

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

CLEAN AIR TECHNOLOGY CENTER

SPONSORED BY:

Information Transfer Group
Office of Air Quality Planning and Standards
U.S. Environmental Protection Agency
Research Triangle Park, North Carolina 27711

Date: August 2003

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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 4,000 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 1,000 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 this document to begin using the RBLC Web.

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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SECTION 4: DATA ENTRY OVERVIEW

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.² Authorized users can add and edit determinations and contact information for their agency and state.

New entries are marked “Draft” and move through the following stages: In Process, Ready for Quality Assurance (QA), then QA Complete. EPA promotes determinations to the “Final” status. Authorized users can edit completed determinations by changing the status to “Draft”. The determination will take the same route through QA and EPA review before promotion to “Final”. Please note that the original (promoted) determination will be placed into an archive when the status changes to “Draft”. The draft determination replaces the original entry.

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 data editor (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. New (draft) RBLC entries are not publicly visible when first entered. When the RBLC editor decides that an entry is ready, the editor must: (1) select the "Edit In-Process Determination" option from the main edit menu; (2) select the entry to be made visible; and, (3) click on the "Make [RBLC Facility ID] Publicly Viewable" button at the top of the Edit Facility Data screen. Once the change is saved, the entry becomes publicly viewable and the

² 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.

“Make Viewable” button at the top of the Edit Facility Data screen changes to "Make [RBLC Facility ID] Non-Viewable to Public." Through a similar process, an editor 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:

- C **Add New Determination:** create a new “Draft” data base entry.
- C **Edit In-Process Determination:** edit an existing “Draft” entry.
- C **Edit Completed Determination:** change a determination’s status from “Final” to “Draft” for editing (using the Edit In-Process Determination option).
- C **Add/Edit Contact Information:** add or edit information on agency staff contacts for permit information.
- C **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 “Main Menu/Abort Changes” 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. Data entered previously 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. Buttons at the top and bottom of each form allow the user to navigate, save, and update data. Many of the data fields use drop-down lists that facilitate entry of correctly formatted entries.

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 4.5 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 entry. It is recommended that permit information be organized before entry, so that all of the required information (e.g., codes, units, and abbreviations) will be on hand during data entry.

Refer to Section 4.5 of this document for:

- C Descriptions of data fields;
- C Required data fields, units, and formats; and
- C 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 and Source Classification Codes (SCCs) 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 Reference Library, accessed from the RBLC Web Main Page, contains a link to EPA's CHIEF web site. CHIEF maintains text and data base files containing the North American Industry Classification System (NAICS) Codes, Source Industrial Classification (SIC) Codes, and the SCCs needed to accurately categorize facilities and processes.³

At a more general level, identify the information needed to enter a complete determination. A determination must have information at the facility, process, and pollutant levels. Identify all likely pollutants for a process and be prepared to address them all, either with pollutant entries or explanatory notes in the process entry. Identify situations where informative 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).

³ 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>. The EPA's Emission Factor and Inventory Group maintains the list of SCCs, and any updates of those codes can be found at: <http://www.epa.gov/ttn/chief/codes/index.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 facility and process notes.

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 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 many of the searchable fields must be entered before a screen can be saved. In the on-line data entry forms, the required fields are marked with a diamond (—).

Use Table 4-1 to identify required and recommended data fields. These requirements help 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 required under future NSR regulations. 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, 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	Required	Y	Assigned by the system. Unique to each determination.
Company Name	Not required	Y	Name of the parent company, if applicable.
Plant Name	Required	Y	Name of the facility.
Plant Contact Name	Recommended	N	
Plant Contact's Street Address	Recommended	N	Plant contact's mailing address, may not be facility address. Zip codes can be found at: http://www.usps.gov/ncsc/lookups/lookups.htm .
Plant Contact's City, State and Zip Code	Recommended	N	
Plant Contact's Telephone/Fax	Recommended	N	
Plant Contact's Email Address	Recommended	N	
Plant Location - UTM Coordinates	Recommended	N	Actual plant location.

