



Source Management System User Manual



Air Quality Program

Washington State Department of Ecology

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[Washington State Department of Ecology](http://www.ecology.wa.gov)¹

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¹ www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served



| | | | |
|---|---|---------------------------------------|---------------------------------------|
| Southwest Region 360-407-6300 | Northwest Region 206-594-0000 | Central Region 509-575-2490 | Eastern Region 509-329-3400 |
|---|---|---------------------------------------|---------------------------------------|

| Region | Counties served | Mailing Address | Phone |
|---------------------|--|---|--------------|
| Southwest | Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum | P.O. Box 47775 Olympia, WA 98504-7775 | 360-407-6300 |
| Northwest | Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom | P.O. Box 330316 Shoreline, WA 98133 | 206-594-0000 |
| Central | Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima | 1250 West Alder Street Union Gap, WA 98903 | 509-575-2490 |
| Eastern | Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman | 4601 North Monroe Spokane, WA 99205 | 509-329-3400 |
| Headquarters | statewide | P.O. Box 46700 Olympia, WA 98504-7600 | 360-407-6000 |

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1 Introduction

Small sources of air pollution that are regulated by Ecology must send their emissions data to us. We collect emissions data through the Source Management System (SMS) to find out how much pollution is in the air and to track the data. Check with your local clean air agency for specific requirements.

2 Access Air Quality Source Management System

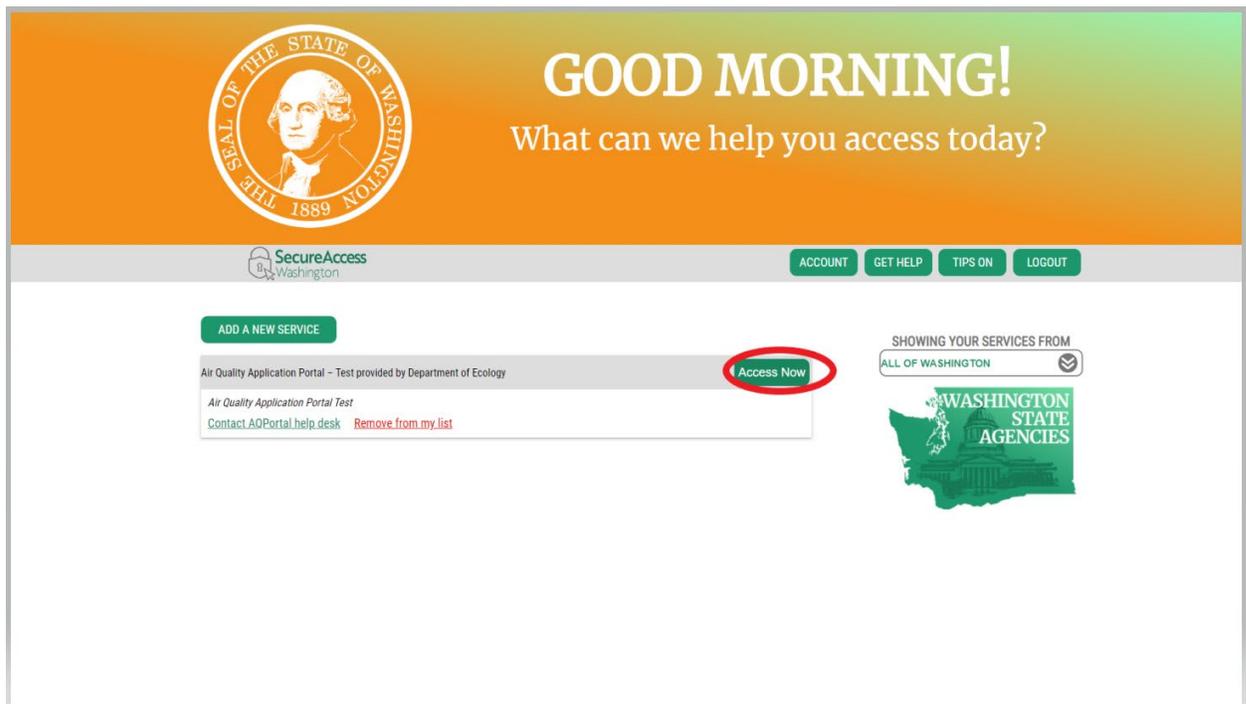
To access the Air Quality Source Management System (SMS), you must have a Secure Access Washington (SAW) account:

- If you are registering for a new SAW account, follow the instructions² to “Set up a SAW account” and “Add Air Quality Portal to your SAW account.”
- The SAW account must be set up with an individual email address, not a group email address.

2.1 Steps for Accessing SMS

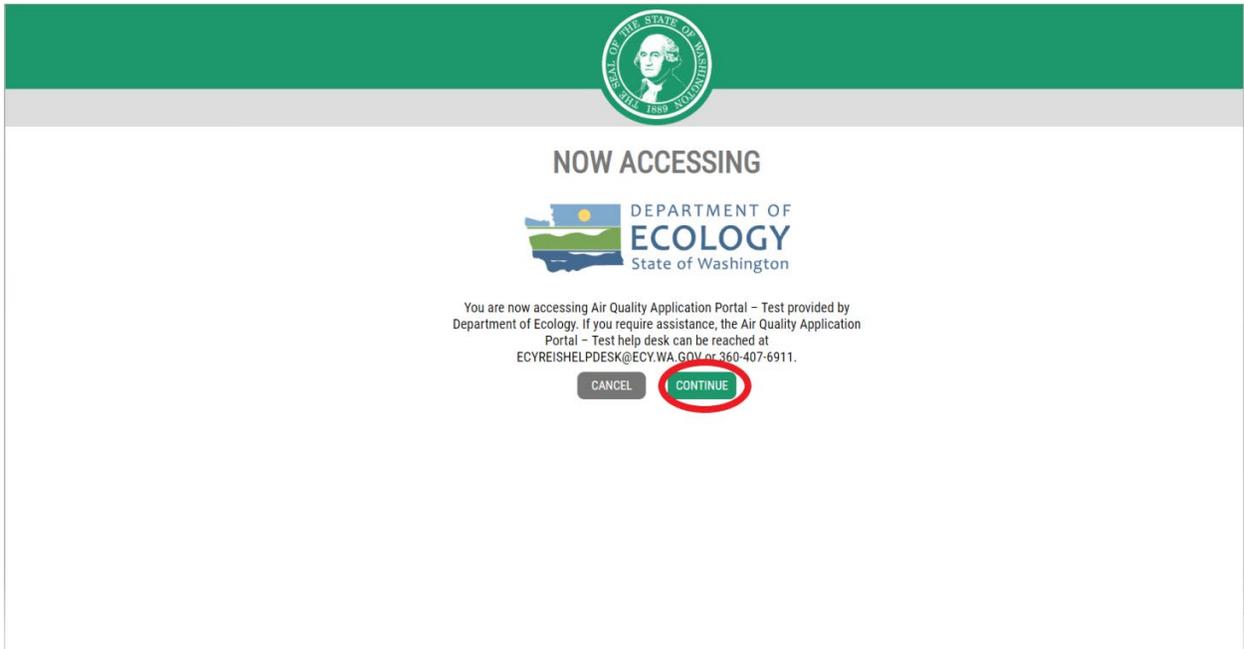
2.1.1 Log into SAW (<https://secureaccess.wa.gov>) in your internet browser.

