



Australian Government

Department of the Environment, Water, Heritage and the Arts



National Pollutant Inventory

User Guide

for

NPI Online Reporting System

Version 3.2

May 2010

ISBN: 978 0 642 55392 8

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Disclaimer

The screen shots of web pages and the NPI Online Reporting System are correct at time of publication and while all care will be taken to keep this User Guide up to date, from time to time there will be updates to the web pages and/or the online system that will change the look of some screens.

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USER GUIDE FOR NPI ONLINE REPORTING SYSTEM

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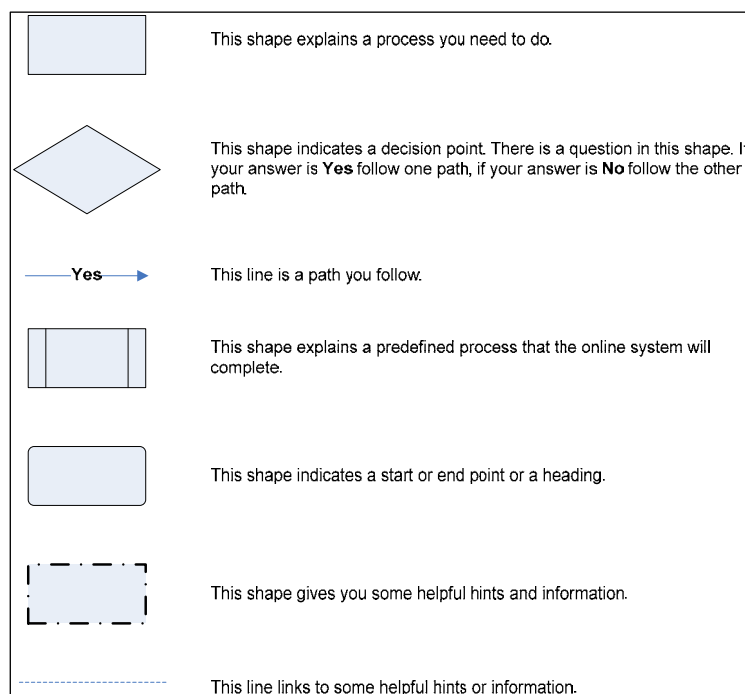


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1 Introduction

The purpose of this User Guide is to assist Australian manufacturing, industrial and service facilities to report emissions of listed substances to the National Pollutant Inventory (NPI) using the NPI Online Reporting System. This User Guide takes you step by step through the process of using the Online Reporting System. This User Guide is for Reporters and Coordinators.

This User Guide has been arranged to reflect the structure of the NPI Online Reporting System. The sections of this User Guide reflect the sections of the system.

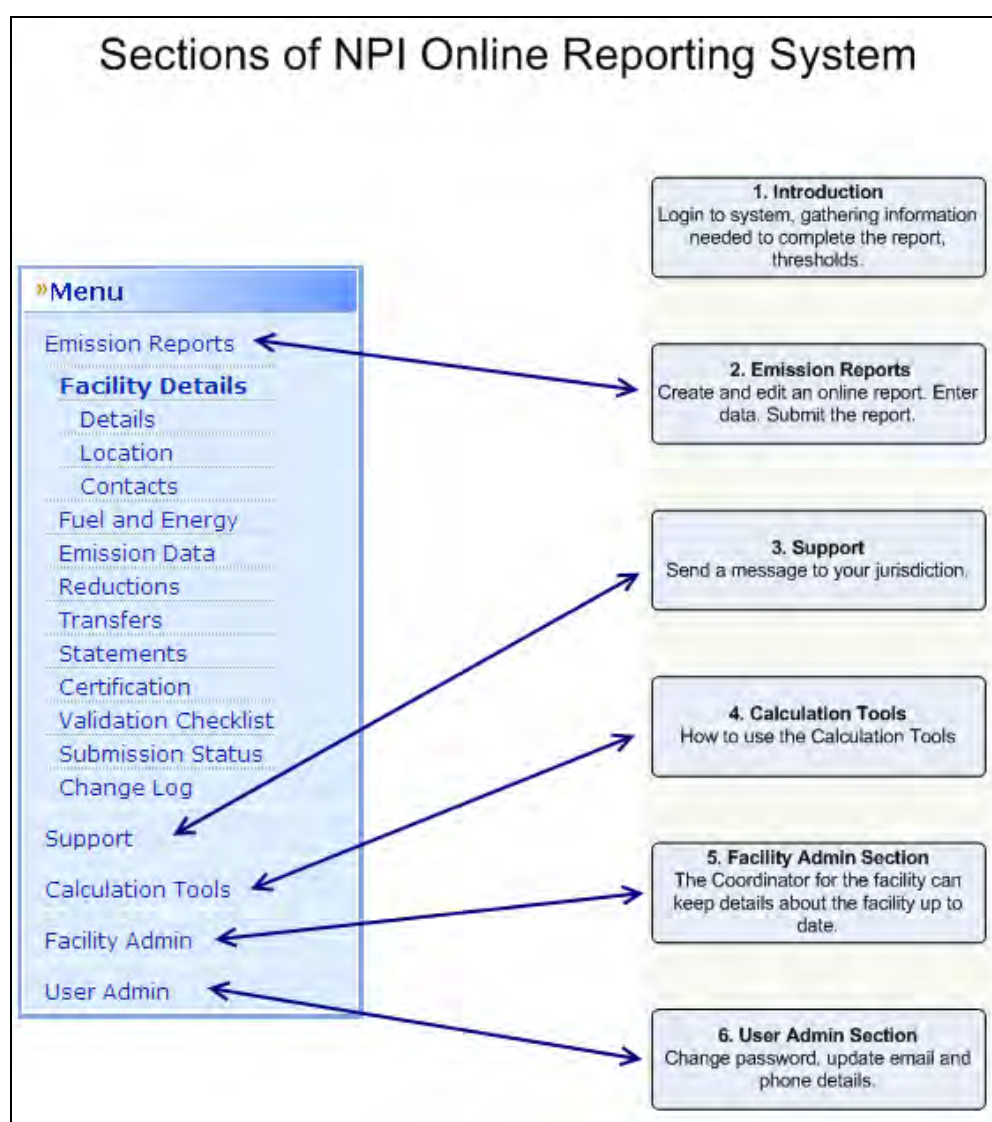


Figure 1 – Sections of NPI Online Reporting System

System requirements

The following requirements and recommendations apply to the NPI Online Reporting System:

- most recent versions of commonly used internet browsers are recommended
- a broadband internet connection is recommended
- pop-ups must be allowed for the site, to allow for the display of search boxes and other screen elements
- a PDF reader needs to be installed to view printable versions of the report, *and*
- if using the Calculation Tools Microsoft® Excel 2003© and above, fully installed, and macro security set to medium.

NPI Report Upload web service

The NPI Report Upload web service is a service provided to registered users of the Online Reporting System who may wish to directly integrate their in-house systems with the NPI online system. The service allows for a report to be uploaded to the NPI online system however users must still log in to the online system to validate, certify and submit reports. A user guide for this service is available on the NPI web site.

1.1 Outline of NPI Online Reporting process

The NPI Online Reporting System has different levels of users. *Flowchart A* shows you the way through the system if you are a Coordinator. If you are a Reporter follow *Flowchart B*. The numbers in the headings in each flowchart match the sections in this User Guide.

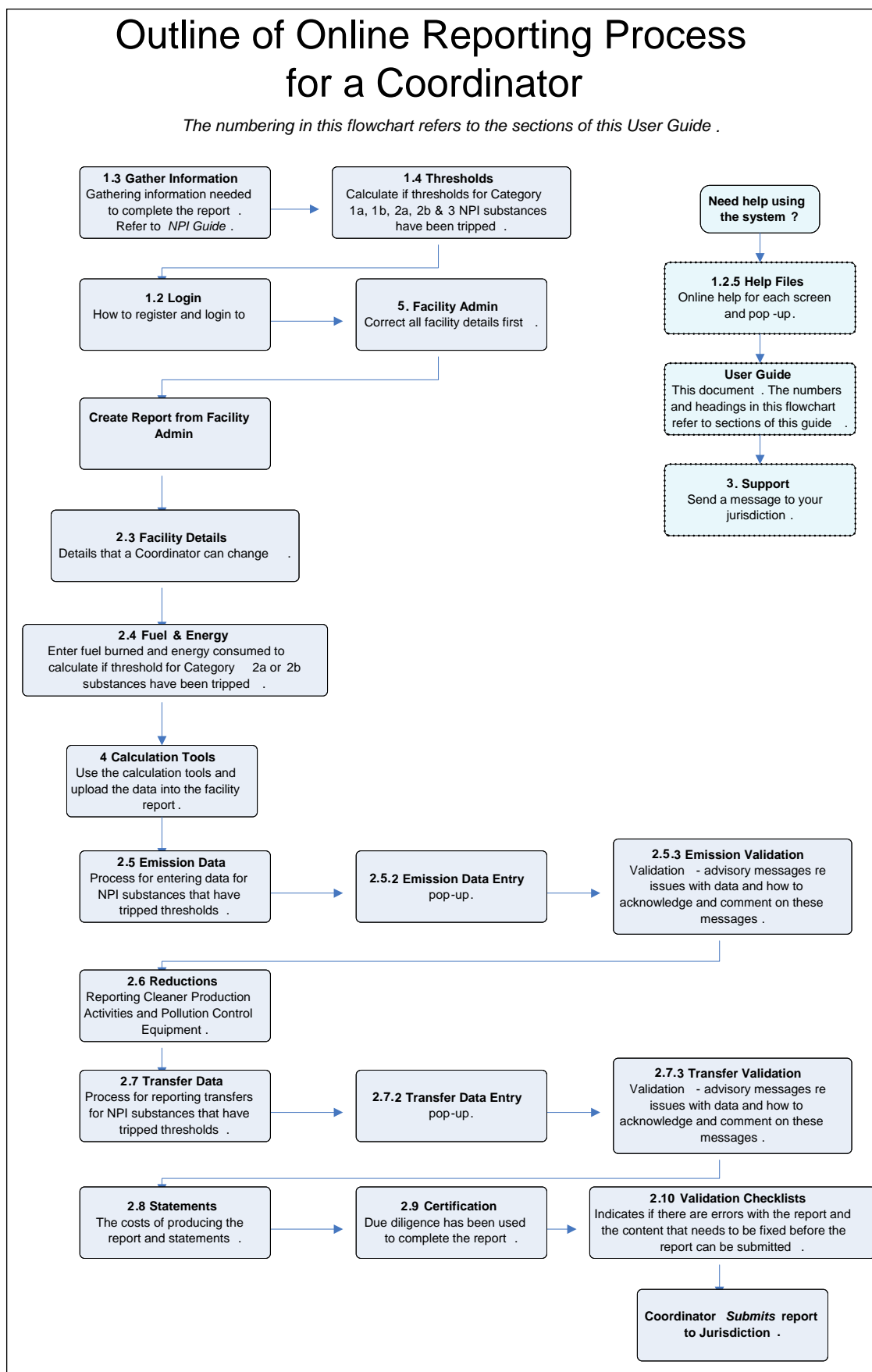
In following the instructions in this User Guide you need to remember the role you have for the report you are working on, as the system logs you in at the highest role you have been registered for. On the screen shot below you can see that your username and the highest role you are registered to use is displayed in the top right hand corner of the screen.



Figure 2 – Role you are logged in as

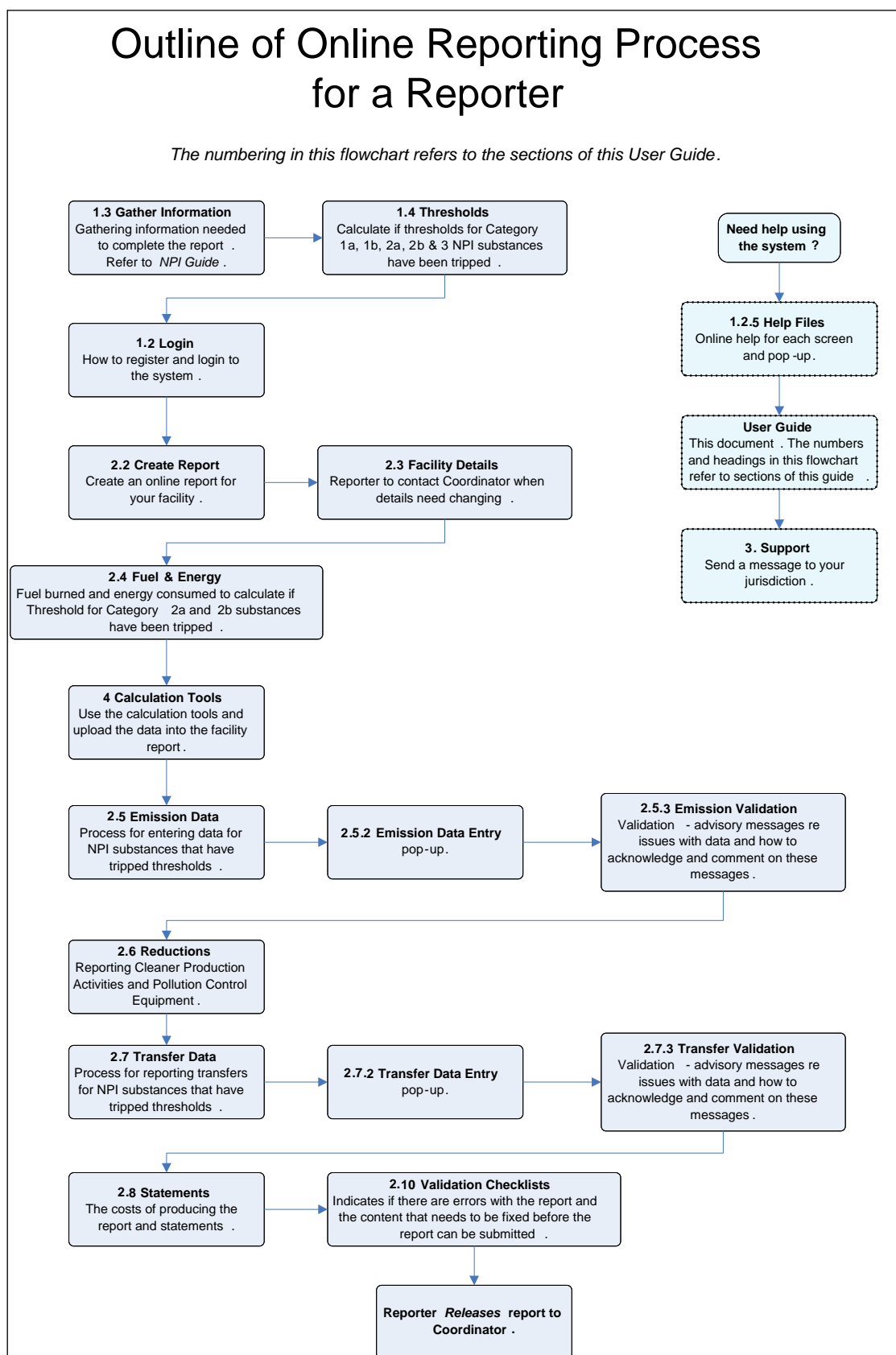
Your highest role – you might be a Reporter for some facilities and a Coordinator for other facilities. When you login, the system will always log you in as a Coordinator as that is your highest role. However, when you are working on reports for the facilities that you are registered as a Reporter for, you will only have access to Reporter functions for those facilities. Facility Admin, Certification and Submission Status functions will not be available to use for such facilities.

1.1.1 Outline for Coordinators



Flowchart A – Outline of the online reporting process for a Coordinator

1.1.2 Outline for Reporters



Flowchart B – Outline of the online reporting process for a Reporter

1.1.3 User Roles and Report Status

There are five different roles in the NPI Online Reporting System.

<i>Reporter</i>	Can enter the basic elements of an NPI report, however they cannot submit (certify) the report. Consultants or contractors are restricted to Reporter level access.
<i>Coordinator</i>	Can enter all elements of an NPI report, and can submit (certify) the report. Facility or company personnel can be Coordinators.
<i>Jurisdiction</i>	The report is submitted to the jurisdictions that validate the data. For the purposes of data integrity there is some information about your facility that only the jurisdiction can change, for example, your facility location details.
<i>Commonwealth</i>	The report is lodged with the Commonwealth by jurisdictions. The Commonwealth approves it and publishes the data on the NPI web site annually.
<i>Sysadmin</i>	Is responsible for publishing the data to the public web site.

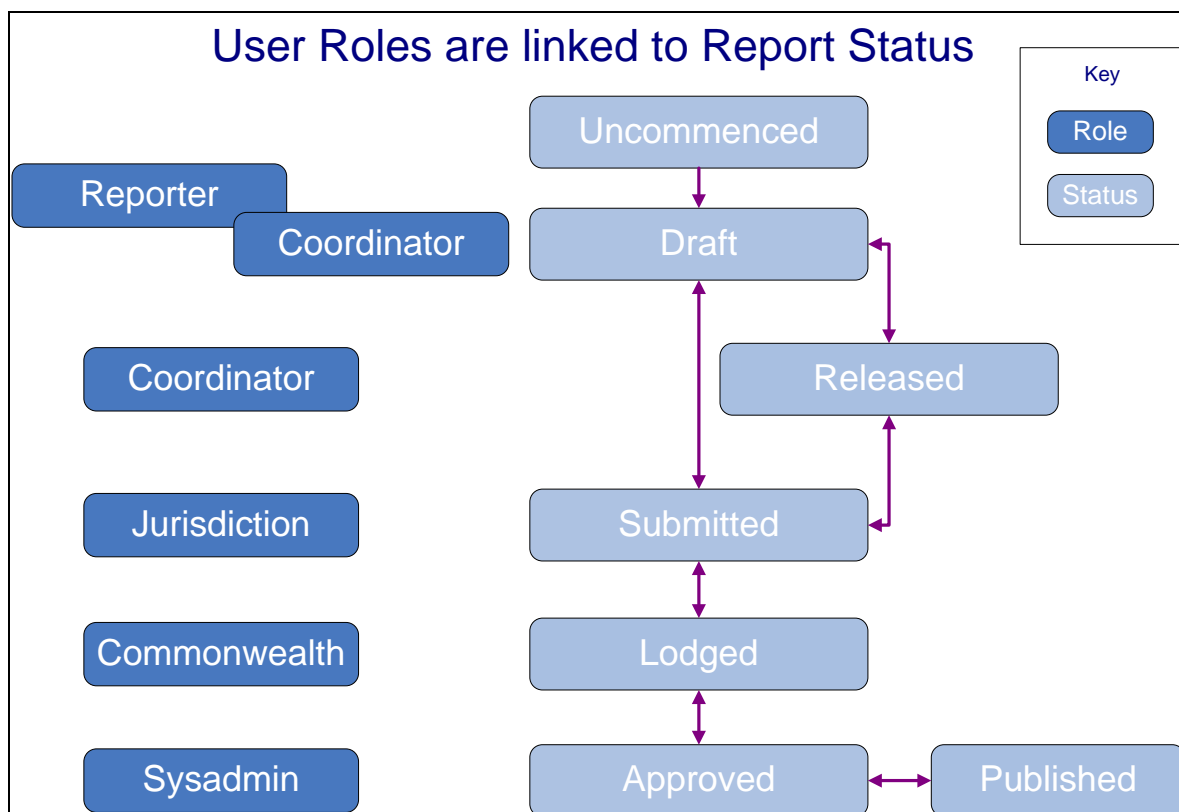


Figure 3 – User Roles linked to Report Status

The report for your facility moves through a number of status changes before it is published. This section explains how these status changes occur. The figure above shows how the report moves through the status changes.

Uncommenced: When the reporting period for your facility has finished an Uncommenced report is displayed. This is a report that the NPI Online Reporting system is expecting you to create. If your facility is no longer reporting or not going to report for a period, you should contact your Jurisdiction and inform them.

Draft: When a report is created, the status changes to draft. The draft status is when you are working on the report and entering data. You can only edit your facility report while it is in draft status.

Released: When a Reporter has finished working on the draft report they can release the report to the Coordinator for the facility. The Reporter can no longer edit the report after it has been released to the Coordinator (see section 2.10 for *Instructions on how to Release a report*).

Submitted: When the Coordinator has finished working on the report, reviewed the report and has certified that the due diligence has been exercised in the preparation of the report they can submit the report to the jurisdiction the facility reports to. The Coordinator can no longer edit the report after it has been submitted to the jurisdiction the facility reports to (see section 2.10 for *Instructions on how to Submit a report*).

Lodged: When the jurisdiction has finished reviewing the report, they lodge the report with the Commonwealth and the status of the report changes to Lodged.

Approved: When the Commonwealth approves the report, the status changes to Approved and the report is ready for publication.

Published: The report is finally published and the status then changes to Published.

1.2 Using the NPI Online Reporting System

1.2.1 Register

Only registered users can use the NPI Online Reporting System. Under the terms of use of the system there is only one user per login.

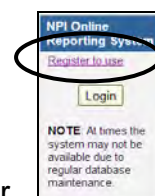
Go to **<http://www.npi.gov.au/reporting/index.html>** to access the NPI Online Reporting System.



Figure 4 – Lodging NPI reports web page

To Register

1. Click on the Register to use link in the right hand corner.
2. Download the PDF form.
3. When completing the form list all the facilities you want to be associated with.
4. Return the signed form to the jurisdiction you reside in.



You need to be familiar with the terms of use for using the system.

Terms of use

Users of the NPI Online Reporting System must accept the following terms of use:

- Account usage

All users of the NPI Online Reporting System will be held accountable for their actions in regards to their usage of the system. Usage of the NPI system will be monitored by the system administrator.

- Security reporting

Any occurrence of the following should be considered a potential security violation by users of the NPI Online Reporting System and reported:

- o any loss (including destruction or corruption), theft or unauthorised disclosure of classified material in hardcopy or softcopy form through a deliberate, negligent or accidental act
- o any disclosure of a user's password
- o any unauthorised access to a user's account (including sharing of accounts established for identified individuals and unsupervised use by visitors) *and*
- o any introduction, processing or storage of offensive material in the system.

All reported violations will be escalated to the appropriate person.

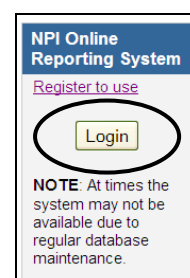
On becoming aware of any security violations, poor security practices or actions that may compromise the security of the system (and hence the security of the information stored and processed within the system), users are to advise **at least one** of the following at the earliest opportunity: the relevant jurisdiction; Commonwealth NPI team; system administrator; or the Department of the Environment, Water, Heritage and the Arts ICT security manager.

1.2.2 Login

To access Login screen

The **Login** button is on the right hand side of the screen.

It looks like this.



Click on the **Login** button and the Login screen opens.



Figure 5 – Login screen

To Login

1. Type in your username.
2. Type in your password.
3. Click **Login**.

Your username and password are emailed to you by the jurisdiction when your user account is set up.

You can change your password using the *Password* tab in the *User Admin* section of the system (see section 6.4 *Password*).

If you forget your password use the **Retrieve Password** function.

Retrieve Password

1. You need to enter the email address associated with your user account (this is the email address you put on your registration form).
2. Click **Retrieve Password**.

You will be sent an email containing your username and a new password.

Hint: Copy (control+C) the password sent to you in the email and paste it in the password field of the login screen.



Figure 6 – Invalid Username/Password

You have only 3 chances to login correctly; if you get it wrong on the 3rd attempt your account will be locked. You need to contact your jurisdiction to get your account unlocked. If you have forgotten your password use the **Retrieve Password** function described above.

1.2.3 Logout

To Logout

You can logout of the system at any time:

1. Click **Save** on the current screen to save any data you have entered.
2. Click the **Logout** link in the top right hand corner of the screen.

Australian Government
Department of the Environment, Water, Heritage and the Arts

NPI Online Reporting System > Home > Report: Draft, Training facility 50, Train050, 08/09

Logged in as **train_user050** (Coordinator) [Contact Us](#) [Help](#) [Logout](#)

Menu

- Emission Reports
- Facility Details**
 - Details
 - Location
 - Contacts
 - Fuel and Energy
 - Emission Data
 - Reductions
 - Transfers
 - Statements
 - Certification
 - Validation Checklist
 - Submission Status
 - Change Log
- Support
- Calculation Tools
- Facility Admin
- User Admin

Details | Location | Contacts

Facility Owner Details

This screen contains business details about the facility. Most facility details are read only for data integrity purposes.

Registered Business Name: Dept of Environment
ACN: 34190894983

Registered Business Address
Street Number: Parkes Place
Street: Parkes
Suburb: Parkes
State: Australian Capital Territory
Postcode: 2600

Facility Details
Facility ID: Train050
Facility Name: Training facility 50
Jurisdiction: Federal
Licence Number:
Number of Employees: 85
Website Address: http://www.npi.gov.au
Main Activity: Zinc smelting and refining

Postal Address
Same as Registered Business Address? ☐
Street Number:
Street: GPO Box 787
Suburb: Parkes
State: Australian Capital Territory
Postcode: 2600

Data Period Start: 01/07/2008
Data Period End: 30/06/2009

If data changes are required, select the request change button to send details to your jurisdiction.

ANZSIC Information
Division: Please select one
Subdivision: Please select one
Group: Please select one
Class: Please select one

[Add/Change Primary](#) | [Add Secondary](#) | [Remove Secondary](#)

Select check box(es) to remove ANZSIC code(s) information.

Type	Code	Description
<input type="checkbox"/>	2133	Copper, Silver, Lead and Zinc Smelting and Refining

Available for Jurisdiction Preview ☐

Are details correct? ☐ Yes ☒ No

[Save](#) [Reset](#) [Next](#)

[Accessibility](#) | [Privacy](#) | [Terms of use](#) | [System requirements](#)

Figure 7 – Logout

When you logout the *Login* screen opens.

It is a good idea to **logout** of the system anytime you get interrupted, as you get a reminder to save any data that is on your screen. This way you won't lose any data.

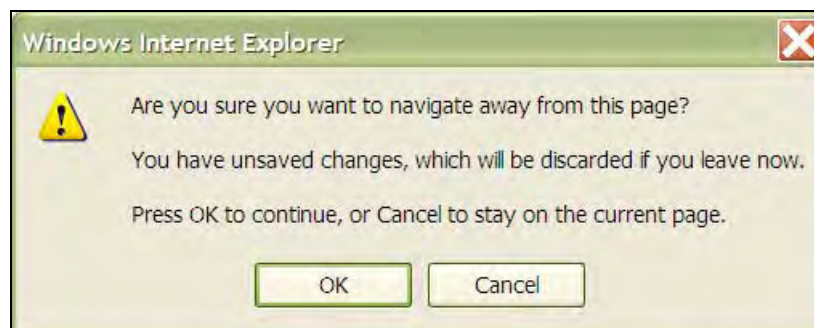


Figure 8 – Reminder to save data

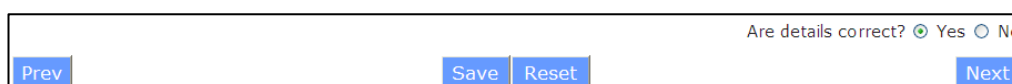
1.2.4 System navigation

There are three ways to navigate through the system.

1. You can use the vertical menu on the left side of the screen to navigate between screens. This screen shot is for a Coordinator– the *Facility Admin* section is visible – if you are a Reporter you would not have the *Facility Admin* section in the menu.



2. The **Next** and **Prev** buttons on the screens in the Emission Report section of the system.



Clicking on **Next** and **Prev** (previous – which takes you back to the previous screen) also saves data entered on a screen.

3. The horizontal (breadcrumb) menu across the top of the screen.



The **Home** link returns you to the Welcome screen.

Note: the title in green contains the status of the report (Draft), the name of the facility (Dept of Environment – Training Facility 50), the facility ID (Train050) and the date the report is due (30/09/2009). This information allows you to quickly make sure that you are working on the correct report. Similar information is displayed (e.g. Facility Name, User Name etc) if you are using the *Facility Admin* or *User Admin* sections of the system.

Note: Some people like to navigate through web pages by using the Forward and Back button provided by their internet browser. This system **does not** support the use of this functionality and doing so will cause unexpected results.

1.2.5 Common system features

Timeout

Like most online secure systems the NPI Online Reporting System has a timeout. For security reasons and to avoid timeout complications we recommend that you always **Save often** and **Logout** if you are going to be away from your computer for an extended period of time.


Save

We recommend that you frequently use the **Save** button when entering data in this system, especially when entering a lot of data on the *Emission Data* tab as the system may timeout on you. **Always click Save often when entering data.**

Common screen features

Processing

After you have clicked a **button** on the screen, the system lets you know it is processing the function by displaying the following message:

 **Processing request, please wait.....** in the top right hand corner.

Information messages

Information messages appear across the top of the tab and indicate success or failure of an operation. The most common of these are displayed when you perform the save action. Some examples are shown below.