TABLE 4-1 (continued)
Names and Characteristics of RBLC Data Fields

FIELD NAME	REQUIRED, RECOMMENDED, OR NOT REQUIRED	USED FOR QUERIES	NOTES
Plant Location - County	Not required	N	
Plant Location - State	Required	Y	Assigned by the system.
EPA Region	Required	Y	Assigned by the system.
Agency Code and Name	Required	Y	Choose from a drop down list.
Agency Contact and Telephone Number	Required	N	Choose from a drop down list.
Public Hearing	Not Required	N	
New/Modified Source	Required	N	
Permit Number	Required	Y	
AIRS Facility Number (Universal Plant ID)	Recommended	Y	
NAICS Code	Recommended	Y	Complete list on CHIEF web site.
SIC Code	Required	Y	Drop down list; complete list on CHIEF web site.
Application Received	Recommended	N	

TABLE 4-1 (continued)
Names and Characteristics of RBLC Data Fields

FIELD NAME	REQUIRED, RECOMMENDED, OR NOT REQUIRED	USED FOR QUERIES	NOTES
Permit Issue Date	Required	Y	Must be actual date in order for the determination to be promoted to the Final data base.
Start-up Date	Recommended	N	
Compliance Verification Date	Recommended	N	
Facility Notes	Recommended	N	Notes allow the entry of non-standard information.
Affected Class 1 Areas	Recommended	Y	
Plant Narrative/Emission Sources/Fuel/Abatement Description	Recommended	N	
Plantwide Emissions	Recommended	Y	
PROCESS LEVEL INFORMATION			
Process Description	Required	Y	
Process Type	Required	Y	Includes process type code, selected from a drop-down list. Also listed in Appendix D of this User's Manual.
Source Category Code (SCC)	Required	Y	A listing of SCCs can be found on the RBLC Documents page.

TABLE 4-1 (continued)
Names and Characteristics of RBLC Data Fields

FIELD NAME	REQUIRED, RECOMMENDED, OR NOT REQUIRED	USED FOR QUERIES	NOTES
Primary Fuel	Recommended	N	For combustion units only.
Throughput Capacity and Units	Not Required	N	If this information is CBI, it should not be entered.
Compliance Verification	Recommended	N	
Process Notes	Recommended	N	
POLLUTANT LEVEL INFORMATION			
Pollutant Name/Chemical Abstract Service (CAS) Number	Required	Y	Select pollutant name and CAS number from the drop-down list.
Control Method Code	Required	Y	
Control Method Description	Required (see Notes)	Y	A control method description is not required when there are no controls (control method code = N)
Number of Control Options Considered	Not Required	N	
Rank of Option Selected	Not Required	N	

TABLE 4-1 (continued)
Names and Characteristics of RBLC Data Fields

FIELD NAME	REQUIRED, RECOMMENDED, OR NOT REQUIRED	USED FOR QUERIES	NOTES
Emission Limit 1	Required (see Notes)	Y	An emission limit is required for every pollutant entry. Three exceptions are allowed, although it is still recommended that you provide a primary emission limit. The exceptions are: 1) If no control is used, (control method code = N); 2) If a standardized emission limit is listed; or 3) If percent efficiency is substituted as a limit as part of the permit.
Emission Limit 1 Unit	Required	Y	An emission unit is required if a limit has been entered.
Emission Limit 1 Other Conditions	Not Required	N	Conditions that apply to the limit, such as operating conditions, or averaging period.
Emission Limit 2	Not Required	N	
Emission Limit 2 Unit	Not Required	N	An emission unit is required if a limit has been entered.
Emission Limit 2 Other Conditions	Not Required	N	Conditions that apply to the limit, such as operating conditions, or averaging period.