2.1.2 Click “Access Now” in the Air Quality Application Portal.

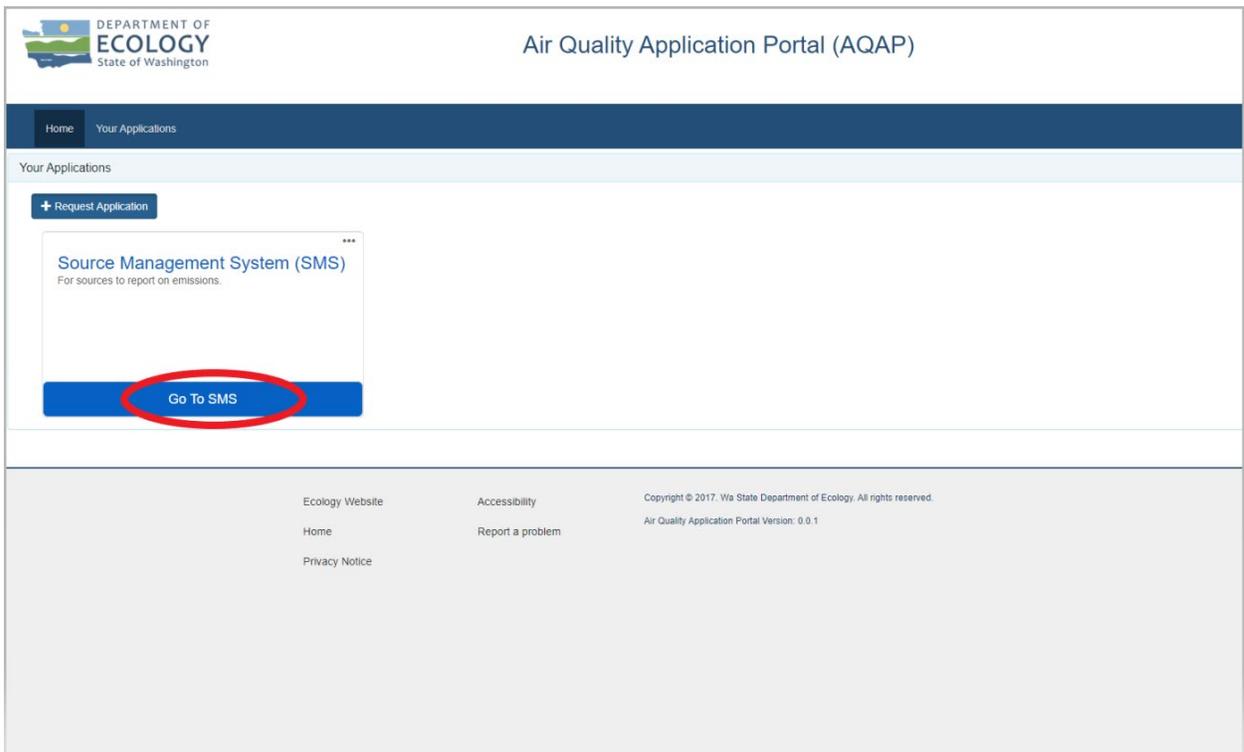


² (<https://ecology.wa.gov/Regulations-Permits/Reporting-requirements/Air-quality-emissions-reporting/Small-source-emissions-inventory-reporting>)