Figure 9 – Data has been saved message

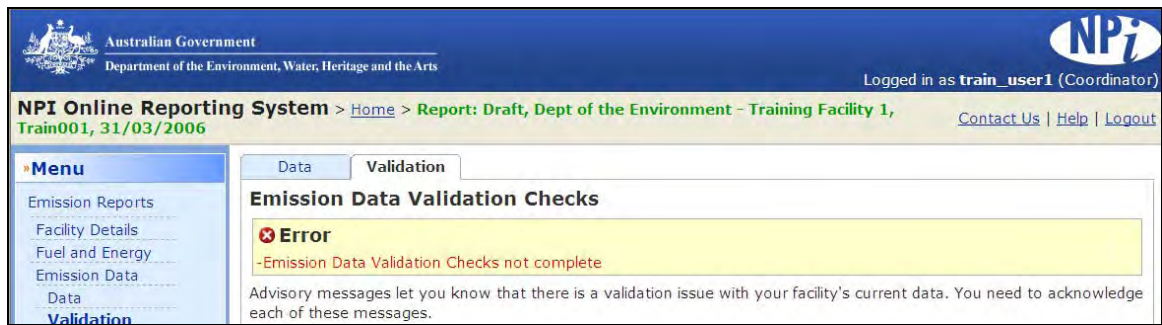


Figure 10 – Examples of Error messages

1.2.6 Help files

There is a help file for each screen and each pop-up screen. The title of each help file is the same as the title of the screen it relates to.

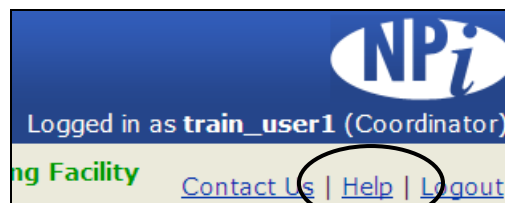


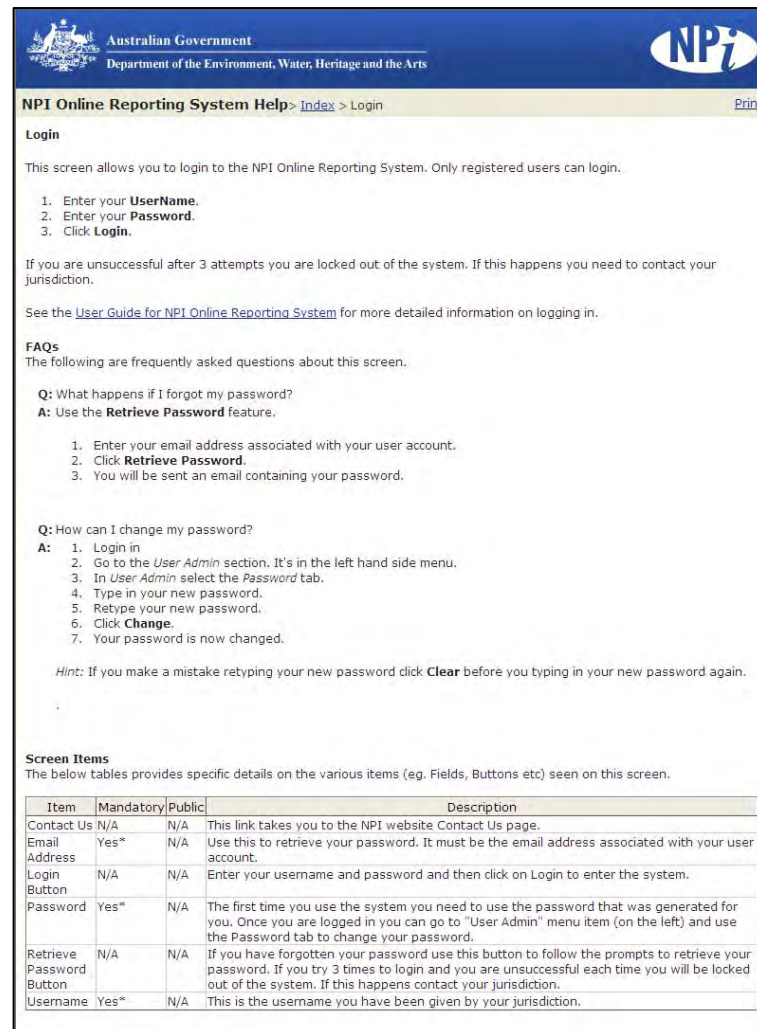
Figure 11 –Help

When you click on **Help** (located in the top right hand corner) the help file for the current screen pops up.

Depending on the configuration of your web browser, you may need to allow pop-ups in your browser to be able to view the help files at the same time as using the system.

Help files provide the following information:

- explain the purpose of each screen and brief instructions for what to do,
- contain FAQs for that screen, and
- explain every field and button on each screen.



Login

This screen allows you to login to the NPI Online Reporting System. Only registered users can login.

1. Enter your **UserName**.
2. Enter your **Password**.
3. Click **Login**.

If you are unsuccessful after 3 attempts you are locked out of the system. If this happens you need to contact your jurisdiction.

See the [User Guide for NPI Online Reporting System](#) for more detailed information on logging in.

FAQs

The following are frequently asked questions about this screen.

Q: What happens if I forgot my password?

A: Use the **Retrieve Password** feature.

1. Enter your email address associated with your user account.
2. Click **Retrieve Password**.
3. You will be sent an email containing your password.

Q: How can I change my password?

A:

1. Login in
2. Go to the *User Admin* section. It's in the left hand side menu.
3. In *User Admin* select the *Password* tab.
4. Type in your new password.
5. Retype your new password.
6. Click **Change**.
7. Your password is now changed.

Hint: If you make a mistake retyping your new password click **Clear** before you typing in your new password again.

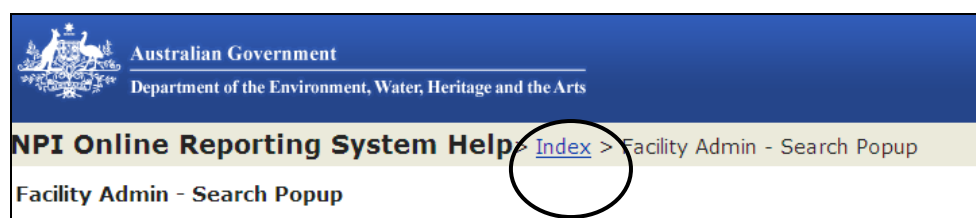
Screen Items

The below tables provides specific details on the various items (eg. Fields, Buttons etc) seen on this screen.

Item	Mandatory	Public	Description
Contact Us	N/A	N/A	This link takes you to the NPI website Contact Us page.
Email Address	Yes*	N/A	Use this to retrieve your password. It must be the email address associated with your user account.
Login Button	N/A	N/A	Enter your username and password and then click on Login to enter the system.
Password	Yes*	N/A	The first time you use the system you need to use the password that was generated for you. Once you are logged in you can go to "User Admin" menu item (on the left) and use the Password tab to change your password.
Retrieve Password Button	N/A	N/A	If you have forgotten your password use this button to follow the prompts to retrieve your password. If you try 3 times to login and you are unsuccessful each time you will be locked out of the system. If this happens contact your jurisdiction.
Username	Yes*	N/A	This is the username you have been given by your jurisdiction.

Figure 12 – Example Help file for Login screen

When you are in a help file you can access an *Index* of all help files for your role by clicking on **Index**.



NPI Online Reporting System Help > Index > Facility Admin - Search Popup

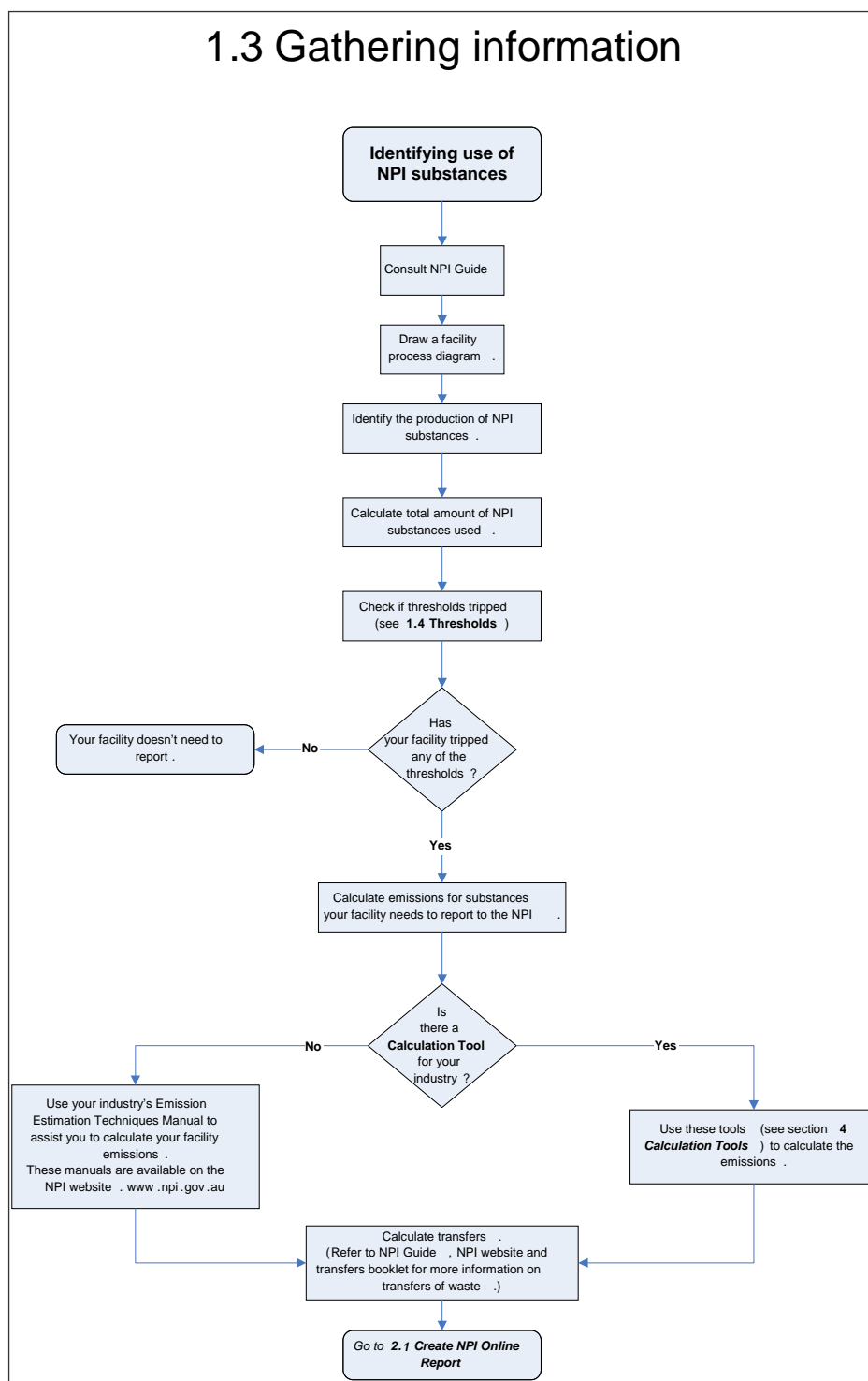
Facility Admin - Search Popup

Figure 13 – Help Index

Appendix A contains a screen shot of the index of help files for Reporters and a screen shot of the index of help files for Coordinators.

1.3 Gathering information to complete the report

This section provides a sequence to follow for gathering the information you need to complete an NPI report. Make sure you are using the latest version of the *NPI Guide*. Go to <http://www.npi.gov.au/handbooks/guidetoreporting.html>.



Flowchart C – 1.3 Gathering information

You need to refer to the *NPI Guide* for more information on each of the following points:

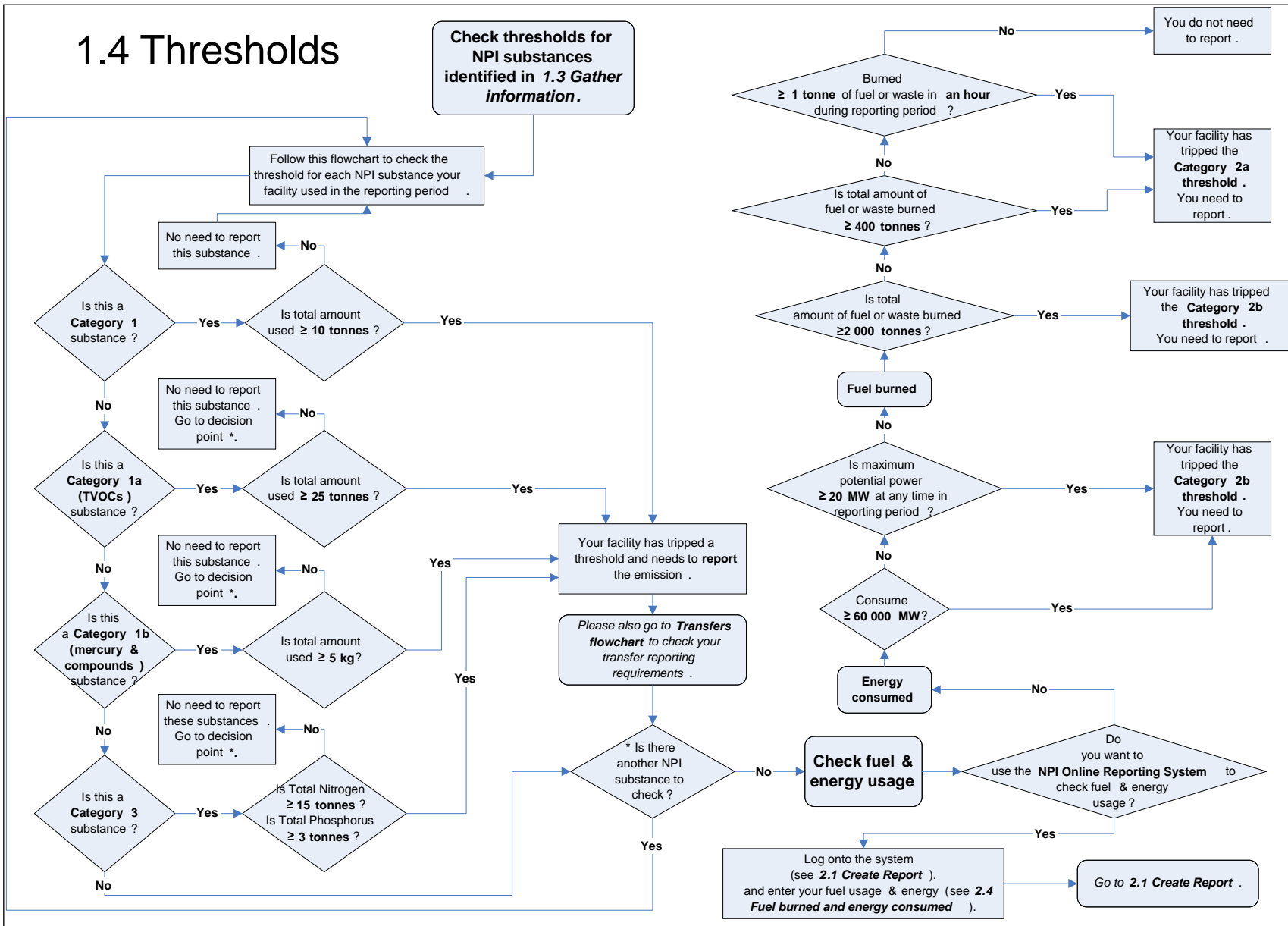
- draw a Facility Process Diagram for your facility
- identify use of NPI substances
- calculate the amount used for each NPI substance identified
- calculating transfers – refer to the NPI Guide, the NPI web site and the *Transfer Information Booklet* for more information on transfers.

1.4 Thresholds

You can use the flowchart below to manually check if your facility has tripped a threshold. The flowchart will help you work out if your facility has tripped a threshold for each of the categories your facility needs to report.

You can go straight to the NPI Online Reporting System which can calculate these thresholds if you enter substance usage and complete the fuel and energy information (see section 2.4 *Fuel burned and energy consumed*).

1.4 Thresholds



Flowchart D – 1.4 Thresholds

2 Emission Reports

Reporters and Coordinators are responsible for completing the sections in the *Emission Reports* section of the NPI Online Reporting System.

Login instructions

You can login to the NPI Online Reporting System from the *Lodging NPI reports* web page www.npi.gov.au/reporting/index.html .



Figure 14 – Login screen

Login

1. Type in your **Username**.
2. Type in your **Password**.
3. Click **Login**.

Your username and password are emailed to you after your user registration form has been processed.

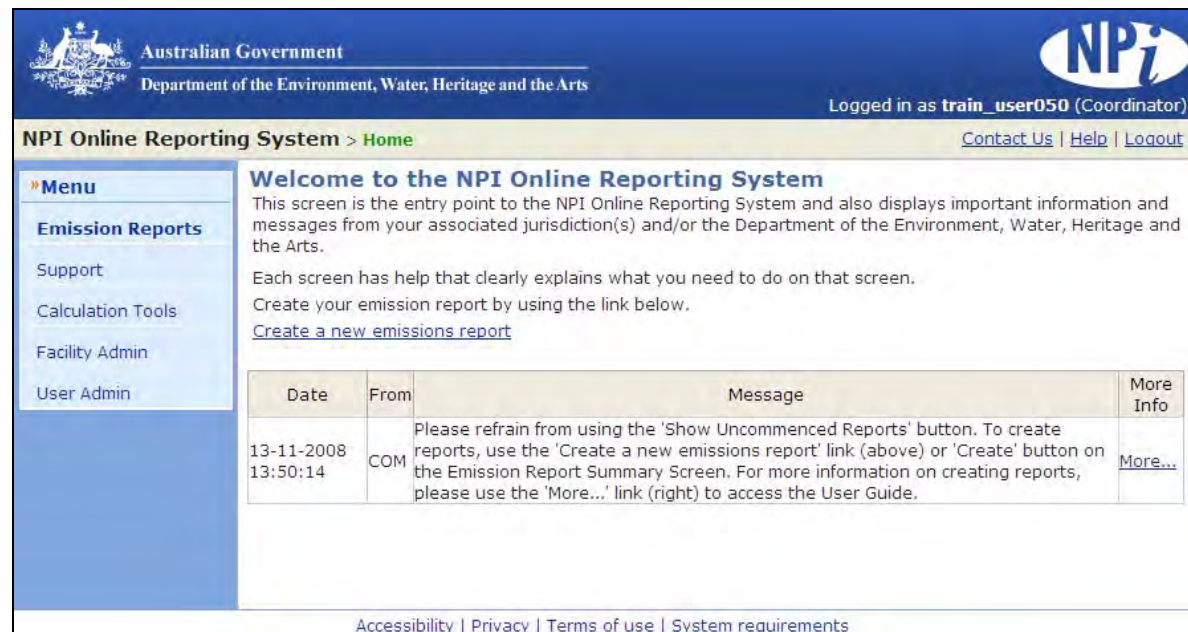
You can change your password using the *Password* tab in the *User Admin* section of the system (see section 6.4 *Password*).

If you forget your password use the **Retrieve Password** button.

1. You need to enter the email address associated with your user account (this is the email address you put on your registration form).
2. Click **Retrieve Password**.

You will be sent an email containing your username and a new password.

2.1 Welcome screen



Australian Government
Department of the Environment, Water, Heritage and the Arts

Logged in as **train_user050 (Coordinator)**

NPI Online Reporting System > Home [Contact Us](#) | [Help](#) | [Logout](#)

Menu

- Emission Reports**
- Support
- Calculation Tools
- Facility Admin
- User Admin

Welcome to the NPI Online Reporting System

This screen is the entry point to the NPI Online Reporting System and also displays important information and messages from your associated jurisdiction(s) and/or the Department of the Environment, Water, Heritage and the Arts.

Each screen has help that clearly explains what you need to do on that screen.
Create your emission report by using the link below.
[Create a new emissions report](#)

Date	From	Message	More Info
13-11-2008 13:50:14	COM	Please refrain from using the 'Show Uncommenced Reports' button. To create reports, use the 'Create a new emissions report' link (above) or 'Create' button on the Emission Report Summary Screen. For more information on creating reports, please use the 'More...' link (right) to access the User Guide.	More...

[Accessibility](#) | [Privacy](#) | [Terms of use](#) | [System requirements](#)

Figure 15 – Welcome screen

This screen displays messages from the Commonwealth and the jurisdictions you are associated with.

The menu to navigate through the system is on the left (see section 1.2.3 *System navigation*).

In the top right hand corner of the screen your username and role are displayed. Directly below that is the *Help* link for the screen and the *Logout* button (remember the system does timeout so logout if you get interrupted – so that you can save any data that has been entered).

To go *Emission Reports* click on Emission Reports in the left-hand menu.

See *Appendix B* for instructions for creating a report from this screen.

2.2 Functions on the Report Summary screen

Australian Government
Department of the Environment, Water, Heritage and the Arts

Logged in as **train_user050** (Coordinator)

NPI Online Reporting System > [Home](#) > [Report Summary](#) [Contact Us](#) | [Help](#) | [Logout](#)

Menu
Emission Reports
Support
Calculation Tools
Facility Admin
User Admin

This screen shows a list of reports belonging to facilities that are assigned to your username. On this screen you can create a report, view an existing report and search for a facility report in the system.

[Create](#) [Search](#) [Show Uncommenced Reports](#)

<input type="checkbox"/>	Registered Company Name	Facility ID	Facility Name	Full Site Address	Status	Submitted / Received Date	Report Year / Due Date
--------------------------	-------------------------	-------------	---------------	-------------------	--------	---------------------------	------------------------

Rows per page: 10

0 records, displaying 0 records, from 0 to 0. Page 0 / 0

Select check box(es) for the reports you want to apply an action to.

[Submit](#) [Export \(pdf\)](#) [Change Year](#)

[Accessibility](#) | [Privacy](#) | [Terms of use](#) | [System requirements](#)

Figure 16 – Report Summary screen

Your default view on this screen as a Reporter or Coordinator is Draft reports. When you first login there are no reports to see. When you submit your report it won't display here either as it is now a Submitted report. You will need to search for your Submitted report then you can see it.

You can change the number of rows that appear on the screen using the rows per page drop down list.

Rows per page: 10

To order the facilities by name and date click on the *Facility Name* column heading.

2.2.1 Create reports

If you are a Coordinator you need to follow the instructions in *Flowchart F - 2.2.1 Create NPI Online Report as a Coordinator*. If you are a Reporter follow the instructions outlined below.

Create a report

1. Click **Create**.

2. **Create Facility Report** pop-up opens.

NPI Online Reporting System > Create Report for Facility [Contact Us](#) | [Help](#)

Create Report for Facility

This screen allows you to create a report for your facility.

Facility ID	Facility Name	Technical Contact Name	Technical Contact Phone
<input checked="" type="checkbox"/> Train050	Dept of Environment - Training facility 50	Sandy Rivers	1800657945

1 records, displaying 1 records, from 1 to 1. Page 1 / 1

Reporting Year Please select one ▼

[Create](#) [Cancel](#)

3. Tick the box beside **Facility ID** for the facility you want to create the report for. If you are only reporting for one facility the box will already be ticked! (See the circle in the screen shot above.)
4. Next to **Reporting Year** use the drop down list to select the Reporting Year you want to create the report for. (See the oval in the screen shot above.)
5. Click **Create**.
Note: If your facility has missing or invalid data, an error message will appear providing details of the problem. You may need to contact your jurisdiction to correct the problem.
6. The report is now created and opens on the *Details* tab.

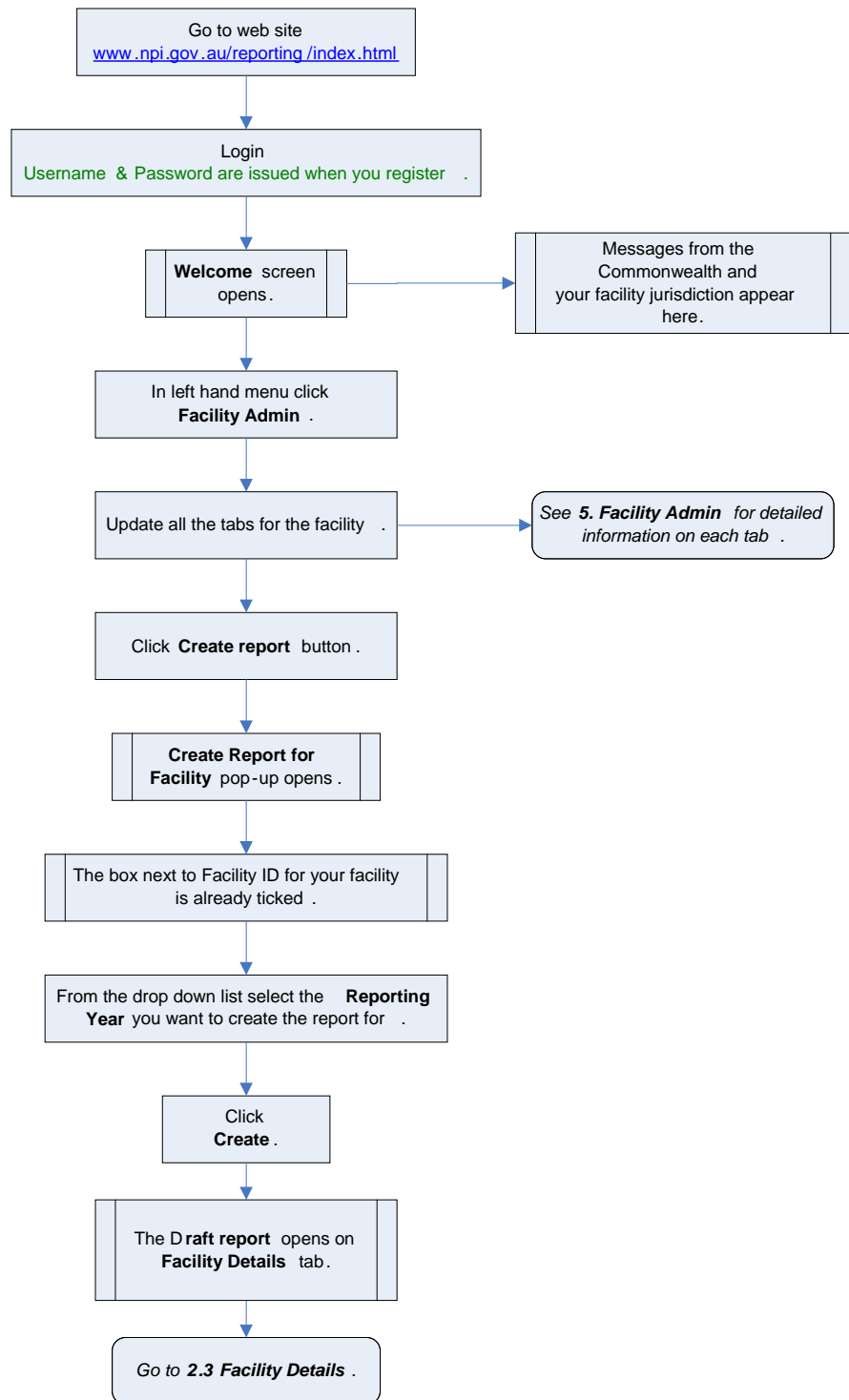
Reporting Year

The Reporting Year is the financial year that the reporting period finishes in. For example, if your facility reports each calendar year, then for the Calendar Year 2008 the end date is 31 December 2008. As this date falls in the 2008/2009 Financial Year, the Reporting Year is 2008/2009.

Facility ID

Each facility is assigned an ID by the jurisdiction for example FED001.

