USER'S MANUAL FOR THE
RACT/BACT/LAER CLEARINGHOUSE (RBLC) WEB

CLEAN AIR TECHNOLOGY CENTER

SPONSORED BY:

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U.S. Environmental Protection Agency
Research Triangle Park, North Carolina 27711

Date: November 2006

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PREFACE

This user's manual was prepared for and funded by the RACT/BACT/LAER Clearinghouse (RBLC),[1] U.S. Environmental Protection Agency (EPA). The RBLC has been established and is maintained by the Clean Air Technology Center (CATC) to assist State and local air pollution control personnel in making control technology determinations and in sharing technology information.

The RBLC provides data on prevention and control technology determinations made primarily by State and local permitting agencies. The Clearinghouse contains over 6,000 determinations that can help the user to identify appropriate technologies to mitigate or treat most air pollutant emission streams. The RBLC was designed to help permit applicants and reviewers make pollution prevention and control technology decisions for stationary air pollution sources and includes data submitted by 50 states and territories in the U.S. on over 200 different air pollutants and 1,800 industrial processes.

The Clearinghouse also has a rule data base that summarizes all emission standards issued by EPA's Office of Air Quality Planning and Standards (OAQPS). This includes New Source Performance Standards (NSPS), National Emission Standards for Hazardous Air Pollutants (NESHAP), and Maximum Achievable Control Technology (MACT) standards. The rule data base also includes prevention and control technology cost information related to each rule and references to supporting documentation.

Read the section, "Quick Start Instructions for the RBLC Data Base", in Volume 1 of this document to begin using the RBLC Web.

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[1] NOTE: RACT, BACT and LAER are acronyms for different Clean Air Act program requirements combined to create the name "RACT/BACT/ LAER Clearinghouse." RACT, or Reasonably Available Control Technology, is required on existing sources in areas that are not meeting national ambient air quality standards (i.e., non-attainment areas). BACT, or Best Available Control Technology, is required on major new or modified sources in "clean" areas (i.e., attainment areas). LAER, or Lowest Achievable Emission Rate, is required on major new or modified sources in non-attainment areas. However, data in the Clearinghouse is not limited just to sources subject to these requirements. Noteworthy prevention and control technology decisions are included in the RBLC even if they are not related to RACT, BACT, or LAER decisions.

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4.1 ACCESS

On-line editing of the RBLC permit database is available to authorized users from State and local agencies across the United States. Contact the RBLC Webmaster to request authorization to add and update information.[1] Authorized users can add and edit determinations and contact information in the RBLC for their agency and state.

New entries are marked "Draft" and move through the following stages (i.e., status) of review: In Process, Ready for Quality Assurance (QA), then QA Complete. New entries initially are assigned the In Process status. When permitting agencies complete data entry and change the status of their determinations to Ready for QA, determinations are subjected to a QA review by RBLC staff. Once the review is complete and the status is changed to QA Complete, the RBLC Webmaster promotes determinations and their classification changes from "Draft" to "Final."

Authorized users can edit "Final" determinations by changing their status to "Draft". Once their status is changed to "Draft," determinations will take the same route through QA and EPA review as do new entries before promotion to "Final". Please note that a copy of the original (promoted) determination is placed into an archive when the status changes form "Final" to "Draft" and the draft determination replaces the original entry in the RBLC data base.

4.2 ON-LINE HELP OPTIONS

Like other portions of the RBLC Web, the on-line HELP reference is available for data fields throughout the system (see Section 1.2.2 in Volume I of this User's Manual for more information). The entire HELP system is available by clicking the RBLC Help link at the bottom of each data entry page. An on-line, context-sensitive HELP function is available for data entry fields throughout the system. This function allows the user to click on the Help icon nearest to the data entry field in question to access a HELP file for that field. A link to the on-line HELP reference is also provided below the data entry options on the main menu page.

4.3 MAKING AN ENTRY PUBLICLY VIEWABLE

An RBLC user (i.e., the State or local agency staff person who has authority to enter data into the RBLC for an agency) determines if and when a new entry for an agency is made publicly viewable. Non-publicly viewable entries cannot be located in any search initiated from the RBLC Web, but can be viewed only through the RBLC data entry forms. New (draft) RBLC entries are not publicly visible when first entered. When the user decides that an entry is ready, Visibility Status is changed to Publicly Viewable from the pull-down list at the top of the Facility

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[1] The RBLC Webmaster is Joe Steigerwald, email: Steigerwald.Joe@epamail.epa.gov; Telephone: (919) 541-2736. See also Volume I, Section 1.1.4 of this User's Manual.

Information screen. Once the change is saved, the entry becomes publicly viewable. Through a similar process, a user can make any viewable draft entry within his/her editing authority non-viewable.

"Final" entries can be edited by changing their status to "Draft". Editing can then proceed through the normal "Edit In-Process Determination" procedures. "Final" entries that are changed to "Draft" status for editing remain publicly viewable unless the editor opts to make the determination non-viewable using the procedure noted above.

4.4 NAVIGATING DATA ENTRY

Within the data entry portion of the RBLC Web site, users can choose from the following options:

- **Add New Determination**: create a new "Draft" data base entry.
- **Edit In-Process Determination**: edit an existing "Draft" entry.
- **Edit Completed Determination**: change a determination's status from "Final" to "Draft" for editing (using the Edit In-Process Determination option).
- **Exit Data Entry**: log out from the data entry system.

Please note: Data on the data entry screens will automatically be saved when using the navigational buttons, except the "Abort" button. However, using the web browser buttons to move forward or back will not save the data that has been entered.

