned to:

Washington State Department of Ecology
Attn: Emissions Inventory
Air Quality Program
P.O. Box 47600
Olympia, WA 98504-7600

Request the WEIRS NOSA form using the "Contact Us" button in WEIRS, or by emailing AQWEIRSrequest@ecy.wa.gov.

Steps to set up a CROMERR account for WEIRS

a. Click on the CROMERR sign-in from the drop-down CROMERR menu in WEIRS.
   If you already have a CROMERR account for reporting to Ecology for another program, you can use the login for that account here and skip to step 6.
2. Click "Create one**"** to create a CROMERR account.
3. Create a user name and password that you can remember and click "Submit New User." You can use the same password that you created for SAW. This information must be kept secure. Do not share your login information.
4. Follow the instructions to set up security questions. You cannot use the same answer for more than one question. Use answers that are real and can be remembered. These will be used to verify your identity each time you access your CROMERR account. Answers are case-sensitive. If you answer incorrectly three times, your account will be locked. Click "Continue."
5. Add your User Profile Information. Click "Submit User Profile Information."
   Your CROMERR account has been created. Click return.
6. You will be returned to the WEIRS CROMERR page. Click the "Home**"** menu item to return to the WEIRS home screen.
7. The electronic signature (CROMERR) account requires an original "wet ink" signature. You will receive a CROMERR confirmation email with an attached required signature document.
   a. If you have signed an Electronic Signature Account form (ESA) for another Ecology **Air Quality** application (eGGR, CARTS), you do not have to fill out another ESA. Email us to let us know that we already have an ESA on file.

   b. If you have an ESA for a non-Air Quality program (e.g., Turbowaste or PARIS), you must fill out an ESA for the Air Quality Program. If you do not receive the form by email after logging in to your existing CROMERR account from WEIRS, contact us and we will send you the form.

8. The Air Quality Electronic Signature Account form (ESA) must be printed, read, signed, and the original mailed to Ecology using the address on the form. Ecology will keep this signed form on file as verification of your signing authority.
9. When Ecology has received your signed ESA, your CROMERR account will be approved. You will then receive a final activation email. Click the link in the email to activate your CROMERR account.
   If you are using an existing CROMERR account, do not click the link in the activation email. It will generate an error screen. Instead, log into WEIRS through your SAW account.
10. When you sign in to SAW and launch WEIRS, you should see a page stating that your CROMERR account has been approved. If you receive that message, you can close the browser or click “Home**”** or **“**Next**”** to go to the WEIRS home page.
    If you see a message that your CROMERR account activation was not successful, let us know using the “Contact Us” link at the bottom of the page.

Chapter 5 – System Navigation

The WEIRS system consists of a detailed set of tables that allow emissions inventory data to be entered, stored, accessed, and edited by users with appropriate permissions. The same functionality can be found at all levels of the application, such as searching for, editing, or adding new records.

Main Menu Bar

Use the menu bar to navigate the system. The menu bar is located near the top of each page. Only the “Home” and “My Info” menu items open a new page when you click on them. All other menu items require users to hover the mouse cursor, then select an item that shows up below the menu item of interest. Items preceded by a blue square can be selected. Items without a blue square are for Ecology users only. The main menu bar includes the following:

- The “Home” link will return the user to the main page.
- The WEIRS user manual is available under “Documentation.”
- “My Info” will open the Edit Application User page that allows users to edit their contact details and view the facilities they have access to.
- The CROMERR item will allow users to sign into CROMERR when users are verifying a new account or signing emissions submittals.
- Facility Site has three options: Edit Facility, Review Facility, and Show Facility Site.
    - Edit Facility – the start of pages with all the facility information. From there, you can access everything about the facility, including emissions.
    - Review Facility – displays the same facility information as the Edit Facility page, but it can only be viewed. You cannot access or edit the actual fields in this screen, but there is an option within the review pages to jump to a facility screen that allows editing. This review page is a safe way to see all the facility information. It can be used to make sure all facility data has been incorporated correctly into the system.
    - Show Facility – displays the same facility information as the Review Facility page, plus an image of a lock that shows if records are unlocked for editing. Green means unlocked and red means locked. After a facility has signed/submitted their emissions data, this is the only usable option in the Facility Site menu.
- The Quick Reference page is a shortcut to access all facility items from one page: Release Points, Emissions Units, Unit Processes, Process Control Approaches, and Emissions. This is a great place to start editing the emissions for a new inventory year. Basic facility information can be accessed using the “Edit Facility” button at the bottom of the page.
- Geographic Coordinates is the only place you can alter extended data associated with the geographic coordinates. Two options are available: Show Facility Coordinates and Show Release Point Coordinates. More information is available in the Geographic Coordinates section.
- The reports available include: Activity Report, Agency Contact List, Agency Facility List, AOP Facility Contacts, Emissions Summary, Facility Form, Facility Form (New Facility), Facility Summary, Facility Agency, Facility Contact, Extract, Facility Contact X Agency, QA Facility,

Submittal Status, and User List. Depending on your user role, you will only have access to some of these reports. Report contents are available in Chapter 6.

WEIRS Navigation Tips

Search screens

Each search screen and tab list contains ways to limit the records viewed.

- "Search for" allows you to type the name or portion to return only records with those characters. Type at least three characters in the search box, then press Enter on your keyboard or click the "Go" button. The more characters entered, the more precise the return. If the record is different than the search text, you may miss the record you need.
- "Permitting Agency" limits the records to only those authorized by one agency. Single click in the field to activate the pulldown menu. Then single click on the agency. This same action works on any pulldown menu in a search screen.
- Left pointing arrows skip you to the previous page or the first page.
- Right pointing arrows skip you to the next page or the last page.
- Between the arrows, the page you are on is listed and can be changed. Type a number and hit the Enter key on the keyboard or the "Page" button to move to a different page.
- The number of items contained in the data set being searched is listed. Be aware of this number. Depending on the size of the list, you may need to use the arrows to see all items.
- The number of records shown in the list on this page can be edited. If you edit this number to be the same as the number of items contained, then all items will be shown on the same page. A large number of records may take more time to load and display.

Column sort

Search screens and tabs can be reordered by sorting the columns. By default, items are sorted alphabetically using the first column. Click the title of any other column to sort by that column. Multi-column sorts are not possible.

Open a record

Different screens offer different methods to access records. Generally, you will see an "Edit" icon and possibly a "View" icon next to each record in a search screen.

In the "Review" or "Show Facility Site" pages, you will only see the "View" icon and records cannot be edited in "View" mode. Once a record is open in "View" mode, all subsequent records will also only be in "View" mode. However, the Quick Reference page will appear as "View," but subsequently allow you to "Edit."