2.2.1 Coordinator instructions for creating an NPI Online Report

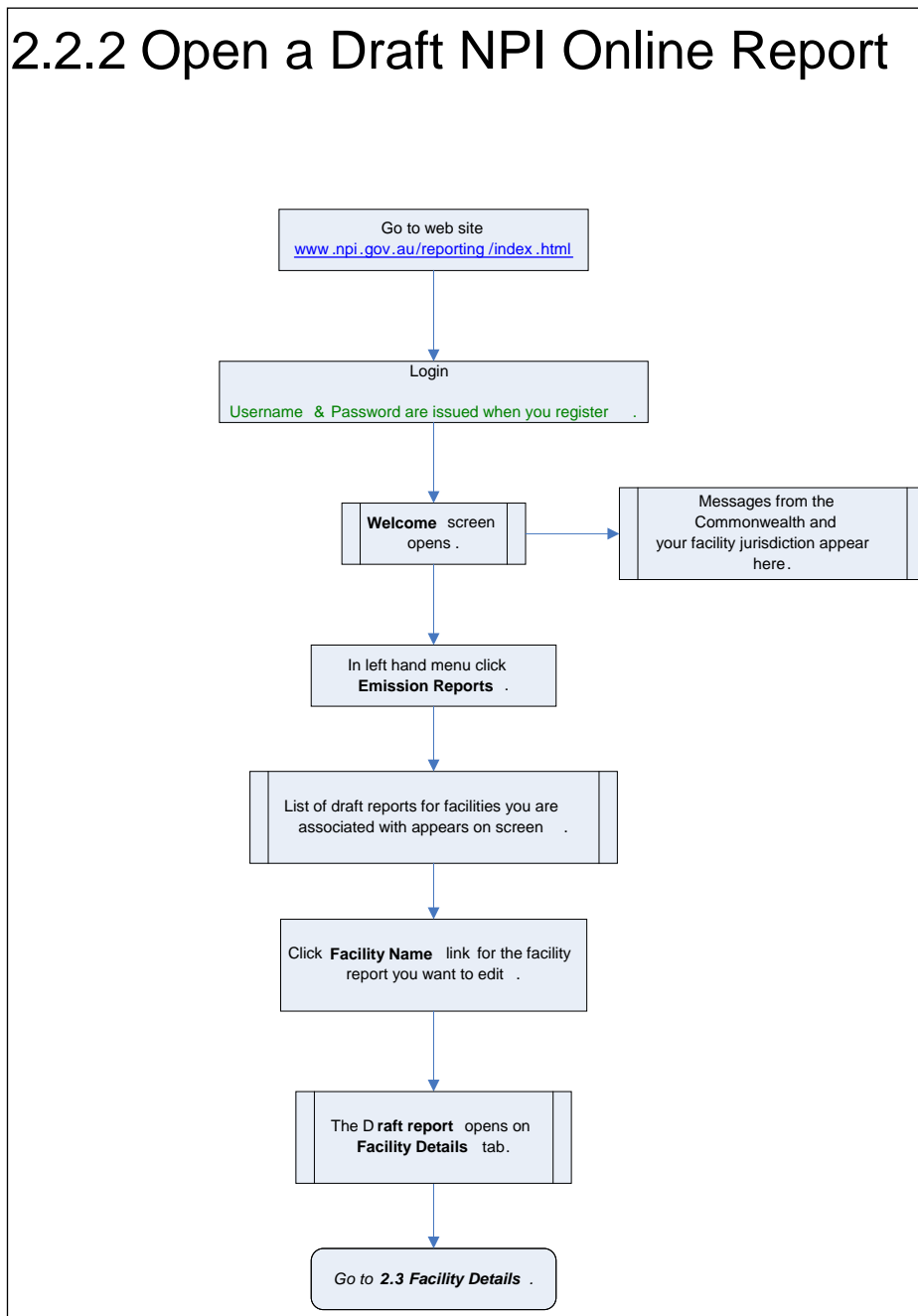


Flowchart E – 2.2.1 Create NPI Online Report as a Coordinator

Other ways to Create a Report:

See Appendix B.

2.2.2 Open a draft report



Flowchart F – 2.2.2 Open a Draft report

Open a draft report

1. Login.
2. Click **Emission Reports** in left hand menu.
3. A list of draft reports for facilities you are associated with appears on the **Report Summary** screen. (As a Reporter or a Coordinator your default view on this screen is Draft reports).

Australian Government
Department of the Environment, Water, Heritage and the Arts

Logged in as train_user050 (Coordinator)

NPI Online Reporting System > Home > Report Summary

Menu
Emission Reports
Support
Calculation Tools
Facility Admin
User Admin

This screen shows a list of reports belonging to facilities that are assigned to your username. On this screen you can create a report, view an existing report and search for a facility report in the system.

Create Search Show Uncommenced Reports

<input type="checkbox"/>	Registered Company Name	Facility ID	Facility Name	Full Site Address	Status	Submitted / Received Date	Report Year / Due Date
<input type="checkbox"/>	Dept of Environment	Train050	Training facility 50	King Edward Terrace Parkes 2600 ACT	Draft		30/09/2009

Rows per page: 10

Select check box(es) for the reports you want to apply an action to.

1 records, displaying 1 records, from 1 to 1. Page 1 / 1

Submit Export (pdf) Change Year

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4. In the **Facility Name** column click the link for the facility report you want to edit. The draft report will open on the *Details* tab.

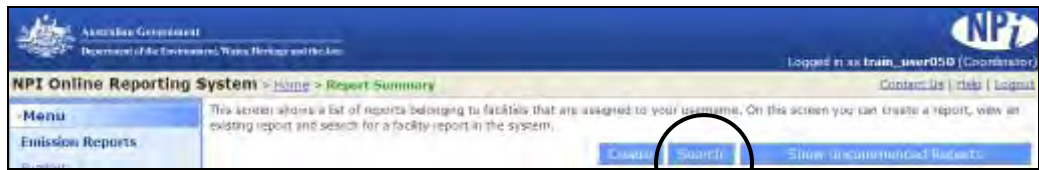
2.2.3 Searching for reports

The default view on this screen for Coordinators and Reporters is Draft reports. You will need to search to find all other reports including Published and Submitted reports. The results of your search stay as the view of this screen until you search again or logout. When you login the default view is Draft reports.

Once you submit a report the report status is now Submitted. To view the report you need to search for it. You can use the *Submitted* report status to search for it.

Search for existing report(s)

1. Click **Search**.



2. **Search Report** pop up opens.

The 'Search Report' pop-up form has the following sections:

- Facility**: Registered Company Name, Facility Name, Facility ID, Archived Flag (dropdown: all), Non-reporting Flag (dropdown: all).
- Report**: Receipt Number, Report Period (dropdown: Please select one), Reporting Year (dropdown: Please select one), Report Status (dropdown: Draft, Released, Submitted, Lodged).
- Address**: Suburb, Postcode, State (dropdown: Please select one).

At the bottom right, there are 'Clear' and 'Search' buttons.

3. Enter the criteria you want to search by.
4. Click **Search**.
5. A list of reports that met the criteria you searched by appears. (If no reports meet the criteria click **Search** and use different criteria).

The screenshot shows the 'NPI Online Reporting System' interface with a list of reports. The table has the following columns: Registered Company Name, Facility ID, Facility Name, Full Site Address, Status, Submitted / Received Date, and Report Year / Due Date. There are 4 records displayed.

Registered Company Name	Facility ID	Facility Name	Full Site Address	Status	Submitted / Received Date	Report Year / Due Date
Dept of Environment	Train050	Training facility 50	King Edward Terrace Parkes 2600 ACT	Submitted	03/12/2008	07/08
Dept of Environment	Train050	Training facility 50	King Edward Terrace Parkes 2600 ACT	Submitted	27/11/2008	06/07
Dept of Environment	Train050	Training facility 50	King Edward Terrace Parkes 2600 ACT	Submitted	27/11/2008	05/06
Dept of Environment	Train050	Training facility 50	King Edward Terrace Parkes 2600 ACT	Submitted	27/11/2008	04/05

Below the table, there are options for 'Rows per page' (set to 10), a 'Select check box(es) for the reports you want to apply an action to.' section, and buttons for 'Submit', 'Export (pdf)', and 'Change Year'. At the bottom, it says '4 records, displaying 4 records, from 1 to 4. Page 1 / 1'.

Hint: if you click on Report Year / Due Date column heading the reports will sort into date order.

2.2.4 Uncommenced reports

Show Uncommenced Reports

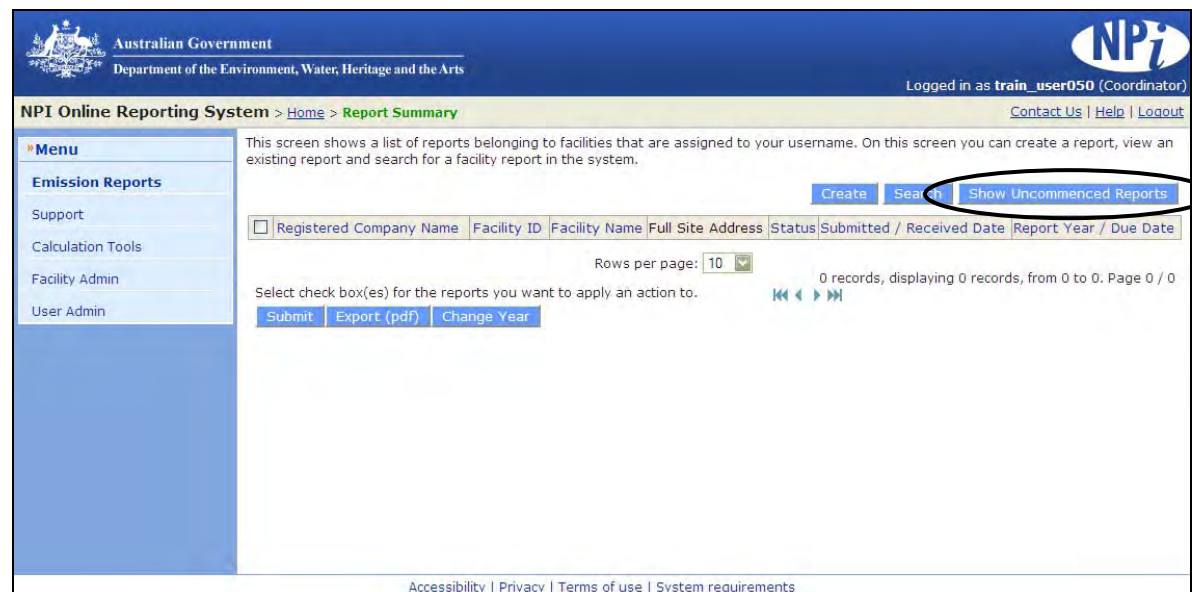
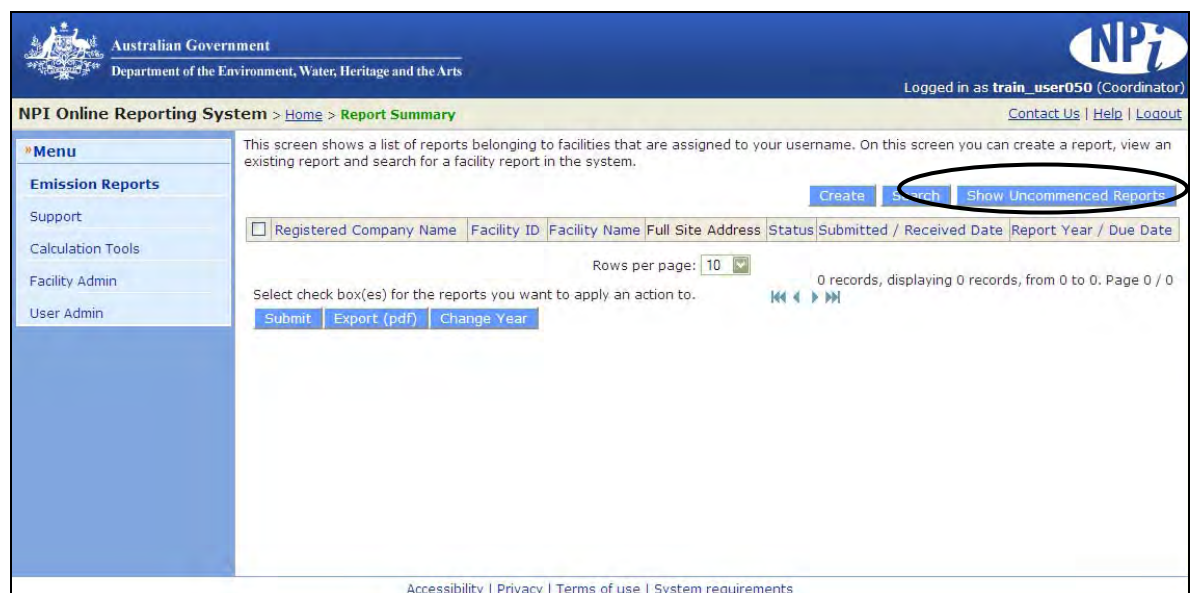


Figure 17 – Show Uncommenced Reports button

To find reports that the system is expecting you to create

1. Click **Show Uncommenced Reports**.



2. List of Uncommenced Reports opens.

Australian Government
Department of the Environment, Water, Heritage and the Arts

Logged in as **train_user110** (Coordinator)

NPI Online Reporting System > Home > Report Summary

This screen shows a list of reports belonging to facilities that are assigned to your username. On this screen you can create a report, view an existing report and search for a facility report in the system.

[Create](#) [Search](#) [Show Uncommenced Reports](#)

<input type="checkbox"/>	Registered Company Name	Facility ID	Facility Name	Full Site Address	Status	Submitted / Received Date	Report Year / Due Date
<input type="checkbox"/>	Dept of Environment	Train110	Training Facility 110	King Edward Terrace Parkes 2600 ACT	Uncommenced		30/09/2008

Rows per page: 10

Select check box(es) for the reports you want to apply an action to.

[Submit](#) [Export \(pdf\)](#) [Change Year](#)

1 records, displaying 1 records, from 1 to 1. Page 1 / 1

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3. Open report (you can browse facility details only).

Australian Government
Department of the Environment, Water, Heritage and the Arts

Logged in as **train_user110** (Coordinator)

NPI Online Reporting System > Home > Report: Uncommenced, Training Facility 110, Train110, 30/09/2008

[Details](#) [Location](#) [Contacts](#)

Facility Owner Details

This screen contains business details about the facility. Most facility details are read only for data integrity purposes.

Registered Business Name: Dept of Environment
ACN: 34190894983

Registered Business Address

Street Number: Parkes Place
Street: Parkes
Suburb: Parkes
State: Australian Capital Territory
Postcode: 2600

Facility Details

Facility ID: Train110
Facility Name: Training Facility 110
Jurisdiction: Federal
Licence Number:
Number of Employees: 150
Website Address: http://www.npi.gov.au
Main Activity: Generating energy
Data Period Start:
Data Period End:

Postal Address

Same as Registered Business Address? ☐

Street Number:
Street: GPO Box 787
Suburb: Parkes
State: Australian Capital Territory
Postcode: 2600

ANZSIC Information

This system uses the ANZSIC06 standard

Type	Code	Description
Secondary	1181	Sugar Manufacturing
Primary	2619	Other Electricity Generation

Available for Jurisdiction Preview ☐

Are details correct? ☐ Yes ☐ No

[Create Report](#) [Report](#) [Next](#)

[Accessibility](#) | [Privacy](#) | [Terms of use](#) | [System requirements](#)

4. Click **Create Report**.

5. Report status changes from Uncommenced to Draft.

2.2.5 Submit Reports (Coordinators) and Release Reports (Reporters)

Submit Draft Reports (Coordinators)

Australian Government
Department of the Environment, Water, Heritage and the Arts

NPi
Logged in as **train_user1** (Coordinator)

NPI Online Reporting System > Home > Report Summary

Menu
Emission Reports
Support
Calculation Tools
Facility Admin
User Admin

Links
Select one and go

This screen shows a list of reports belonging to facilities that are assigned to your username. On this screen you can create a report, view an existing report and search for a facility report in the system.
Select the check box(es) for the facility report(s) you want included in the process then use the relevant button.

Create Search Show Uncommenced Reports

<input type="checkbox"/>	Registered Company Name	Facility ID	Facility Name	Full Site Address	Status	Submitted Date	Report Year / Due Date
<input type="checkbox"/>	Dept of the Environment	Train001	Dept of the Environment - Training Facility 1	PARKES PLACE PARKES 2600 ACT	Draft		31/03/2006
<input type="checkbox"/>	Dept of the Environment	Train001	Dept of the Environment - Training Facility 1	PARKES PLACE PARKES 2600 ACT	Draft		31/03/1998
<input type="checkbox"/>	Dept of the Environment	Train001	Dept of the Environment - Training Facility 1	PARKES PLACE PARKES 2600 ACT	Draft		31/03/1999
<input type="checkbox"/>	Dept of the Environment	Train001	Dept of the Environment - Training Facility 1	PARKES PLACE PARKES 2600 ACT	Draft		31/03/2000

Rows per page: 10

Select check box(es) to add or remove substances as required.

Submit Export (pdf)

4 records, displaying 4 records, from 1 to 4. Page 1 / 1

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Figure 18 – Report Summary screen Submit button

If as a Coordinator you have a batch of reports to submit you can also do this from this screen.

1. Tick the box beside each draft report you want to submit.
2. Click **Submit**.

It is best to submit one report at a time, however, if necessary reports can be submitted in batches. If a report in a batch fails to submit it will remain in the list.

Australian Government
Department of the Environment, Water, Heritage and the Arts

NPi

Logged in as **train_user1** (Coordinator)

NPI Online Reporting System > [Home](#) > [Report Summary](#) [Contact Us](#) | [Help](#) | [Logout](#)

Menu

- Emission Reports
- Support
- Calculation Tools
- Facility Admin
- User Admin

Links

Select one and go

This screen shows a list of reports belonging to facilities that are assigned to your username. On this screen you can create a report, view an existing report and search for a facility report in the system.

Error

-The Emissions report from 'Training Facility 1' did not make the transition to state 'Submitted' due to errors. Open the report and navigate to the validation checklist to identify where errors occur.

[Create](#) [Search](#) [Show Uncommenced Reports](#)

<input type="checkbox"/>	Registered Company Name	Facility ID	Facility Name	Full Site Address	Status	Submitted / Received Date	Report Year / Due Date
<input type="checkbox"/>	Dept of Environment	Train001	Training Facility 1	PARKES PLACE PARKES 2600 ACT	Submitted	24/09/2008	05/06
<input type="checkbox"/>	Dept of Environment	Train001	Training Facility 1	PARKES PLACE PARKES 2600 ACT	Draft		31/03/2005
<input type="checkbox"/>	Dept of Environment	Train001	Training Facility 1	PARKES PLACE PARKES 2600 ACT	Submitted		03/04
<input type="checkbox"/>	Dept of Environment	Train001	Training Facility 1	PARKES PLACE PARKES 2600 ACT	Submitted	13/03/2008	02/03
<input type="checkbox"/>	Dept of Environment	Train001	Training Facility 1	PARKES PLACE PARKES 2600 ACT	Submitted	13/03/2008	01/02
<input type="checkbox"/>	Dept of Environment	Train001	Training Facility 1	PARKES PLACE PARKES 2600 ACT	Submitted	13/03/2008	00/01
<input type="checkbox"/>	Dept of Environment	Train001	Training Facility 1	PARKES PLACE PARKES 2600 ACT	Approved	13/03/2008	99/00
<input type="checkbox"/>	Dept of Environment	Train001	Training Facility 1	PARKES PLACE PARKES 2600 ACT	Approved	13/03/2008	98/99
<input type="checkbox"/>	Dept of Environment	Train001	Training Facility 1	PARKES PLACE PARKES 2600 ACT	Approved	13/03/2008	97/98

Rows per page:

Select check box(es) for the reports you want to apply an action to.

[Submit](#) [Export \(pdf\)](#) [Change Year](#)

9 records, displaying 9 records, from 1 to 9. Page 1 / 1

[Accessibility](#) | [Privacy](#) | [Terms of use](#) | [System requirements](#)

Figure 19 – Error message if report fails to submit

If a submitted report is rejected by the jurisdiction then the date of first submission will be shown in the Submitted / Received Date column for that report.

Release Draft Reports (Reporters)

Australian Government
Department of the Environment, Water, Heritage and the Arts

NPi

Logged in as **test_reporter_mm** (Reporter)

NPI Online Reporting System > [Home](#) > [Report Summary](#) [Contact Us](#) | [Help](#) | [Logout](#)

Menu

- Emission Reports
- Support
- Calculation Tools
- User Admin

Links

Select one and go

This screen shows a list of reports belonging to facilities that are assigned to your username. On this screen you can create a report, view an existing report and search for a facility report in the system.

[Create](#) [Search](#) [Show Uncommenced Reports](#)

<input type="checkbox"/>	Registered Company Name	Facility ID	Facility Name	Full Site Address	Status	Submitted / Received Date	Report Year / Due Date
<input type="checkbox"/>	Dept of Environment	Train050	Training facility 50	King Edward Terrace Parkes 2600 ACT	Draft		30/09/2009
<input type="checkbox"/>	Dept of Environment	Train130	Training Facility 130	King Edward Terrace Parkes 2600 ACT	Draft		30/09/2009
<input type="checkbox"/>	Dept of Environment	Train131	Training Facility 131	King Edward Terrace Parkes 2600 ACT	Draft		30/09/2009
<input type="checkbox"/>	Dept of Environment	Train132	Training Facility 132	King Edward Terrace Parkes 2600 ACT	Draft		30/09/2008

Rows per page:

Select check box(es) for the reports you want to apply an action to.

[Release](#) [Export \(pdf\)](#) [Change Year](#)

4 records, displaying 4 records, from 1 to 4. Page 1 / 1

[Accessibility](#) | [Privacy](#) | [Terms of use](#) | [System requirements](#)

Figure 20 – Release button for Reporters

If as a Reporter you have a batch of reports to release you can also do this from this screen.

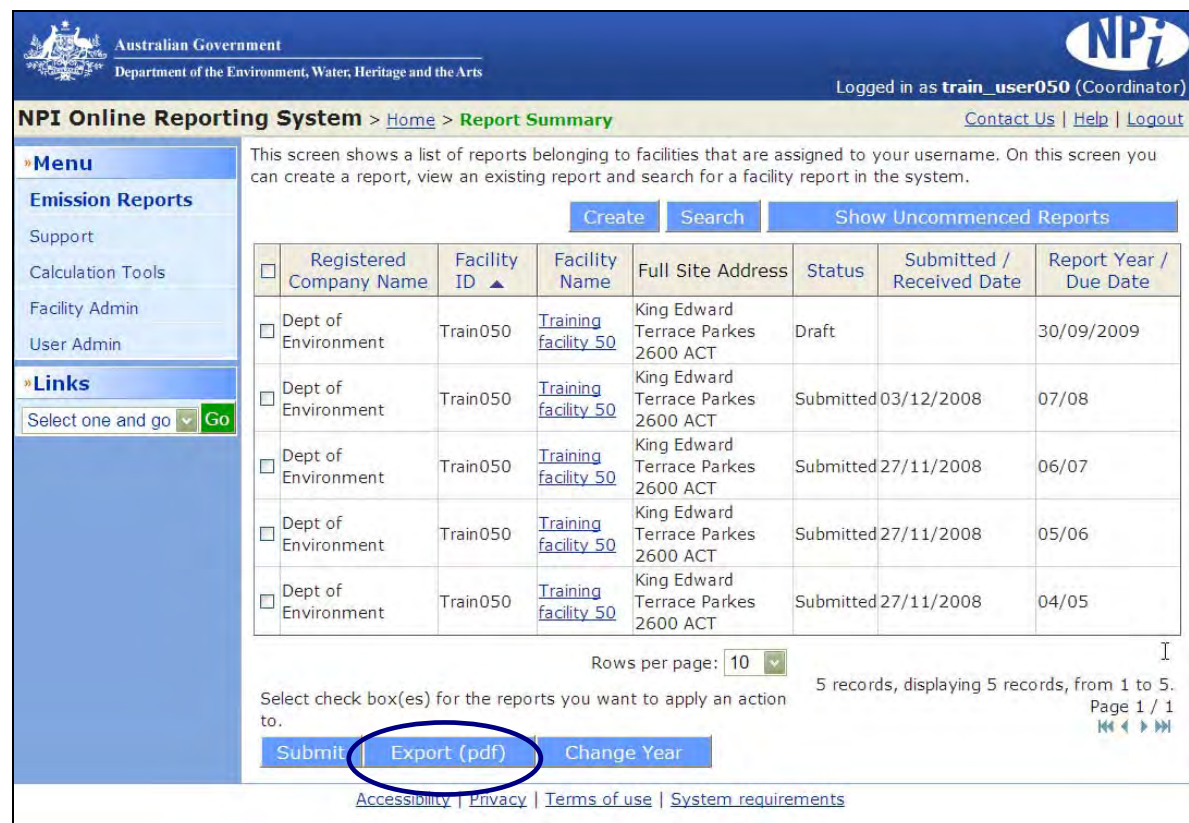
1. Tick the box beside each draft report you want to release.
2. Click **Release**.

It is best to release one report at a time, however, if necessary reports can be released in batches. If a report in a batch fails to release it will remain in the list.

2.2.6 Exporting a Report

Export Reports

You can export reports in PDF format from this screen. Please note that you can only export **one** report at a time.



The screenshot shows the 'NPI Online Reporting System' interface. The user is logged in as 'train_user050 (Coordinator)'. The page title is 'Report Summary'. A sidebar on the left contains a 'Menu' with 'Emission Reports' and 'Support', and a 'Links' section with a 'Select one and go' dropdown and a 'Go' button. The main content area displays a table of reports. Below the table, there are buttons for 'Submit', 'Export (pdf)', and 'Change Year'. The 'Export (pdf)' button is circled in blue. The table has columns for 'Registered Company Name', 'Facility ID', 'Facility Name', 'Full Site Address', 'Status', 'Submitted / Received Date', and 'Report Year / Due Date'. The table contains 5 records, all with 'Draft' status. The 'Export (pdf)' button is located below the table, and the 'Submit' button is to its left. The 'Change Year' button is to its right. The 'Export (pdf)' button is circled in blue.

<input type="checkbox"/>	Registered Company Name	Facility ID	Facility Name	Full Site Address	Status	Submitted / Received Date	Report Year / Due Date
<input type="checkbox"/>	Dept of Environment	Train050	Training facility 50	King Edward Terrace Parkes 2600 ACT	Draft		30/09/2009
<input type="checkbox"/>	Dept of Environment	Train050	Training facility 50	King Edward Terrace Parkes 2600 ACT	Submitted	03/12/2008	07/08
<input type="checkbox"/>	Dept of Environment	Train050	Training facility 50	King Edward Terrace Parkes 2600 ACT	Submitted	27/11/2008	06/07
<input type="checkbox"/>	Dept of Environment	Train050	Training facility 50	King Edward Terrace Parkes 2600 ACT	Submitted	27/11/2008	05/06
<input type="checkbox"/>	Dept of Environment	Train050	Training facility 50	King Edward Terrace Parkes 2600 ACT	Submitted	27/11/2008	04/05

Rows per page: 10

Select check box(es) for the reports you want to apply an action to.

5 records, displaying 5 records, from 1 to 5. Page 1 / 1

[Submit](#) [Export \(pdf\)](#) [Change Year](#)

[Accessibility](#) | [Privacy](#) | [Terms of use](#) | [System requirements](#)

Figure 21 – Report Summary screen Export button

1. Tick the box beside each report you want to export.
2. Click **Export**.
3. The report is exported as PDF files.
4. You can save this file.

2.2.7 Change Year

Use this button when you need to change the *Reporting Year* for a report you have already created.

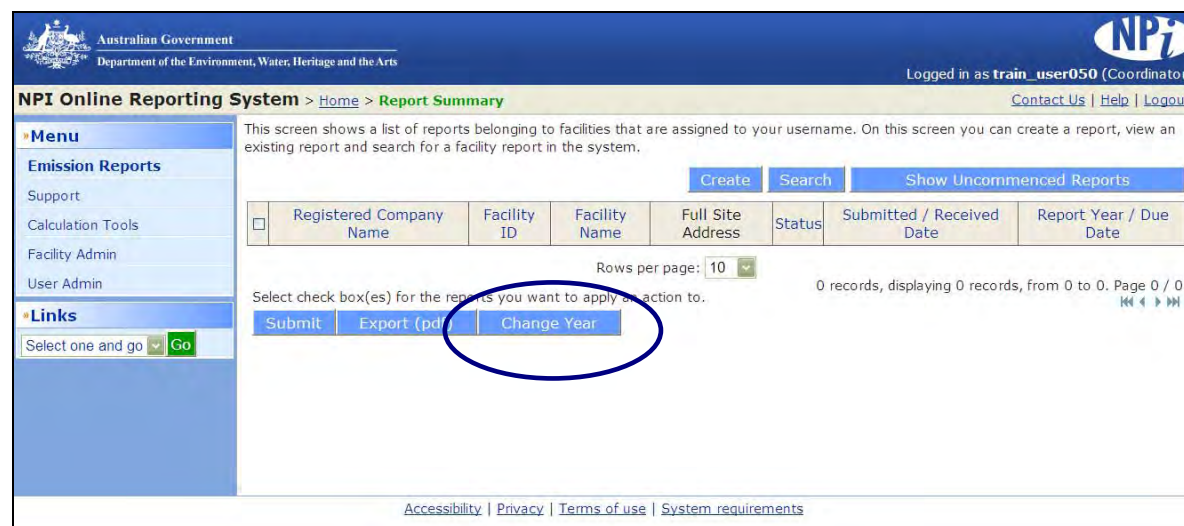


Figure 22 – Change Year button

1. Tick the box beside the report you want to change the year for.
2. Click **Change Year**.
3. Change Year pop-up opens.

NPI Online Reporting System > Change Reporting Year for Report [Contact Us](#) | [Help](#)

Change Reporting Year for Report

This screen allows you to change the reporting year for a report.