The RBLC data entry page includes a log out button ("Exit Data Entry"). For security reasons, users should log out after every data entry session. The system will prompt the user to log in again if a session is inactive for longer than 20 minutes. Clicking the "OK" button at the prompt will allow the user to log in and continue with the session. Data entered previously can then be saved. Clicking the "Cancel" button at the prompt, however, will return the user to the initial data entry log in screen. Previously entered, unsaved data will **not** be saved. Although previously accessed data entry screens can be viewed after logging off by using the web browser "Back" button, the system will not save data entered without an authorized log in.

Adding and editing determinations is done using on-line forms. Once the facility information for a new data base entry is entered, a user can navigate the determination using the Determination Summary page. This page contains links for the entry's facility, boundary, process, and pollutant pages. Users may also delete processes and pollutants from their entries from this page. Buttons labeled "Save and Stay", "Save and Exit", and "Abort" on data entry pages allow the user to update and exit those forms. The "Abort" and the "Save and Exit" buttons return the user to the Determination Summary page when editing an existing entry, and to the RBLC data entry Main Page when entering a new determination. Within the data entry pages, many of the data fields use drop-down lists that facilitate entry of correctly formatted data.

4.5 PLANNING AND PREPARATION

Agencies may wish to define procedures and quality standards for entry of determination data to the RBLC. Incomplete or incorrect data can result in repeated calls to the agency for more information or to misunderstandings about the data. In some cases, appointing one person to coordinate a large data entry effort and to be the EPA contact point may be a logical approach. In other cases, defining specific procedures and tracking the progress of entries may be more than adequate. In all cases, quality assurance and quality control (QA/QC) standards should be maintained. See Section 4.6 for a suggested QA/QC checklist.

Data entry and edits can be done most efficiently when the RBLC web data requirements and data fields are understood and permit information has been organized before beginning data entry. This is recommended so that all of the required information (e.g., codes, units, and abbreviations) will be on hand during data entry.

Refer to Section 4.6 of this document for:

- Descriptions of data fields;
- Required data fields, units, and formats; and
- Data organization tips.

Keep in mind that permit information needs to be entered in such a way that the data base search routines will be able to find it when it is relevant. Take the time to accurately match RBLC process type codes to the processes, describe control devices or pollution prevention technology, and identify processes and pollutants for which standard emission limits are required (see Appendix E for a list). The RBLC "Related Links", accessed from the RBLC Web Main Page, contains links to Web pages that provide access to the North American Industry Classification System (NAICS) Codes, Source Industrial Classification (SIC) Codes, and other relevant information needed to accurately categorize facilities and processes.[2]

At a more general level, identify the information needed to enter a complete determination. A complete determination must have information at the facility, process, and pollutant levels. Identify all of the pollutants regulated for a process and be prepared to address them all, either with pollutant entries or explanatory notes in the process entry. Identify situations where information regarding a single process or piece of equipment may need to be entered as multiple process entries, or where several processes may need to be combined (see the examples below). When questions arise about how to enter information on non-standard situations, please contact the CATC Info-Line (919-541-0800).

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[2] The U.S Census Bureau maintains a Web site which cross-references SIC codes with the North American Industry Classification System (NAICS) of industrial codes: http://www.census.gov/epcd/www/naics.html.

EXAMPLE - ONE PROCESS, MANY EMISSION LIMITS

Problem: Separate emission limits for NO_x emissions have been set for multiple operation scenarios for turbines at a power plant. There are six operation scenarios based on three different fuel options and whether the turbines operate as simple or combined cycle. Emission limits for other pollutants are the same regardless of the scenario.

Solution: Enter the scenarios as six separate processes (process type codes and SCCs change for each scenario), and enter the NO_x emissions limits for each. Create a seventh process for the generic process (mixed fuels, and simple or combined cycles undefined), and enter the remaining pollutant limits under the seventh process. Document and explain this approach in the Process Notes field or the Other Permitting Information field (facility level data).

EXAMPLE - MANY IDENTICAL PROCESSES, ONE SET OF EMISSION LIMITS

Problem: Eight identical natural gas fueled turbines, vented through a single stack, are permitted together with identical emission limits. Emission limits are expressed in units of pounds per hour for each turbine, and parts per million exiting from the stack. How should the turbines' emission limits be entered in the RBLC?

Solution: Enter all eight turbines as a single process. Specify in the process notes the number of turbines and whether the throughput is the combined throughput or throughput for each turbine. Enter the emission limits, remembering to enter the parts per million emission limit in the standard emission limit fields. Specify in the Process Notes field that the pounds per hour emission limit is for each individual turbine.

4.6 DATA FIELDS AND FORMATS

For a determination to be considered complete and eligible for promotion to the final RBLC data base, certain data fields must be entered, and required data formats must be observed. Data for some of the searchable fields must be entered before a screen can be saved. In the on-line data entry forms, the fields that must be addressed are marked with a red dot (•).

Use Table 4-1 to identify required and recommended data fields. Required fields are the minimum level of information necessary to pass the RBLC QA process. However, data fields marked recommended also should be entered in order to insure successful QA. Data fields in Table 4-1 are identified as to whether they will be used for queries. Users should make every effort to provide these fields. Completing them helps to insure that searches will be productive

and that the data base contains information that is helpful to most users. Data elements marked as recommended fields are those that may be needed in order to pass quality assurance. Collecting and entering these data will improve the quality and usefulness of the data base.

Refer to Appendix A and the on-line documentation for instructions for entries to each data field. As discussed previously, planning and organizing the data beforehand will make the data entry process more efficient. Figure 4-1 is a suggested QA/QC checklist for entries.

After a determination has been entered into the system, and the permitting agency changes the status to Ready for QA, EPA will review the entry, follow up with the agency if necessary, and then promote the completed entry from "Draft" to "Final".