TABLE 4-1 (continued)
Names and Characteristics of RBLC Data Fields

FIELD NAME	REQUIRED, RECOMMENDED, OR NOT REQUIRED	USED FOR QUERIES	NOTES
Standardized Emission Limit	Required (see Notes)	Y	For all processes, the emission limit for visible emissions (VE as percent opacity) should be listed in the standardized emission limit field. A standardized emission limit is required for the pollutants listed under the process type codes in Appendix E, <i>RBLC Standard Emission Units by Process Type Code</i> . If the process type and pollutant are not listed in Appendix E, an emission limit is not required.
Standardized Emission Limit Unit	Required	Y	An emission unit is required if a limit has been entered.
Standardized Emission Limit Other Conditions	Not Required	N	Conditions that apply to the limit, such as operating conditions, or averaging period.
Emission Limit Basis	Required	Y	
% Efficiency	Recommended	N	See note on "Emission Limit 1" emission limits above.
Emission Type	Required	Y	Options are: P (point), A (area), and F (fugitive).
Costs Verified by Agency	Recommended	N	

TABLE 4-1 (continued)
Names and Characteristics of RBLC Data Fields

FIELD NAME	REQUIRED, RECOMMENDED, OR NOT REQUIRED	USED FOR QUERIES	NOTES
Capital Cost of Control Equipment	Not Required	N	If this information is CBI, it should not be entered.
O/M Cost of Control Equipment	Not Required	N	If this information is CBI, it should not be entered.
Year Used in Cost Estimates	Recommended	N	If this information is CBI, it should not be entered.
Annualized Cost	Not Required	N	In dollars.
Cost Effectiveness	Recommended	N	In dollars per ton.
Incremental Cost Effectiveness	Recommended		
Pollutant Notes	Not required	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? Review entries for UTM coordinates. UTM coordinates are defined as zone, easting and northing (x and y coordinates, respectively). The 48 conterminous States are covered by 10 zones, from Zone 10 on the west coast through Zone 19 in New England. Alaska is covered by Zones 10 through 2, and Hawaii by Zones 4 and 5.

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 received date? Actual start up and compliance dates are especially helpful to users of the data base because those dates indicate that the project is actually operating. These should be entered if they are available.

Process Level Input Form

4) Are all of the processes covered by the determination included? 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)?

Figure 4-1: QA/QC Checklist

6) Check the SCC designations. 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?

9) Has compliance information been entered? If compliance has been verified using “other” methods, have these methods been specified under “describe other”?

Pollutant Level Input Form

10) 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.

11) 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.

12) 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.

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

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

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

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

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. Flags to mark the determination’s status 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 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 using the “Edit In-Process Determination” menu option (see Sections 4.3 and 5.2).

The “Add a New Determination” option will guide the user through each level of data that should be entered (i.e., facility, process, and pollutant) using the function and navigational buttons at the top and bottom of each entry form. The data entry forms and navigation buttons available are:

- C** Facility form
 - S** Main Menu/Abort Changes - Prompts user to return and save data entered, then will return to the main permit data entry and editing page. Using the “Main Menu” button without saving the newly entered data will result in the data being lost.
 - S** Save & Exit - Saves the data in the form, exits from the Add option.
 - S** Save & Continue - Saves the data in the form, continues to the Process form.
 - S** Add Facility Help - Displays data entry help pop-up

- C Process form
- S Main Menu/Abort Changes - Prompts user to return and save data entered, then will return to the main permit data entry and editing page. Using the “Main Menu” button without saving the newly entered data will result in the data being lost.
 - S Add another - Displays a blank process entry form to add a new process.
 - S Save & Exit - Saves the data in the form, returns the user to the main permit data entry and editing page.
 - S Save & Continue - Saves the data in the form, continues to the Pollutant form.
 - S Process List - Displays the process selection form.
 - S Pollutant List - Displays a pollutant selection form for the process’ pollutants.
 - S Edit Facility - Returns the user to the facility form.
 - S Add Process Help - Displays data entry help pop-up.
- C Pollutant form
- S Main Menu/Abort Changes - Prompts user to return and save data entered, then will return to the main permit data entry and editing page. Using the “Main Menu” button without saving the newly entered data will result in the data being lost.
 - S Save & Add another - Saves the data in the form, and displays a blank pollutant entry form to add a new pollutant.
 - S Save & Main Menu - Saves the data in the form, returns the user to the main permit data entry and editing page.
 - S Pollutant List - Displays a pollutant selection form for the process pollutants.
 - S Process List - Displays the process selection form.
 - S Edit Facility - Returns the user to the facility form.
 - S New Process - Does **not** save the data in the pollutant form, continues to a new process form.
 - S Add Pollutant Help - Displays data entry help pop-up.