2.1.3 Click "Continue."

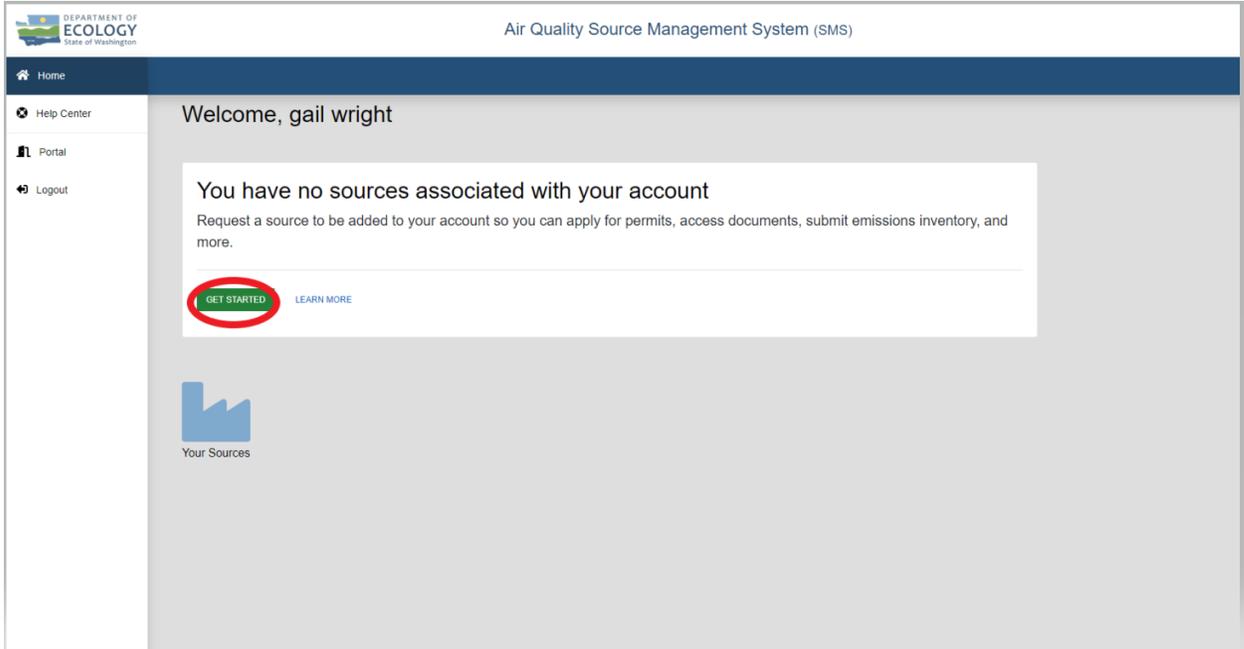


2.1.4 Click "Go To SMS."

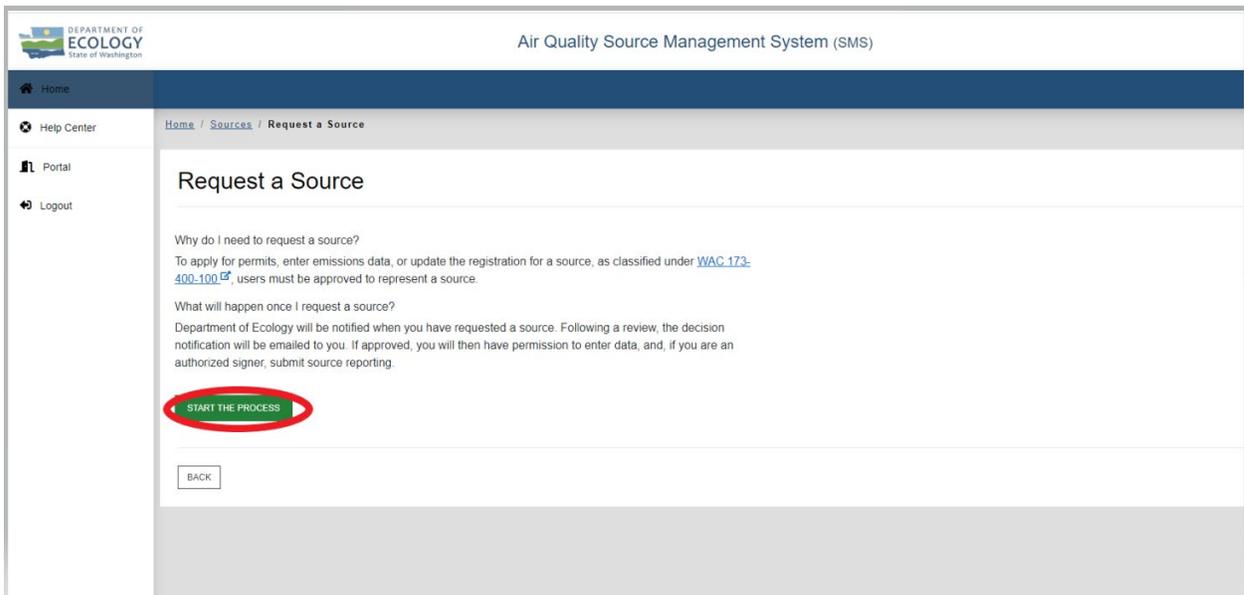


2.1.5 You are now in SMS and need to request a source. Click “Get Started.”

Note: You will need a signature delegation letter to complete the process to request a source. This can be a proof of identity for the Preparer role or a letter delegating signature authority for the Signer role.



2.1.6 Click “Start the Process.”



2.1.7 Search for your facility in the “Source Search” bar.

The screenshot shows the 'Request a Source' page in the Air Quality Source Management System (SMS). The page title is 'Request a Source' and the step is 'Step 1 - Select a source'. A search bar labeled 'Source Search' is highlighted with a red oval. Below the search bar, there is a table of search results with columns for 'Source Name', 'Historical Name(s)', and 'Primary Address'. The table lists several sources, all with 'no historical names for source'. At the bottom of the page, there is a 'CONTINUE' button and a link that says 'I CAN'T FIND MY SOURCE'.

| Source Name | Historical Name(s) | Primary Address |
|---|--------------------------------|--|
| <input type="checkbox"/> OWL LAKE LLC | no historical names for source | 2100 MCMANAMON RD, Othello WA 99344-0555 |
| <input type="checkbox"/> PORTLAND GENERAL ELECTRIC COMPANY | no historical names for source | 102 BLUE NORTHERN LANE, Dayton WA 97204 |
| <input type="checkbox"/> VERIZON WIRELESS - WA8 BLUEWOOD | no historical names for source | 2000 N Touchet Rd, Dayton WA 99216 |
| <input type="checkbox"/> ANDEAVOR LOGISTICS OPERATIONS LLC - PASCO TERMINAL | no historical names for source | 2900 SACAJAWEA PARK RD, Pasco WA 99301 |
| <input type="checkbox"/> ENGLISH HAY CO | no historical names for source | W Kalamath Rd & Greinar Rd, Mesa WA 99343 |
| <input type="checkbox"/> PUD #1 FRANKLIN CO/ GRAYS HARBOR GENERATION | no historical names for source | 2000 N OREGON AV, Pasco WA 99302 |
| <input type="checkbox"/> B & G FARMS INC | no historical names for source | 12088 ROAD 11 SW, Royal City WA 99357-9508 |
| <input type="checkbox"/> KNAUF INSULATION LLC | no historical names for source | 3741 ROAD N NE, Moses Lake WA 49224-9505 |
| <input type="checkbox"/> LOWES HIW INC | no historical names for source | 1400 E YONEZAWA BLVD, Moses Lake WA 28656-1111 |
| <input type="checkbox"/> GEN-X ENERGY GROUP INC | no historical names for source | 720 ROAD N NE, Moses Lake WA 99301-8501 |

2.1.8 Select your facility (source). You can select multiple facilities, if applicable. If you cannot find your source, click “I can’t find my source” and email the address provided.

The screenshot shows the 'Request a Source' page in the Air Quality Source Management System (SMS). The search bar now contains the text 'facility'. The search results table shows two entries. The second entry, 'Facility', has its checkbox selected and is highlighted with a red oval. Below the table, there is a 'SELECT CHECKED SOURCES' button.

| Source Name | Historical Name(s) | Primary Address |
|--|--------------------------------|--|
| <input type="checkbox"/> Test GHG Facility | no historical names for source | 123 Testing Street NW, Tenino WA 98512 |
| <input checked="" type="checkbox"/> Facility | no historical names for source | No address on file |

2.1.9 Click “Select Checked Sources.”

DEPARTMENT OF ECOLOGY
State of Washington

Air Quality Source Management System (SMS)

Home | gail wright

Home / Sources / Request a Source

Request a Source

Step 1 - Select a source

Search by source name

Source Search: facility

Search Results

| Source Name | Historical Name(s) | Primary Address |
|--|--------------------------------|--|
| <input type="checkbox"/> Test GHG Facility | no historical names for source | 123 Testing Street NW, Tenino WA 98512 |
| <input checked="" type="checkbox"/> Facility | no historical names for source | No address on file |