Selecting items from a list

Some items within WEIRS can only be filled in with a record from a defined list. These items are displayed as ** Please Select **. When clicked, the box will pop up a selection window that includes similar search and page navigation controls as the Search screens. However, users cannot control the number of items displayed in the pop-up screen. Once you click an item in the list, the selection is automatically made and the pop-up closes.

Some lists depend on the previous selection made. For example, before selecting a pollutant, the user must first specify a pollutant type. If the wrong pollutant type is specified, the desired pollutant will not show up as an item in the pop-up list.

Back button

For data integrity (and to keep the work you just completed), avoid using the back button on your browser. You will see "Save," "Save/Refresh," "Cancel," or "OK" buttons at the bottom of most pages. Use these buttons to navigate away from the page.

- Save saves the information on the page and returns you to the previous page.
- Save/Refresh saves the information on the page and stays on the same page.
- Cancel returns to the previous page without saving.

Finding records

Data within WEIRS can be found using Figure 1 – WEIRS Data Hierarchy where each branch below an item represents the tabs at the bottom of the page. For instance, if a user wanted to edit a control approach used by their facility, they would follow the hierarchy (keeping in mind that tabs are at the bottom of pages):

1. Start with Edit Facility Site page.
2. Choose the Emissions Units tab and Edit the unit of interest.
3. Choose the Unit Process tab and Edit the process of interest.
4. Choose the Control Approach tab and Edit the record of interest.

Alternatively, records can be found using the Quick Reference tool.

Report a problem

At the bottom of every WEIRS page is a "Contact Us" link to report issues to technical staff. "Contact Us" lets you report a bug, ask a question, request that a pollutant be added to the table, or make a suggestion. The "Contact Us" link will automatically open in a pop-up window. When the form has been successfully submitted, you will get a confirmation email.

If you are not in WEIRS or if you prefer not to use the "Contact Us" option, you can contact emissions inventory staff directly or email AQWEIRSrequest@ecy.wa.gov.

Chapter 6 – Facility Data

Facility data can be accessed in several ways. Move the cursor over the main menu bar to Facility Site. A drop-down menu will open up. On the drop-down menu, move the cursor down and click the first option, Edit Facility Site.

A list of all current facilities you have permissions for will be displayed. If the list is more than one page, you can search for the facility you wish to edit (see Search screens section), limit the list by permitting agency, or change the number of records displayed.

Locate your facility and open the record in "Edit" mode by clicking the notepad icon.

Edit Facility Site

Fields that can be edited (active) are indicated as a white box, which you can type in or select from a pop-up list (see Selecting items from a list section). Fields with pop-up lists say ** Please Select ** in the data entry box. Fields that cannot be edited (inactive) fields are shown in gray text on a white or gray background.

At the bottom of many pages will be a series of tabs which contain additional information for the topic that is showing (i.e., specific facility, unit, process, or contact).

Most facility information will be pre-populated from the previous emissions inventory year. Review and edit, or add data as necessary. Not all data fields are required. Required information is noted by a red asterisk (*).

The Source Number (aka Facility ID) is assigned by the permitting agency and should not be changed unless agreed upon by the permitting agency. A change here will be reflected in the Composite Site Code which is displayed at the top of each page identifying which facility is open. Historical records will be unchanged, so previous emission year's records will still be identified by the source number used at that time.

Facility Name can be changed, but include the former name in the Alternate Name tab.

Permitting Agency and County usually will not change for a facility. If the permitting agency does change, contact us. Only Ecology staff can change this.

Facility Category and the NAICS Code have pop-up lists and can be changed as necessary.

Operating Status shows whether the facility is operating or shut down. The Operating Status Year field is only used if the Facility Operating Status changes (e.g., when the facility is shut down). If the status is changed to Permanently or Temporarily Shut down, the year of shutdown should be added. Do not set the status to Shutdown unless it was inactive for the entire year.

Tribal Land is optional, but tribal authority should be selected when appropriate.

Ecology Facility Site ID is a unique ID used within a different Ecology-wide application that tracks all types of facilities for cross-program use. This is for Ecology staff use only.

Facility coordinates

Latitude, longitude, and reference point for the facility are required data. More coordinate data can be added as an option under the Geographic Coordinates heading on the main menu.

Edit facility site tabs

From the tabs along the bottom of the Facility page users can edit and add more details. Anything not indicated as required is optional. Click each tab (Facility Address, Contacts, Alternate Name, Facility Allowable Emissions, Release Points, Emissions Units, Control Approach) and update information, as needed.

Facility address

Every facility must have at least one location address. Other addresses belong in the contacts section. When entering the country, state, county, and city, start at the top (country) and work your way down. Each selection limits the choices in the following level. The preferred address check box should be checked since there can be only one location address.

Contacts

Every facility must have at least one contact. Click the contacts tab to review, edit, or add facility contacts. Review the contact information. The preferred name is automatically created (when the record is saved) based on the first and last name. The preferred name can be edited to reflect how this person would like to be addressed.

Each Contact page contains tabs for contact address, contact phone number, and contact email. Click through the tabs and edit any record that needs to be changed.

Each contact must have at least one address, phone number, and email. If there is more than one value for one of these, the user should check to see the “preferred” box is checked appropriately. Preferred address/phone/email does not mean which type of contact is preferred. It does mean which single record under each contact type (mail, phone, and email) is the preferred record for that contact type. There must be one address that is preferred, one phone number that is preferred, and one email that is preferred. There is also one person (facility contact) that is the preferred contact, even if there are many contacts recorded for the facility.

If more than one record is entered, only one record should be marked as the preferred. This distinction allows the system to select one person, address, phone, and email per facility when data is used for reports. The preferred record is indicated in each search table for facility contact, contact address, contact phone number, and contact email.

If a record other than the one indicated as preferred is the actual preferred record, open the actual preferred record in “Edit” mode, check the preferred contact box, and click “Save.” This check box only shows while open in “Edit” mode. On the Contacts tab of the Edit Facility page, click the “Add” icon to add a new facility contact.

Alternate name

Facilities can have more than one name. Alternate facility names are optional and are most often used to track the history of name/owner changes. To add an alternate name, from the Edit Facility page, click the Alternate Name tab. Then click the “Add” icon.

On the Add New Alternate Facility Name page, type the alternate name and select the type of name from the pop-up list (historical, legal, local, primary, or WA facility site database). If the alternate name type you need is not listed, contact us to have it added.

The effective date will automatically default to today’s date. This can be changed to a date in the past if necessary. End date is only used if this alternate name is no longer valid. After the required information is entered, click “Save” to return to the Edit Facility page.

Facility allowable emissions

Allowable emissions are optional, but requested. To enter allowables, from the Edit Facility page, select the Allowable Emissions tab and click the “Add” icon. Select the pollutant type, then the pollutant. Select the averaging period and if it is a rolling period, check the rolling period box. Enter the pollutant limit, then select the appropriate units from the pop-up list. If the desire units do not appear in the initial pop-up list, you can search or page forward to see other available choices. Users can also enter the allowable tons per year in the corresponding field. Click “Save” to return to the Edit Facility page.