TABLE 4-1

Names and Characteristics of RBLC Data Fields

FIELD NAME	REQUIRED, RECOMMENDED, OR NOT REQUIRED	USED FOR QUERIES	NOTES
FACILITY LEVEL INFORMATION			
RBLC ID	Assigned Automatically	Y	Assigned by the system. Unique to each determination.
Corporate/Company Name	Recommended	Y	Name of the parent corporation, if applicable.
Facility Name	Required	Y	Name of the facility.
Facility Description	Recommended	N	Description of facility operations.
Facility County	Recommended	Y	
Facility Zip Code	Recommended	N	Zip codes can be found at: http://www.usps.gov/ncsc/lookups/lookups.htm
Facility Location - State	Required	Y	Assigned by the system.
EPA Region	Required	Y	Assigned by the system.
Facility Contact Name	Recommended	N	
Facility Contact Phone	Recommended	N	
Facility Contact E-mail	Recommended	N	
Agency Contact	Required	Y	Depending on the security authorization of the editor, either automatically assigned by the system or chosen from a drop down list. The permitting agency's name/code can be use for searches.
Other Agency Contact Info	Not required	N	
Permit Number	Required	Y	

FIELD NAME	REQUIRED, RECOMMENDED, OR NOT REQUIRED	USED FOR QUERIES	NOTES
Permit Type (New/Modified Source)	Required	N	
Permit Date	Required	Y	In association with this date, either "Estimated" or "Actual" must be selected.
Application Accepted Date	Required	N	In association with this date, either "Estimated" or "Actual" must be selected.
SIC Code	Recommended	Y	Drop down list; complete list on CHIEF web site.
NAICS Code	Recommended	N	Complete list on CHIEF web site.
Facility Registry System Number (FRN)	Required	N	The FRN is required for existing sources, but may not be available for new (green-field) sources. The Federal Registry System is a centrally managed database that identifies facilities, sites, or places subject to environmental regulations or of environmental interest. This site is the companion to the FRS integrated searches in Envirofacts, a single point of access to select U.S. EPA environmental data. FRNs can be found at: http://oaspub.epa.gov/enviro/search$.startup
Other Permitting Info.	Recommended	N	Specifics of permit determination can be included here.
Facility-wide Emissions Change	Recommended	Y	
Class 1 / U.S. Border Area Name	Recommended	Y	
Distance to Class I / U.S. Border Area	Recommended	Y	

PROCESS LEVEL INFORMATION

FIELD NAME	REQUIRED, RECOMMENDED, OR NOT REQUIRED	USED FOR QUERIES	NOTES
Process Name	Required	Y	
Process Type Code	Required	Y	Includes process type code, selected from a drop-down list. Also listed in Appendix D of this User's Manual.
Primary Fuel	Recommended	N	For combustion units only.
Throughput and Units	Recommended	N	If this information is CBI, it should **not** be entered.
Process Notes	Recommended	N	
POLLUTANT LEVEL INFORMATION			
Pollutant Name and CAS Number	Required	Y	Select pollutant name and CAS number from the drop-down list.
Control Method Code	Required	Y	
Control Method Description	Required	Y	A control method description is not required when there are no controls (control method code = N)
Did factors, other than air pollution technology considerations, influence the BACT (technology) decision?	Recommended	N	Answer based on whether factors other than technology considerations (e.g., increment violations) were involved in the BACT decision.
Estimated Efficiency %	Recommended	Y	See note on "Emission Limit 1" emission limits below.
Compliance Verified?	Recommended	N	

FIELD NAME	REQUIRED, RECOMMENDED, OR NOT REQUIRED	USED FOR QUERIES	NOTES
Emission 1	Required (see Notes)	N	An emission limit is required during the QA step for every pollutant entry except as follows: 1) If no control is used, (control method code = N); 2) If P2 is used (control method code = P) and either the estimated % efficiency is provided or a material or operational criteria is specified in Control Method Description or Pollutant/Compliance Notes.
Emission Limit 1 Unit of Measure	Required	N	An emission unit is required if a limit has been entered.
Emission Limit 1 Avg Time/ Conditions	Recommended	N	Conditions that apply to the limit, such as operating conditions, or averaging period.
Emission Limit 2	Recommended	N	Applies only if the permit specifies an alternate of additional emission limit.
Emission Limit 2 Unit of Measure	Recommended	N	An emission unit is required if a limit has been entered.
Emission Limit 2 Avg Time/ Conditions	Recommended	N	Conditions that apply to the limit, such as operating conditions, or averaging period.
Standard Emission Limit	Required (see Notes)	Y	A standardized emission limit is required during QA review for the pollutants listed under the process type codes in Appendix E, *RBLC Standard Emission Units by Process Type Code*. If the process type and pollutant are not listed in Appendix E, an emission limit is not required. For all processes, the emission limit for visible emissions (VE as percent opacity) should be listed in the standardized emission limit field.

FIELD NAME	REQUIRED, RECOMMENDED, OR NOT REQUIRED	USED FOR QUERIES	NOTES
Standard Emission Limit Unit of Measure	Required	Y	An emission unit is required if a limit has been entered. That unit must be the unit required in Appendix E, *RBLC Standard Emission Units by Process Type Code*, for that process and pollutant.
Standard Emission Limit Avg Time/ Conditions	Recommended	N	Conditions that apply to the limit, such as operating conditions, or averaging period.
Case-by-Case Basis	Required	Y	The regulatory basis for pollutant limits
Other Applicable Requirements	Recommended	N	
Dollar Value Year Used	Recommended	N	If this information is CBI, it should **not** be entered.
Costs Verified by Agency	Recommended	N	
Cost Effectiveness	Recommended	N	In dollars per ton.
Incremental Cost Effectiveness	Recommended	N	
Pollutant/Compliance Notes	Recommended	N	

QA/QC Checklist for Data Entry and Editing

For the Entire Determination

Keep in mind the general goals of a QA review: insuring entry completeness, and accuracy in data entry, coding, naming, and reasonableness.