Page 2 of 2

Previous 1 2 Next

SELECT CHECKED SOURCES

2.1.10 Select “Continue.”

Selected sources

| Remove | Source name | Historical name(s) | Primary address |
|---------------------------------------|-------------|--------------------------------|--------------------|
| <input type="button" value="REMOVE"/> | Facility | no historical names for source | No address on file |

[CAN'T FIND MY SOURCE](#)

2.1.11 Select the appropriate role, enter any applicable notes, and click “Continue.”

DEPARTMENT OF ECOLOGY
State of Washington

Air Quality Source Management System (SMS)

Home

Help Center

Portal

Logout

Home / Sources / Request a Source

Request a Source

Step 2 - Select a role

Select your role for your source(s)

| Selected Source |
|-----------------|
| Facility |

| Signer | Preparer |
|--|--|
| WAC 173-400-101 (3) Signatory responsibility. The owner, operator, or their designated management representative must sign the registration form for each source. The owner or operator of the source is responsible for notifying the permitting authority of the existence of the source, and for the accuracy, completeness, and timely submittal of registration reporting information and any accompanying fee. | As a preparer, I represent the source but I am <i>not authorized</i> to sign and submit source reporting. I will be doing only data entry and saving the data. A different source representative will officially sign and submit the final report. |

Notes

Enter any notes below. You will upload supporting documentation after you click "continue".

BACK CONTINUE

2.1.12 Upload a copy of your Signature Authority Delegation letter. (The letter can be a proof of identity for the Preparer role or a delegation of signature authority for the Signer role.) Check the box of the Signature Agreement. Click “Complete.”

DEPARTMENT OF ECOLOGY
State of Washington

Air Quality Source Management System (SMS)

Home

Help Center

Portal

Logout

Home / Sources / Request a Source

Request a Source

Step 3 - Upload Proof of Identity

Upload Proof of Identity for your Source(s)

| Selected Source | Selected Role |
|-----------------|---------------|
| Facility | Signer |

Please include a copy of the following documents with your name on the document to prove your association with the facility:

- Signature authority delegation letter signed by the permittee (responsible official)

Document 1.pdf

Allow multiple files.pdf

Browse

Signature Agreement

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete and I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

My electronic signature is legally the same as my handwritten signature for the purpose of compliance with the relevant environmental regulations. A failure to timely notify Ecology of a possible misuse of my account may result in my liability for the information submitted.

By signing, I agree to follow the terms stated herein. I also agree that the reports and documents I submit under my Electronic Signature will be used as the corresponding paper report would. I want to submit the following report(s) or document(s) using SMS with an electronic signature.

By checking this box, I sign this agreement

BACK COMPLETE

2.1.13 Your request is complete. To request another source, click “Request another Source.”

DEPARTMENT OF ECOLOGY
State of Washington

Air Quality Source Management System (SMS)

Home / Sources / Request a Source

gail wright

Request a Source

Confirmation - Request Complete

Your request to add a source is complete.
Once your request has been reviewed, Ecology staff will email the address you provided in the Air Quality Application Portal. If you have any questions, please contact Ecology. You can find the appropriate contact information by clicking on your county or region on the map below. Please allow 2 business days for a response.

Ecology Contact Map
Click on a region below to view contact information.

Ecology: Northwest Regional Office
San Juan

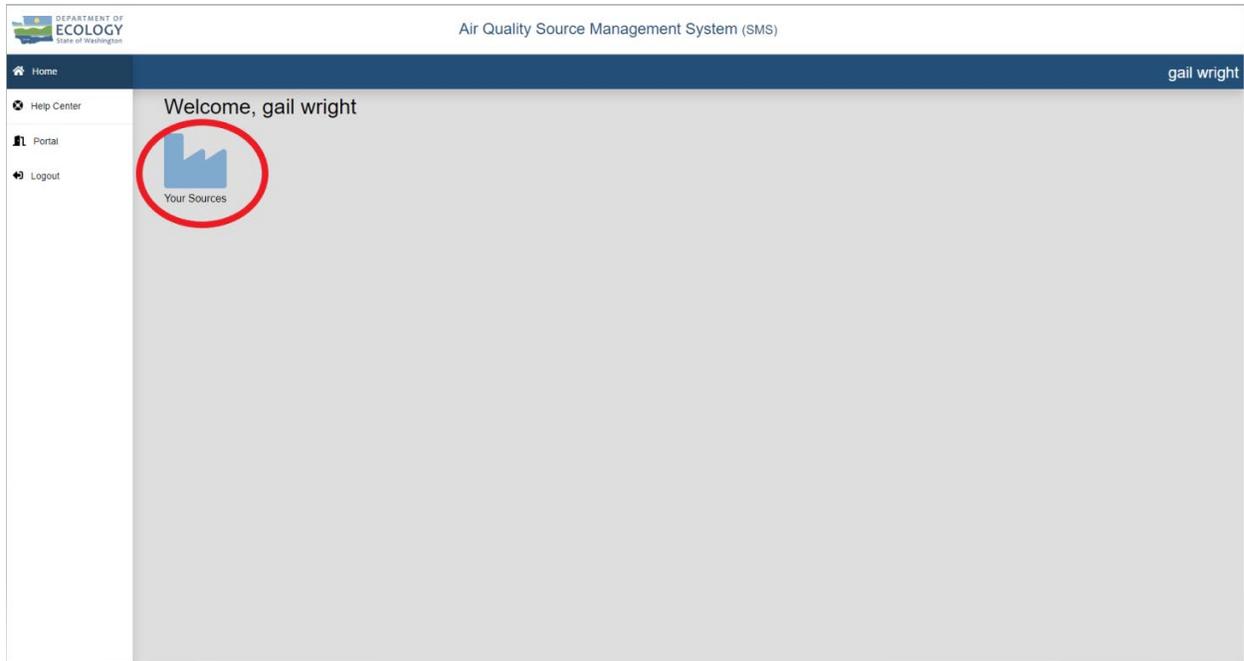
Ecology: Central Regional Office
Okanogan, Chelan, Douglas, Kittitas, Grant, Walla Walla, Klickitat

Ecology: Eastern Regional Office
Ferry, Stevens, Pend Oreille, Lincoln, Adams, Whitman, Franklin, Garfield, Columbia, Asotin