Release Points

Add release point

A facility must have at least one release point. From the Edit Facility page, select the Release Point tab. Without selecting any existing records, single click the “Add” icon. Enter the release point ID and description. Select the release point type and operating status from each field’s pop-up list. Leave the operating year blank.

Stack or fugitive

Stacks missing height, diameter, temperature, flow rate, or velocity must be coded as fugitive. This should be noted in the comments block. Supply the missing information if possible, to avoid incorrect data for air quality modeling.

Enter as much stack or fugitive data as possible, paying attention to the units for each field label (i.e., ft., ^{o}F, and %). For both stack and fugitive, enter the optional fence line distance in the comments block.

Basic geographic coordinates must be entered for release points. Later, if the data is available, you can enter more detailed (optional) geographic data. Choose the geographic coordinates reference point (usually substance release point) and click “Save” to continue.

Edit release point

From the Edit Facility page, select the release point tab. Open the record to be edited with the “Edit” icon. Review and update the fields as needed. The previous emissions inventory has been loaded as a starting place for the new emission year.

The operating status field controls the operating year field. The operating year field is only used if the release point operating status changes (e.g., when the release point is shut down). When the status is changed to Permanently or Temporarily Shutdown, the year of shutdown should be added. A shutdown status change can only be recorded if the release point was shut down for the entire inventory year. If the release point's facility operating status is shutdown, you do not have to change the release point status to shutdown. WEIRS automatically assumes that the release point is shut down if the facility is shut down.

Stacks missing height, diameter, temperature, flow rate, or velocity must be coded as fugitive. This should be noted in the comments block. Fill in the missing information if possible, to avoid incorrect data for air quality modeling.

Continue to review and update all the release point data and fields, then click "Save."

Release point shutdown

Every release point, except those previously marked permanently shut down from the previous emissions inventory year, is copied for the current inventory year. This includes release points that changed operating status during the previous inventory year. A release point must remain in the system as operating if it was operating any time during the calendar year. Only when a release point has been other than operating for an entire inventory (calendar) year can its status be changed in the system.

If the operating status is changed, enter the operating status year. The year entered should be the current inventory year, even if the status change occurred during the previous inventory year. The following inventory year will include all records except those that changed to permanently shut down. If a release point is operating, the operating status year can be left blank, unless the status is being changed from shut down to operating. If a release point was shut down and is changed back to operating, update the status year first, then the operating status field, then click Save/Refresh.

If a release point was entered by mistake, contact us to delete the record.

Emissions Units

Add emissions unit

A facility must have at least one emissions unit**.** To add an emissions unit from the Edit Facility page, select the Emissions Units tab and click the "Add" icon. The Add New Emissions Unit page asks the user to enter a unique unit ID number and unit description. Select the unit type from the pop-up list. If the desired type does not appear in the initial pop-up list, you can search or page forward to see other available choices. New units are assumed to be operating and thus no status year should be entered. If a design capacity is entered, the units must be selected from the corresponding pop-up list.

After clicking "Save," the user will be taken to the Edit Emissions Unit page where they can add a unit process for the emissions unit.

Edit emissions unit

From the Edit Facility page, select the Emissions Units tab. Open a unit in "Edit" mode to edit as needed. Do not enter a status year unless the operating status is being changed. A shutdown status change can only be recorded if the unit was shut down for the entire inventory year. If the unit's facility operating status is set to shutdown, you do not have to update the unit status to shutdown. WEIRS automatically assumes that the unit is shut down if the facility it belongs to is shut down. Click "Save/Refresh." Note the three tabs (Unit Process, Unit Regulations, and Unit Allowable Emissions) at the bottom of the Edit Emissions Unit page. Review each of these tabs, providing data when possible. Skip ahead to review the three tabs.

Unit regulations

Unit regulations are optional. If a regulation pertains to all processes of the unit, then it should be added at the unit level. Regulations specific to a single process are added at the process level. From the Edit Emissions Unit page, select the Unit Regulations tab, then click the "Add" icon. In the Add Unit Regulations page, choose the desired regulatory code from the pop-up list. If the desired code does not appear in the initial pop-up list, you can search or page forward to see the other available choices. If the regulation selected is state, local, or tribal local regulations, then non-federal regulation description is required. After you are finished entering information, click the "Save" button. The system will then return to the Edit Emissions Unit page.

Unit allowable emissions

Unit allowable emissions are optional. Data is entered via the Unit Allowable Emissions tab. See the Facility Allowable Emissions section for more details about entering data.

Unit shutdown

Every unit, except those previously marked permanently shutdown, from the previous emission inventory year is copied for the current inventory year. This includes units that changed operating status during the previous inventory year. Units must remain in the system as "operating" if it was operating any time during the calendar year. Only when a unit has been other than "operating" for an entire inventory (calendar) year can its status be changed in the system.

If the operating status is changed, enter the operating status year. The year entered should be the current inventory year, even if the status change occurred during the previous inventory year. The following inventory year will include all records except those that changed to "permanently shutdown." If a unit is operating, the operating status year can be left blank, unless the status is being changed from shut down to operating. If a unit was shut down and is changed back to operating, update the status year first, then the operating status field, then click "Save/Refresh."

If a unit was entered by mistake and never actually existed, contact us to delete the record.

Unit Processes

Add unit process

An emissions unit must have at least one unit process. To add an emissions unit process from the Edit Emissions Unit page, select the Unit Process tab and click the "Add" icon. Enter a unique Process ID and an optional (but helpful) description. If this is an insignificant emissions unit, check the corresponding box. Enter a status year if this process shut down during this or a previous inventory year. SCC code levels must be selected top down. SCC fields are dependent on the previous level of SCC. Select SCC Level One from the corresponding pop-up list, then continue down the list and choose the SCC levels in order (top down). Enter any comments and check the Process Controlled box, if applicable. After all data is entered, click to open the Add New Reporting Period page. Select the operating type (routine, shutdown, startup, or upset).

Throughput is the annual quantity moving through this process. If throughput is entered, then you must also select a material, material state, and units. Material state indicates whether the material was consumed (input), produced (output), or is a static count (e.g., acres, tank capacity). If the desired material or units do not appear in their initial pop-up lists, you can search or page forward to see other available choices.

After all data is entered for throughput, click “Save” to open the Add New Operating Schedule page. Enter the hours per day, days per week, weeks per year, and hours per year that this process was in operation. After hours per day, days per week, weeks per year are filled in, WEIRS calculates the hours per year. The calculated value can be edited.

Enter the seasonal percentages. They must total 100. Do not enter the % symbol. The system assumes %.

EPA’s emissions inventory reporting system defines seasons as shown in the table below. EPA defines winter as January, February, and December of a single calendar year. Use EPA’s definition to report seasons. If you reported calendar quarters in the past, you can continue doing so for consistency.