Throughout the determination entry, check for typographical errors and misspellings, even in the notes fields. Make sure that the notes are concise, well worded, and informative.

Check for accuracy in data entry.

Check all required and recommended data fields. Use Table 4-1 and Appendix A to identify those fields.

Facility Level Input Form

1) Are name, address and location data reasonable and correct?

2) Check NAICS and SIC codes. If you were looking for information about this type of facility, would you search using the code that has been assigned?

3) Is the permit issued date an actual or estimated date? Is the permit issued date after the application accepted date?

Process Level Input Form

4) Are all of the processes covered by the determination included in the entry? Are the processes defined so that pollutants, controls and limits can be entered in an understandable way for each one?

5) Check the process name. Does it use the standard naming approach for processes described in the data entry instructions in Appendix A, *RBLC Data Submittal Form and Instructions* (e.g., turbine, single cycle, natural gas)?

6) Check the process code. If you were looking for this process, would you search using the code that you assigned?

7) Check the units for throughput. Use Appendix D to check units abbreviations.

8) If throughput is not in terms of fuel, is information provided about the throughput material in the notes?

Figure 4-1: QA/QC Checklist

9) Are all of the pollutants included for each process? In many cases, the permit addresses only one or a few of the pollutants that can be expected to be emitted from a process. If there are pollutants that are not included in the determination for a process, include an explanation in the process notes.

Pollutant Level Input Form

10) Is the Control Method Code properly assigned? Remember that a device added to a process that reduces emissions during the process (e.g., low-NO_x burners) should be defined as pollution prevention, not as an add-on. Pollution prevention encompasses recycling, materials changes and reformulation, and pollution reduction technology that is integral to the process.

11) If the Control Method Code is add-on, pollution prevention or both (add-on *and* pollution prevention), there must be a description of the control method in the text field.

12) Check the descriptors for add-on control devices and pollution prevention methods. Use the names and abbreviations in Appendix D, *Abbreviations for Processes and Units* to insure that consistent terms are used throughout the data base.

13) Has compliance information been entered?

14) Have emission limits been entered? Limits can be entered as either emissions or as a control's estimated percent efficiency. If the percent efficiency is an enforceable limit, the efficiency can be entered in the field for emission limit 1 and in the estimated percent efficiency field.

15) Are pollutant emission limits and percent efficiency levels reasonable?

16) Check units for emission limits 1 and 2. Use Appendix D to check abbreviations for emission units.

 17) Emission limits for visible emissions (VE) should be expressed as percent opacity (% opacity). VE emission limits for all processes should be entered in the standardized emission limit field.

18) Check the processes in the determination against the list of processes included in Appendix E, *RBLC Standard Emission Units by Process Type Code*. If a process matches any of those on that list, there should be a standardized emission limit entered for the pollutants listed for that process.

Figure 4-1: QA/QC Checklist (continued)

SECTION 5:
RBLC WEB PERMIT DATA ENTRY AND EDITING PROCEDURES

Access and authorization to enter and edit data in the RBLC Web is discussed in Section 4.1 of this volume. Navigation while using the data entry and editing options on the RBLC Web is described in Section 4.3. The following sections describe the procedures available to enter and edit determinations on the RBLC Web and to submit data on paper forms or as computer files. The section titles for RBLC Web functions are the same as the Data Entry Menu Web buttons that they describe.

When using the RBLC Web data entry and editing procedures, new determinations are entered first into the "Draft" data base and move through the following stages: In Process, Ready for Quality Assurance (QA), then QA Complete. These status indicators are available on a pull-down list at the top of the facility edit page, and are discussed in more detail in Section 5.2 of this volume. EPA promotes determinations from "Draft" to "Final".

5.1 ADD A NEW DETERMINATION

The "Add a New Determination" button on the Data Entry Menu is for creating a new determination listing in the RBLC data base. When a user has multiple-state data entry privileges, the first screen of this sequence will ask the user to identify the state where the determination is located. If a user has single-state or agency data entry privileges, the first screen will be the facility level entry form. The system will assign a facility number (an internal tracking number) and an RBLC ID. See Section 2.2 of this User's Manual for more information about RBLC IDs. New entries are not viewable by the public, but can be made publicly viewable by changing the Visibility Status flag on the Facility Information screen (see Section 4.3).

The "Add a New Determination" option differs from the "Edit a Determination" option in only two ways: it creates a new determination record with a new RBLC ID and tracking system entry, and the initial screen is the Facility Information screen (Figure 5-1). At the top and bottom of the Facility Information screen are the Save and Abort buttons. Users progress through sections for facility description, facility and agency contact information, permit information and facility wide pollutant listings. Fields that are marked with a red dot must be completed before the system will accept (save) the entry. Refer to Table 4-1 for a list of those and the other facility level data fields. Please note that although only a few data fields are required on this screen, an entry with only those fields is not very useful. Additional fields are required for promotion of the determination, and are discussed in Sections 4.5 and 4.6 of this volume.

Once a user has entered the required data fields and clicked on a save button, the new entry is created. From that point, the first screen available for that entry will be the Determination Summary screen. The Determination Summary screen is the home screen for any of the data entry screens: facility, process, pollutants, or affected boundaries. Pressing the "Save

and Exit" or "Abort" buttons on any of these screens returns the user to the Determination Summary screen. The steps taken to enter additional facility, process or pollutant data will be the same as those for editing an in-process determination. Section 5.2 provides details about the features of the Determination Summary screen, and the process, pollutant, and affected boundaries screens.