Registered Company Name	Facility ID	Facility Name	Reporting Year
Dept of Environment	Train016	Training Facility 16	31/03/2008

Reporting Year

4. Select the correct *Reporting Year* from the drop down list.

5. Click **Change**.

You must tick the box for the draft report you want to change the year for before the *Change Year* pop-up will open. If you don't you will get the following error message that appears in the following screen shot:

The screenshot shows the NPI Online Reporting System interface. At the top, it says 'Australian Government Department of the Environment, Water, Heritage and the Arts' and 'NPI'. The user is logged in as 'train_user1 (Coordinator)'. The breadcrumb trail is 'Home > Report Summary'. A yellow error box with a red 'X' icon contains the message: 'Error -Please select exactly one emissions report to modify'. Below the error box are buttons for 'Create', 'Search', and 'Show Uncommenced Reports'. A table lists reports with columns: Registered Company Name, Facility ID, Facility Name, Full Site Address, Status, Submitted / Received Date, and Report Year / Due Date. Two reports are shown, both with status 'Draft' and due date '30/09/2009'. Below the table, there is a 'Rows per page' dropdown set to '10', a message '12 records, displaying 2 records, from 11 to 12. Page 2 / 2', and a 'Select check box(es) for the reports you want to apply an action to.' prompt. At the bottom are buttons for 'Submit', 'Export (pdf)', and 'Change Year'. The footer contains links for 'Accessibility', 'Privacy', 'Terms of use', and 'System requirements'.

<input type="checkbox"/>	Registered Company Name	Facility ID	Facility Name	Full Site Address	Status	Submitted / Received Date	Report Year / Due Date
<input type="checkbox"/>	Dept of Environment	train071	Training Facility 71	King Edward Terrace Parkes 2600 ACT	Draft		30/09/2009
<input type="checkbox"/>	Dept of Environment	Train164	Training Facility 164	King Edward Terrace Parkes 2600 ACT	Draft		30/09/2008

Figure 23 – Change Year error message

2.3 Facility Details

This section of *Emission Reports* gathers information on:

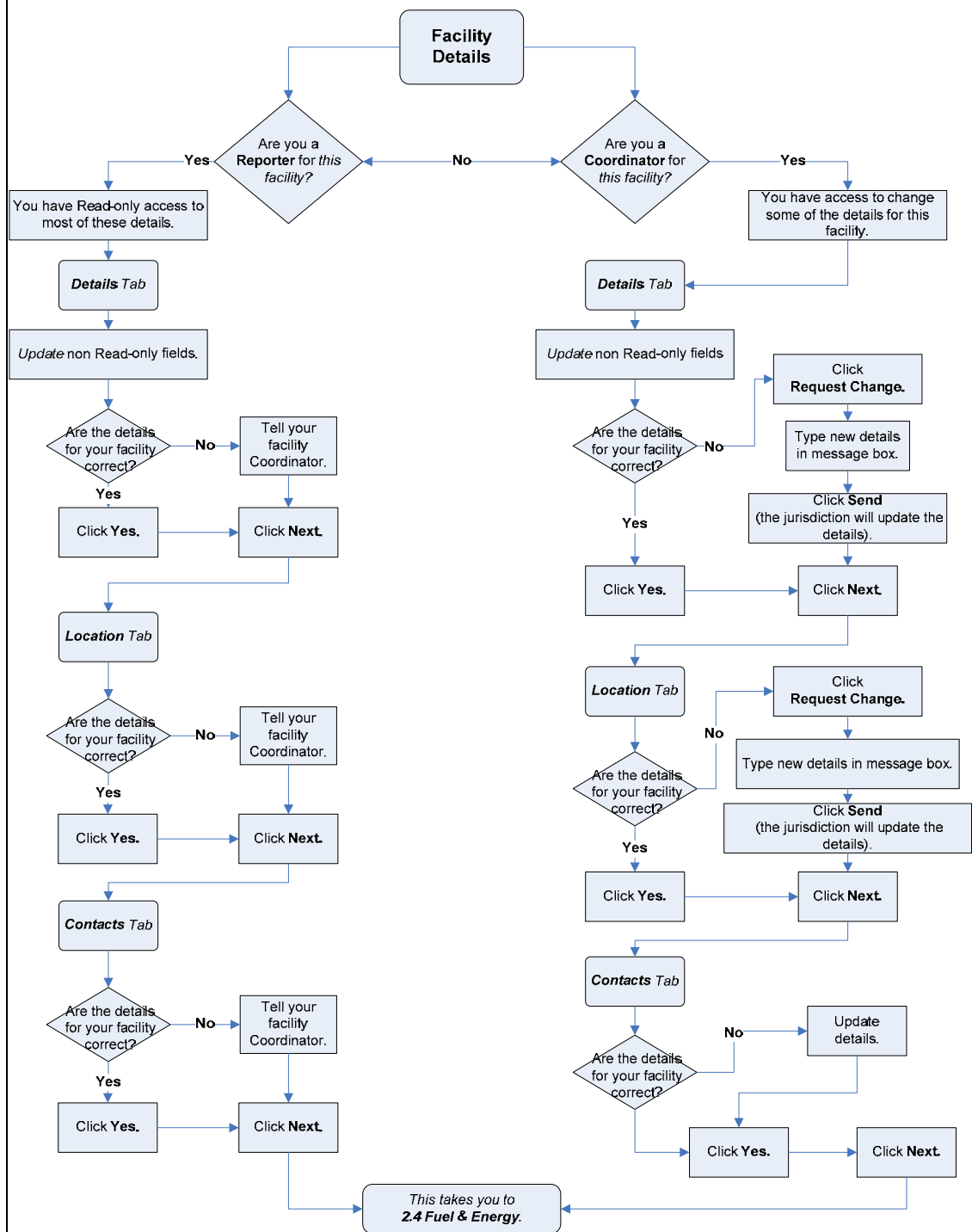
- Company and Facility Details
- Location of the facility
- Contacts for the facility
 - Public Contact (the details for this person will be made available on the NPI web site) *and*
 - Technical Contact (the Technical Contact's details are not made available to the public. The details of this person will be used by the jurisdiction and the Commonwealth so they can contact the most appropriate person from your facility about the data in your facility's report).

All of this information is pre-populated on the screen. You need to check that all the details are current and correct for this report.

Note for Coordinators: To update facility details throughout the year use the *Facility Admin* section of the system (see section 5 *Facility Admin*). Changes made to facility data via a report in the draft state will be reflected in the *Facility Admin* section.

If you are a Reporter for your facility, follow the left hand side of the flowchart. If you are the Coordinator for your facility follow the right hand side of the following flowchart.

2.3 Facility Details



Flowchart G – 2.3 Facility Details

Most of the information in the fields in these tabs is read only to preserve the integrity of data collected for the NPI.

Coordinators can change more details on some of these tabs. Coordinators can use the **Request Change** button to send a message to their facility jurisdiction to change the information that needs updating in fields that are read only.

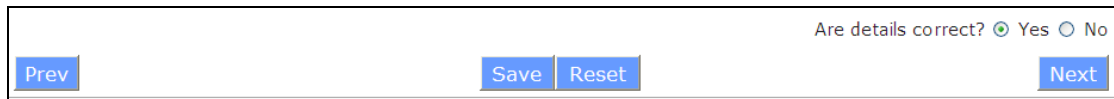
For each tab

1. Each tab has a question in the lower right hand corner “*Are details correct?*” The default answer for this question is **No**.
2. You need to check that the details on that screen are correct.
3. When the details are correct, click **Yes**.
4. Click **Next**.

Request Change (Coordinators)

1. If details are not correct and you are a Coordinator use the **Request Change** button to let the jurisdiction know.
 - a. If you are a Reporter let your Coordinator know.

There is also a **Save** button on the bottom row of each screen. Clicking this will save any data you have entered into this screen. Clicking **Next** and **Prev** (previous – which takes you back to the previous screen) also saves the data.



Are details correct? ☒ Yes ☐ No

Prev Save Reset Next

The **Reset** button will only clear fields that have been filled in since the last time **Save** was clicked. Once **Save** has been clicked the **Reset** will not clear that data.

2.3.1 Details tab

You need to check that your Company and Facility Details are correct for this report.

Australian Government
Department of the Environment, Water, Heritage and the Arts

NPI
Logged in as **train_user050** (Coordinator)

NPI Online Reporting System > Home > Report: Draft, Training facility 50, Train050, 30/09/2009 [Contact Us](#) | [Help](#) | [Logout](#)

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- Calculation Tools
- Facility Admin
- User Admin

Links

Select one and go

Details | Location | Contacts

Facility Owner Details

This screen contains business details about the facility. Most facility details are read only for data integrity purposes.

Registered Business Name: Dept of Environment
ACN:
ABN: 34190894983

Registered Business Address
Street Number:
Street: Parkes Place
Suburb: Parkes
State: Australian Capital Territory
Postcode: 2600

Facility Details
Facility ID: Train050
Facility Name: Training facility 50
Jurisdiction: Federal
Licence Number:
Number of Employees: 100
Website Address: http://www.npi.gov.au
Main Activity: Zinc smelting and refining

Postal Address
Same as Registered Business Address? ☐
Street Number:
Street: GPO Box 787
Suburb: Parkes
State: Australian Capital Territory
Postcode: 2600

Data Period Start: 01/07/2008
Data Period End: 30/06/2009

If data changes are required, select the request change button to send details to your jurisdiction.

[Request Change](#)

ANZSIC Information

Division: Please select one
Subdivision: Please select one
Group: Please select one
Class: Please select one

[Add/Change Primary](#) | [Add Secondary](#) | [Remove Secondary](#)

Select check box(es) to remove ANZSIC code(s) information.

<input type="checkbox"/>	Type	Code	Description
<input type="checkbox"/>	Primary	2133	Copper, Silver, Lead and Zinc Smelting and Refining

Available for Jurisdiction Preview ☐

Are details correct? ☐ Yes ☒ No

[Save](#) | [Reset](#) | [Next](#)

[Accessibility](#) | [Privacy](#) | [Terms of use](#) | [System requirements](#)

Figure 24 – Details tab

Reporters - the only 2 fields you can change on this screen are the **Data Period Start** and **Data Period End**. These fields default to the start and end dates of your facility's 12 month reporting period. You will only need to adjust the dates if your facility is reporting for less than 12 months.

Coordinators – you can update the **Data Period Start** and **Data Period End**, the **Main Activity** field, the **Number of Employees** field, the **Postal Address** field and the ANZSIC information.

Jurisdictions can only see the details of your facility report once it is submitted. If you tick the **Available for Jurisdiction Preview** box the jurisdiction for your facility can view your report while it is in Draft and Release states. This can be useful if you have a query and are seeking advice from the jurisdiction as to how to proceed with the report.

Details
Location
Contacts

Facility Owner Details

This screen contains business details about the facility. Most facility details are read only for data integrity purposes.

Registered Business
Name Dept of Environment
ACN:
ABN: 34190894983

Registered Business Address
Street Number
Street Parkes Place
Suburb Parkes
State Australian Capital Territory
Postcode 2600

Facility Details

Facility ID: Train050
Facility Name: Training facility 50
Jurisdiction: Federal
Licence Number
Number of Employees 100
Website Address http://www.npi.gov.au
Main Activity Zinc smelting and refining
Data Period Start: 01/07/2008
Data Period End: 30/06/2009

Postal Address
Same as Registered Business Address? ☐
Street Number
Street GPO BOx 787
Suburb Parkes
State Australian Capital Territory
Postcode 2600

If data changes are required, select the request change button to send details to your jurisdiction.

Request Change

ANZSIC Information

Division Please select one
Subdivision Please select one
Group Please select one
Class Please select one

Add/Change Primary
Add Secondary
Remove Secondary

Select check box(es) to remove ANZSIC code(s) information.

<input type="checkbox"/>	Type	Code	Description
<input type="checkbox"/>	Primary	2133	Copper, Silver, Lead and Zinc Smelting and Refining

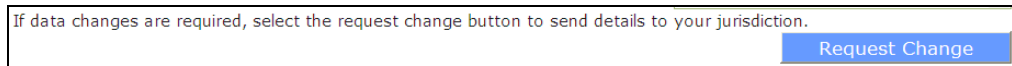
Available for Jurisdiction Preview ☐

Are details correct? ☐ Yes ☒ No

Figure 25 – Jurisdiction Preview

If the information that is read only needs to be updated (Coordinators)

1. Click the **Request Change** button.



If data changes are required, select the request change button to send details to your jurisdiction.

[Request Change](#)

2. A **New Message** pop-up screen will appear.



NPI Online Reporting System > New Message [Contact Us](#) | [Help](#)

To:

Subject:

Message:

[Send](#) [Cancel](#)

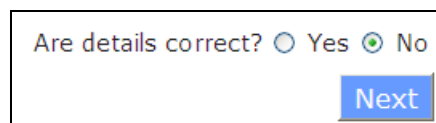
3. Type your message including the details that need to be updated.
4. Click **Send**.
5. The message is sent to the jurisdiction for your facility.
6. The jurisdiction will either contact you by phone or by email if they need more information.

*If you need to change any **non** read only fields*

1. Update the information in the field.
2. Click **Save**.

Acknowledge details are correct

1. In the lower right hand corner is the question “Are details correct?” The default answer for this question is **No**.



Are details correct? ☐ Yes ☒ No

[Next](#)

2. You need to check that the details on that screen are correct.
3. When the details are correct, click **Yes**.

5. Click **Next**.

2.3.2 Location tab

This tab is read only for the purposes of data integrity. Please check that your facility is in the correct location as this is where it will appear on location maps on the NPI web site.

Australian Government
Department of the Environment, Water, Heritage and the Arts

Logged in as **train_user050** (Coordinator)

NPI Online Reporting System > [Home](#) > **Report: Draft, Training facility 50, Train050, 30/09/2009** [Contact Us](#) | [Help](#) | [Logout](#)

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Links

Select one and go

Facility Location

This screen provides read only spatial coordinate details for the facility. The "View Map" link provides visual assistance in confirming the details are correct.

Address:

Latitude: (-35° 18' 06.89")

Longitude: (149° 08' 03.92")

If data changes are required, select the request change button to send details to your jurisdiction

Are details correct? ☐ Yes ☒ No

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Figure 26 – Location tab

The latitude and longitude are in decimal degrees. To see the map click **View Map**.

1. If the information needs to be updated (Coordinators) click the **Request Change** button.
2. A **New Message** pop-up screen will open.
3. Type your message including the details that need to be updated.
4. Click **Send**.
5. The message is sent to the jurisdiction for your facility.
6. The jurisdiction will either contact you by phone or by email if they need more information.

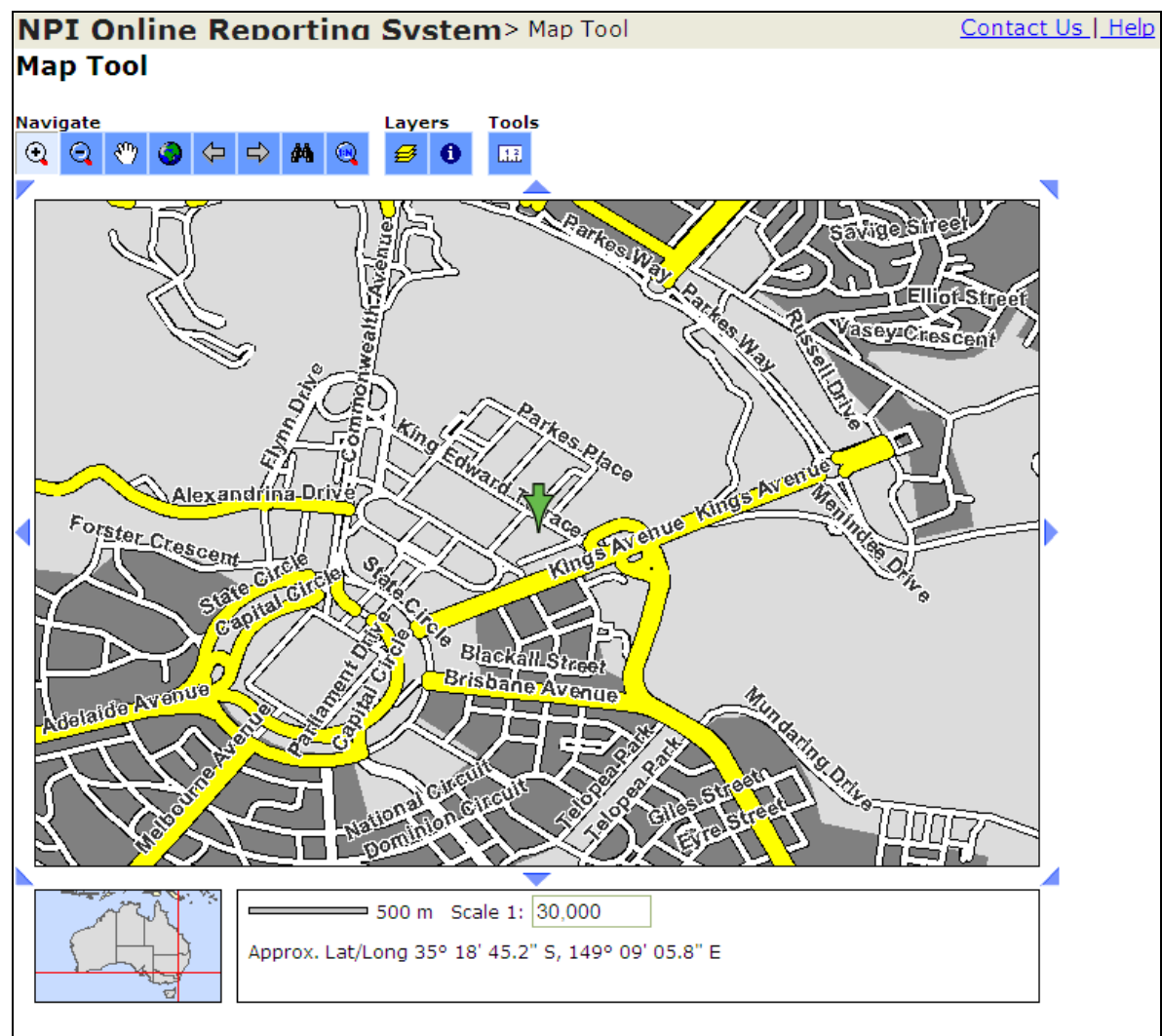
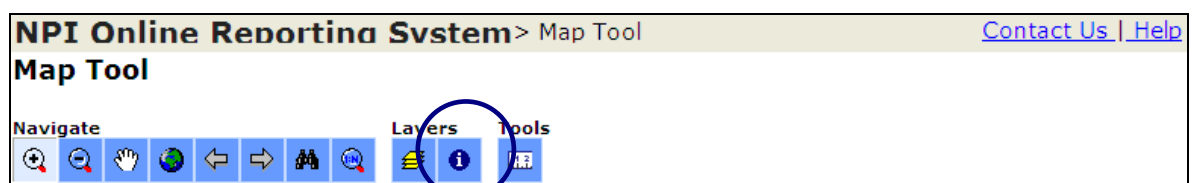


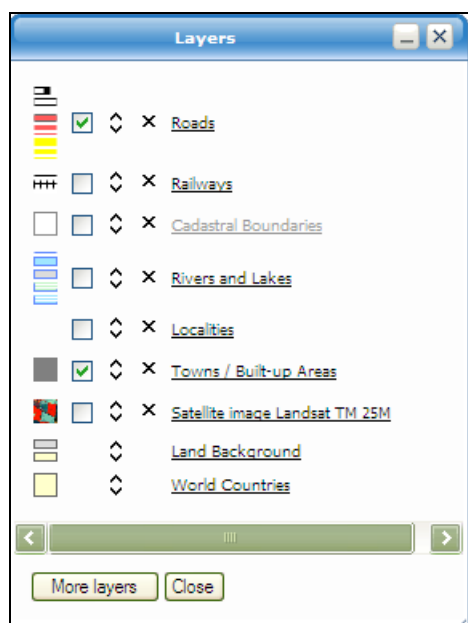
Figure 27 – Map Tool

Adding layers to a map

1. Click on *Layers* icon



2. Layers pop-up opens



3. Tick the box next to the layer(s) you want to add to the map.
4. The layers will load on the map.

Note: if you click the link of the layer in the Layer pop-up you will get 'This is just a test page'. You must tick the box to get the layer to load onto the map.



Acknowledge details are correct

1. In the lower right hand corner is the question "Are details correct?" The default answer for this question is **No**.

Are details correct? ☐ Yes ☒ No

Next

2. You need to check that the details on that screen are correct.
3. When the details are correct, click **Yes**.
4. Click **Next**.

2.3.3 Contacts tab

Australian Government
Department of the Environment, Water, Heritage and the Arts

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NPI Online Reporting System > Home > Report: Draft, Training facility 50, Train050, 30/09/2009

Contact Us | Help | Logout

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Links

Select one and go

Details Location Contacts

Contact Information

This screen provides public and technical contact information for the facility.

Public Contact
Data will be made public

Title Please select one
First Name
Last Name
Position * NPI Officer
Phone * 1800657945
Mobile
Fax
Email
Postal Address
Street
Number
Street Name
Suburb
State Please select one
Postcode
Comments

Technical Contact
Data will not be made public

Title * Dr
First Name * Sandy
Last Name * Rivers
Position
Phone * 1800657945
Mobile
Fax
Email sandy.rivers@npi.gov.au
Postal Address
Street
Number
Street Name
Suburb
State Please select one
Postcode
Comments

Select check box(es) to remove contact(s) from the list below.

<input type="checkbox"/>	Type	Title	First Name	Last Name
--------------------------	------	-------	------------	-----------

Are details correct? ☐ Yes ☒ No

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Figure 28 – Contacts tab

There should be two contacts for your facility: a Public Contact - this information is published on the NPI web site; and a Technical Contact – this information is not published and is used by the jurisdiction for your facility and the Commonwealth in case they need to contact the most appropriate person from your facility about the data in your facility's report. Changes to the Public contact become visible on the NPI web site once the changes are saved in the Online Reporting System.

Often the *Technical Contact* is the person who is the Reporter or Coordinator for your facility.

Coordinators can change all details on this tab. Reporters need to let the Coordinator of their facility know if any details on this tab need updating.

Updating Contact tab data

1. Enter data in the correct field(s).
2. Click **Save**.

New Public Contact

The screenshot shows a web interface with three tabs: 'Details', 'Location', and 'Contacts'. The 'Contacts' tab is active. Below the tabs is a section titled 'Contact Information' with a sub-header 'This screen provides public and technical contact information for the facility.' Below this, there are two columns. The left column is titled 'Public Contact' with the text 'Data will be made public' and a button labeled 'New Public Contact' which is circled in red. The right column is titled 'Technical Contact' with the text 'Data will not be made public' and a button labeled 'New Technical Contact'.

1. Click **New Public Contact**.
2. Old Public Contact details are moved to the list at the bottom of the screen.
3. Enter the details for the New Public Contact in the fields on the screen (those marked with a red asterisk must be completed).
4. Click **Save**.

New Technical Contact

Details **Location** **Contacts**

Contact Information

This screen provides public and technical contact information for the facility.

Public Contact
Data will be made public

Technical Contact
Data will not be made public

New Public Contact

New Technical Contact

1. Click **New Technical Contact**.
2. Old *Technical Contact* details are moved to the list at the bottom of the screen.
3. Enter the details for the *New Technical Contact* in the fields on the screen (those marked with a red asterisk must be completed).
4. Click **Save**.

In the *Comments* box you can enter information like if you job share, or days you are in the office, anything that will make it easier for the jurisdiction to contact you.

Other Contacts

The table below the Public/Technical Contacts is used for other technical people in your facility that it would be useful for the jurisdiction or Commonwealth to contact. By default, Other Contacts also holds previous Public and Technical Contacts.

Adding an Other Contact

Some facilities find it useful to have other contacts.

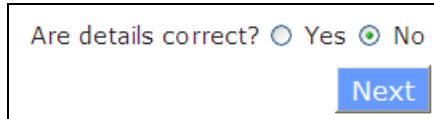
1. Click **Add**.
2. Fill in the data in fields.
3. Click **Save**.

Removing a Contact

1. Click **Remove**.
2. Remove the data in fields.
3. Click **Save**.

Acknowledge details are correct

1. In the lower right hand corner is the question “*Are details correct?*”
The default answer for this question is **No**.



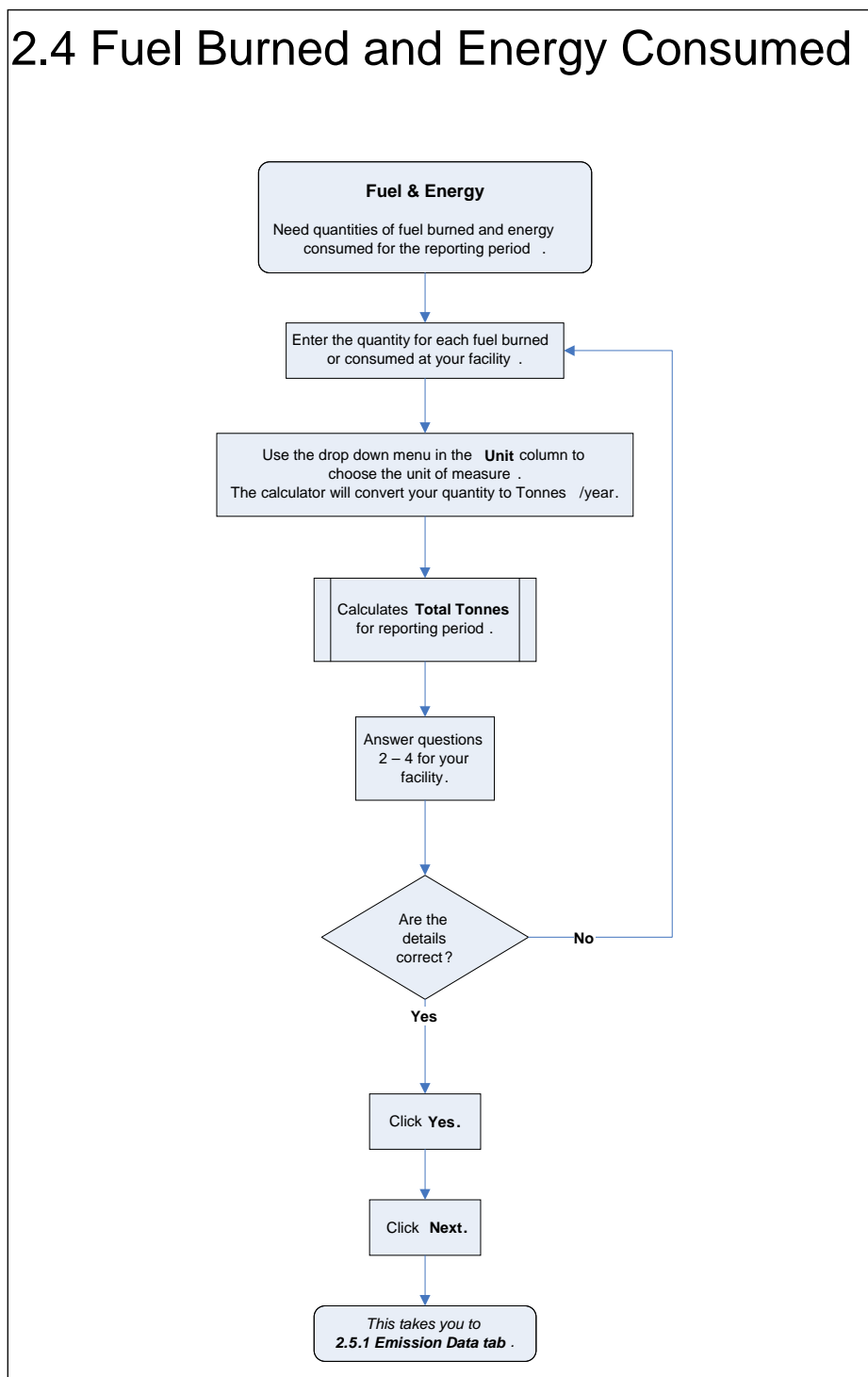
Are details correct? ☐ Yes ☒ No

Next

2. You need to check that the details on that screen are correct.
3. When the details are correct, click **Yes**.
4. Click **Next**.

2.4 Fuel Burned and Energy Consumed

The fuel usage calculator and subsequent questions on this screen works out whether your facility has tripped an NPI threshold for Category 2a and/or 2b substances or not.



Flowchart H – 2.4 Fuel Burned and Energy Consumed

Australian Government
Department of the Environment, Water, Heritage and the Arts

NPf

Logged in as train_user050 (Coordinator)

NPI Online Reporting System > Home > Report: Draft, Training facility 50, Train050, 30/09/2009

Contact Us | Help | Logout

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Links

Select one and go

Fuel & Energy

Fuel Burned and Energy Consumed

Use this calculator to work out which Category 2a and 2b substances have topped the NPI threshold.