Table 1 – Season Definitions

Season	EPA Months	Calendar Quarter Months
winter	January, February, December	January, February, March
spring	March, April, May	April, May, June
summer	June, July, August	July, August, September
fall	September, October, November	October, November, December

Click Save when you are finished entering all data. All the data from the previous Add pages will then be combined and seen on the Edit Emissions Unit Process page.

Notes

When adding a new unit process, there is an option to “Cancel” on the Add New Reporting Period page. If you cancel, the Edit Emissions Unit Process screen will be missing throughput and operating schedule data. The missing information can be added later using the “Add Annual Throughput” button at the bottom of the Edit Emissions Unit Process page. You will not be able to add emissions until the required information on the Annual Throughput page is provided. After adding throughput, the “Add Operating Schedule” button will appear. Click on the button to add operating schedule information.

Add fuel parameters

Fuel parameters are optional. Do not enter more than one record for any single fuel parameter type. Click the “Add” icon to navigate to the Add New Fuel Parameters page for this process.

Parameter type and parameter value are required on the Add New Fuel Parameters page. Select the parameter type and enter the corresponding value. Do not create more than one record for any of the three types: ash, sulfur, and heat content. These are the parameter value requirements:

- Percent Ash Content must be > 0 and ≤ 20
- Percent Sulfur Content must be > 0 and ≤ 10
- Heat Content must also have Heat Content Numerator and Denominator fields entered

Click “Save” to return to the Edit Process page, then add other fuel parameters as needed. Review the Edit Process page and click the “Save/Refresh” button. Note the six tabs near the bottom of the page which contain data specific to the unit process.

Edit unit process

An emissions unit must have at least one unit process. From the Edit Emissions Unit page, select the Unit Process tab and open a process in “Edit” mode.

The Edit Emissions Unit Process page shows the center of the emissions inventory. The emissions tabs at the bottom of the page include the actual annual emissions.

Open a process in “Edit” mode and edit as needed. The process description is requested, but not required. Do not enter a status year unless the operating status is being changed. A shutdown status change can only be recorded if the process was shut down for the entire inventory year.

If the operating status of the unit or facility is shut down, you do not have to update the process status to shutdown. WEIRS automatically assumes that the process is shut down if the unit of the facility it belongs to is shut down.

SCC code

SCC can be edited if it is a small change, such as the lower levels. If the entire code is different, much of the data belonging to that process is probably also different. In those cases, it is more appropriate to shut down the process record and add a new one. Do not edit an obsolete process into a new process. This compromises the historical record. If a new process is needed, shut down the obsolete process and create a new process.

To edit an existing SCC Code, all four levels of the code must be reentered. SCC fields are each dependent on the previous level of SCC. When changing any level, you still start at Level One. Change Level One or, if it is the same, click “Clear” so SCC Level One shows “Please Select.” Choose the SCC levels in order (top down) because they depend on the previous selection. For example, before selecting SCC Level Two, the user must first specify SCC Level One. If the wrong code is specified or the field is not properly cleared, the desired code may not show up in the pop-up list.

Annual throughput

Select the operating type, material, and material state from the pop-up lists. If a throughput is entered, a unit must be selected.

Fuel parameters

Fuel parameters are optional. If other changes were made anywhere on the Edit Emissions Unit Process page, scroll down and click the "Save/Refresh" button before clicking to add fuel parameters. Click the "Add" icon in fuel parameters, select the parameter type, and enter the parameter value. There should only be one record entered for each parameter type: sulfur, ash, and heat.

- Ash Value must be > 0 and ≤ 20
- Sulfur Percentage must be > 0 and ≤ 10
- Heat Parameter Type must have Heat Content Numerator and Denominator fields entered

Click "Save" to return to the Edit Emissions Unit Process page and see all the fuel parameters.

Operating schedule

Enter each season's percentage of the total yearly operation. They must total 100 (plus or minus 0.5) or zero. Do not enter the % symbol. Optionally, enter the hours per day, days per week, and weeks per year. WEIRS will calculate the total hours per year. This calculated value can be edited. Click "Save/Refresh" to stay on this page.

Process regulations

A process can have more than one regulation, but both unit and process regulations are optional. Process regulations are similar to unit regulations, except they only apply to the process. Do not duplicate a regulation at the process level if it applies to the whole unit and it was entered at the unit level. See the Unit Regulations section for more details about entering data.

Release point apportionment

A unit process must have at least one release point apportionment and can vent from more than one stack. From the Edit Unit Process page, select the Release Point Apportionment tab. You can either "Edit" an existing record or "Add" a record. Any release points that were already entered for the facility are available in the pop-up list for add/edit release point apportionment. After selecting a release point, enter the percentage of emissions this unit process is designed to release. Do not enter the % symbol. The total of all apportionment records must equal 100. No release point should appear more than once per unit process. Click the "Save" button. This will take you back to the Edit Emissions Unit Process page.

Process shutdown

Every process, except those previously marked "Permanently Shutdown," from the previous emissions inventory year, is copied for the current inventory year. This includes processes that changed operating status during the previous inventory year. Processes must remain in the system as "operating" if it was operating any time during the calendar year. Only a process that has been other than "operating" for an entire inventory (calendar) year can have its status changed in the system.

If the operating status is changed, enter the operating status year. The year entered should be the current inventory year, even if the status change occurred during the previous inventory year. The following inventory year will include all records except those that changed to "Permanently Shutdown." If a process is operating, the operating status year can be left blank, unless the status is being changed from shut down to operating. If a process was shut down and is changed back to operating, update the status year first, then update the operating status field. Click "Save/Refresh."

If a process was entered by mistake and never actually existed, contact us to delete the record.

Emissions

The last three tabs on the Edit Emissions Unit Process page include all the process emission records. The pollutants are separated into three tabs by type (criteria, toxics, and GHGs).

Edit emissions

To edit a single emission record, select the corresponding Emissions Type tab near the bottom of the Edit Emissions Unit Process page, then click the appropriate "Edit" icon. The Edit Reporting Period Emissions page allows you to edit total emissions, units, etc. as needed. Emission factor, numerator units, and denominator units are all optional. Click "Save" to return to the Edit Emissions Unit Process page.

To edit all your emissions records on a single screen, click "Update Emission" button below the tabs. See the section about Multi-Record Update Emissions option for more information. The Multi-Record Update Emissions option is the quickest way to update all emissions for a process.

Add emissions

To add new emissions, from the Edit Emissions Unit Process page, select any Emissions tab, then click the "Add" icon. Select the pollutant type from the pop-up list, then select the pollutant from the pop-up list, using the search feature or by paging forward to the desired pollutant. The pollutant code will default to the proper code for the pollutant you selected. The optional VOC Expression field is active only when volatile organic compound is the pollutant. Enter the total emissions, units, and calculation method. Everything else is optional. Click "Save" to navigate back to the Edit Emissions Unit Process page.