Once a new determination has been entered using the "Add a New Determination" option and the user has returned to the main menu, the "Edit In-Process Determination" option (discussed in the section below) must be used to edit the newly added determination.
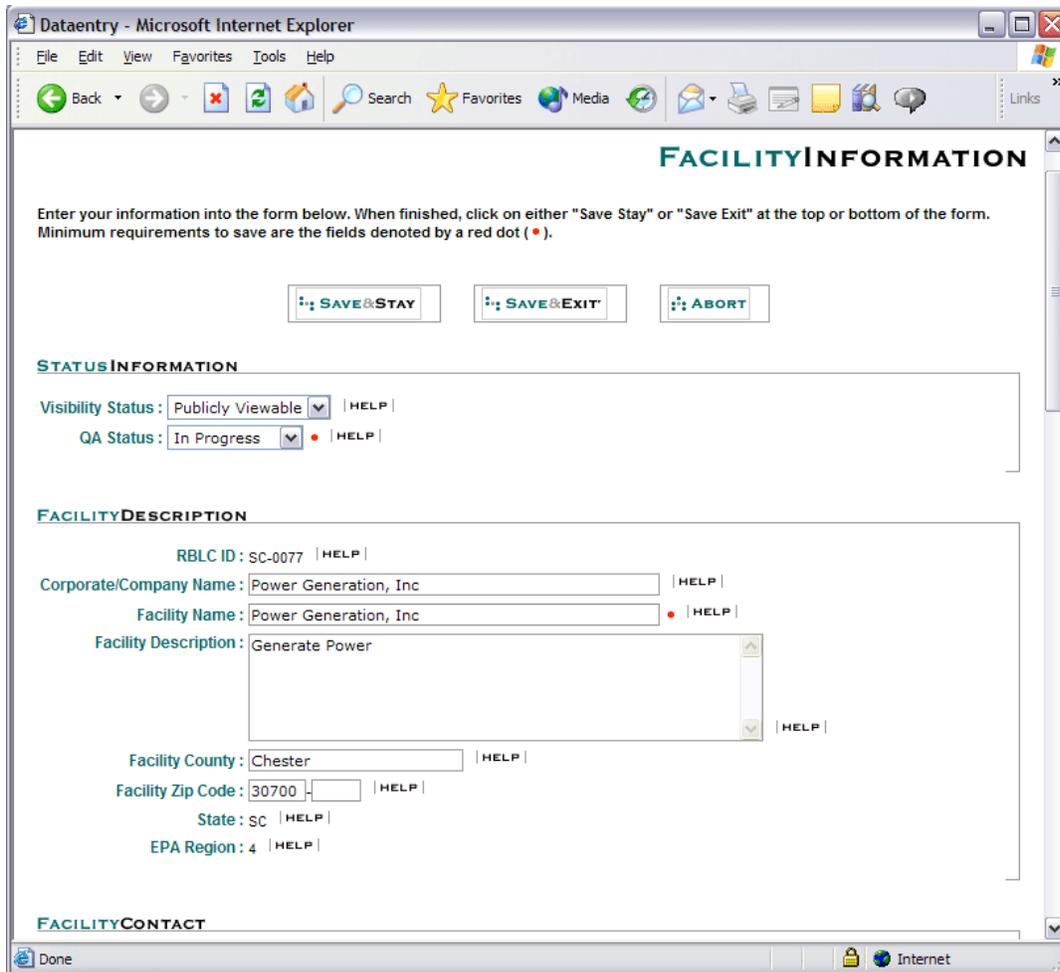
Figure 5-1: Facility Information Screen

5.2 EDIT IN-PROCESS DETERMINATION

The second button on the main RBLC Data Entry Page is labeled "Edit In-Process Determination". This allows edits to determinations that have already been entered into the Draft data base.

After selecting the determination, the first screen shown will be the Determination