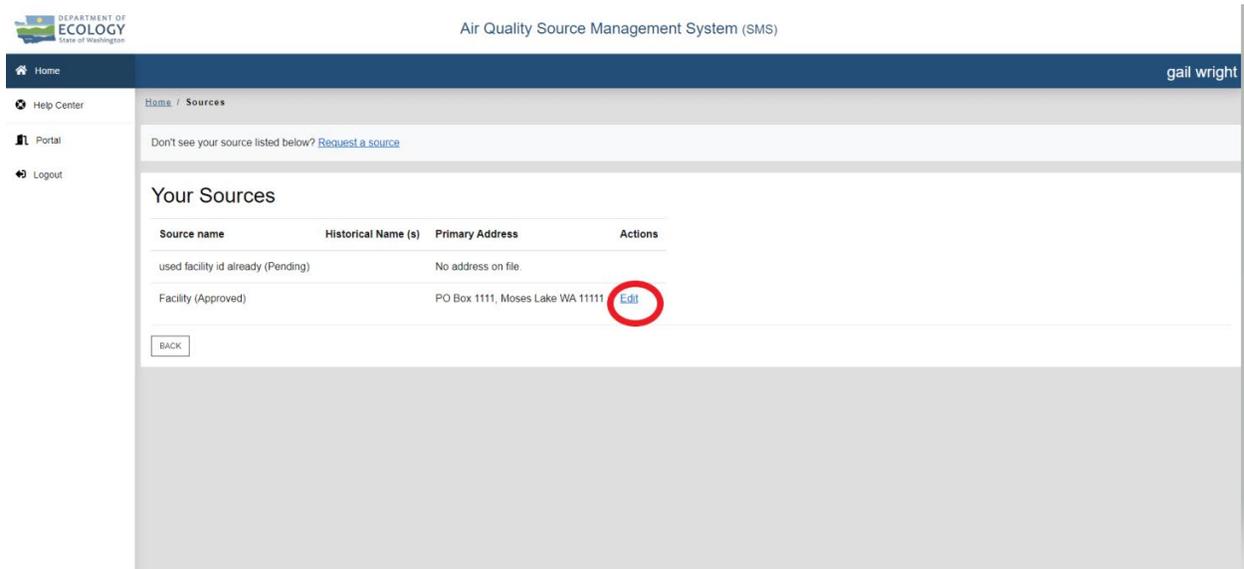
[REQUEST ANOTHER SOURCE](#)

3 View and Edit Source Information

- 3.1 View your source.
- 3.2 Click "Your Sources."



- 3.3 Edit source information.
- 3.4 Click "Edit."



3.5 From the Edit Source Info screen, you can:

- Add a new address.
- Edit an existing address.
- Remove an address.
- Add a new contact.
- Edit an existing contact.
- Remove an existing contact.
- Remove a current user.

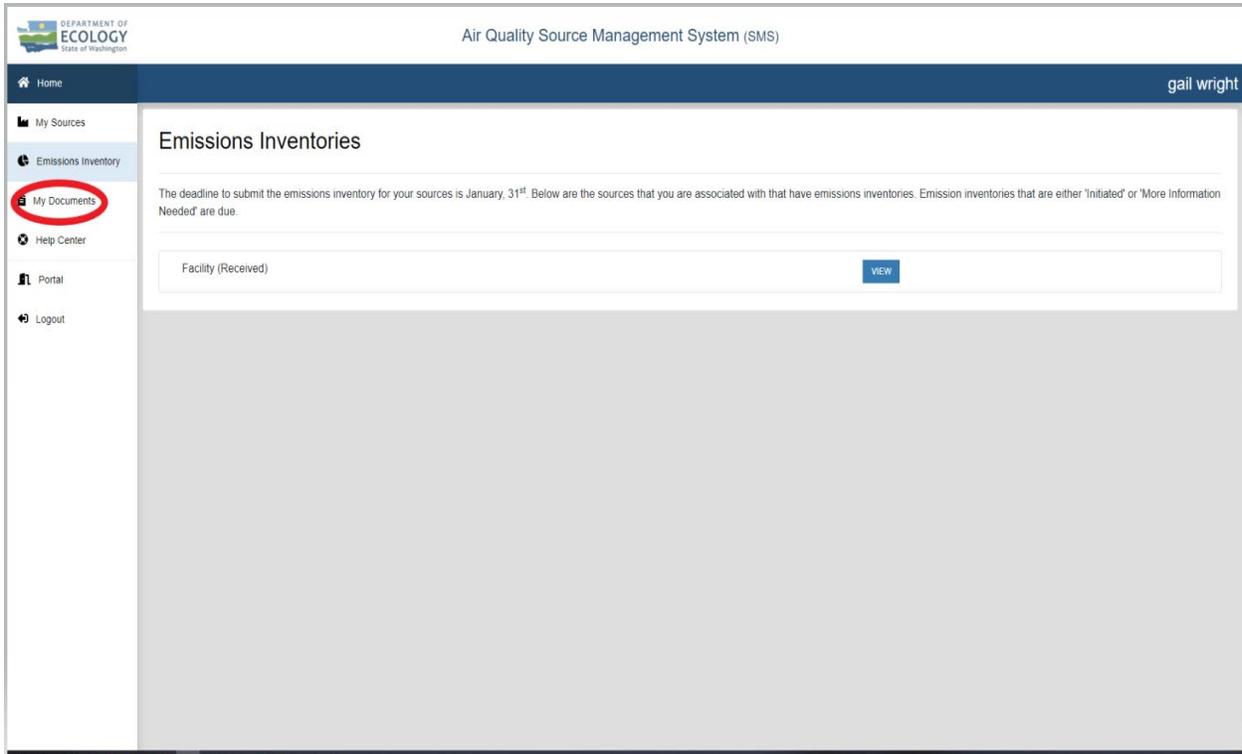
The screenshot displays the 'Edit Source Info' page in the Air Quality Source Management System (SMS). The page header includes the Department of Ecology logo and the user name 'gail wright'. The main content area is titled 'Edit Source Info' and contains the following sections:

- AQPID #:** A0250318
- Addresses:** A table with columns 'Type', 'Address', 'City', 'State', 'Zip', and 'Actions'. One entry is shown: 'Mailing Address PO Box 1111 Moses Lake US 11111' with 'EDIT' and 'REMOVE' buttons.
- Contacts:** A table with columns 'Type', 'First Last', 'Title', 'Phone', 'Email', and 'Actions'. One entry is shown: 'Emissions Gail Wright 555-555-5555 gail.wright@ecy.wa.gov' with 'EDIT' and 'REMOVE' buttons.
- Current Users:** A table with columns 'Type', 'Name', and 'Actions'. One entry is shown: 'Source User Signer gail wright' with a 'REMOVE' button.