Multi-record update emissions

In Edit Emissions Unit Process (through Quick Reference or Edit Facility), click "Update Emissions" at the bottom of the page. This allows you to edit all emission records for this process. Only pollutant, total emissions, units, and calculation method fields are required. Most users will update the total emissions values, then click "Save."

Initially, all records will have an icon indicating the record was "not reviewed" this year. If a record has been updated and saved, or if the "reviewed" checkbox is selected and saved, the icon will change to "reviewed."

Table 2 – Review Icons

Symbol	Symbol Description	Definition
	red circle with X	not reviewed
	green circle with check	reviewed

If there is no emission for any existing pollutant in the current inventory year, the total emission can be entered as zero (if it might emit next year) or delete the record, if appropriate.

Users can update optional data elements: Calculation method; VOC expression; emission factor; numerator units; denominator units; emissions description; and comments.

Click “Save/Refresh” to save all changes. All the update indicators should show it has been reviewed if you changed any data, or manually checked the “reviewed” box.

If there is more than one page of records, repeat the emission update process until all pages have been reviewed, updated, and saved. When all emission pages have been updated, reviewed (with check box), or deleted, scroll to the bottom and click the “Save” button to return to the Edit Emissions Unit Process page. Click the “Save” button again to go to back where you started (either the Quick Reference page or the Edit Emissions Unit Process page). On the Quick Reference page, the unit process will now be marked as having been reviewed.

Open each process, and update the process data and emissions. When done reviewing processes and updating emissions on the Quick Reference page, scroll to the Annual Emissions section to check out the “Reviewed” column. If any records have not been reviewed, open them with the Edit icon, and update and save them without going to the Process page or Update Emissions link. Go to every page or expand the view to show all records. If an emission did not change, it does not have to show a green check icon.

Notes on toxics emissions

Some individual toxics compounds are also part of toxics groups. Toxics that are part of groups can be reported as individual compounds or under their group name. We prefer you report them individually, although this not required. If you report any or all of your toxics emissions as a group, refer to the toxics groups in Chapter 11 to see which compounds are covered in groups.

Control Approach

If an emissions release point is controlled, a control approach should be entered. Typically, there is only one control approach on a release point, which might include multiple control measures. It is possible to add multiple control approaches on a release point, by setting the sequence number integer (e.g., 1, 2, 3…). To add a control approach, select the Control Approach tab on the Edit Facility page and click the “Add” icon.

Description, sequence number, release point, and first year implemented are required fields on the Add New Control Approach page. Use a unique control approach description and leave sequence number as “1” unless you have confirmed that two control approaches are necessary (e.g., different capture efficiencies, effectiveness, or year implemented on the same release point). First Year Implemented must be less than or equal to (≤) the current inventory year. Capture efficiency is the percentage of emission stream that is directed to and collected by this control equipment. Effectiveness is the percentage of scheduled operating time the controls operated as designed. Do not type the % symbol. All Controls Discontinued Year is entered only if this control approach is no longer used. All measures and pollutants under this approach will be closed if discontinued year is entered here.

Click "Save" and you will navigate to the Edit Control Approach page that has two tabs at the bottom. Each control approach must have at least one (of each) control measure and control pollutant.

Control measure

If there is a control approach, there must be at least one control measure. From the Edit Control Approach page, select the Control Measure tab and click the "Add" icon.

The control measure field has more than 100 records. If the desired control measure does not appear in the initial pop-up list, use search or page forward to see the other available choices.

After selecting the desired control measure, click the "Save" button to return to the Edit Control Approach page. Confirm the newly-added control measure is in the corresponding tab.

Control pollutants

If there is a control approach, there must be at least one control pollutant. From the Edit Control Approach page, select the Control Pollutants tab and click the "Add" icon.

Select the pollutant type from the pop-up list, then the pollutant. These fields must be selected top down. If you selected the correct pollutant type and the desired pollutant does not appear in the corresponding pop-up list, you can search or page forward to see the other available choices.

Control efficiency % is the estimated average reduction achieved for the pollutant when all control measures (including capture) operate as designed. Do not type the % symbol. Click "Save" to return to the Edit Control Approach page. Click "Save" on the Edit Control Approach page to return to the Edit Unit Process page.

Discontinue control approach

A control approach can be recorded as discontinued during the emissions inventory year the status change occurred. This action is recorded in the All Control Discontinued Year field. There is no Operating Status field, only the Discontinued Year field. Type the 4 digit year the control approach was discontinued. After the current emissions inventory year, this control will no longer be available. Click "Save/Refresh."

Quick Reference

Move the mouse cursor over the Quick Reference menu bar item and click "Show Quick Reference." The Quick Reference link navigates to the Search Facilities for Emissions page. Only the facilities you have permission to access will be displayed. Click the magnifying glass icon to open the record. The Facility Site Emissions page will open, with access to release points, emissions units, unit processes, process control approaches, and annual emissions. Any of these opens a page just as if you had chosen to edit records from the Edit Facility Site page. Click the "Edit Facility Info" button at the bottom of the page to see facility information.

Initially, all records will have an icon indicating the record was "not reviewed" this year. If a record has been updated and saved, the icon will change to "reviewed." If there are no changes, the record does not have to be saved. The record will show it has not been reviewed. This does not affect your inventory submission. It only helps track which records you have reviewed and saved.

Click the "Edit Facility Info" button to see facility information (name, address, coordinates, contacts, etc.).

Individual emission records

All the emission records are listed in the Annual Emissions section at the bottom of the Quick Reference page. You can view and access each emission separately here. The table includes a list of all emission records from all units and processes (for this facility). This method will require you to open and save every individual emission record separately, which can be very time-consuming. Use the Multi-Emissions Records method to quickly update several records at once.

Multi-emission records

To access the Quick Data Entry method (which shows all emissions for a process) in the Quick Reference section, select and open a unit process record with the "Edit" icon. This opens the Edit Emissions Unit Process page. Click the "Update Emissions" button at the bottom of the Edit Emissions Unit Process page and continue as described in the Multi-Record Update Emissions section.

Geographic Coordinates

Facility coordinates are accessible in both the Edit Facility and Edit Reference Point pages. They include all the required fields: latitude, longitude, and reference point. Optional information can be viewed/ edited using the Geographic Coordinates menu item. Facility coordinates can be viewed/edited by moving the mouse cursor over the Geographic Coordinates menu item and clicking "Show Facility Coordinates." Release point coordinates can be viewed/edited by moving the mouse cursor over the Geographic Coordinates menu item and clicking "Show Release Point Coordinates."

Facility coordinates

Geographic coordinates are required for each facility. Show Facility Coordinates opens the Search Facility Coordinates page. Find the desired facility and click the "Edit" icon to open the Edit Facility Coordinates page. The three required fields are already entered. You can provide optional geographic data here. If the horizontal accuracy measure is entered, horizontal units must be selected. If vertical measure is entered, vertical units must be selected. Click "Save" when done.