Summary screen (Figure 5-2). This page facilitates navigation within the determination entry by acting as the determination's home page, and contains links for the entry's facility, boundary, process, and pollutant pages. The Determination Summary page is the page that these linked pages will exit to when the exit or abort buttons are used. Users may also delete processes, pollutants, and boundaries from their entries from this page. Each of the process, pollutant, and boundary links include plus (+) or minus (-) buttons to expand or contract the information that has been entered. For instance, if a determination has four processes, each with two pollutants, the user can click on the process plus button to view a list of all of the processes and the pollutants associated with each process listed. The Process/Pollutant listing normally displays in the expanded format and provides the user with an overview of the determination. The user can add or edit additional processes or pollutants by clicking the add or edit buttons for each (Figure 5-3). Clicking on the minus (-) button causes the list to contract and display text indicating the number of processes entered for this determination.
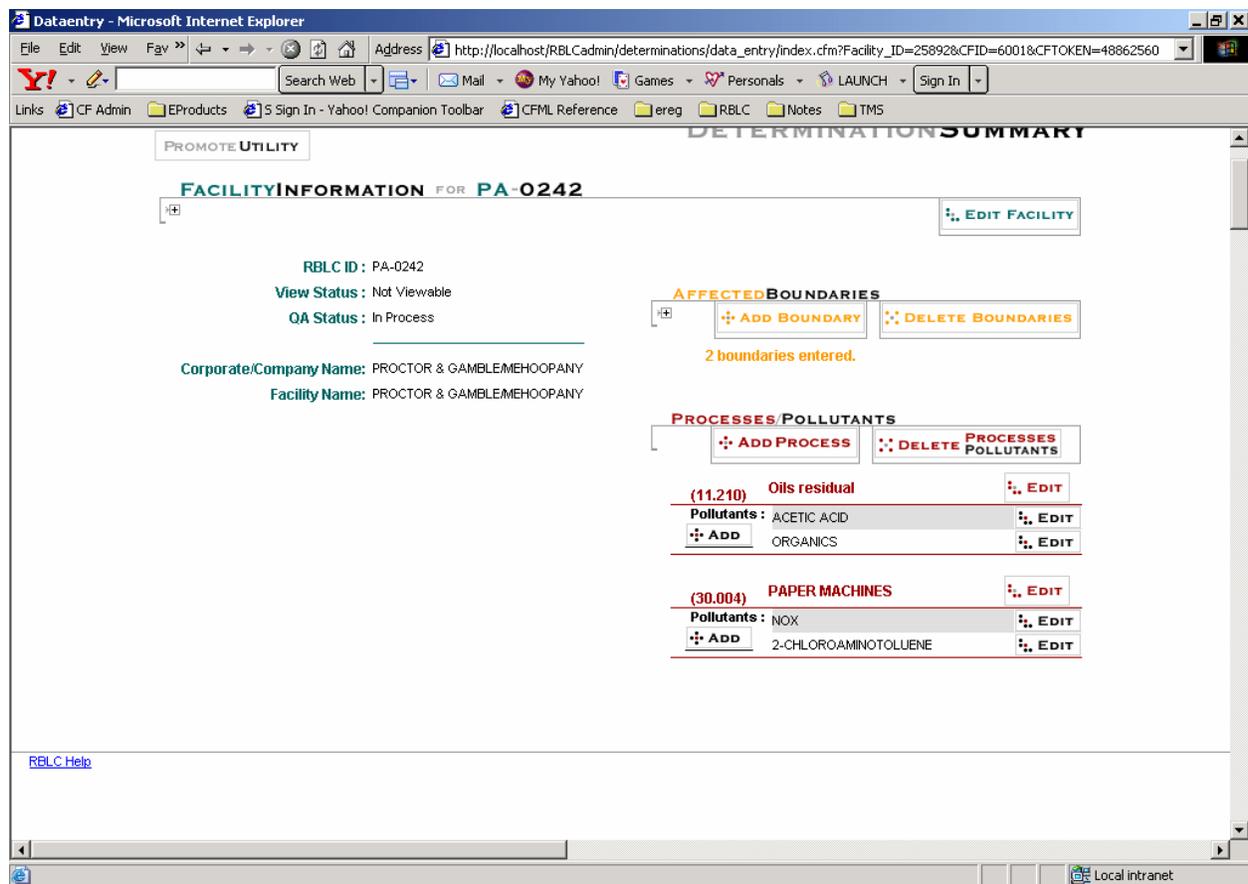
Figure 5-2: Determination Summary Screen
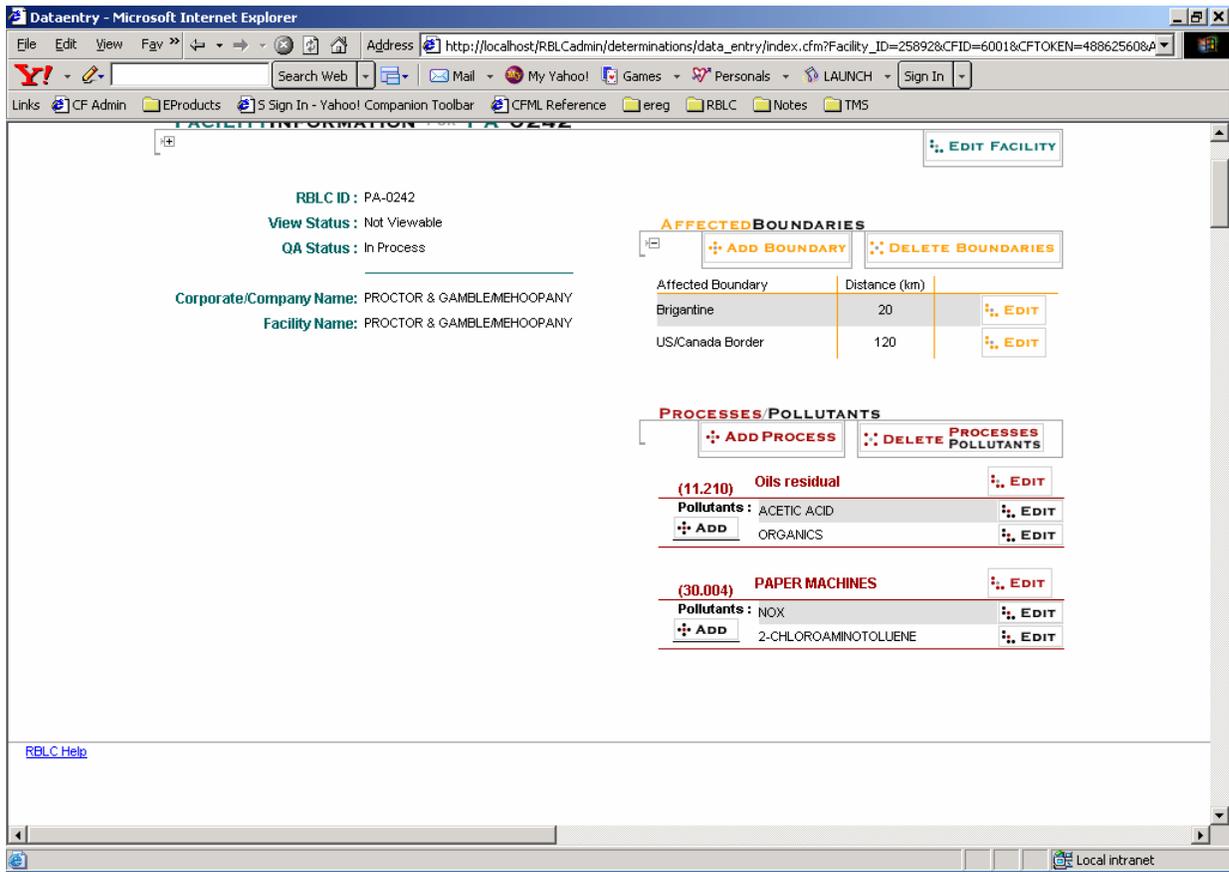
Figure 5-3: Determination Summary Screen – With Links Expanded