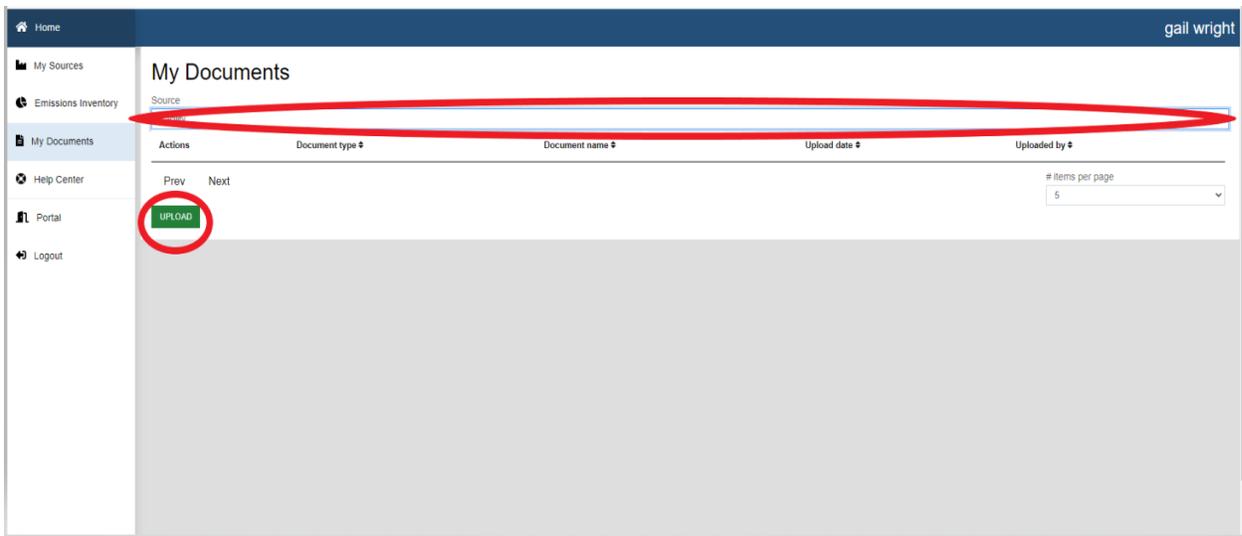
A 'BACK' button is located at the bottom left of the page.

4 Upload Documents

- 4.1 Select “My Documents” from the menu bar. If My Documents does not show in the menu bar, refresh your browser.



- 4.2 Select the correct source from the drop-down menu. (This only applies if you are the registered user for more than one source.) Click “Upload.”



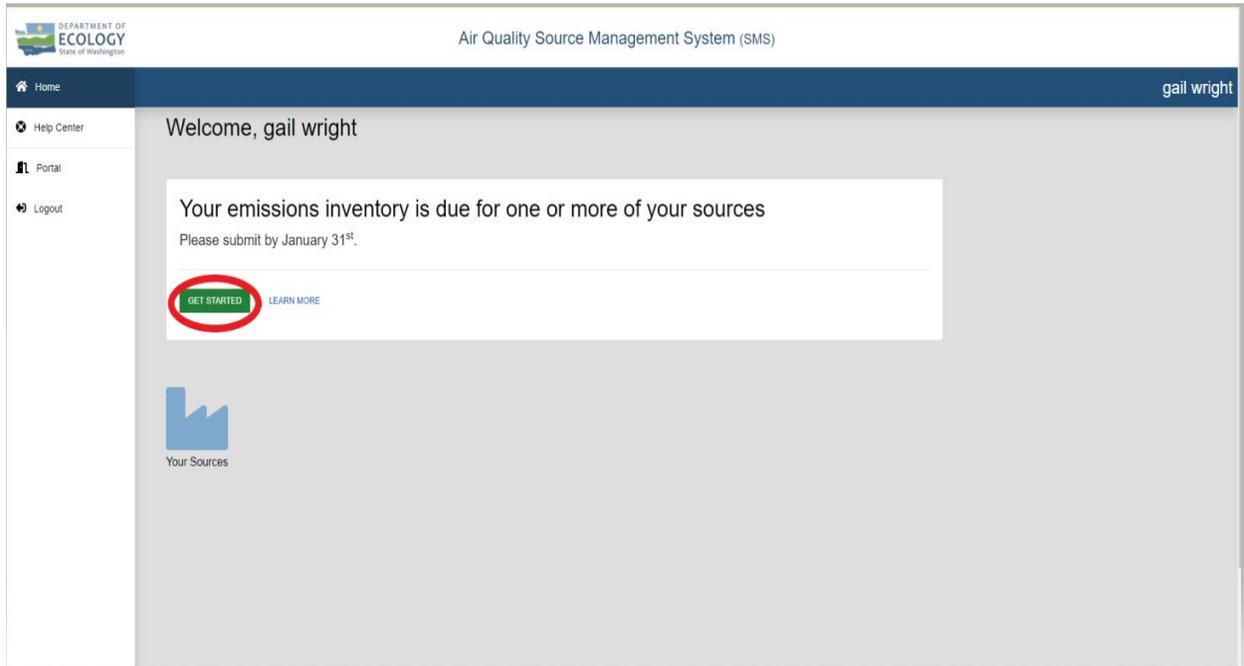
4.3 Select the source, document type (annual report, quarterly report, emissions inventory calculations, etc.), file name, and file. Click “Save.”

The screenshot shows the 'Document Upload' interface within the 'Air Quality Source Management System (SMS)'. The page header includes the 'DEPARTMENT OF ECOLOGY State of Washington' logo and the system name. A navigation sidebar on the left contains links for Home, My Sources, Emissions Inventory, My Documents (highlighted), Help Center, Portal, and Logout. The main content area features a form with the following fields: a dropdown menu for '*Source' (set to 'Facility'), a dropdown menu for '*Document type' (with a red error message 'Document type required'), a text input for 'File name', and a file selection field for '*File' with a 'Browse' button. At the bottom of the form are 'RETURN' and 'SAVE' buttons. The user's name 'gail wright' is visible in the top right corner.

5 Report Emissions Inventory

5.1 Report emissions inventory by answering module questions.

5.1.1 Click “Get Started” from the home screen or select “Emissions Inventory” from the menu bar. If Emissions Inventory is missing from the menu bar, refresh your browser window.



5.1.2 Answer each inventory question in each module.

Emissions Inventory

My Documents

Help Center

Portal

Logout

Complete your emissions inventory

| | |
|-----------------------------------|-----------|
| Source name | Facility |
| AQPID | A0250324 |
| Physical address | |
| Reporting year | 2021 |
| Emissions inventory status | Initiated |

Please answer the following questions. Click through each emission unit listed below on the left. If you did not use the equipment/product/process listed in a question, enter 0.