1) Please enter your fuel usage(s) below:

Fuel	Quantity	Unit	Tonnes/Yr
LPG		t per year =	
Bagasse		t per year =	
Biogas		t per year =	
Briquettes		t per year =	
Coal, Black	590	t per year =	590
Coal, Brown		t per year =	
Diesel		t per year =	
Fuel Oil		t per year =	
Natural Gas	6945123	MJ per year =	156.2652675
Petrol (ULP)	79123	L per year =	57.75979
Solid Waste		t per year =	
Wood		t per year =	
Explosives		t per year =	
Other		t per year =	
Other		t per year =	
Other		t per year =	

Total: 0.000000000

2) Has your facility burned one tonne of fuel or waste in any hour during the reporting period? ☐ Yes ☐ No

3) Please enter the annual electricity usage for your facility in MW-hr: 18123

4) Is your facility rated at 20MW (megawatts) or higher? ☐ Yes ☐ No

Are details correct? ☐ Yes ☐ No

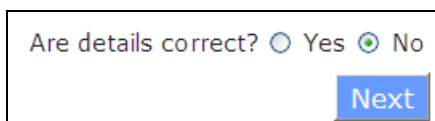
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Figure 29 – Fuel and Energy screen

Calculating fuel and energy use

- Enter the quantity for each listed fuel type burned or consumed at your facility for the reporting period. Click **Tab**. Select the unit the quantity is measured in from the drop down list. The system will convert the quantity you have entered for your facility to tonnes/year.
 - If your facility uses fuel that is a different density to the density used by the fuel calculator, calculate your own tonnes/year usage and enter as tonnes per year. The assumptions used in the fuel calculator are based on the fuel densities published in the *NPI Guide*.
- If your facility burned or consumed other type(s) of fuel in the **Other** field enter in the type of fuel. You can only enter the quantity of these fuels in tonnes/year.

3. Answer Question 2 (click **Yes** or **No**).
4. Enter annual electricity usage in MW/h (*Question 3*).
5. Answer Question 4 (click **Yes** or **No**).
6. Click **Save**.
7. Answer “*Are details correct?*” The default answer for this question is **No**. When the details are correct, click **Yes**.



Are details correct? ☐ Yes ☒ No

Next

8. Click **Next**.

This will take you to the *Emission Data* screen (see section 2.4 *Emission Data*).

The names of the substances your facility has tripped the Category 2a or 2b threshold for will pre-populate on that screen.

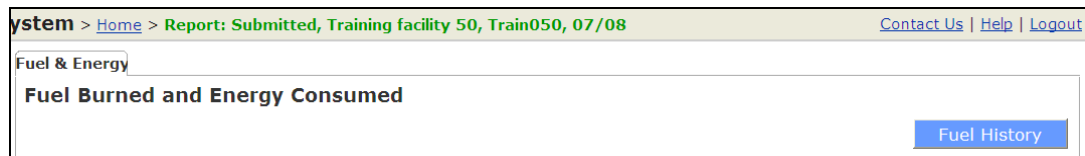
Warning: This calculator **does not** calculate the emissions for the Category 2a and 2b substances. You need to refer to the relevant emission estimation manuals, specifically *Combustion in Boilers* and *Combustion in Engines* for detailed information on how to do this.

You can also use the calculation tools (see section 4 of this Guide for instructions on how to use the calculation tools) if you have access to Microsoft Excel 2003 and 2007. Unfortunately the calculation tools **do not** work in any other versions of Excel.

The four questions on this screen relate to the Category 2a and 2b threshold questions in the *NPI Guide*. Please refer to the *NPI Guide* for if you require further clarification of these questions.

Fuel History

1. Click on **Fuel History**.



2. *Fuel History* pop-up opens.

The screenshot shows a pop-up window titled 'National Pollutant Inventory - Fuel History - Windows Internet Explorer'. The window contains the 'NPI Online Reporting System > Fuel History' header and a 'Contact Us | Help' link. Below the header is the section 'Fuel History' with a note: 'The table below shows your facility's reported fuel usage for the current report and (up to) 3 prior reports.' The table has five columns: 'Fuel \ Year', '08/09 (t/yr)', '07/08 (t/yr)', '06/07 (t/yr)', and '05/06 (t/yr)'. The rows list various fuel types: LPG, Bagasse, Biogas, Briquettes, Coal, Black, Coal, Brown, Diesel, Fuel Oil, Natural Gas, Petrol (ULP), Solid Waste, Wood, Explosives, and a 'Total' row. A 'Close' button is located in the bottom right corner of the table area.

Fuel \ Year	08/09 (t/yr)	07/08 (t/yr)	06/07 (t/yr)	05/06 (t/yr)
LPG				
Bagasse				
Biogas				
Briquettes				
Coal, Black	590	575	525	475
Coal, Brown				
Diesel				
Fuel Oil				
Natural Gas	156.2652675	154.0152675	131.5152675	109.0152675
Petrol (ULP)	57.75979	57.27288	49.97288	42.67288
Solid Waste				
Wood				
Explosives				
Total	804.0250575	786.2881475	706.4881475	626.6881475

3. Click **Close** when you have finished viewing the information.

2.5 Emission Data

This is the section of your facility report where you enter the emission amount and source of emission for each NPI substance your facility has tripped a threshold for. You also acknowledge advisory messages in this section.

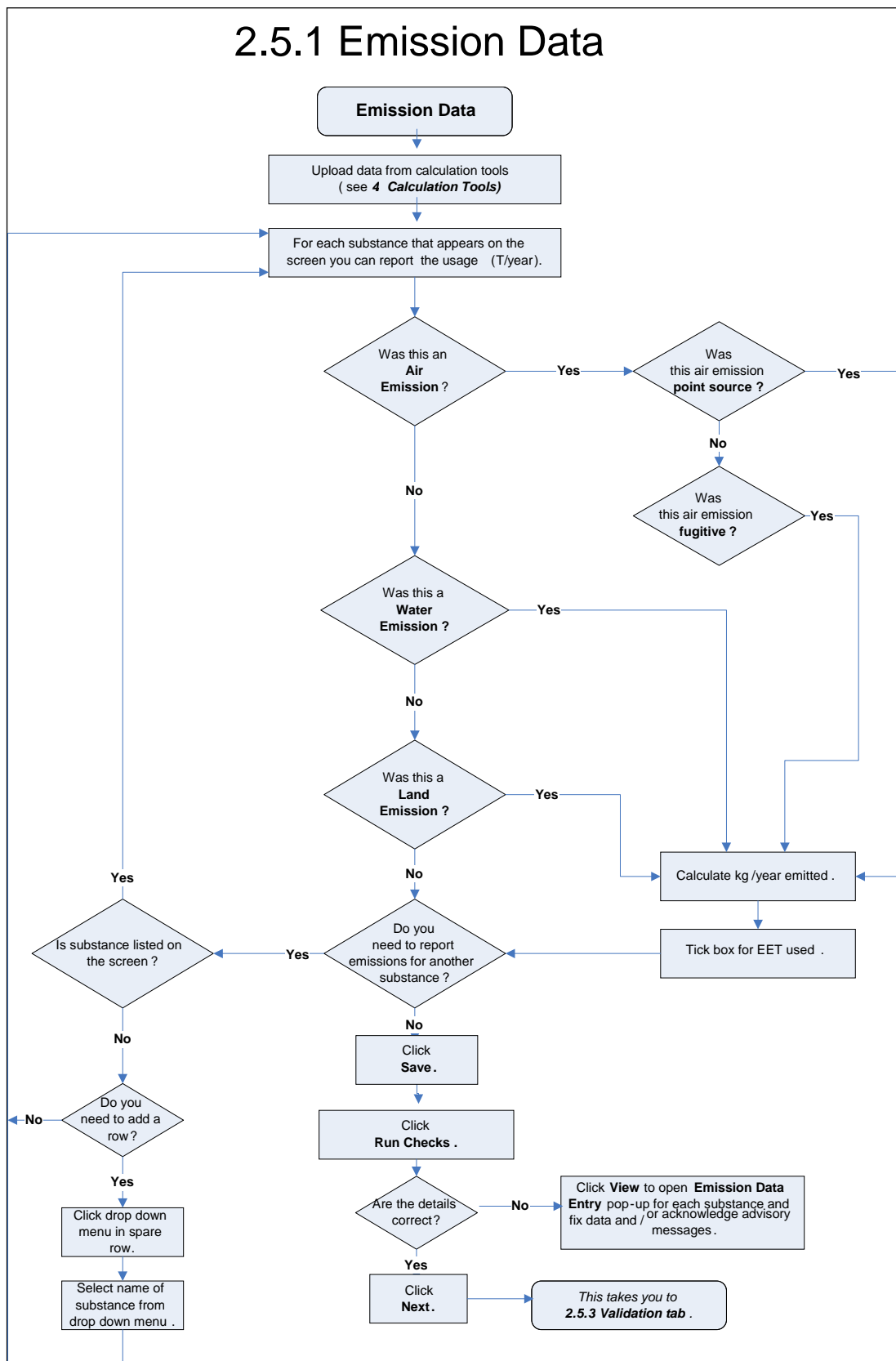
Very Important Hint:

You need to be aware that the system does timeout. We recommend that you frequently use the **Save** button when entering data in this system, especially when entering a lot of data on the *Emission Data* tab as the system may timeout on you. (For more information on the timeout feature of the system see section 1.2.5

Common system features)

Click Save *often* when entering data on this screen.

2.5.1 Data tab



Flowchart I – 2.5.1 Emission Data

This screen is automatically pre-populated with substance names:

- if your facility fuel and energy usage tripped the thresholds for Category 2a and/or 2b; and/or
- with substances your facility has previously reported.

If you have uploaded data from the calculation tools (see Section 4 *Calculation Tools*) this data will also be shown.

Note: You should upload calculation tool data first as the data from the calculation tool will overwrite any data that has already been entered.

Emission Data

This is a summary of the substance(s) associated with the facility. It includes Category 2a and 2b substances if the facility's fuel and energy usage tripped the NPI threshold for this reporting year. Refer to the Help file for this screen for assistance in entering your facility data. Emission Estimation Techniques (EET): 1=Mass Balance, 2=Engineering Calculations, 3=Direct Measurement, 4=Emission Factors, 5=Approved Alternative EET.

[Calculation tools](#)

Info	View	Substance	Usage (t/year)	Air (kg/year) Point EET: 1 2 3 4 5	Air (kg/year) Fugitive EET: 1 2 3 4 5	Air (kg/year) Total	Water (kg/year) EET: 1 2 3 4 5	Land (kg/year) EET: 1 2 3 4 5
<input type="checkbox"/>	View	Carbon monoxide Cat: 1, 2a, 2b		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	View	Fluoride compounds Cat: 1, 2a, 2b		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	View	Hydrochloric acid Cat: 1, 2a, 2b		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	View	Oxides of Nitrogen Cat: 2a, 2b		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	View	Particulate Matter 10 Cat: 2a, 2b		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	View	Particulate Matter 2.5 Cat: 2a, 2b		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	View	Polycyclic aromatic hydrocarbons Cat: 2a, 2b		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	View	Sulfur dioxide Cat: 1, 2a, 2b		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	View	Sulfuric acid Cat: 1		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	View	Total Volatile Organic Cat: 1a, 2a, 2b		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	View	Zinc and compounds Cat: 1		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	View	Please select one Cat:		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Select check box(es) to remove one or more substances at the same time. Number of substances: 11

[Add](#) [Remove](#) [New Row](#)

Are details correct? ☐ Yes ☒ No

[Prev](#) [Save](#) [Reset](#) [Run checks](#) [Next](#)

[Accessibility](#) | [Privacy](#) | [Terms of use](#) | [System requirements](#)

Figure 30 – Emission Data Tab

The screen in the figure above has been pre-populated with Category 2a substances in addition to previously reported substances. The *Substance* column

displays substance names followed by the threshold category relevant to the substance. The *Info* column has a warning triangle if there are validation or advisory messages for the substance.

Scientific Notation

You can enter the emission using scientific notation.

To enter emission data (follow Flowchart 2.5.1 – Emission Data)

If you have to enter data for lots of substances, using the *Emission Data* tab will be a quick way to do this. **Click Save often when entering data on this screen.**

1. Make sure you have uploaded data from calculation tools before entering data manually. Uploaded data from calculation tools will overwrite any existing data that you may have already entered manually.
2. Enter data for pre-populated substances (if any).
3. Substances are listed in alphabetical order.
4. Enter the emission in kg/year in the correct column (Air Point, Air Fugitive, Water, Land).

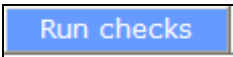
Info	<input type="checkbox"/> View	Substance	Usage (t/year)	Air (kg/year) Point EET: 1 2 3 4 5	Air (kg/year) Fugitive EET: 1 2 3 4 5	Air (kg/year) Total	Water (kg/year) EET: 1 2 3 4 5	Land (kg/year) EET: 1 2 3 4 5
<input type="checkbox"/> View		Carbon monoxide		2,210,000		2,210,000		
				<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

5. Tick the boxes for all EETs used to calculate the emission (key is above the table 1= Mass Balance etc...).

Emission Estimation Techniques (EET): 1=Mass Balance, 2=Engineering Calculations, 3=Direct Measurement, 4=Emission Factors, 5=Approved Alternative EET.

[Calculation tools](#)

Info	<input type="checkbox"/> View	Substance	Usage (t/year)	Air (kg/year) Point EET: 1 2 3 4 5	Air (kg/year) Fugitive EET: 1 2 3 4 5	Air (kg/year) Total	Water (kg/year) EET: 1 2 3 4 5	Land (kg/year) EET: 1 2 3 4 5
<input type="checkbox"/> View		Carbon monoxide		2,210,000		2,210,000		
				<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

6. Click **Save**.
7. Repeat steps 4-6 for each substance you need to report an emission.
8. Click **Run Checks**. 
9. See instructions below (in *Run Checks*) for what to do if warning triangles appear.

Known Issue: If you quickly tick a box for an EET in the *Air Point* and *Air Fugitive* columns the tick may disappear when the system calculates Air Total. You need to tick the EET box again. The work around is to enter data using the *Emission Data Entry* pop-up (see section 2.5.2).

You can add a substance using one of the 3 ways outlined below

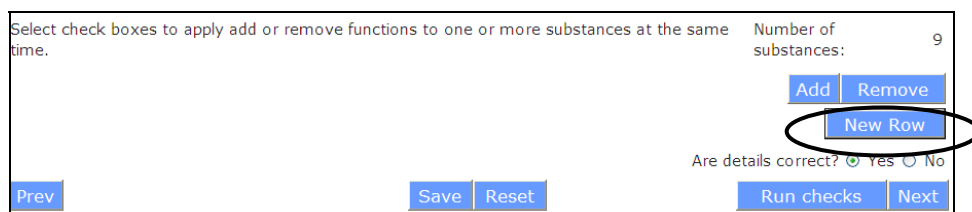
1. To Add a Substance

1. Use the drop down menu in the *Substance* column to select the substance (list of substances is in alphabetical order, you can type the first letter, for example, L, and the list will scroll down to the beginning of the substances starting with L).
2. Click **Enter**. This adds the substance.
3. Click **Save** to reorder the list of substance by alphabetical order.
4. *Either* enter the data for the substance *or* click the **View** link and enter the data in the *Emission Data Entry* pop-up that opens.

2. To **Add** a New Row

Whilst clicking the **Save** button will automatically add a blank row, you can use the **New Row** button to add multiple blank rows.

1. Click **New Row** button.



2. New row is added.



3. Select substance you want to add from drop down list.
4. *Either* enter the data for the substance *or* click the **View** link and enter the data in the *Emission Data Entry* pop-up that opens.

3. To **Add** a substance (using the **Add** button)

1. Click **Add** button.

Select check boxes to apply add or remove functions to one or more substances at the same time. Number of substances: 9

Add **Remove**
New Row

Are details correct? ☒ Yes ☐ No

Prev **Save** **Reset** **Run checks** **Next**

2. *Emission Data Entry* pop-up opens (see section 2.5.2 for more information on this pop-up).
3. Select the substance you want to add from the drop down list.

NPI Online Reporting System > Emission Data Entry [Contact Us](#) | [Help](#)

Substance
This screen allows you to enter your data and acknowledge advisory messages, and shows what your facility reported in previous years.
Emission Estimation Techniques (EET): 1=Mass Balance, 2=Engineering Calculations, 3=Direct Measurement, 4=Emission Factors, 5=Approved Alternative EET.

Substance * Please select one Total Fuel Usage (t/year) 804.0250575 t/yr

Usage (t/year)	Emission: EET:	Air(kg/year) Point					Air(kg/year) Fugitive					Total	Water(kg/year)					Land(kg/year)				
		1	2	3	4	5	1	2	3	4	5		1	2	3	4	5	1	2	3	4	5

Facility Report History

Year	Substance	Usage(t)	%diff	Air(kg/year) Point					Air(kg/year) Fugitive					Total	% diff	Water (kg/year) % diff					Land (kg/year) % diff				
				1	2	3	4	5	1	2	3	4	5			1	2	3	4	5	1	2	3	4	5

%diff indicates absolute variation to current report data.

Advisory Messages

Message	Comments

Reporter Notes

Substance: **Previous** **Next/New** **Save** **Close**

4. Enter the data for the substance.
5. Click **Save**.

NPI Online Reporting System > Emission Data Entry [Contact Us](#) | [Help](#)

Info
-Data has been saved successfully

Substance
This screen allows you to enter your data and acknowledge advisory messages, and shows what your facility reported in previous years.
Emission Estimation Techniques (EET): 1=Mass Balance, 2=Engineering Calculations, 3=Direct Measurement, 4=Emission Factors, 5=Approved Alternative EET.

Substance * Lead & compounds Total Fuel Usage (t/year) 804.0250575 t/yr

Usage (t/year)	Emission: EET:	Air(kg/year) Point					Air(kg/year) Fugitive					Total	Water(kg/year)					Land(kg/year)					
		1	2	3	4	5	1	2	3	4	5		1	2	3	4	5	1	2	3	4	5	
420.000					31,670								31,670		40								430

Facility Report History

Year	Substance	Usage(t)	%diff	Air(kg/year) Point					Air(kg/year) Fugitive					Total	% diff	Water (kg/year) % diff					Land (kg/year) % diff				
				1	2	3	4	5	1	2	3	4	5			1	2	3	4	5	1	2	3	4	5

%diff indicates absolute variation to current report data.

Advisory Messages

Message	Comments
Substance not reported in last Report	Please select one

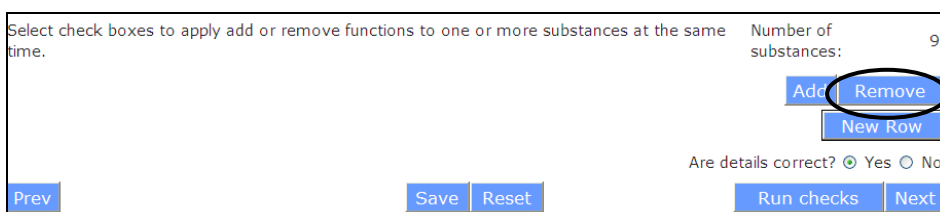
Reporter Notes

Substance: **Previous** **Next/New** **Save** **Close**

6. Use the drop down list to acknowledge any advisory messages that may appear.
7. Click **Next/New** if you want to add more substances. Repeat steps 3–7 for each substance.
8. Click **Save** when there are no more substances to add.
9. Close the pop-up.
10. This takes you back to the *Emission Data* tab.

To Remove a substance

1. On the *Emission Data* tab tick the box (es) beside the substance you want to remove from the list.
2. Click **Remove**.



The screenshot shows a web interface for managing substances. At the top, it says "Select check boxes to apply add or remove functions to one or more substances at the same time." On the right, it says "Number of substances: 9". Below this, there are three buttons: "Add", "Remove", and "New Row". The "Remove" button is circled in red. At the bottom, there are several buttons: "Prev", "Save", "Reset", "Run checks", and "Next". There is also a question "Are details correct?" with "Yes" and "No" radio buttons.

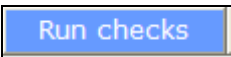
3. The substance is deleted from the list.
4. Click **Save**.
5. *Note:* There may still be advisory messages for the substance you have removed in the *Validation* tab, especially if the system is expecting you to report an emission. For example, if your facility exceeded the Category 2a or 2b threshold there will be an advisory

message expecting you to report an emission for that substance.

Data		Validation
Emission Data Validation Checks		
Advisory messages let you know that there is a validation issue with your facility's current data. You need to acknowledge each of these messages.		
Validation Message		
Substance	Advisory Message	Acknowledge and Comment
Carbon monoxide	EET Method has changed since previous report	Please select one <input type="text"/>
Fluoride compounds	Destination (or Air source) has changed since previous report	Process Change <input type="text"/>
Fluoride compounds	Significant Emission Increase From Last Report to Air Total	Different EET Used <input type="text"/>
Fluoride compounds	EET Method has changed since previous report	Please select one <input type="text"/>
Particulate Matter 2.5 um	EET Method has changed since previous report	Please select one <input type="text"/>
Total Volatile Organic Compounds	Emission in Last Report but not Current Report	Please select one <input type="text"/>

Run checks

You can run a validation check any time you want to.

1. Click **Run checks**. 
2. System will process the request.
3. A warning triangle will appear next to any substances that have advisory messages.

Info	<input type="checkbox"/> View	Substance	Usage (t/year)	Air (kg/year) Point EET: 1 2 3 4 5	Air (kg/year) Fugitive EET: 1 2 3 4 5	Air (kg/year) Total	Water (kg/year) EET: 1 2 3 4 5	Land (kg/year) EET: 1 2 3 4 5
	<input type="checkbox"/> View	Carbon monoxide		2,210,000 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		2,210,000	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> View	Fluoride compound		2,750 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		2,750	2,250 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4,250 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
⚠	<input type="checkbox"/> View	Hydrochloric acid		215 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		215	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> View	Oxides of Nitrogen		180,000 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		180,000	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> View	Particulate Matter		352,800 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		352,800	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> View	Particulate Matter		215,040 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		215,040	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
⚠	<input type="checkbox"/> View	Polycyclic aromatic hydrocarbons		58.2 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		58.2	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> View	Sulfur dioxide		22,100,000 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		22,100,000	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> View	Sulfuric acid	36.000	2,850 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		2,850	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> View	Total Volatile Organic Compounds		15,090 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		15,090	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
⚠	<input type="checkbox"/> View	Zinc and compounds	785.000	62,600 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		62,600	514 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	265 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> View	Please select one					<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

4. Correct the data for each substance that has a warning triangle.

a. Click **View** link next to the substance.

	View	Zinc and compou	785.000	62,600		62,600	514	265
				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

b. *Emission Data Entry* pop-up for that substance opens.

NPI Online Reporting System > Emission Data Entry

Substance
This screen allows you to enter your data and acknowledge advisory messages, and shows what your facility reported in previous years.
Emission Estimation Techniques (EET): 1=Mass Balance, 2=Engineering Calculations, 3=Direct Measurement, 4=Emission Factors, 5=Approved Alternative EET.

Substance: **Zinc and compounds** Total Fuel Usage: **804.1250575** t/yr

Usage (t/year)	Air(kg/year) Point					Air(kg/year) Fugitive					Total	Water(kg/year)					Land(kg/year)				
	1	2	3	4	5	1	2	3	4	5		1	2	3	4	5	1	2	3	4	5
785.000	Emission: 62,600										62,600	514					265				
	EET: <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>				

Facility Report History

Year	Substance	Usage(t)	%diff	Air(kg/year) Point					Air(kg/year) Fugitive					Total	% diff	Water (kg/year)					Land (kg/year)							
				1	2	3	4	5	1	2	3	4	5			1	2	3	4	5	1	2	3	4	5			
07/06		800.000	6.72%	53,780									51,300	21.08%			450						2,339					
		786.288	2.26%																									
06/07		585.000	34.19%	35,170									35,170	77.99%			335						1,420					
		706.488	13.81%																									
05/06		715.000	9.79%	55,000									55,000	13.82%			500						2,160					
		626.688	20.30%																									

%diff indicates absolute variation to current report data.

Advisory Messages

Message	Comments
Significant Emission Decrease From Last Report to Land	Please select one

Reporter Notes

Substance: [Previous](#) [Next/New](#) [Save](#) [Close](#)

c. Correct data (if applicable). (In this example the emission to land should have been entered as 2,650 kg/yr not 265kg/yr.)

- d. Click **Save**. (Some advisory messages may disappear when the data is corrected.)

NPI Online Reporting System - Emission Data Entry

Info: Data has been saved successfully.

Substance
This screen allows you to enter your data and acknowledge advisory messages, and shows what your facility reported in previous years.
Emission Estimation Techniques (EET): 1=Mass Balance, 2=Engineering Calculations, 3=Direct Measurement, 4=Emission Factors, 5=Approved Alternative EET.

Substance: * Zinc and compounds

Total Fuel Usage (t/year): 804.0250575 t/yr

Usage (t/year)	Emission: EET:	Air(kg/year) Point					Air(kg/year) Fugitive					Total	Water(kg/year)					Land(kg/year)											
		1	2	3	4	5	1	2	3	4	5		1	2	3	4	5												
785,000												62,600						514						2,650					

Facility Report History

Year	Substance	Usage(t)		Air(kg/year) Point					Air(kg/year) Fugitive					Total	% diff	Water (kg/year)					Land (kg/year)								
		Total Fuel	%diff	1	2	3	4	5	1	2	3	4	5			1	2	3	4	5									
07/08		860,000	8.72%											51,700	21.08%						459	12.23%						2,330	13.73%
06/07		786,288	2.26%											35,170	77.99%						335	53.83%						1,420	86.62%
05/06		706,480	23.81%											55,000	13.82%														
		715,000	9.29%																										
		625,600	28.30%																										

%diff indicates absolute variation to current report data.

Advisory Messages

Message	Comments

Reporter Notes

Substance: Previous Next/New Save Close

- e. Acknowledge remaining advisory messages using drop down list to select comments.
 - f. Click **Save**.
- Repeat step 4 for each substance that has a warning triangle.
 - When all data for substances with warning triangles on this screen have been corrected and/or advisory messages acknowledged, answer "Are details correct?" question. The default answer is **No**.

Are details correct? ☐ Yes ☒ No

Next

Always click Save often when entering data on this screen.

When you click **Save** after you have added a substance, the list of substances is reordered alphabetically.

2.5.2 Emission Data Entry pop-up

Using the *Emission Data Entry* pop-up provides you with historical data, variances, an option to provide contextual notes and the ability to acknowledge advisory messages on a substance by substance basis. If you click the **View** link beside a substance the *Emission Data Entry* pop-up will open for that substance.

