

## SLEIS User Training FAQs

The following questions were asked during our 1<sup>st</sup> SLEIS Training webinar on 2/2/21.

For additional information or to ask questions not answered here, please contact the Emissions Inventory (EI) team at [APC.Inventory@tn.gov](mailto:APC.Inventory@tn.gov).

### SLEIS Access

- Does a facility need to send in a new notarized SLEIS registration form to add a new User?
  - Yes, the form needs to be sent in but does not need to be signed and notarized **unless** the new User will be a Submitter for the facility. If the new User will be a Submitter and is not the facility Responsible Official (RO), a statement from the RO must accompany the form authorizing the User as a Designated Alternate Submitter.
- When will the SLEIS EI Report due for 2020 be issued on the website?
  - The 2020 EI Report due has been issued and is currently available for editing.
- What should a facility do if none of their users can access SLEIS?
  - Some IT systems block certain external websites which may be blocking access to SLEIS. Try accessing SLEIS from another internet connection or location; if this works, request your IT department to allow access to public port 8080. If this approach fails, please contact the EI team at [APC.Inventory@tn.gov](mailto:APC.Inventory@tn.gov) for troubleshooting.

### SLEIS Data

- Will data from earlier Emissions Inventory submittals be pre-loaded into SLEIS?
  - Historical Emissions Inventory data has been pre-loaded into SLEIS, except for control devices, which facilities will need to add. If your facility has never submitted an EI report before, contact the EI team at [APC.Inventory@tn.gov](mailto:APC.Inventory@tn.gov) for assistance in adding that information to SLEIS.
- Will permitted allowable emissions limits be pre-loaded into SLEIS as is required in the Facility Information section?
  - No, there is no automated update system between the permitting database and the SLEIS database. Since permits and the allowable emissions limits are subject to change, the limits must be entered by the facility on each Emissions Inventory Report.
- How should facilities match the emissions units listed in SLEIS to the units listed on their permit?
  - SLEIS reports all emissions in TON. If a facility has data in units other than TON, they will need to convert the units to TON for data entry into SLEIS.
- Do facilities need to report their insignificant emissions in SLEIS?
  - Yes, even if they are not included in your permit, insignificant emissions are required to be reported in your SLEIS EI Report submittal.