Release point coordinates

Geographic coordinates are required for each release point. Show Release Point Coordinates opens the Search Release Point Coordinates page. Each facility shows as many times as it has release points.

Locate the correct facility's release point. Open the release point record with the "Edit" icon. Enter the latitude, longitude, and reference point for this release point. If the specific coordinates are not known for the release point, use the facility coordinates. Provide other data as available. Click "Save" when done.

Deleting a Record

Some types of records can be shut down or discontinued. Other records can be completely deleted. Deleting a record from the current emissions inventory year does not affect past inventory years. Deleting a record does affect future inventories. When facility records are copied for the next year, deleted records are not included. For example, if a control measure is reinstated in the future, it will have to be reentered manually into WEIRS. None of the items listed below is substantial, so entering a new (or reinstated) element should not take long.

When a record is deleted, any dependent records will also be deleted. For example, if you delete a contact, the address, phone number, and email records will also be deleted.

The following records can be deleted:

- Facility address
- Contact, contact address, contact phone number, and contact email
- Facility and unit allowable emissions
- Fuel parameters
- Control measures
- Control pollutants
- Unit and process regulations
- Release point apportionment

Chapter 7 – Add or Shut Down Facility

Add New Facility

Ecology users can request a new facility be added to the system from any page. Click the "Request New Facility" button at the bottom of the page. This opens a pop-up form. You must enter:

- Your name (not a facility contact)
- Permitting agency
- Facility name
- Facility address
- Facility address county
- Facility ID
- Facility category
- Operating status
- NAICS code
- Latitude/longitude

If you experience errors with the form and are using Internet Explorer, use another browser.

The "Reset" button returns the form to blank. Anything you entered will be lost. The "Send Request" button sends an email to Ecology's data administrators. Ecology will review the request and existing data and, if needed, start a new facility record. The new facility will then be available in the Search Facility page for the appropriate users. The permitting agency will be notified and can continue with the required data entry. When you have submitted your request, you will receive a confirmation email. Once a facility request has been approved, the basic information for the facility will be entered into the system. There will be no unit, process, or emissions data in WEIRS for a new facility. Someone familiar with the facility setup will need to enter those details into WEIRS.

Shutdown Facility

Every facility record from the previous inventory year is copied for the current inventory year, except those previously marked as Permanently Shutdown. A facility with an operating status that changed during the previous inventory year is also copied because the facility remains in the system as "operating" if it was operating any time during the calendar year. Only those facilities that have not been operating for an entire (calendar) year should have their status changed in the system.

If the operating status is changed, enter the operating status year. The year entered should be the current inventory year, even if the status change occurred during the previous inventory year. If a facility is operating, the operating status year can be left blank, unless the status is being changed from shut down to operating. If a facility was shut down and is changed back to operating, update the status year first, then update the operating status field, then click "Save/Refresh."

Chapter 8 – WEIRS Reports

The Reports menu item on the WEIRS main page allows users to view and export reports specific to the facilities and agencies associated with the WEIRS account. Mouse over the "Reports" menu item, then click the desired report. Once the report loads, you can export it for your records. Some of the reports do not show well in the WEIRS viewer, so you may want to export them to read them more easily. To export a record, use the "Select a format" control, choose PDF, then click Export. Reports with export in the title should be exported to excel. Reports without export in the title will be a PDF.

Table 3 – Report Descriptions

Report Name	Description	Accessible To
Activity Report	report of edit status for release points, units, process, and emissions	all users
Agency Contact List	list of agency staff by regional office/location	agency users
Agency Facility List	alphabetical list of facilities by permitting agency	agency users
AOP Facility Contacts	list by agency of all facilities that have an air operating permit	agency users
Emissions Summary	summary of each air operating permit facility, with all emissions by unit; sent yearly to air operating permit facilities	all users
Facility Agency	alphabetical list of all facilities with the agency they report to	agency users
Facility Contact Extract	list of all preferred contacts for each facility (formatted for exporting to excel or as a .csv)	agency users
Facility Contact X Agency	list by agency of facility preferred contact person and contact information	agency users
Facility Form	inventory update request form with previous year's information and blank spaces to record the current year's information (formatted for collecting the data to enter into WEIRS)	all users
Facility Form–New Facility	report of blank tables for all data elements about new facilities that need to collect data before entering it into WEIRS	all users
Facility Summary	report of all data elements submitted; form that is electronically signed and submitted	all users
Facility Toxics Summary	list of total toxics reported for a facility, by pollutant	all users
QA Facility	errors that need to be corrected before submitting data. May have to be run several times to identify all errors since some cannot be identified until others are fixed.	all users
Submittal Status	list of facilities and facility data submittal, by agency	agency users
User List	list of WEIRS users and contact information	agency users

Chapter 9 – Submitting Facility Data to Ecology

Prepare for Facility Data Submission

Users with Data Signer privileges are asked to submit facility data electronically once all data has been entered and reviewed for accuracy and completion. The process will also allow you to electronically sign the data that you enter. No paper submissions are needed.

Once all facility data has been entered for the year, a QA report can be viewed from the "Reports" menu. The QA report will check for errors in the facility data before it is submitted to Ecology. Before submitting data, data entry users should run this report until no errors are found. This will avoid the data signer running into issues that have not been fixed.

How To Submit Facility Data

Move the cursor over the main menu bar to CROMERR. A drop-down menu will open up. On the drop-down menu, move the cursor down and click the third option, Annual Report.

Select the desired facility and click the "Submit" button. The QA report will run for the facility. If no errors are found, the Facility Summary report will show all the data entered for the facility. Review the report for accuracy. You can print or save the report as a PDF for your records. After signing and submitting the inventory, the report will be automatically emailed to you. Review the Facility Summary report for accuracy and click "Submit" at the bottom of the screen. If errors are found, a pop-up message will be appear. You will need to run the QA Report and fix all errors before you can submit the data.

After you click "Submit," login to your CROMERR account. CROMERR will ask you to review recent ESA activity and click the Done Viewing bar at the bottom. Once you have verified your identity with CROMERR, you are logged in and prepared to sign. Click "Next" at the bottom of the CROMERR screen. Two statements will come up for you to attest to.

Click the boxes verifying you have read the certifications and have reviewed all pertinent documents. Click "Submit to Dept. of Ecology." The message above the Signatory Attestment will change and the "Complete" button will be activated. Click "Complete" to finish your submission. Your facility data has now been successfully reported to Ecology with an electronic signature. You will receive an electronic copy confirming the CROMERR signing process and a copy of the Facility Summary Report by email. After submitting your data, you cannot edit facility records. If corrections are needed, contact us to unlock your facility records.