The Affected Boundary screen is also accessed from the Determination Summary screen. Boundaries of affected Class I areas are selected from a drop-down list. The areas are sorted by state, then name. Typing the first letter of the area's name will scroll to the first Class I area starting with that letter, type it again, and it will scroll to the second, and so on. Both data fields on this data entry screen are required.

To add or edit a process, expand the Processes/Pollutants link, and either select an existing process to edit or select Add Process to add one. When entering and adding process information, please include the details that will make the entry useful (Figure 5-4*)*. For example, fuel and throughput data can significantly improve the users ability to compare this entry to other similar process entries, and can be used in calculations of throughput based emission rates such as thermal rate or output. The Process Notes field can be used to further define the process, and explain specific regulatory issues for that process or its related pollutants.
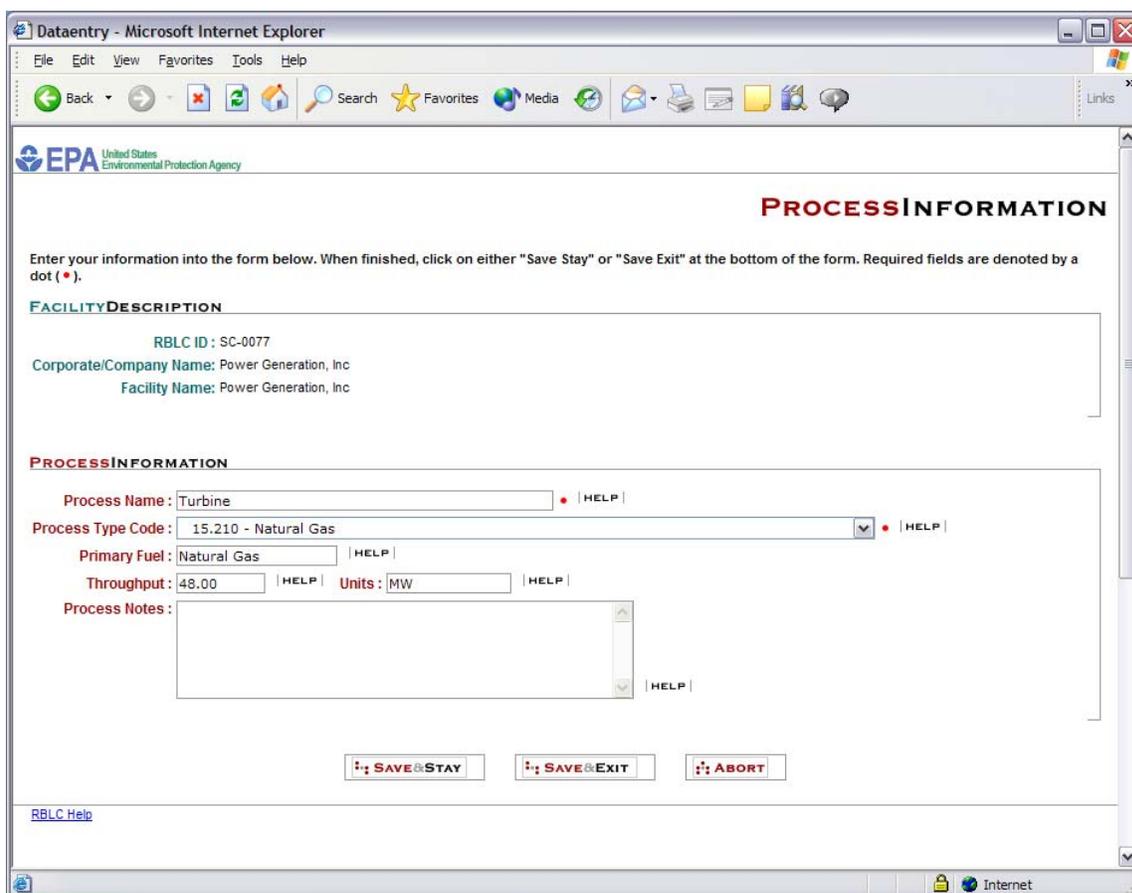
Figure 5-4: Process Information Screen