Some data fields will be marked with a diamond icon:



These fields are mandatory and must be filled out in order for the page to be saved. Please note that additional fields are required for promotion of the determination, and are discussed in Section 4.5 of this volume.

Affected Boundary information and Plantwide Emissions can be entered on the Facility Data screens. The boundary or pollutant must first be selected from the drop down lists. After a

value is entered in the “Distance” or “Rate After Control/Prevention” fields, the “Add” button next to the new entry must be selected or the values will not be saved along with the Facility data.

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.

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 in the Draft data base. The entry forms for facility, process, and pollutant level data are the same as those in the “Add a New Determination” option, with three exceptions: a pull-down menu for the choice of entry status on the facility form, a button allowing the user to mark determinations available to the public or not, and the wider range of choices for navigation buttons. A selection must be made from the entry status menu before changes to the facility level data can be saved. Entry status menu selections are: In Process; Ready for QA; and QA Complete. Agencies entering data should mark their incomplete and in progress entries as being “In Process”. Once an agency has completed its own QA, and is ready to send the completed determination entry to the EPA, the entry should be marked “Ready for QA”. The “QA Complete” flag is used by EPA’s contractors and EPA to designate determinations ready for promotion.

The data entry forms and navigation buttons available are:

- C Facility form
 - S Main Menu/Abort Changes - Prompts user to return and save data entered, then will return to the main permit data entry and editing page. Using the “Main Menu” button without saving the newly entered data will result in the data being lost.
 - S Save/Update - Saves and updates the data in the form.
 - S Process List - Displays the process selection form.
 - S Make [RBLC facility ID] Non-Viewable to Public/Publicly Viewable - Allows data to remain private until released for public view.
 - S Facility Help - Displays data entry help pop-up.
- C Process selection form
 - S Main Menu - Returns the user to the main permit data entry and editing page.
 - S Edit Facility - Returns the user to the facility form.
 - S Process Selection Drop-Down List - Lists all processes entered for this determination.
 - S Edit Process - Displays the process selected.

- S Pollutant List - Displays a pollutant selection form for the process' pollutants.
- C Process form
 - S Main Menu/Abort Changes - Prompts user to return and save data entered, then will return to the main permit data entry and editing page.
 - S Add Another - Displays another blank process form.
 - S Save/Update - Saves and updates the data in the form.
 - S Process List- Displays the process selection form.
 - S Pollutant List - Displays the process pollutant selection form.
 - S Edit Facility - Returns the user to the facility page.
 - S Process Help - Displays data entry help pop-up.
- C Pollutant selection form
 - S Main Menu - Prompts user to return and save data entered, then will return to the main permit data entry and editing page.
 - S Process List - Displays the process selection form.
 - S Edit Facility - Returns the user to the facility form.
 - S Pollutant Selection Drop-Down List - Lists all pollutants entered for the currently selected process.
- C Pollutant form
 - S Main Menu/Abort Changes - Returns the user to the main permit data entry and editing page.
 - S Add Another - Displays another blank pollutant form.
 - S Save/Update - Saves and updates the data in the form.
 - S Pollutant List - Displays the pollutant selection form.
 - S Process List - Displays the process selection form.
 - S Edit Facility - Returns the user to the facility page.
 - S Pollutant Help - Displays data entry help pop-up.

The “Edit” option allows for more flexibility in moving from screen to screen than when using the “Add New Determination” option. New processes and pollutant entries can be added using the “Edit” option, but new facility level data must be entered using the “Add New Determination” option.

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 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" and 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 the old (promoted) determination will be moved to an archive area and will no longer be visible.

5.4 PAPER (HARDCOPY) DATA SUBMISSION

EPA guidance for submitting determinations using the paper form is in Appendix F. Included is the most recent version of the paper form. In addition to the guidance provided in Appendix F, review the data fields and formats discussion in Section 4.5.

5.5 STANDALONE EDITOR

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