Chapter 10 – Troubleshooting/Problems

WEIRS Not Accessible Through SAW

If you are accessing WEIRS through SAW and you have trouble getting into the system, or if while you are working, it looks like you have been "kicked out," do not create a second SAW account. Sometimes WEIRS might have a problem that prevents login or kicks you out. Sometimes SAW is down. Creating another account will not bypass the error and could cause problems for someone trying to troubleshoot the issue that is affecting users.

Jumpy Cursor

Sometimes when opening a page, you might click in a cell, but the cursor moves up into the first cell or if you scroll down, the page automatically scrolls back to the top. This happens when actions (like clicking and scrolling) are taken before the page has finished loading. The more "pages" on a page, the longer it takes to load. If you scroll down to view the tabs or click in a field before the page loads, the page will scroll back up and the cursor will start flashing in the first field. If you do not notice you are not in the field you think you are in, you will start typing in the ID field and could change that entry. Even small pages like Edit Control Approach will do this. Be careful before typing in a page. Make sure your cursor is where you want it to be.

Can't Login

In SAW, make note where in the access process you are having trouble. Were you at the SAW login? Did you login to SAW, but it failed when you clicked the WEIRS link?

Did your browser (Internet Explorer, Edge, Chrome, Firefox, etc.) seem to shut down by itself?

- Make sure your popup blocker is off.

Did WEIRS start, but you cannot "see" or do anything in it?

- Did you get any messages? Take a screen shot (press the Print Screen key) and paste it into a Word document. Describe your problem.
- Email AQWEIRSrequest@ecy.wa.gov with the Word document attached.

Can't Edit Your Facility

You must have data entry or data signer permissions to edit your facility data. Check the "My Info" menu item under the "Application User Facility" tab to see your permissions.

If your facility has been signed and submitted for the year, it is locked and cannot be edited even if you have data entry or data signing permissions. If changes need to be made to a locked facility, a data signer must contact Ecology to unlock the facility.

Can't Run a Report For Your Facility

If your facility has been signed and submitted for the year, it is locked. Facility users cannot run reports for a locked facility. Contact Ecology to run any reports you need. We hope to remove this restriction in the future.

Clicking on an Item Returns You to the SAW Login Screen

If you click an item in WEIRS and you are returned to the SAW login screen, it is usually because the system timed out.

Before re-entering your User ID and password, click on the “Logout” button in the upper right of the screen. If you do not do this, WEIRS will not work properly. If you do not see the “Logout” button, close your browser. Then re-open it.

To avoid timing out, click something every few minutes.

Main Menu Bar is Active, But Clicking Only Reloads the Current Page

Some items on the main menu can be accessed by clicking on them. Others have drop-down menus of additional items. To access one of the items from a drop-down menu, hover over the menu item and then move the cursor down to one of the entries under the title (this highlights the title you want), then click. For example, clicking the Facility Site menu item will only reload the current page. Moving the cursor over Facility Site will open menu items that, when clicked, will open new pages (e.g., Edit Facility Site). The Main Menu Bar section in Chapter 3 shows which menu items have drop-down menus.

Application Errors

If the system generates an Application Error, close the application and restart. This problem usually occurs when an Ecology user has timed out.

Server Errors

If the system generates a Server Error, close the application and restart. This problem usually occurs when the user has timed out.

Column Sort

In each Search table, the columns come with a default sort order. These can be re-sorted by clicking on the column title. Sometimes a click does not appear to do anything, like Composite Site Code in the Edit Facilities search table. Click a different column, then click the one that did not work the first time.

Missing Facility or Facility Search Table Incomplete

If the Search Facility table is missing facility records, it may be because of your user role. Each user is assigned only those facilities that they have reported responsibility for. Some users will see only one facility (such as a user from a facility), while others will have access to all facilities (administrators and the Ecology emissions inventory business team). Air agency users will have a list to choose from.

If a facility is not in the Search Facility table, it could be:

- You have not been assigned the facility in the system (but it already exists).
- The facility has never been entered into the system.

If an existing facility you are supposed to have access to is missing from your list, email Ecology's Emissions Inventory Team at AQWEIRSrequest@ecy.wa.gov to get it added to your user profile.

Can't Find a Record in a Search Table

Search tables default to the first 10 records. If there are more than 10 records (for example, Emissions), use one of the navigation options:

- Search
- Page forward/backward
- Go to page#
- Increase records shown

For a full explanation of the Search Table navigation controls, read the Search Screens section of Chapter 2.

Chapter 11 – Toxics Groups

Some individual toxics compounds are also part of toxics groups. Toxics that are part of groups can be reported as individual compounds or under their group name. It is preferred that you report them individually, although this not required. The table below shows the individual toxics compounds that are included in each group.

Table 4 – Toxics Pollutant Groups

Toxic Group ID	Toxic Group Name	Toxic ID	Toxic Name
7440473	Chromium	16065831	Chromium III
7440473	Chromium	18540299	Chromium (VI)
171	Glycol Ethers	1002671	Diethylene Glycol Ethyl Methyl Ether
171	Glycol Ethers	10137969	Ethyleneglycol Mono-2-Methylpentyl Ether
171	Glycol Ethers	10137981	Ethyleneglycolmono-2,6,8-Trimethyl-4-Nonyl Ether
171	Glycol Ethers	10143530	Diethylene Glycol Ethylvinyl Ether
171	Glycol Ethers	10143541	Diethylene Glycol Mono-2-Cyanoethyl Ether
171	Glycol Ethers	10143563	Diethyleneglycol-Mono-2-Methyl-Pentyl Ether
171	Glycol Ethers	10215335	3-Butoxy-1-Propanol
171	Glycol Ethers	109864	Ethylene Glycol Methyl Ether
171	Glycol Ethers	110496	Ethylene Glycol Monomethyl Ether Acetate
171	Glycol Ethers	110714	1,2-Dimethoxyethane
171	Glycol Ethers	110805	Cellosolve Solvent
171	Glycol Ethers	111104	Methoxyethyl Oleate
171	Glycol Ethers	111159	Cellosolve Acetate
171	Glycol Ethers	111773	Diethylene Glycol Monomethyl Ether
171	Glycol Ethers	111900	Diethylene Glycol Monoethyl Ether
171	Glycol Ethers	111966	Diethylene Glycol Dimethyl Ether
171	Glycol Ethers	112072	2-Butoxyethyl Acetate
171	Glycol Ethers	112152	Carbitol Acetate
171	Glycol Ethers	112254	2-(Hexyloxy)Ethanol
171	Glycol Ethers	112276	Triethylene glycol
171	Glycol Ethers	112345	Diethylene Glycol Monobutyl Ether
171	Glycol Ethers	112356	Methoxytriglycol
171	Glycol Ethers	112367	Diethylene Glycol Diethyl Ether
171	Glycol Ethers	112492	Triethylene Glycol Dimethyl Ether
171	Glycol Ethers	112505	Ethoxytriglycol
171	Glycol Ethers	112594	N-Hexyl Carbitol
171	Glycol Ethers	120558	Diethylene Glycol Dibenzoate
171	Glycol Ethers	122996	Phenyl Cellosolve
171	Glycol Ethers	124174	Butyl Carbitol Acetate
171	Glycol Ethers	140056	Methyl Cellosolve Acetylricinoleate
171	Glycol Ethers	143226	Triglycol Monobutyl Ether
171	Glycol Ethers	1589497	3-Methoxy-1-Propanol
171	Glycol Ethers	16672392	Di(Ethylene Glycol Monobutyl Ether) Phthalate
171	Glycol Ethers	18912806	Diethylene Glycol Monoisobutyl Ether
171	Glycol Ethers	20706256	2-Propoxyethyl Acetate