Every facility should have at least one process, and every process should have at least one pollutant. Pollutant entries are edited or entered from the Determination Summary screen, by selecting the pollutant Edit key next to the pollutant, or clicking on the Add key for pollutants that are provided under each process listing. The system requires that only the pollutant name be entered on this screen (Figure 5-5), but the entry will not pass QA without information about controls (i.e.: no control, pollution prevention, add-on controls, both pollution prevention and add-on), control method, basis information, and emission limits. If there are no permitted emission rate limits, an explanation is necessary. Users should take advantage of the Pollutant/Compliance Notes fields to provide further information about more complex or unusual pollutant determinations.
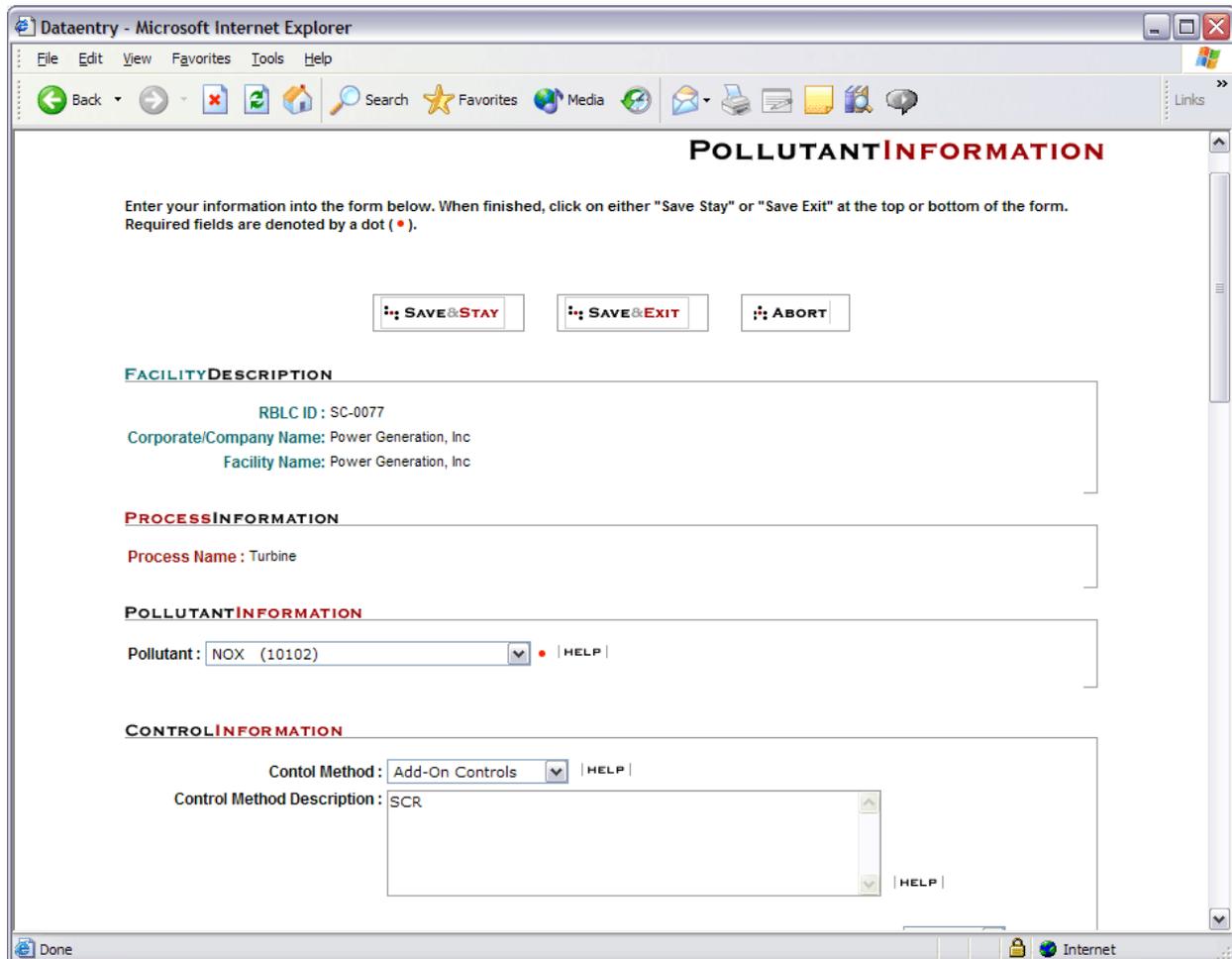
Figure 5-5: Pollutant Information Screen

Of particular importance on the Pollutant Information data entry screen is the Standard Emission Limit. Appendix E of Volume III of this manual, *RBLC Standard Emission Limit Units by Process Type Code* lists the pollutants and emission units that must be entered for specific process codes. In most cases, one of the permitted limits will be expressed in standard limit units. If they are not, the permit or its support documents may provide the information needed to calculate a limit in the standard units. If the standard emission rate must be calculated or determined, an explanation can be provided in the Avg Time/Conditions field adjacent to the emission limit field, and/or in the Pollutant/Compliance Notes field.

5.3 EDIT COMPLETED DETERMINATION

There are cases when a determination needs to be re-edited after it has been through QA and promoted from "Draft" to "Final". The third option on the main RBLC Data Entry page

allows a user to select a "Final" determination and change its status to "Draft" so that it can be edited. In this option, the determination is selected using the same type of pull-down menu that is used in the "Edit In-Process Determination" option. Once a determination has been selected, the editor has three option buttons from which to choose. The "View" button displays facility level information for that determination that allows the editor to confirm that the correct "Final" determination has been selected. The "Move to Draft" button changes the status of the "Final" determination to "Draft". The "Edit In-Process Determination" option on the main RBLC data entry page is used to edit the determination. The "Move & Edit" button changes the status of the "Final" determination to "Draft" and immediately enters the edit mode displaying the facility level information. The determination will take the same route through QA and EPA review before promotion from "Draft" to "Final". Please note that a copy of the original (promoted) determination is placed into an archive when the status changes form "Final" to "Draft" and the draft determination replaces the original entry in the RBLC data base.

5.4 PAPER (HARDCOPY) DATA SUBMISSION

The RBLC Input Form and EPA guidance for completing and submitting determinations using the paper form is are in Appendix A. In addition to the guidance provided in Appendix A, it may be helpful to review the data fields and formats discussion in Section 4.6.

5.5 STANDALONE EDITOR

The RBLC Standalone Editor and its documentation are available through the RBLC Software Web page.