Unit conversions need to be entered manually. For a table of unit conversion calculations, visit our [help center](#).

Did not operate

1. **Auto Body Spray Booth**

Emission unit: Auto Body Spray Booth

*Gallons of Reducer / Gun Cleaners / Thinners used in the report year

*Gallons of Hardeners / Activators used in the report year

*Gallons of Primers used in the report year

*Gallons of Basecoats used in the report year

*Gallons of Clearcoats used in the report year

*Gallons of Special products used in the report year (Special products are VOC containing materials not otherwise listed)

*Gallons of Water base products used in the report year

5.1.3 Select “Ready to Submit” when you have answered each question. Click “Save for Later” if you need to come back later and complete the form, or if you are a preparer and the signer needs to submit the form.

Did not operate

1 **Auto Body Spray Booth**

Emission unit: Auto Body Spray Booth

*Gallons of Reducer / Gun Cleaners / Thinners used in the report year
0

*Gallons of Hardeners / Activators used in the report year
0

*Gallons of Primers used in the report year
0

*Gallons of Basecoats used in the report year
0

*Gallons of Clearcoats used in the report year
0

*Gallons of Special products used in the report year (Special products are VOC containing materials not otherwise listed)
0

*Gallons of Water base products used in the report year
0

Enter pollutant outputs

ADD POLLUTANT OUTPUT

Emissions Inventory Calculations Document

Document Upload

Browse

Allowed document types: pdf, .xlsx (Excel)

READY TO SUBMIT **SAVE FOR LATER**

5.1.4 Check “Did not operate,” then click “Ready to Submit” if your facility did not operate during the report year.

Home gail wright

Help Center Portal Logout

Complete your emissions inventory

Source name Facility
AQPID A0250324
Physical address
Reporting year 2021
Emissions inventory status Initiated

Please answer the following questions. Click through each emission unit listed below on the left. If you did not use the equipment/product/process listed in a question, enter 0.

Unit conversions need to be entered manually. For a table of unit conversion calculations, visit our [help center](#).

1. Did not operate

1. **Pollutant Emissions** **Emission unit: Pollutant Emissions**
Enter pollutant outputs
ADD POLLUTANT OUTPUT

Emissions Inventory Calculations Document
Document Upload
Browse
Allowed document types: .pdf, .xlsx (Excel)

2. **READY TO SUBMIT** **SAVE FOR LATER**

5.1.5 Check the attestation box. Then click “Submit.”

Reporting year 2021
Emissions inventory status Initiated

Please answer the following questions. Click through each emission unit listed below on the left. If you did not use the equipment/product/process listed in a question, enter 0.

Unit conversions need to be entered manually. For a table of unit conversion calculations, visit our [help center](#).

Did not operate

1. **Pollutant Emissions** **Emission unit: Pollutant Emissions**
Enter pollutant outputs
Output amount: 10 tons PM 10
CHANGE
REMOVE
ADD POLLUTANT OUTPUT

Emissions Inventory Calculations Document
Document Upload
Browse
Allowed document types: .pdf, .xlsx (Excel)

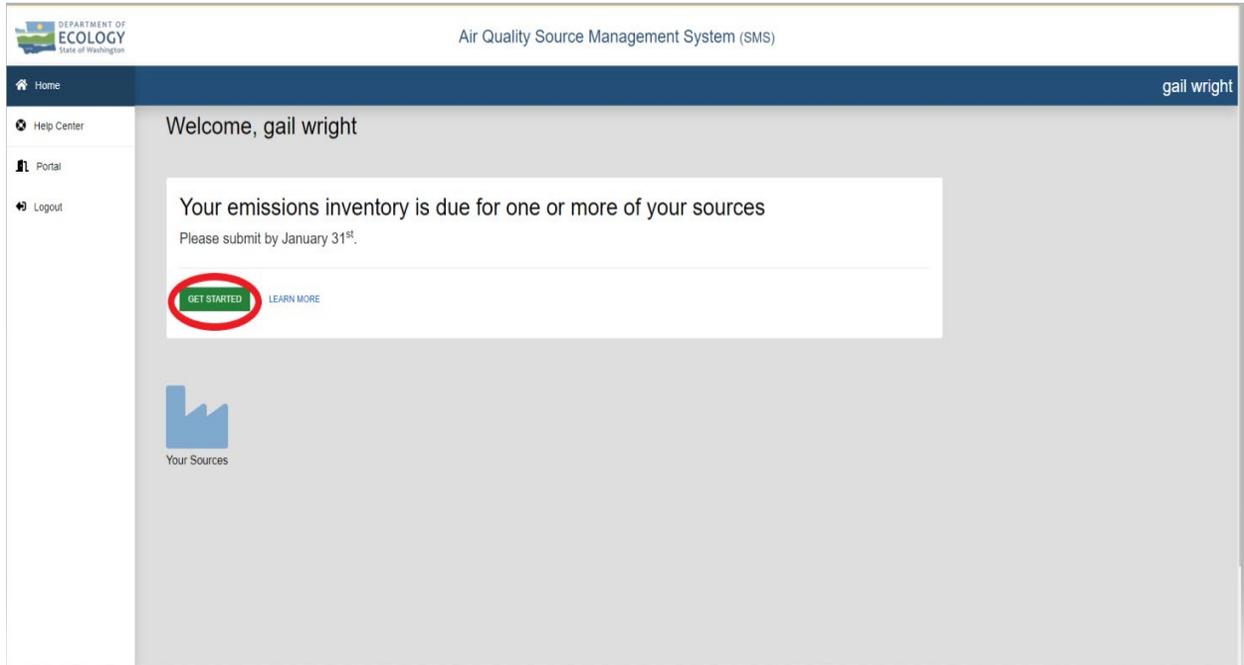
Request for this reported data to be considered confidential business information (CBI)

Based on information and belief formed after reasonable inquiry, I certify the statements and information in the submitted information and documents are true, accurate, and complete. I agree to promptly report to Ecology any material error or omission in records, reports, plans, or other documents upon discovery.

CANCEL SUBMIT **SUBMIT**

5.2 Report emissions inventory by entering individual pollutant totals.

- 5.2.1 Click “Get Started” from the home screen or select “Emissions Inventory” from the menu bar. If Emissions Inventory is missing from the menu bar, refresh your browser window.