Toxic Group ID	Toxic Group Name	Toxic ID	Toxic Name
171	Glycol Ethers	23436193	1-Isobutoxy-2-Propanol
171	Glycol Ethers	23495127	Ethyleneglycol Monophenyl Ether Propionate
171	Glycol Ethers	27310210	2-(2,4-Hexadienyloxy)Ethanol
171	Glycol Ethers	2807309	Propyl Cellosolve
171	Glycol Ethers	3121617	Methyl Cellosolve Acrylate
171	Glycol Ethers	3775857	Ethylene Glycol Bis(2,3-Epoxy-2-Methylpropyl) Ether
171	Glycol Ethers	4206615	Diethylene Glycol Diglycidyl Ether
171	Glycol Ethers	4439241	Isobutyl Cellosolve
171	Glycol Ethers	622082	Ethylene Glycol Monobenzyl Ether
171	Glycol Ethers	629141	Ethylene Glycol Diethyl Ether
171	Glycol Ethers	67425	(Ethylenebis(Oxyethylenenitrilo)) Tetraacetic Acid
171	Glycol Ethers	693210	Diethylene Glycol Dinitrate
171	Glycol Ethers	7529273	Ethylene Glycol Diallyl Ether
171	Glycol Ethers	764487	Ethylene Glycol Monovinyl Ether
171	Glycol Ethers	764998	Diethylene Glycol Divinyl Ether
171	Glycol Ethers	7795917	Ethylene Glycol Mono-Sec-Butyl Ether
171	Glycol Ethers	929373	Diethylene Glycol Monovinyl Ether
130498292	PAH, total	120127	Anthracene
130498292	PAH, total	129000	Pyrene
130498292	PAH, total	189559	Dibenzo[a,i]Pyrene
130498292	PAH, total	189640	Dibenzo[a,h]Pyrene
130498292	PAH, total	191242	Benzo[g,h,i,]Perylene
130498292	PAH, total	191300	Dibenzo[a,l]Pyrene
130498292	PAH, total	192654	Dibenzo[a,e]Pyrene
130498292	PAH, total	192972	Benzo[e]Pyrene
130498292	PAH, total	193395	Indeno[1,2,3-c,d]Pyrene
130498292	PAH, total	194592	7H-Dibenzo[c,g]carbazole
130498292	PAH, total	195197	Benzo(c)phenanthrene
130498292	PAH, total	198550	Perylene
130498292	PAH, total	203123	Benzo(g,h,i)Fluoranthene
130498292	PAH, total	203338	Benzo(a)Fluoranthene
130498292	PAH, total	205823	Benzo[j]fluoranthene
130498292	PAH, total	205992	Benzo[b]Fluoranthene
130498292	PAH, total	206440	Fluoranthene
130498292	PAH, total	207089	Benzo[k]Fluoranthene
130498292	PAH, total	208968	Acenaphthylene
130498292	PAH, total	218019	Chrysene
130498292	PAH, total	224420	Dibenzo[a,j]Acridine
130498292	PAH, total	226368	Dibenz[a,h]acridine
130498292	PAH, total	2381217	1-Methylpyrene
130498292	PAH, total	2422799	12-Methylbenz(a)Anthracene
130498292	PAH, total	250	PAH/POM - Unspecified
130498292	PAH, total	26914181	Methylanthracene
130498292	PAH, total	284	Extractable Organic Matter (EOM)
130498292	PAH, total	3697243	5-Methylchrysene
130498292	PAH, total	41637905	Methylchrysene

Toxic Group ID	Toxic Group Name	Toxic ID	Toxic Name
130498292	PAH, total	42397648	1,6-Dinitropyrene
130498292	PAH, total	42397659	1,8-Dinitropyrene
130498292	PAH, total	50328	Benzo[a]Pyrene
130498292	PAH, total	53703	Dibenzo[a,h]Anthracene
130498292	PAH, total	5522430	1-Nitropyrene
130498292	PAH, total	56495	3-Methylcholanthrene
130498292	PAH, total	56553	Benz[a]Anthracene
130498292	PAH, total	56832736	Benzofluoranthenes
130498292	PAH, total	57835924	4-Nitropyrene
130498292	PAH, total	57976	7,12-Dimethylbenz[a]Anthracene
130498292	PAH, total	602879	5-Nitroacenaphthene
130498292	PAH, total	607578	2-Nitrofluorene
130498292	PAH, total	65357699	Methylbenzopyrene
130498292	PAH, total	7496028	6-Nitrochrysene
130498292	PAH, total	779022	9-Methyl Anthracene
130498292	PAH, total	8007452	Coal Tar
130498292	PAH, total	832699	1-Methylphenanthrene
130498292	PAH, total	83329	Acenaphthene
130498292	PAH, total	85018	Phenanthrene
130498292	PAH, total	86737	Fluorene
130498292	PAH, total	86748	Carbazole
130498292	PAH, total	90120	1-Methylnaphthalene
130498292	PAH, total	91576	2-Methylnaphthalene
130498292	PAH, total	91587	2-Chloronaphthalene
1336363	Polychlorinated Biphenyls	2050682	4,4'-Dichlorobiphenyl (PCB-15)
1336363	Polychlorinated Biphenyls	2051243	Decachlorobiphenyl (PCB-209)
1336363	Polychlorinated Biphenyls	2051607	2-Chlorobiphenyl (PCB-1)
1336363	Polychlorinated Biphenyls	25429292	Pentachlorobiphenyl
1336363	Polychlorinated Biphenyls	26601649	Hexachlorobiphenyl
1336363	Polychlorinated Biphenyls	26914330	Tetrachlorobiphenyl
1336363	Polychlorinated Biphenyls	28655712	Heptachlorobiphenyl
1336363	Polychlorinated Biphenyls	53742077	Nonachlorobiphenyl
1336363	Polychlorinated Biphenyls	55722264	Octachlorobiphenyl
1336363	Polychlorinated Biphenyls	7012375	2,4,4'-Trichlorobiphenyl (PCB-28)