DataValidation

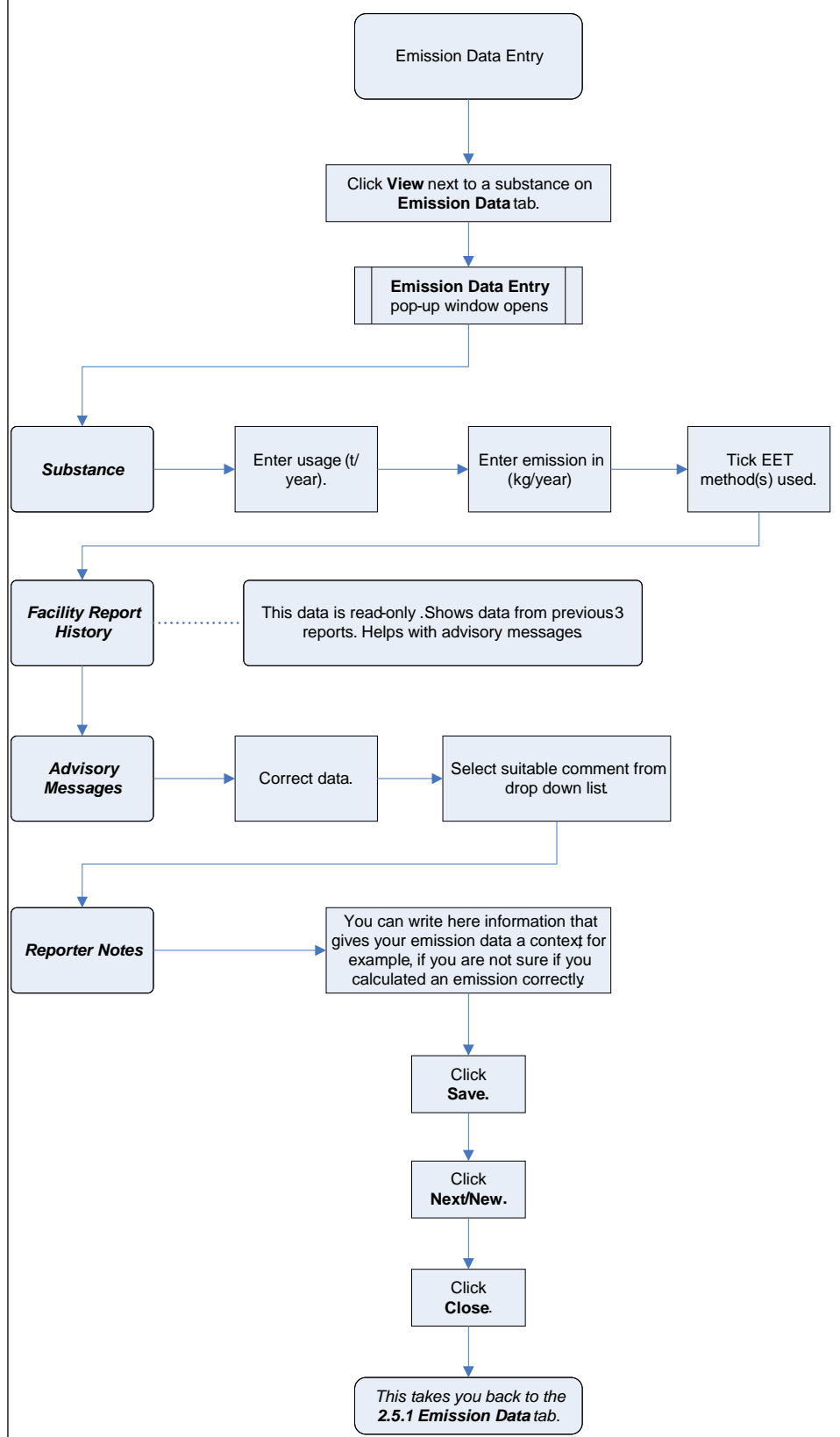
Emission Data

This is a summary of the substance(s) associated with the facility. It includes Category 2a and 2b substances if the facility's fuel and energy usage tripped the NPI threshold for this reporting year.
Refer to the Help file for this screen for assistance in entering your facility data.
Emission Estimation Techniques (EET): 1=Mass Balance, 2=Engineering Calculations, 3=Direct Measurement, 4=Emission Factors, 5=Approved Alternative EET.
[Calculation tools](#)

Info	<input type="checkbox"/> View	Substance	Usage (t/year)	Air (kg/year) Point EET: 1 2 3 4 5	Air (kg/year) Fugitive EET: 1 2 3 4 5	Air (kg/year) Total	Water (kg/year) EET: 1 2 3 4 5	Land (kg/year) EET: 1 2 3 4 5
	<input type="checkbox"/> View	Carbon monoxide		2,210,000 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2,210,000	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> View	Fluoride compound		2,750 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2,750	2,250 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4,250 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
⚠	<input type="checkbox"/> View	Hydrochloric acid		215 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	215	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
⚠	<input type="checkbox"/> View	Lead & compound	420.000	31,670 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	31,670	40 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	430 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> View	Oxides of Nitrogen		180,000 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	180,000	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> View	Particulate Matter		352,800 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	352,800	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> View	Particulate Matter		215,040 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	215,040	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
⚠	<input type="checkbox"/> View	Polycyclic aromatic		58.2 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	58.2	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> View	Sulfur dioxide		22,100,000 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	22,100,000	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> View	Sulfuric acid	36.000	2,850 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2,850	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> View	Total Volatile Org		15,090 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	15,090	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> View	Zinc and compound	785.000	62,600 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	62,600	514 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2,650 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Figure 31 - View link on Emission tab

2.5.2 Emission Data Entry pop-up



Flowchart J – 2.5.2 Emission Data Entry pop-up

National Pollutant Inventory - Emission Data Entry - Windows Internet Explorer

NPI Online Reporting System > Emission Data Entry [Contact Us](#) | [Help](#)

Substance
This screen allows you to enter your data and acknowledge advisory messages, and shows what your facility reported in previous years.

Emission Estimation Techniques (EET): 1=Mass Balance, 2=Engineering Calculations, 3=Direct Measurement, 4=Emission Factors, 5=Approved Alternative EET.

Substance * Total Fuel Usage t/yr

Usage (t/year)	Emission: EET:	Air(kg/year) Point					Air(kg/year) Fugitive					Total	Water(kg/year)					Land(kg/year)				
		1	2	3	4	5	1	2	3	4	5		1	2	3	4	5	1	2	3	4	5
<input type="text" value="785.000"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text" value="62,600"/>					<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					<input type="text" value="62,600"/>	<input type="text" value="514"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="2,650"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>						

Facility Report History

Year	Usage(t)		Air(kg/year) Point					Air(kg/year) Fugitive					Total	% diff	Water (kg/year)					Land (kg/year)				
	Substance	%diff	1	2	3	4	5	1	2	3	4	5			1	2	3	4	5	1	2	3	4	5
07/08	<input type="text" value="860.000"/>	<input type="text" value="8.72%"/>	<input type="text" value="51,700"/>										<input type="text" value="51,700"/>	<input type="text" value="21.08%"/>	<input type="text" value="458"/>	<input type="text" value="12.23%"/>	<input type="text" value="2,330"/>	<input type="text" value="13.73%"/>						
	<input type="text" value="786.288"/>	<input type="text" value="2.26%"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																				
06/07	<input type="text" value="585.000"/>	<input type="text" value="34.19%"/>	<input type="text" value="35,170"/>										<input type="text" value="35,170"/>	<input type="text" value="77.99%"/>	<input type="text" value="335"/>	<input type="text" value="53.43%"/>	<input type="text" value="1,420"/>	<input type="text" value="86.62%"/>						
	<input type="text" value="706.488"/>	<input type="text" value="13.81%"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																				
05/06	<input type="text" value="715.000"/>	<input type="text" value="9.79%"/>	<input type="text" value="55,000"/>										<input type="text" value="55,000"/>	<input type="text" value="13.82%"/>	<input type="text" value="500"/>	<input type="text" value="2.80%"/>	<input type="text" value="2,160"/>	<input type="text" value="22.69%"/>						
	<input type="text" value="626.688"/>	<input type="text" value="28.30%"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																				

%diff indicates absolute variation to current report data.

Advisory Messages

Message	Comments

Reporter Notes

Substance:

Figure 32 – Emission Data Entry pop-up

You can tick more than one box for the emission estimation technique used. You may use a combination of methods to calculate the emission of a substance. If your facility uses pollution control equipment don't forget to adjust your emission value to account for this.

Entering Data

1. Enter the total usage of the substance by your facility.
2. Enter the emission in kg/year. You can use scientific notation to enter data.
3. Tick the appropriate EET method box (es).
4. Click **Save**.
5. Data is validated by the system.
6. Advisory messages may appear under certain circumstances.
7. Correct data (if necessary).
8. Acknowledge advisory messages.
9. Click **Save**.

10. Click **Next**.
 11. Repeat steps 1-10 for each substance you need to report.
- If this is the last substance click **Save** then **Close**.

Hint: The pop-up sits on top of the *Emission Data* tab. You can move or resize the pop-up to view the *Emission Data* tab and see the list of substances for your facility.

Always click Save after making changes on this screen.

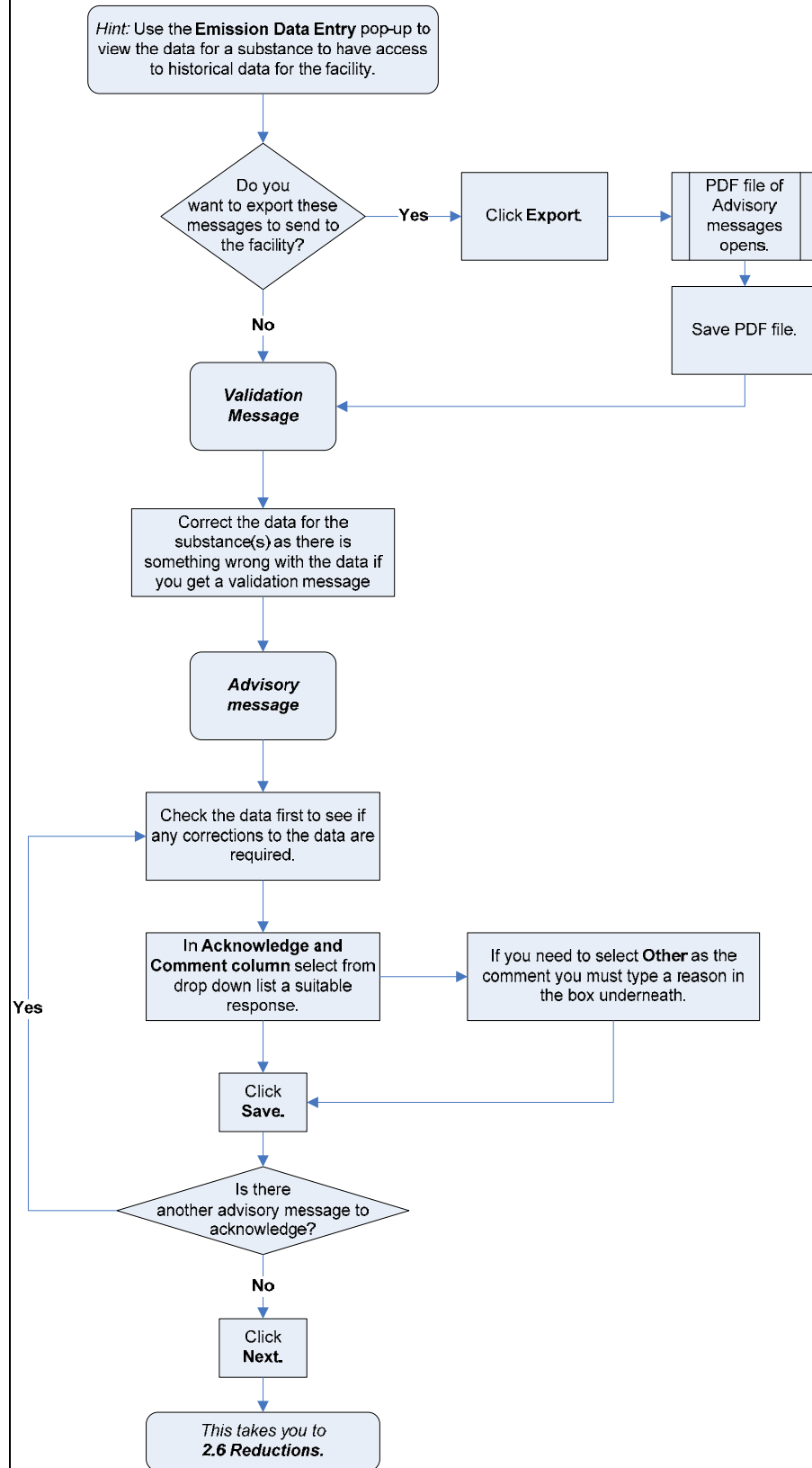
Close button

Close does not save your data! – if you click *Close* and haven't clicked *Save* you will lose data. *Close* doesn't save - only *Save*, *Next* and *Previous* do.

2.5.3 Validation tab

The NPI Online Reporting System validates the emission data for your facility report as you enter it. The *Validation* tab displays validation messages that indicate the error with the data that must be fixed before your report can be submitted and advisory messages that indicate there is a potential issue with the data.

2.5.3 Validation Tab



Flowchart K – 2.5.3 Validation Tab

Australian Government
Department of the Environment, Water, Heritage and the Arts

Logged in as **train_user110** (Coordinator)

NPI Online Reporting System > [Home](#) > **Report: Draft, Training Facility 110, Train110, 30/09/2008**
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Menu
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Facility Admin
User Admin

Links
Select one and go

Data
Validation

Emission Data Validation Checks
Advisory messages let you know that there is a validation issue with your facility's current data. You need to acknowledge each of these messages.

Validation Message		
Total VOC Emission Less Than Sum Of Individual VOC Emissions		
Substance	Advisory Message	Acknowledge and Comment
Benzene	Substance not reported in last Report	Please select one <input type="text"/>
Carbon monoxide	EET Method has changed since previous report	Please select one <input type="text"/>
Ethanol	EET Method has changed since previous report	Please select one <input type="text"/>
Ethanol	Significant Emission Decrease From Last Report to Water	Please select one <input type="text"/>
Fluoride compounds	EET Method has changed since previous report	Please select one <input type="text"/>
Fluoride compounds	Destination (or Air source) has changed since previous report	Please select one <input type="text"/>
Hydrochloric acid	Significant Emission Increase From Last Report to Land	Please select one <input type="text"/>
Mercury & compounds	Emission in Last Report but not Current Report	Please select one <input type="text"/>
Particulate Matter 10.0 um	EET Method has changed since previous report	Please select one <input type="text"/>
Particulate Matter 10.0 um	Significant Emission Decrease From Last Report to Air Total	Please select one <input type="text"/>
Particulate Matter 10.0 um	Significant Emission Decrease From Last Report to Air Point	Please select one <input type="text"/>
Particulate Matter 10.0 um	Destination (or Air source) has changed since previous report	Please select one <input type="text"/>
Total Volatile Organic Compounds	Significant Emission Decrease From Last Report to Air Total	Please select one <input type="text"/>
Total Volatile Organic Compounds	Significant Emission Decrease From Last Report to Air Point	Please select one <input type="text"/>

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Figure 33 – Validation tab screen

The above screen shot shows examples of some of the kinds of advisory messages that appear.

Acknowledging validation messages and advisory messages

1. Check the data for the substance to ensure it is correct.
2. Use the drop down list in the **Acknowledge and Comment** column to select a suitable comment to acknowledge the advisory message.
 - *Note:* The comments to choose from are specific to each advisory message.

3. If no comment is suitable select **Other**.
4. You need to type a comment if you select **Other**.
5. Click **Save**.
6. Repeat steps 1-5 for each substance in this list.
7. When you have acknowledged all messages click **Next**.

Hint: Advisory messages can be sorted by substance or by advisory message.

- To sort by substance click on the *Substance* heading – you can sort alphabetically A-Z or Z-A.
- To sort by advisory messages click on the *Advisory Message* heading – the messages get sorted alphabetically A-Z or Z-A.

Australian Government
Department of the Environment, Water, Heritage and the Arts

NP7
Logged in as **train_user1** (Coordinator)

NPI Online Reporting System > Home > Report: Draft, Training Facility 1, Train001, 31/03/2006 [Contact Us](#) | [Help](#) | [Logout](#)

Menu

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- Calculation Tools
- Facility Admin
- User Admin

Links

Select one and go

Emission Data Validation Checks

Advisory messages let you know that there is a validation issue with your facility's current data. You need to acknowledge each of these messages.

Substance	Advisory Message	Acknowledge and Comment
TVOC Emission Less Than Sum Of Individual VOC Emissions		
Carbon monoxide	EET Method has changed since previous report	This EET required by company policy <input type="button" value="Go"/>
Fluoride compounds	EET Method has changed since previous report	This EET required by company policy <input type="button" value="Go"/>
Fluoride compounds	Significant Emission Increase From Last Report to Air Total	Different EET Used <input type="button" value="Go"/>
Fluoride compounds	Destination (or Air source) has changed since previous report	Process Change <input type="button" value="Go"/>
Hydrochloric acid	Significant Emission Decrease From Last Report to Air Total	Process Change <input type="button" value="Go"/>
Hydrochloric acid	Significant Emission Decrease From Last Report to Air Point	Process Change <input type="button" value="Go"/>
Mercury & compounds	Emission in Last Report but not Current Report	Usage below Threshold <input type="button" value="Go"/>
Particulate Matter 2.5 um	EET Method has changed since previous report	This EET required by company policy <input type="button" value="Go"/>
Total Volatile Organic Compounds	Significant Emission Decrease From Last Report to Air Total	Improved Pollution Control <input type="button" value="Go"/>
Total Volatile Organic Compounds	Significant Emission Decrease From Last Report to Air Point	Improved Pollution Control <input type="button" value="Go"/>

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Figure 34 – Figure 33 with the advisory messages acknowledged

Alternatively from this tab you can click the link for each substance and this opens the *Emission Data Entry* pop-up for that substance. You can then correct the data and acknowledge advisory comments for the substance.

Example of Error messages on Validation tab

The screenshot shows the 'Validation' tab of the NPI Online Reporting System. The header includes the Australian Government logo, the Department of the Environment, Water, Heritage and the Arts, and the NPI logo. The user is logged in as 'train_user1 (Coordinator)'. The breadcrumb trail is 'Home > Report: Draft, Training Facility 1, Train001, 31/03/2006'. The left sidebar contains a 'Menu' with links to Emission Reports, Facility Details, Fuel and Energy, Emission Data, Data, Validation (selected), Reductions, Transfers, Statements, Certification, Validation Checklist, Submission Status, Change Log, Support, Calculation Tools, Facility Admin, and User Admin. Below the menu is a 'Links' section with a dropdown menu and a 'Go' button. The main content area is titled 'Emission Data Validation Checks' and contains a message: 'Advisory messages let you know that there is a validation issue with your facility's current data. You need to acknowledge each of these messages.' Below this is a table with the following columns: Substance, Advisory Message, and Acknowledge and Comment. The table lists several substances with their respective advisory messages and the 'Acknowledge and Comment' dropdown menu. The substances listed are Carbon monoxide, Fluoride compounds (multiple entries), Hydrochloric acid (multiple entries), Mercury & compounds, Particulate Matter 2.5 um, Total Volatile Organic Compounds (multiple entries), and Total Volatile Organic Compounds (multiple entries). The 'Acknowledge and Comment' dropdown menu for each substance is set to 'Other', which is highlighted in red and has a note '* required if reason = other'.

Substance	Advisory Message	Acknowledge and Comment
Carbon monoxide	EET Method has changed since previous report	Other * required if reason = other
Fluoride compounds	EET Method has changed since previous report	Other * required if reason = other
Fluoride compounds	Significant Emission Increase From Last Report to Air Total	Different EET Used
Fluoride compounds	Destination (or Air source) has changed since previous report	Process Change
Hydrochloric acid	Significant Emission Decrease From Last Report to Air Total	Process Change
Hydrochloric acid	Significant Emission Decrease From Last Report to Air Point	Process Change
Mercury & compounds	Emission in Last Report but not Current Report	Usage below Threshold
Particulate Matter 2.5 um	EET Method has changed since previous report	Other * required if reason = other
Total Volatile Organic Compounds	Significant Emission Decrease From Last Report to Air Total	Improved Pollution Control
Total Volatile Organic Compounds	Significant Emission Decrease From Last Report to Air Point	Improved Pollution Control

At the bottom of the table, there is an 'Export Validation Checks' button. Below the table are buttons for 'Prev', 'Save', 'Reset', and 'Next'. At the very bottom, there are links for 'Accessibility', 'Privacy', 'Terms of use', and 'System requirements'.

Figure 35 – Example of error messages on Validation tab

This screen shot is an example of the error message you will get if you select **Other** in the drop down list but don't type a comment. To fix this error you need to type in a reason to explain the advisory message.

Note: Please keep comments brief if you need to type in a comment. If you need to enter more detailed information use the *Reporter Notes* field on the *Emission Data Entry* pop-up.

Exporting Validation Checks

There are a number of situations in which being able to export validation and advisory messages is useful. For example, if you are not the person who calculated the data you can print out the messages and send these back to the person who did to find out if the data needs correcting or find out the explanation to use for the acknowledgement.

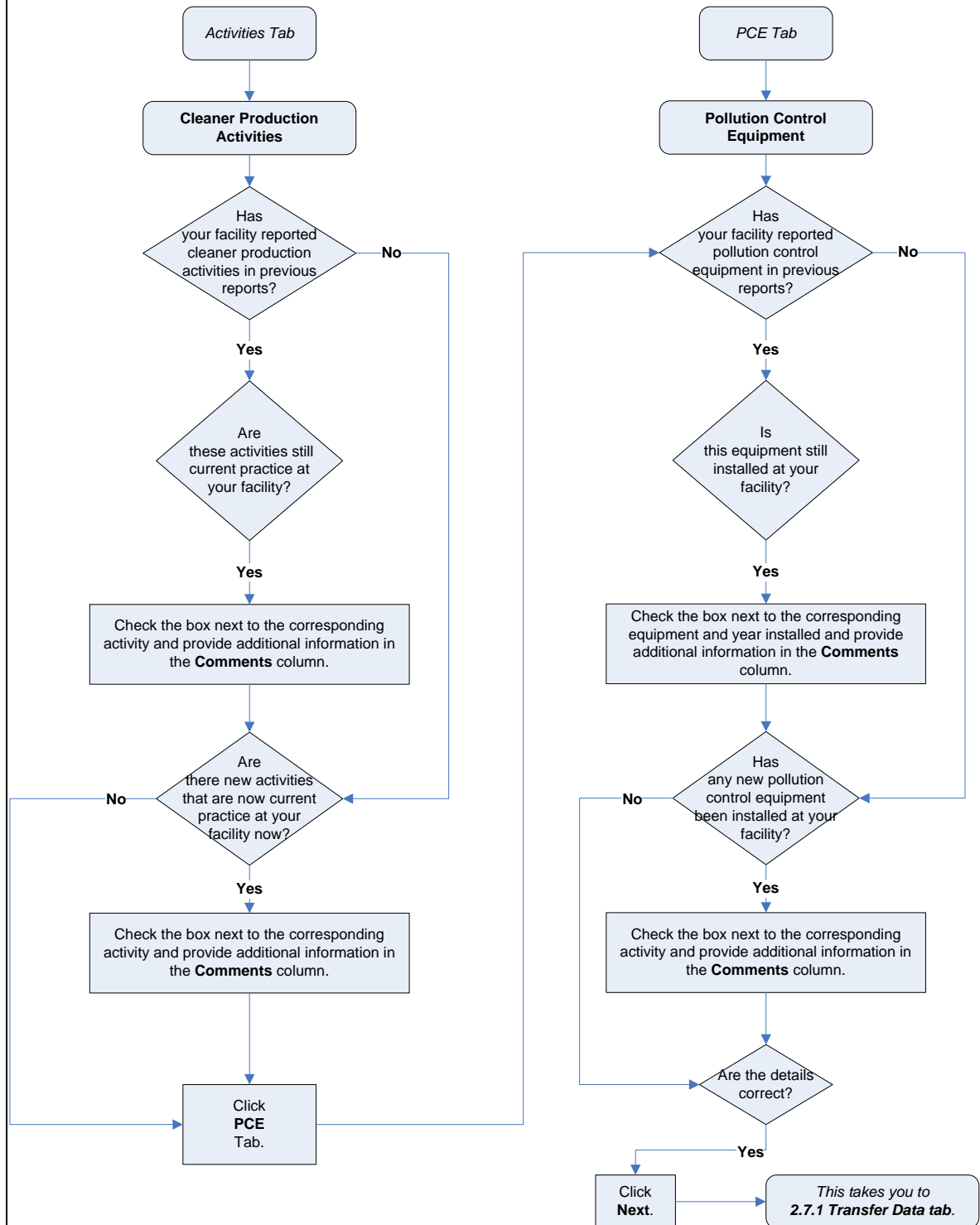
You can export the advisory messages as a PDF document.

1. Click **Export Validation Checks**.
2. File opens as a PDF.
3. Print or Save on your computer.

2.6 Reductions

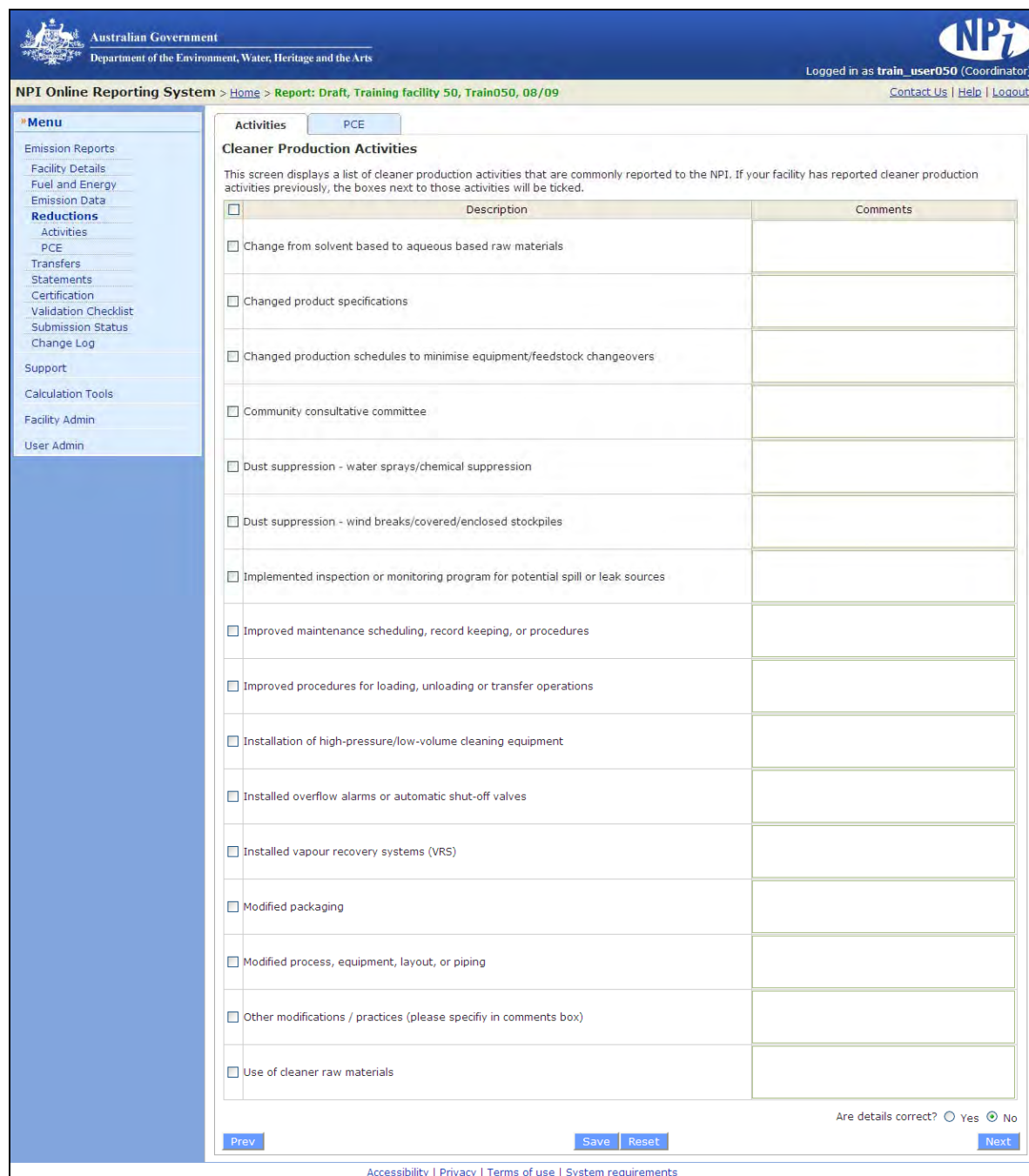
A facility can reduce emissions to air, land or water through cleaner production activities and the installation of pollution control equipment. On this screen you can report the methods that your facility uses to reduce emissions. This information is published on the NPI web site along with the emission data from your facility. Supplying this information provides context to your data.

2.6 Reductions



Flowchart L – 2.6 Reductions

2.6.1 Activities tab - Cleaner Production Activities



Australian Government
Department of the Environment, Water, Heritage and the Arts

NPI
Logged in as **train_user050** (Coordinator)

NPI Online Reporting System > Home > Report: Draft, Training facility 50, Train050, 08/09

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- User Admin

Activities **PCE**

Cleaner Production Activities

This screen displays a list of cleaner production activities that are commonly reported to the NPI. If your facility has reported cleaner production activities previously, the boxes next to those activities will be ticked.

<input type="checkbox"/>	Description	Comments
<input type="checkbox"/>	Change from solvent based to aqueous based raw materials	
<input type="checkbox"/>	Changed product specifications	
<input type="checkbox"/>	Changed production schedules to minimise equipment/feedstock changeovers	
<input type="checkbox"/>	Community consultative committee	
<input type="checkbox"/>	Dust suppression - water sprays/chemical suppression	
<input type="checkbox"/>	Dust suppression - wind breaks/covered/enclosed stockpiles	
<input type="checkbox"/>	Implemented inspection or monitoring program for potential spill or leak sources	
<input type="checkbox"/>	Improved maintenance scheduling, record keeping, or procedures	
<input type="checkbox"/>	Improved procedures for loading, unloading or transfer operations	
<input type="checkbox"/>	Installation of high-pressure/low-volume cleaning equipment	
<input type="checkbox"/>	Installed overflow alarms or automatic shut-off valves	
<input type="checkbox"/>	Installed vapour recovery systems (VRS)	
<input type="checkbox"/>	Modified packaging	
<input type="checkbox"/>	Modified process, equipment, layout, or piping	
<input type="checkbox"/>	Other modifications / practices (please specify in comments box)	
<input type="checkbox"/>	Use of cleaner raw materials	

Are details correct? ☐ Yes ☒ No

[Prev](#) [Save](#) [Reset](#) [Next](#)

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Figure 36 – Activities tab (Cleaner Production Activities)

This tab displays a list of cleaner production activities that are commonly reported to the NPI. If your facility has reported cleaner production activities previously, the boxes next to those activities will be ticked.

The ticked list shows activities previously reported. You need to make sure these activities are current practice at your facility. Tick the box for any recently adopted activities, and use the comments box to provide additional information.