5.2.2 Click “Add Pollutant Output.”

The screenshot shows a web application interface for completing an emissions inventory. The page title is "Complete your emissions inventory". At the top right, the user's name "gail wright" is displayed. On the left, there is a navigation menu with "Home", "Help Center", "Portal", and "Logout". The main content area shows the following information:

- Source name: Facility
- AQPID: A0250324
- Physical address: [Redacted]
- Reporting year: 2021
- Emissions inventory status: Initiated

Below this information, there is a blue instruction bar: "Please answer the following questions. Click through each emission unit listed below on the left. If you did not use the equipment/product/process listed in a question, enter 0." Below that, a note states: "Unit conversions need to be entered manually. For a table of unit conversion calculations, visit our [help center](#)."

A checkbox labeled "Did not operate" is present. Below it, a list of emission units is shown. The first unit is "1. Pollutant Emissions" with a blue button next to it. The unit name is "Emission unit: Pollutant Emissions" and the instruction is "Enter pollutant outputs". A red circle highlights the "ADD POLLUTANT OUTPUT" button. Below this unit, there is a "Document Upload" section with a "Browse" button and the text "Allowed document types: pdf, xlsx (Excel)". At the bottom of the page, there are two buttons: "READY TO SUBMIT" and "SAVE FOR LATER".

5.2.3 Enter facility’s total output/emission for pollutant.

This screenshot shows the same "Complete your emissions inventory" page as above, but with the "output amount" input field for the "Pollutant Emissions" unit circled in red. The input field contains the number "0". To the right of the input field is a dropdown menu with a "SELECT POLLUTANT" button. Below the input field are "REMOVE" and "ADD POLLUTANT OUTPUT" buttons. The rest of the page content, including the navigation menu, source information, and document upload section, remains the same as in the previous screenshot.

5.2.4 Select unit of measure from drop-down.

The screenshot shows a web application interface for completing an emissions inventory. The page title is "Complete your emissions inventory". On the left, there is a navigation menu with "Home", "Help Center", "Portal", and "Logout". The main content area displays the following information:

- Source name:** Facility
- AQPID:** A0250324
- Physical address:**
- Reporting year:** 2021
- Emissions inventory status:** Initiated

Below this information, there is a blue instruction bar: "Please answer the following questions. Click through each emission unit listed below on the left. If you did not use the equipment/product/process listed in a question, enter 0." Below that, a note states: "Unit conversions need to be entered manually. For a table of unit conversion calculations, visit our [help center](#)."

The "Pollutant Emissions" section is active, indicated by a blue box with the number "1". It contains the following elements:

- A checkbox labeled "Did not operate".
- An "Emission unit: Pollutant Emissions" header.
- The instruction "Enter pollutant outputs".
- An "Output amount" input field with the value "0".
- A red circle highlights the "SELECT POLLUTANT" button.
- A "REMOVE" button.
- An "ADD POLLUTANT OUTPUT" button.
- An "Emissions Inventory Calculations Document" section with a "Document Upload" field and a "Browse" button. Below it, it says "Allowed document types: pdf, .xlsx (Excel)".
- At the bottom, there are "READY TO SUBMIT" and "SAVE FOR LATER" buttons.

5.2.5 Select pollutant type from pollutant table.

This screenshot is identical to the one above, showing the "Complete your emissions inventory" form. The "Pollutant Emissions" section is active, and a red circle highlights the "SELECT POLLUTANT" button. The form includes the same navigation menu, source information, instructions, and document upload section as described in the previous screenshot.

5.2.6 Repeat for each type of pollutant emitted.

Home gail wright

Help Center

Portal

Logout

Complete your emissions inventory

Source name Facility
AQPID A0250324
Physical address
Reporting year 2021
Emissions inventory status Initiated

Please answer the following questions. Click through each emission unit listed below on the left. If you did not use the equipment/product/process listed in a question, enter 0.

Unit conversions need to be entered manually. For a table of unit conversion calculations, visit our [help center](#).

Did not operate

1 **Pollutant Emissions** **Emission unit: Pollutant Emissions**
Enter pollutant outputs

Output amount:

ADD POLLUTANT OUTPUT

Emissions Inventory Calculations Document

Document Upload:

Allowed document types: .pdf, .xlsx (Excel)

5.2.7 Upload Emissions Inventory Calculations document to support the pollutant totals entered.

The screenshot shows the 'Complete your emissions inventory' page. At the top, there is a navigation bar with 'Home', 'Help Center', 'Portal', and 'Logout' on the left, and the user name 'gail wright' on the right. Below the navigation bar, the page title is 'Complete your emissions inventory'. A summary section shows: Source name: Facility, AQPID: A0250324, Physical address, Reporting year: 2021, and Emissions inventory status: Initiated. A blue instruction bar says: 'Please answer the following questions. Click through each emission unit listed below on the left. If you did not use the equipment/product/process listed in a question, enter 0.' Below this, a note states: 'Unit conversions need to be entered manually. For a table of unit conversion calculations, visit our [help center](#).' A checkbox 'Did not operate' is present. The first emission unit is '1 Pollutant Emissions' with the sub-header 'Emission unit: Pollutant Emissions' and the instruction 'Enter pollutant outputs'. There is an 'ADD POLLUTANT OUTPUT' button. Below this is a 'Document Upload' section titled 'Emissions Inventory Calculations Document'. It includes a text input field, a 'Browse' button (circled in red), and the text 'Allowed document types: pdf, xlsx (Excel)'. At the bottom of the page are 'READY TO SUBMIT' and 'SAVE FOR LATER' buttons.

5.2.8 Click "Ready to Submit."

This screenshot shows the same 'Complete your emissions inventory' page as the previous one, but with more data entered. The 'Pollutant Emissions' section now includes an 'Output amount' of '10', a unit dropdown set to 'tons', and a 'CHANGE' button. There is also a 'REMOVE' button. The 'Document Upload' section remains the same, with the 'Browse' button circled in red. The 'READY TO SUBMIT' button at the bottom left is now circled in red, indicating the next step in the process.

5.2.9 Check the attestation box. Then click “Submit.”

Reporting year 2021
Emissions inventory status Initiated

Please answer the following questions. Click through each emission unit listed below on the left. If you did not use the equipment/product/process listed in a question, enter 0.

Unit conversions need to be entered manually. For a table of unit conversion calculations, visit our [help center](#).

Did not operate

1 **Pollutant Emissions** **Emission unit: Pollutant Emissions**
Enter pollutant outputs

Output amount: 10 tons **PM 10**

Emissions Inventory Calculations Document

Document Upload
Allowed document types: pdf, xlsx (Excel)

Request for this reported data to be considered confidential business information (CBI)

Based on information and belief formed after reasonable inquiry, I certify the statements and information in the submitted information and documents are true, accurate, and complete. I agree to promptly report to Ecology any material error or omission in these records, reports, plans, or other documents upon discovery.