Add a Cleaner Production Activity

1. Tick the box beside the activity.
- a. If activity not listed use *Other* to add and include a description and a comment.
2. Add a comment (for example, for Community consultative committee you might write when the committee meets for example, committee meet 2nd Tuesday of each month). These comments are published on the NPI web site.
3. Click **Save**.
4. Answer question *“Are these details correct?”*
5. Click **Next**.

2.6.2 PCE tab - Pollution Control Equipment

Australian Government
Department of the Environment, Water, Heritage and the Arts

NPI Online Reporting System > Home > Report: Draft, Training facility 50, Train050, 08/09

Logged in as train_user050 (Coordinator)

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- Facility Admin
- User Admin

Activities | **PCE**

Pollution Control Equipment

This screen displays a list of pollution control equipment that is commonly reported to the NPI. If your facility has reported pollution control equipment previously, the boxes next to those will be ticked.

<input type="checkbox"/>	Description	Year Installed	Comments
<input type="checkbox"/>	Activated carbon filter	<input type="text"/>	
<input type="checkbox"/>	Bio scrubber	<input type="text"/>	
<input type="checkbox"/>	Biofilter	<input type="text"/>	
<input type="checkbox"/>	Cyclone/multistage	<input type="text"/>	
<input type="checkbox"/>	Dry scrubber	<input type="text"/>	
<input type="checkbox"/>	Dust monitor	<input type="text"/>	
<input checked="" type="checkbox"/>	Electrostatic precipitator	2004	
<input type="checkbox"/>	Fabric filter/baghouse	<input type="text"/>	
<input type="checkbox"/>	Incineration afterburner	<input type="text"/>	
<input checked="" type="checkbox"/>	Low NOx burner	2003	
<input type="checkbox"/>	Mist eliminator	<input type="text"/>	
<input type="checkbox"/>	Opacity monitor	<input type="text"/>	
<input type="checkbox"/>	Other pollution control equipment (please specify in comments box)	<input type="text"/>	
<input type="checkbox"/>	Thermal oxidiser	<input type="text"/>	
<input type="checkbox"/>	Wastewater treatment	<input type="text"/>	
<input type="checkbox"/>	Wet scrubber	<input type="text"/>	

Are details correct? ☐ Yes ☒ No

[Prev](#) [Save](#) [Reset](#) [Next](#)

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Figure 37 – PCE tab (Pollution Control Equipment)

This screen displays a list of pollution control equipment that is commonly reported to the NPI. If your facility has reported pollution control equipment previously, the boxes next to that equipment will be ticked.

The ticked list shows equipment previously reported. Make sure the equipment is currently in use at your facility. Tick the box for any recently installed equipment, and provide the year of installation. Use the comments box to provide details about scheduled maintenance on the equipment. These comments will be published on the NPI web site.

Add Pollution Control Equipment

1. Tick the box beside the equipment description.
 - a. If equipment description is not listed use Other to add and include a description and a comment.
2. Enter the year the equipment was installed (optional).
3. Add a comment (e.g. Removes 75% of emissions). These comments are published on the NPI web site.
4. Click **Save**.
5. Answer question “Are these details correct?”
6. Click **Next**.

2.7 Transfers

This is the section of your facility report where you enter the transfer amount and destination of each transfer for each NPI substance your facility has tripped a threshold for. You also acknowledge advisory messages in this section.

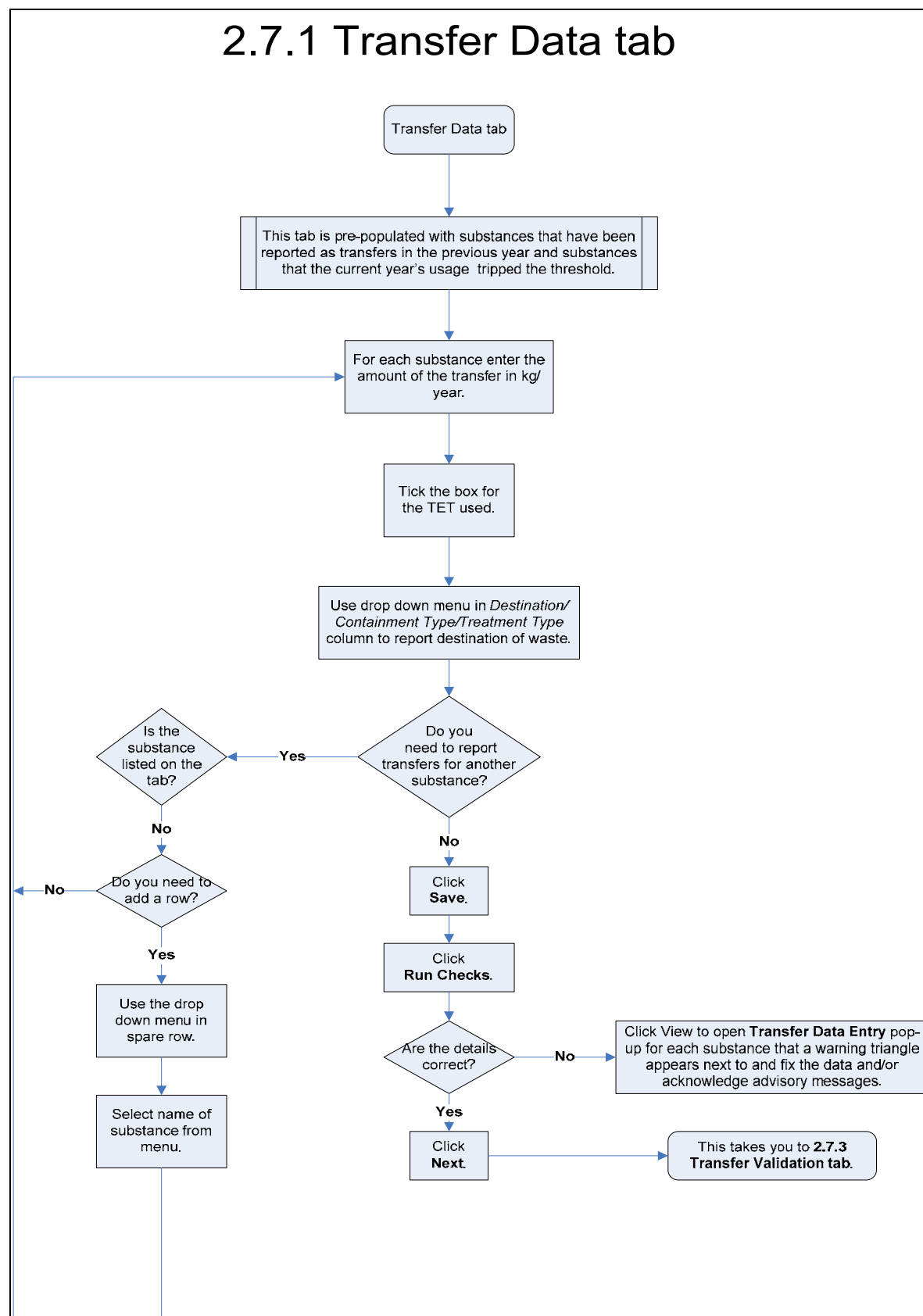
For more general information on the reporting of transfers of NPI substances see the *NPI Guide*, the *Estimating transfers of NPI substances in waste* page on the NPI web site <http://www.npi.gov.au/transfers/index.html> and the *NPI Transfer Information Booklet*.

Very Important Hint:

You need to be aware that the system does timeout. We recommend that you frequently use the **Save** button when entering data in this system, especially when entering a lot of data on the **Transfer Data** tab as the system may timeout on you.

Click Save *often* when entering data on this screen.

2.7.1 Transfer Data tab



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Department of the Environment, Water, Heritage and the Arts

NP7

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NPI Online Reporting System > Home > Report: Draft, Training facility 50, Train050, 30/09/2009

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Data Validation

Transfer Data

This is a summary of substance transfers associated with the current facility report. For each substance triggered in Category 1, Category 1b and/or Category 3 you are required to report any transfer of that substance within materials sent to a mandatory reporting transfer destination.

Transfer Estimation Technique (TET): 1 = Mass Balance, 2 = Engineering Calculations, 3 = Direct Measurement, 4 = Transfer Factors, 5 = Approved Alternative TET.

Info	View	Substance	Transfer (kg/year) TET: 1 2 3 4 5	Destination / Containment Type / Treatment Type
⚠	View	Lead & compounds	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Please select one
⚠	View	Sulfuric acid	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Please select one
⚠	View	Total Nitrogen	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Please select one
⚠	View	Total Phosphorus	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Please select one
⚠	View	Zinc and compounds	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Please select one
	View	Please select one	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Please select one

Select check box(es) to remove one or more substances at the same time.

Number of substances: 5

Add Remove

New Row

Are details correct? ☐ Yes ☒ No

Prev Save Reset Run checks Next

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Figure 38 – Transfer Data Tab

To enter transfer data (follow Flowchart 2.7.1 – Transfer Data tab)

If you have to enter data for lots of substances, using the *Transfer Data* tab will be a quick way to do this. **Click Save often when entering data on this screen.**

1. Enter data for pre-populated substances (if any).
2. Transfer substances are listed in alphabetical order.
3. Enter the transfer in kg/year.


Transfer Estimation Technique (TET): 1 = Mass Balance, 2 = Engineering Calculations, 3 = Direct Measurement, 4 = Transfer Factors, 5 = Approved Alternative TET.

Info	View	Substance	Transfer (kg/year) TET: 1 2 3 4 5	Destination / Containment Type / Treatment Type
⚠	View	Lead & compounds	1150	Please select one

4. Tick the boxes for all Transfer Estimation Techniques (TETs) used to calculate the transfer (the key is above the table 1= Mass Balance etc...).

Transfer Estimation Technique (TET): 1 = Mass Balance, 2 = Engineering Calculations, 3 = Direct Measurement, 4 = Transfer Factors, 5 = Approved Alternative TET.

Info	View	Substance	Transfer (kg/year) TET: 1 2 3 4 5	Destination / Containment Type / Treatment Type
⚠	View	Lead & compounds	1150	Please select one

5. In the *Destination/Containment Type/Treatment Type* column use the drop down menu to select where the waste was transferred to.
6. Click **Save**.
7. Repeat steps 3-6 for each substance you need to report an emission.
8. Click **Run checks**. 
9. See instructions below for what to do if warning triangles appear.

You can add a substance using one of the three methods below.

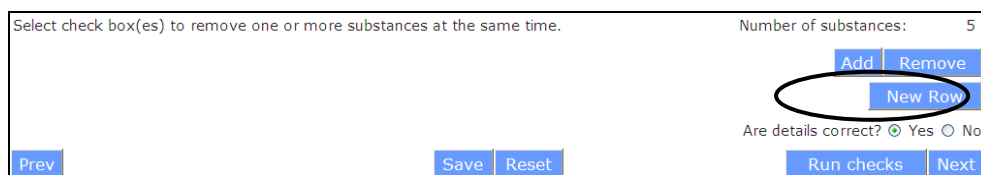
1. To add a Substance in the table

1. Use the drop down menu in the *Substance* column to select the substance (list of substances is in alphabetical order, you can type the first letter, for example, P, and the list will scroll down to the beginning of the substances starting with P).

2. To **Add** a New Row

Whilst pressing the **Save** button will automatically add a blank row, you can use the **New Row** button to add multiple blank rows.

1. Click **New Row** button.



2. New row is added.



3. Select substance you want to add from drop down list.
4. *Either* enter the data for the substance *or* click the **View** link and enter the data in the **Transfer Data Entry** pop-up that opens.

3. To **Add** a substance (using the **Add** button)

1. Click **Add** button.

Select check box(es) to remove one or more substances at the same time.

Number of substances: 5

Add **Remove**
New Row

Are details correct? ☒ Yes ☐ No

Prev **Save** **Reset** **Run checks** **Next**

2. **Transfer Data Entry** pop-up opens.
3. Select the substance you want to add from the drop down list.

NPI Online Reporting System > Transfer Data Entry [Contact Us](#) | [Help](#)

Substance
Transfer Estimation Technique (TET): 1 = Mass Balance, 2 = Engineering Calculations, 3 = Direct Measurement, 4 = Transfer Factors, 5 = Approved Alternative TET.

*

Transfer: TET:	Transfer (kg/year)					Destination / Containment Type / Treatment Type
	1	2	3	4	5	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Please select one"/>

Public Statement

Facility Report History

Year	Transfer (kg/year)					%diff	Destination / Containment Type / Treatment Type
	1	2	3	4	5		

%diff indicates absolute variation to current report data.

Advisory Messages

Message	Comments

Reporter Notes

Substance: **Previous** **Next/New** **Save** **Close**

4. Enter the data for the substance.

5. Click **Save**.

NPI Online Reporting System > Transfer Data Entry [Contact Us](#) | [Help](#)

✓ **Info**
-Data has been saved successfully

Substance
Transfer Estimation Technique (TET): 1 = Mass Balance, 2 = Engineering Calculations, 3 = Direct Measurement, 4 = Transfer Factors, 5 = Approved Alternative TET.

* Total Nitrogen

	Transfer (kg/year)					Destination / Containment Type / Treatment Type
	1	2	3	4	5	
Transfer:	9.5					Off-site immobilisation
TET:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Public Statement

Facility Report History

Year	Transfer (kg/year)					%diff	Destination / Containment Type / Treatment Type
	1	2	3	4	5		
%diff indicates absolute variation to current report data.							

Advisory Messages

Message	Comments
Destination has changed since last report	Please select one

Reporter Notes

Substance: [Previous](#) [Next/New](#) [Save](#) [Close](#)

6. Use the drop down list to acknowledge any advisory messages that may appear.
7. Click **Next/New** if you want to add more substances. Repeat steps 3–7 for each substance.
8. Click **Save** when there are no more substances to add.
9. Close the pop-up.
10. This takes you back to the **Transfer Data** tab.

To Remove a substance

1. On the **Transfer Data** tab tick the box (es) beside the substance you want to remove from the list.
2. Click **Remove**.

Select check box(es) to remove one or more substances at the same time.

Number of substances: 5

Are details correct? ☒ Yes ☐ No

- The substance is deleted from the list.
- Click **Save**.
- Note:* There may still be advisory messages for the substance you have removed in the *Validation* tab, especially if the system is expecting you to report a transfer. For example, if your facility reported usage for a substance, at a level that met or exceeded the threshold, there will be an advisory message expecting you to report a transfer for that substance.

Data **Validation**

Transfer Data Validation Checks

Advisory messages let you know that there is a validation issue with your facility's current data. You need to acknowledge each of these messages.

Substance ▲	Advisory Message	Acknowledge and Comment
Acrolein	Transfer estimation technique changed from last report	Please select one <input type="button" value="v"/> <input type="text"/>
Acrolein	Significant increase from last report	Please select one <input type="button" value="v"/> <input type="text"/>
Acrylic acid	Transfer estimation technique changed from last report	Please select one <input type="button" value="v"/> <input type="text"/>
Acrylic acid	Significant increase from last report	Please select one <input type="button" value="v"/> <input type="text"/>
Ethanol	Destination has changed since last report	Please select one <input type="button" value="v"/> <input type="text"/>
Mercury & compounds	Category 1 threshold exceeded, substance expected	Please select one <input type="button" value="v"/> <input type="text"/>
Mercury & compounds	Transfer in last report but not in current	Please select one <input type="button" value="v"/> <input type="text"/>

Run checks

You can run a validation check any time you want to.

- Click **Run checks**.
- System will process the request.

3. A warning triangle will appear next to any substances that have advisory messages.

Info	<input type="checkbox"/> View	Substance	Transfer (kg/year) TET: 1 2 3 4 5	Destination / Containment Type / Treatment Type
	<input type="checkbox"/> View	Lead & compounds	1150 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Off-site long term waste storage <input type="checkbox"/>
	<input type="checkbox"/> View	Sulfuric acid	802 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Off-site treatment (leading to mandatory destination) <input type="checkbox"/>
	<input type="checkbox"/> View	Total Nitrogen	9.8 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Off-site immobilisation <input type="checkbox"/>
	<input type="checkbox"/> View	Total Phosphorus	5.1 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Off-site sewerage <input type="checkbox"/>
	<input type="checkbox"/> View	Zinc and compounds	415 <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Off-site recycling <input type="checkbox"/>
	<input type="checkbox"/> View	Zinc and compounds	995 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Off-site long term waste storage <input type="checkbox"/>

4. Correct the data for each substance that has a warning triangle.
 - a. Click **View** link next to the substance.

Info	<input type="checkbox"/> View	Substance
	<input type="checkbox"/> View	Lead & compound

- b. **Transfer Data Entry** pop-up for that substance opens.

NPI Online Reporting System > **Transfer Data Entry**
[Contact Us](#) | [Help](#)

Substance
Transfer Estimation Technique (TET): 1 = Mass Balance, 2 = Engineering Calculations, 3 = Direct Measurement, 4 = Transfer Factors, 5 = Approved Alternative TET.
* Lead & compounds

	Transfer (kg/year)					Destination / Containment Type / Treatment Type
	1	2	3	4	5	
Transfer: 1150	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Off-site long term waste storage <input type="checkbox"/>

Public Statement

Facility Report History

Year	Transfer (kg/year)					%diff	Destination / Containment Type / Treatment Type
	1	2	3	4	5		
%diff indicates absolute variation to current report data.							

Advisory Messages

Message	Comments
Transfer not reported in previous report	<div>Please select one <input type="checkbox"/></div> <div></div>

Reporter Notes

Substance: Previous Next/New Save Close

- c. Correct data (if applicable).
 - d. Click **Save**. (Some advisory messages may disappear when the data is corrected.)

- e. Acknowledge remaining advisory messages using drop down list to select comments.
 - f. Click **Save**.
5. Repeat step 4 for each substance that has a warning triangle.
 6. When all data for substances with warning triangles on this screen have been corrected and/or advisory messages acknowledged, answer “Are details correct?” question. The default answer is **No**.

Are details correct? ☐ Yes ☒ No

[Next](#)

Always click Save *often* when entering data on this screen.

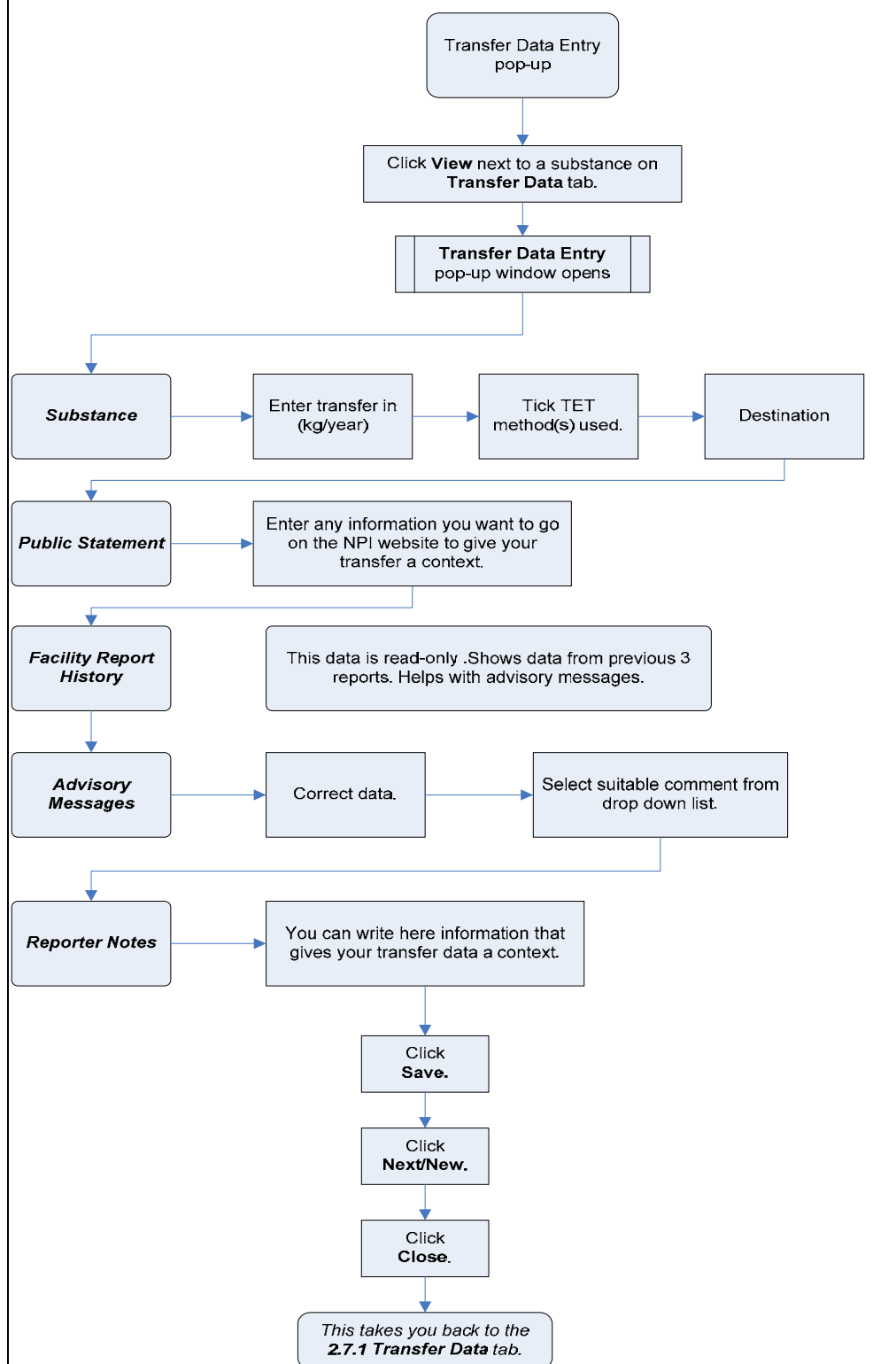
2.7.2 Transfer Data Entry pop-up

Using the Transfer Data Entry pop-up provides you with historical data, variances, an option to provide contextual notes and the ability to acknowledge advisory messages on a substance by substance basis. If you click the **View** link beside a substance the **Transfer Data Entry** pop-up will open for that substance.

Info	<input type="checkbox"/> View	Substance	Transfer (kg/year) TET: 1 2 3 4 5	Destination / Containment Type / Treatment Type
	<input type="checkbox"/> View	Lead & compounds	1150 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Off-site long term waste storage
	<input type="checkbox"/> View	Sulfuric acid	802 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Off-site treatment (leading to mandatory destination)
	<input checked="" type="checkbox"/> View	Total Nitrogen	9.8 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Off-site immobilisation
	<input type="checkbox"/> View	Total Phosphorus	5.1 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Off-site sewerage
	<input type="checkbox"/> View	Zinc and compounds	415 <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Off-site recycling
	<input type="checkbox"/> View	Zinc and compounds	995 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Off-site long term waste storage

Figure 39 – View link on Transfer Data tab

2.7.2 Transfer Data Entry pop-up



Flowchart N – 2.7.2 Transfer Data Entry pop-up

NPI Online Reporting System > Transfer Data Entry [Contact Us](#) | [Help](#)

Substance
 Transfer Estimation Technique (TET): 1 = Mass Balance, 2 = Engineering Calculations, 3 = Direct Measurement, 4 = Transfer Factors, 5 = Approved Alternative TET.

*

	Transfer (kg/year)					Destination / Containment Type / Treatment Type
	1	2	3	4	5	
Transfer:	<input type="text" value="5.1"/>					<input type="text" value="Off-site sewerage"/>
TET:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Public Statement

Facility Report History

Year	Transfer (kg/year)					%diff	Destination / Containment Type / Treatment Type
	1	2	3	4	5		
07/08	<input type="text" value="4.192"/>					<input type="text" value="21.66%"/>	Off-site sewerage
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
06/07	<input type="text" value="3.712"/>					<input type="text" value="37.39%"/>	Off-site sewerage
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
05/06	<input type="text" value="3.2"/>					<input type="text" value="59.37%"/>	Off-site sewerage
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

%diff indicates absolute variation to current report data.

Advisory Messages

Message	Comments
---------	----------

Reporter Notes

Substance:

Figure 40 – Transfer Data Entry pop-up

You can tick more than one box for the transfer estimation technique (TET) used.

Entering Data

1. Enter the transfer in kg/year.
2. Tick the appropriate TET method box (es).
3. Use the drop down menu in the **Destination/Containment Type/Treatment Type** to report what happened to the waste.

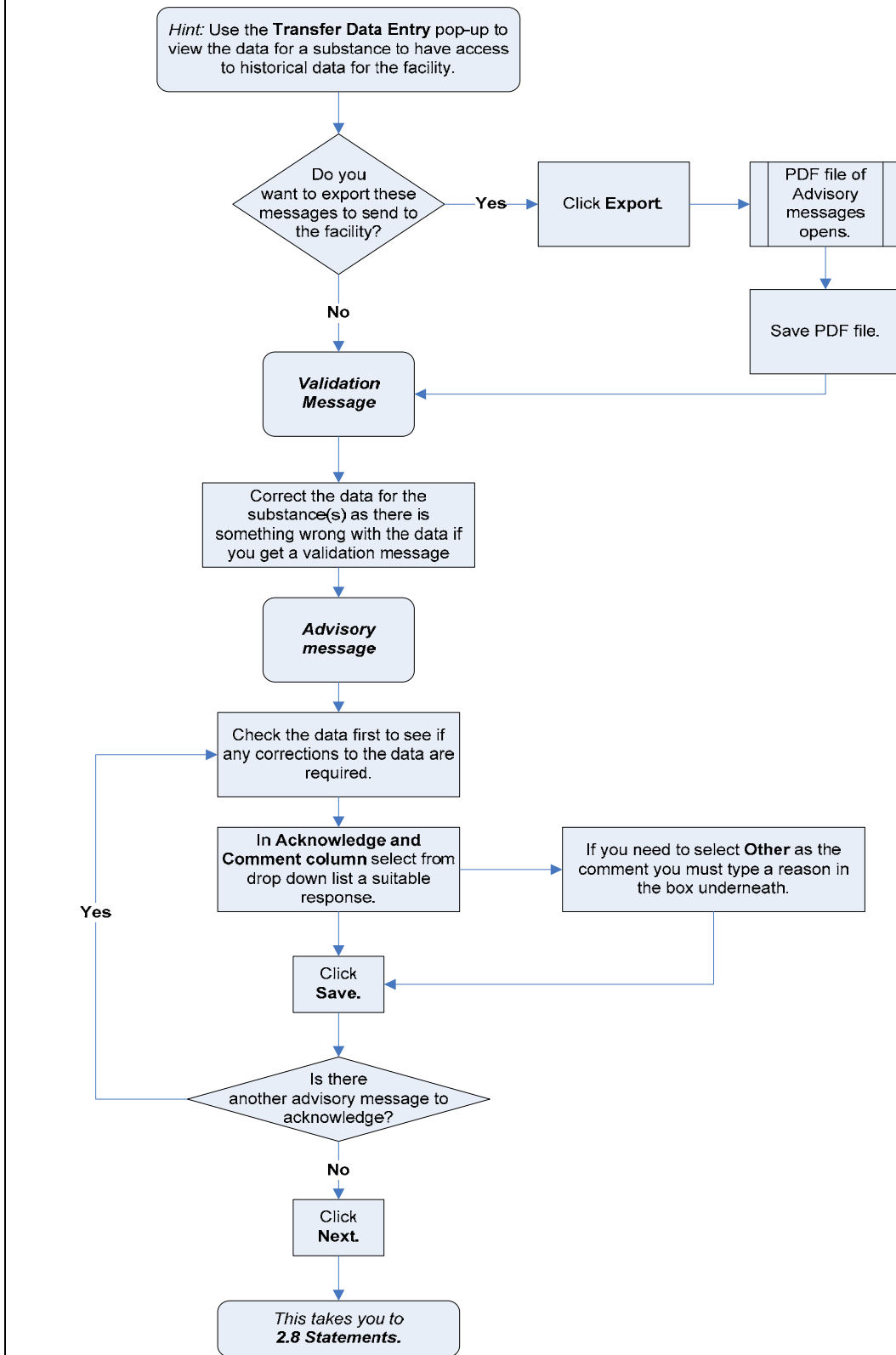
4. Click **Save**.
5. Data is validated by the system.
6. Advisory messages may appear under certain circumstances.
7. Correct data (if necessary).
8. Acknowledge advisory messages.
9. You can enter a public statement to give a context to your transfer (this is optional).
10. Click **Save**.
11. Click **Next**.
12. Repeat steps 1-10 for each substance you need to report.

Always click Save after making changes on this pop-up.

2.7.3 Transfer Validation tab

The NPI Online Reporting System validates the transfer data for your facility report as you enter it. The *Validation* tab displays *Validation Errors* that must be fixed before your report can be submitted and advisory messages that indicate there is a potential issue with the data.

2.7.3 Transfer Validation Tab



Flowchart O – 2.7.3 Transfer Validation Tab

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Links

Select one and go

Transfer Data Validation Checks

Advisory messages let you know that there is a validation issue with your facility's current data. You need to acknowledge each of these messages.

Substance	Advisory Message	Acknowledge and Comment
Lead & compounds	Transfer not reported in previous report	Please select one <input type="button" value="v"/> <input type="text"/>
Zinc and compounds	Destination has changed since last report	Please select one <input type="button" value="v"/> <input type="text"/>

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Figure 41 – Transfer Data Validation Tab

The above screen shot shows examples of some of the kinds of advisory messages that appear.

Acknowledging validation messages and advisory messages

1. Check the data for the substance to ensure it is correct.
2. Use the drop down list in the **Acknowledge and Comment** column to select a suitable comment to acknowledge the advisory message.
3. If no comment is suitable select **Other**.
4. You need to type a comment if you select **Other**.
5. Click **Save**.
6. Repeat steps 1-5 for each substance in this list.
7. When you have acknowledged all messages click **Next**.

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Links

Select one and go

Transfer Data Validation Checks

Advisory messages let you know that there is a validation issue with your facility's current data. You need to acknowledge each of these messages.

Substance	Advisory Message	Acknowledge and Comment
Lead & compounds	Transfer not reported in previous report	Other first year this substance reported
Zinc and compounds	Destination has changed since last report	Process Change

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Figure 42 – Figure 41 with Advisory Messages acknowledged

Alternatively from this tab you can click the link for each substance and this opens the *Transfer Data Entry* pop-up for that substance. You can then correct the data and acknowledge advisory comments for the substance.

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NPi

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Links

Select one and go

Transfer Data Validation Checks

Advisory messages let you know that there is a validation issue with your facility's current data. You need to acknowledge each of these messages.

Substance ▲	Advisory Message	Acknowledge and Comment
Acrolein	Transfer estimation technique changed from last report	Process Change
Acrolein	Significant increase from last report	Other * required if reason = other
Acrylic acid	Transfer estimation technique changed from last report	Prior Report Error
Acrylic acid	Significant increase from last report	Other * required if reason = other
Arsenic & compounds	Transfer not reported in previous report	Process Change
Ethanol	Destination has changed since last report	Other * required if reason = other
Mercury & compounds	Significant decrease from last report	Improved Pollution Control

Figure 43 – Example of error messages on Validation tab

This screen shot is an example of the error message you will get if you select **Other** in the drop down list but don't type a comment. To fix this error you need to type in a reason to explain the advisory message.

Exporting Validation Checks

There are a number of situations in which being able to export validation and advisory messages is useful. For example, if you are not the person who calculated the data you can print out the messages and send these back to the person who did to find out if the data needs correcting or find out the explanation to use for the acknowledgement.

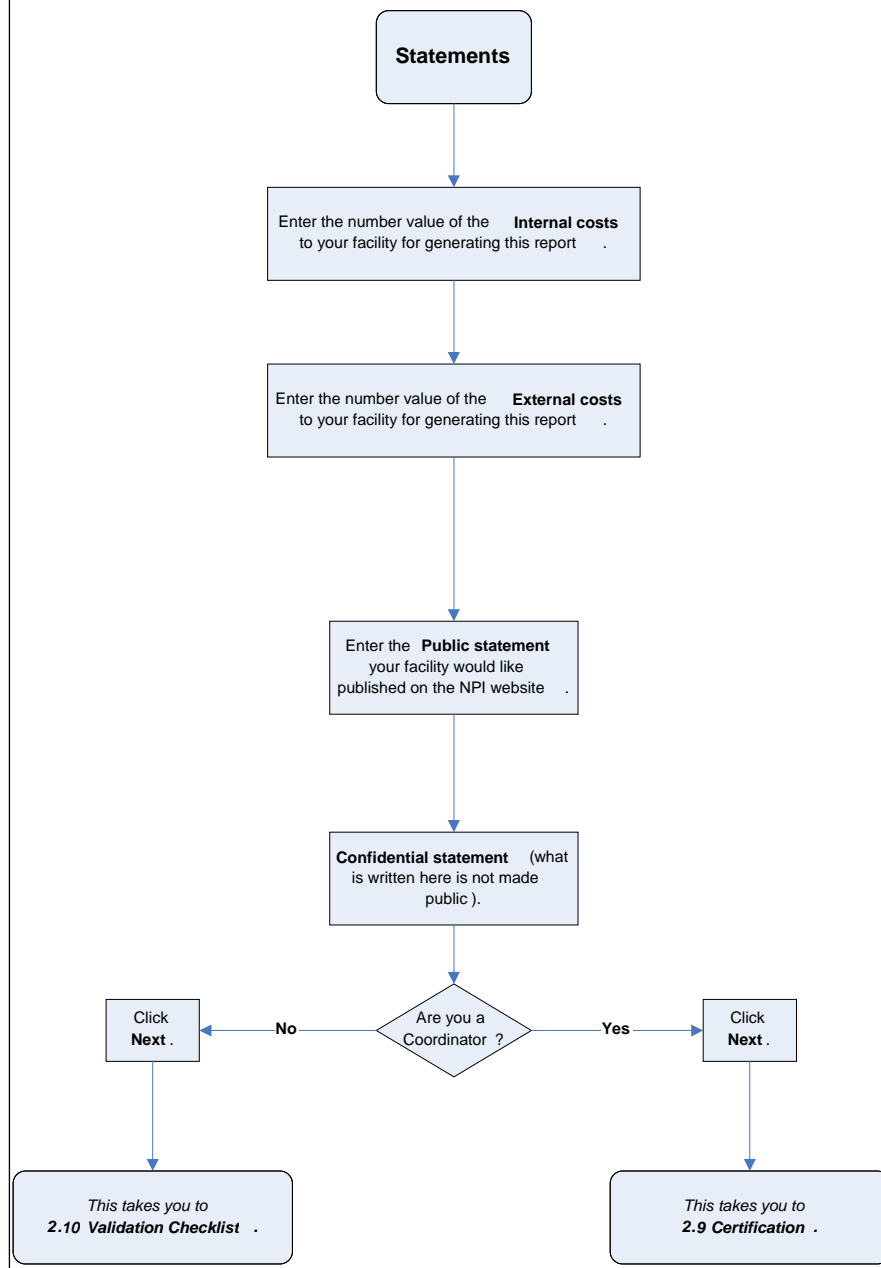
You can export the advisory messages as a PDF document.

1. Click **Export Validation Checks**.
2. File opens as a PDF.
3. Print or Save on your computer.

2.8 Statements

The statements you can make on this screen provide an overall context to the report from your facility. The public statement will be published on the NPI web site. This is an opportunity for you to explain your facility data to the public.

2.8 Statements



Flowchart P – 2.8 Statements

Figure 44 – Statements screen

Internal and External Costs

You can work out the internal costs to your facility for completing this report (e.g. the time for staff involved in working on the report, on costs such as computer time etc...) as well as the external costs (i.e. if a consultant was hired to complete the data for the report).

Do not use the \$ symbol when entering the figures, enter the cost as a number only, e.g. if the cost was \$2000 enter the cost as 2000.

This data is collected to help with NPI policy decisions.

Public Statement

You have the opportunity to make a public statement that will be published on the NPI web site. This can be an opportunity to highlight the different ways your facility is working at reducing emissions and to put your emission data into context.

Confidential Statement

You also have the opportunity to make any confidential statements. For example, contextual information that applies to multiple substances in the emission data screen can be written here once rather than for each substance in the Reporter

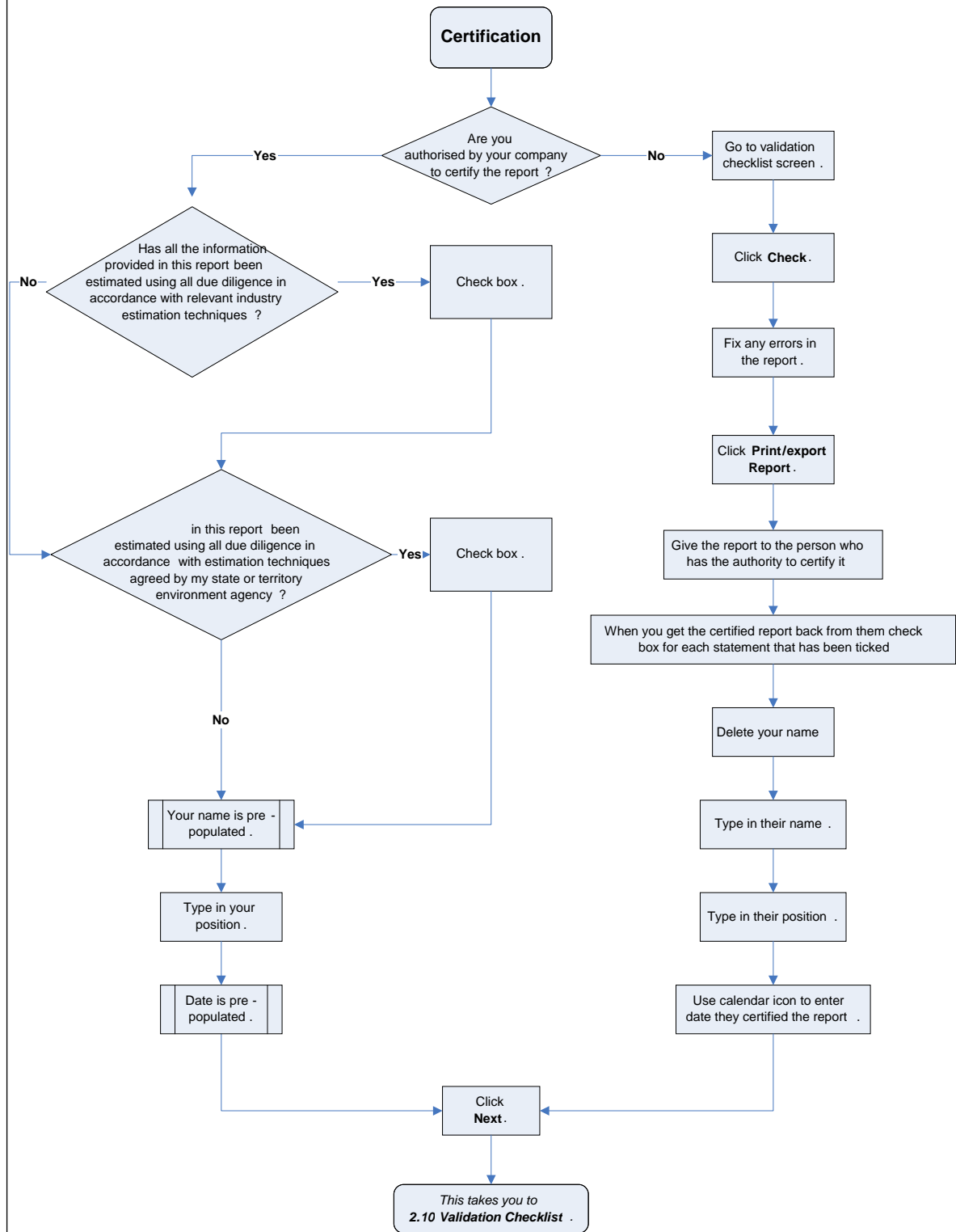
Notes in the *Emission Data Entry* pop-up.

2.9 Certification (*Coordinators*)

This screen allows you, as the Coordinator for your facility, to complete the due diligence statement for the report you are submitting. If you have the authority to certify the report you need to read both statements carefully and tick the box for the statement(s) that applies to your report – follow the left side of the flowchart.

If you do not have the authority to certify the report – follow the right side of the flowchart.

2.9 Certification (Coordinators Only)



Flowchart Q – 2.9 Certification

As part of the certification process your report must be reviewed and you must acknowledge that all due care and diligence has been taken in using the relevant industry estimation techniques to calculate the emissions and transfers.

Figure 45 – Certification screen

Tick one box or both boxes for the due diligence statements depending on the estimation technique(s) you used to calculate the emissions and transfers for your report. You can choose to complete this certification screen after the validation checklist has been completed and any data errors have been corrected.

The date you enter on this screen can be different to the date the report is submitted as this is the date the report is certified.

To certify your report

1. Tick the box (es) that applies to your report.
2. Enter your Name.
3. Enter your Position.
4. Enter the date for the day you are filling in this screen. If you click the **calendar icon** you can choose the date.
5. Click **Next**.

In some companies another member of staff may have the authority to certify the report in which case complete the following instructions:

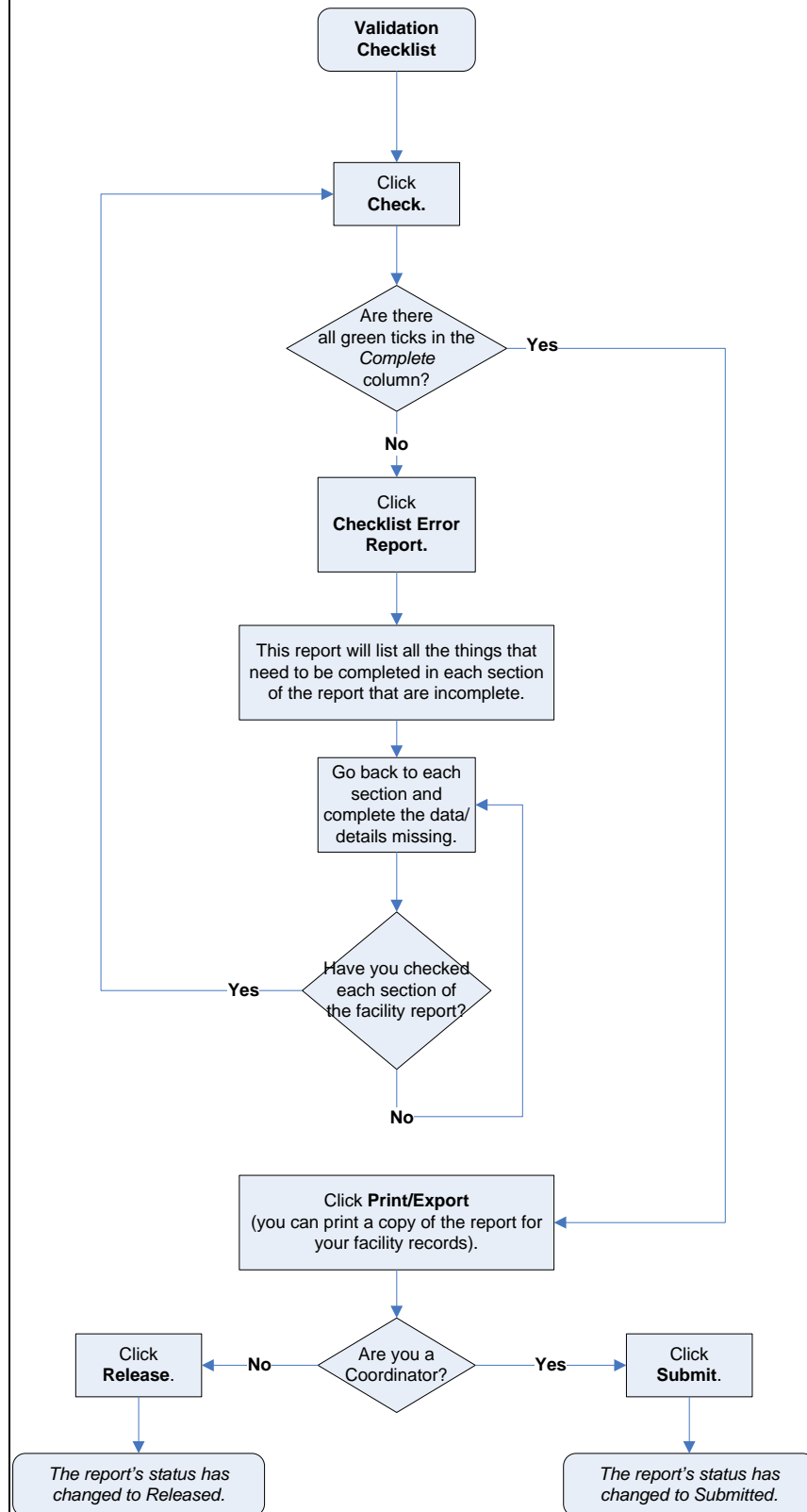
1. Go to the *Validation Checklist* screen.
2. Click **Check**.
3. Fix any errors in the report (there will be one red cross for the Certification screen).
4. Click **Print/Export Report**.
5. Tick the box (es) that the person authorised to certify the report ticked on the PDF.
6. Delete your name (the system pre-populates the name field with your name).
7. Enter the name of the person authorised to certify the report.
8. Enter their position.
9. Enter the date for the day they certified the report. If you click the **calendar icon** you can choose the date.
10. Click **Next**.

2.10 Validation Checklist

This screen helps you make sure that all sections of the report are complete and that the data validation is complete. Before a Coordinator can submit a facility report they must acknowledge that they have reviewed the report, and that they have exercised due diligence in gathering the information provided.

Hint: Use this checklist if you've forgotten where you are up to in the report.

2.10 Validation Checklist



Flowchart R – 2.10 Validation Checklist

This helpful screen lets you know if there are problems with any section of the report.

Validation Checklist

1. Click **Check**.
2. Click **Checklist Error Report**. (Working off this list is quicker than coming back to the *Validation Checklist* screen each time).

Hint: With the **Checklist Error Report** PDF open you can keep coming back to this PDF to see which screens you need to go to fix errors there are in the report. This way of working with the errors makes it easy to move back and forth through the different screens in the *Emission Report* section of the system that need to be fixed before the report can be submitted.

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Links

Select one and go

Checklist

Validation Checklist

This screen allows you to make sure all the sections of your facility report are completed. Only completed reports can be submitted. Use the Check button to see if your facility report is complete.

Section	Complete
Facility Details	<input type="checkbox"/>
Facility Location	<input type="checkbox"/>
Facility Contacts	<input type="checkbox"/>
Fuel and Energy Usage	<input type="checkbox"/>
Emissions Data	<input type="checkbox"/>
Emissions Data Validation	<input type="checkbox"/>
Reduction Activities	<input type="checkbox"/>
Reduction Installation	<input type="checkbox"/>
Transfers Data	<input type="checkbox"/>
Transfers Data Validation	<input type="checkbox"/>
Resources and Statements	<input type="checkbox"/>

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Figure 46 – Validation Checklist Reporter screen

This is the Reporter version of the screen – it has the **Release** button in the bottom right hand corner.

Australian Government
Department of the Environment, Water, Heritage and the Arts

Logged in as **train_user050** (Coordinator)

NPI Online Reporting System > Home > Report: Draft, Training facility 50, Train050, 30/09/2009

[Contact Us](#) | [Help](#) | [Logout](#)

Menu

- Emission Reports
- Facility Details
- Fuel and Energy
- Emission Data
- Reductions
- Transfers
- Statements
- Certification
- Validation Checklist**
- Submission Status
- Change Log
- Support
- Calculation Tools
- Facility Admin
- User Admin

Links

Select one and go

Checklist

Validation Checklist

This screen allows you to make sure all the sections of your facility report are completed. Only completed reports can be submitted. Use the Check button to see if your facility report is complete.

Section	Complete
Facility Details	<input checked="" type="checkbox"/>
Facility Location	<input checked="" type="checkbox"/>
Facility Contacts	<input checked="" type="checkbox"/>
Fuel and Energy Usage	<input checked="" type="checkbox"/>
Emissions Data	<input checked="" type="checkbox"/>
Emissions Data Validation	<input checked="" type="checkbox"/>
Reduction Activities	<input checked="" type="checkbox"/>
Reduction Installation	<input checked="" type="checkbox"/>
Transfers Data	<input checked="" type="checkbox"/>
Transfers Data Validation	<input checked="" type="checkbox"/>
Resources and Statements	<input checked="" type="checkbox"/>
Certification	<input checked="" type="checkbox"/>

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Figure 47 – Validation Checklist Coordinator screen

The validation checklist indicates data errors in the report and if there are details in the report that have not been confirmed (this is a very common error).

Australian Government
Department of the Environment, Water, Heritage and the Arts

Logged in as **train_user050** (Coordinator)

NPI Online Reporting System > Home > Report: Draft, Training facility 50, Train050, 30/09/2009

[Contact Us](#) | [Help](#) | [Logout](#)

Menu

- Emission Reports
- Facility Details
- Details**
- Location**
- Contacts
- Fuel and Energy
- Emission Data
- Reductions
- Transfers
- Statements
- Certification
- Validation Checklist
- Submission Status
- Change Log
- Support
- Calculation Tools
- Facility Admin
- User Admin

Links

Select one and go

Details **Location** **Contacts**

Facility Location

Error

-Details are correct has not been acknowledged

This screen provides read only spatial coordinate details for the facility. The "View Map" link provides visual assistance in confirming the details are correct.

Address:

Latitude: (-35° 18' 06.89")

Longitude: (149° 08' 03.92")

If data changes are required, select the request change button to send details to your jurisdiction

Are details correct? ☐ Yes ☒ No

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Figure 48 – Example of Validation Checklist error message

The error message in this screen is generated when you return to this screen after running the validation checks. This is one of the most common error messages – *Details are correct has not been acknowledged.*

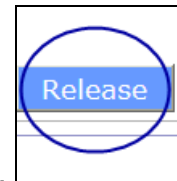
To correct error

1. Click **Yes**.
2. Click **Save**.

Having a printed version of the errors is a handy way to work through all the screens.

Reporters – how to Release a report

1. Click **Check**.



2. If all green ticks appear then click **Release**.

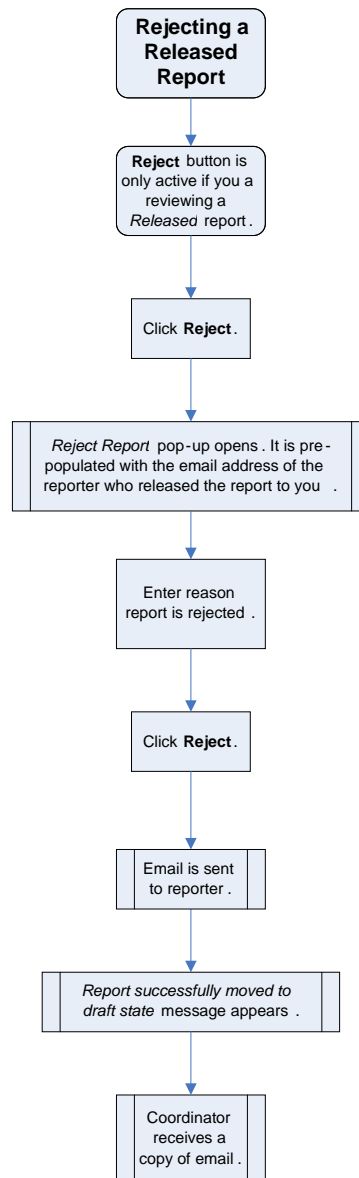
A report can only be released when there are all green ticks. Once a report has been released a reporter can no longer edit the report. Only the Coordinator can edit the report now.

You need to inform the coordinator that the report has been released.

Rejecting a Released Report

A coordinator can Reject a Released Report back to the Reporter for correction.

2.10 a Rejecting a Released Report



Flowchart S – 2.10 a Rejecting a Released Report

Instructions

1. Click **Reject**.

The screenshot shows the 'Validation Checklist' page in the NPI Online Reporting System. The page title is 'NPI Online Reporting System > Home > Reports Released, Training facility 50, Train050, 30/09/2009'. The user is logged in as 'train_user050 (Coordinator)'. The page has a left-hand menu with options like 'Emission Reports', 'Facility Details', 'Fuel and Energy', 'Emission Data', 'Reductions', 'Transfers', 'Statements', 'Certification', 'Validation Checklist', 'Submission Status', 'Change Log', 'Support', 'Calculator Tools', 'Facility Admin', and 'User Admin'. The main content area is titled 'Checklist' and 'Validation Checklist'. It contains a table with columns 'Section' and 'Complete'. The table lists various sections of the facility report, each with a checkbox in the 'Complete' column. At the bottom right of the page, there are three buttons: 'Print', 'Reject', and 'Inform'. The 'Reject' button is circled in blue.

Section	Complete
Facility Details	<input type="checkbox"/>
Facility Location	<input type="checkbox"/>
Facility Contacts	<input type="checkbox"/>
Fuel and Energy Usage	<input type="checkbox"/>
Emissions Data	<input type="checkbox"/>
Emissions Data Validation	<input type="checkbox"/>
Reduction Activities	<input type="checkbox"/>
Reduction Installation	<input type="checkbox"/>
Transfers Data	<input type="checkbox"/>
Transfers Data Validation	<input type="checkbox"/>
Business and Statements	<input type="checkbox"/>
Certification	<input type="checkbox"/>

2. *Reject Report* pop-up opens. It is pre-populated with the email of the reporter who released the report to you.

The screenshot shows a 'Reject Report' pop-up window titled 'National Pollutant Inventory - Reject Report - Wi...'. The window has a header bar with 'NPI Online Reporting System >' and links for 'Contact Us' and 'Help'. The main content area is titled 'Reject Report'. It contains a text field labeled 'Reject Report To:' with the value 'test_reporter_mm'. Below this is a large text area labeled 'Reject Reason:'. At the bottom of the window are two buttons: 'Reject' and 'Cancel'.

3. Enter the reason the report is rejected.
4. Click Reject.
5. Email is sent to reporter.

6. Report successfully moved to draft state message appears.

Australian Government
Department of the Environment, Water, Heritage and the Arts

Logged in as train_user050 (Coordinator)

NPI Online Reporting System > Home > Report: Draft, Training facility 50, Train050, 08/09

Menu
Emission Reports
Facility Details
Fuel and Energy
Emission Data
Reductions
Transfers
Statements
Certification
Validation Checklist
Submission Status
Change Log
Support
Calculation Tools
Facility Admin
User Admin

Links
Select one and go

Checklist

Validation Checklist

✓ Info
Report successfully moved to draft state.

This screen allows you to make sure all the sections of your facility report are completed. Only completed reports can be submitted. Use the Check button to see if your facility report is complete.

Section	Complete
Facility Details	<input checked="" type="checkbox"/>
Facility Location	<input checked="" type="checkbox"/>
Facility Contacts	<input checked="" type="checkbox"/>
Fuel and Energy Usage	<input checked="" type="checkbox"/>
Emissions Data	<input checked="" type="checkbox"/>
Emissions Data Validation	<input checked="" type="checkbox"/>
Reduction Activities	<input checked="" type="checkbox"/>
Reduction Installation	<input checked="" type="checkbox"/>
Transfers Data	<input checked="" type="checkbox"/>
Transfers Data Validation	<input checked="" type="checkbox"/>
Resources and Statements	<input checked="" type="checkbox"/>
Certification	<input checked="" type="checkbox"/>

Print/Export Report
Checklist Error Report
Prev

Check Reject Submit

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7. Coordinator receives a copy of the email.

Coordinators – How to Submit a report

1. Click **Check**.
2. If all green ticks appear then click **Submit**.

Australian Government
Department of the Environment, Water, Heritage and the Arts

Logged in as train_user050 (Coordinator)

NPI Online Reporting System > Home > Report: Draft, Training facility 50, Train050, 30/09/2009

Menu
Emission Reports
Facility Details
Fuel and Energy
Emission Data
Reductions
Transfers
Statements
Certification
Validation Checklist
Submission Status
Change Log
Support
Calculation Tools
Facility Admin
User Admin

Links
Select one and go

Checklist

Validation Checklist

This screen allows you to make sure all the sections of your facility report are completed. Only completed reports can be submitted. Use the Check button to see if your facility report is complete.

Section	Complete
Facility Details	<input checked="" type="checkbox"/>
Facility Location	<input checked="" type="checkbox"/>
Facility Contacts	<input checked="" type="checkbox"/>
Fuel and Energy Usage	<input checked="" type="checkbox"/>
Emissions Data	<input checked="" type="checkbox"/>
Emissions Data Validation	<input checked="" type="checkbox"/>
Reduction Activities	<input checked="" type="checkbox"/>
Reduction Installation	<input checked="" type="checkbox"/>
Transfers Data	<input checked="" type="checkbox"/>
Transfers Data Validation	<input checked="" type="checkbox"/>
Resources and Statements	<input checked="" type="checkbox"/>
Certification	<input checked="" type="checkbox"/>

Print/Export Report
Checklist Error Report
Prev

Check Reject **Submit**


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A report can only be submitted when there are all green ticks. If you attempt to submit an incomplete report you will get the following error message and the report

will stay as Draft.

Checklist

Validation Checklist

 **Error**

- Energy and Fuel Usage must be confirmed as correct
- One or both of the Jurisdiction Approved Method Used flag or EET Manual Used flag must be checked

Note: Once a report has been submitted a coordinator can no longer edit the report. Only the jurisdiction can now edit the report.

You can edit this report again if the jurisdiction ‘rejects’ the report back to you. The report then reverts to Draft status.

2.11 Submission Status (Coordinators)

This screen is read only. This screen allows you, as the Coordinator for this facility, to track the submission status of the NPI Online Report for your facility. You can also print and/or view your facility's report from this screen.

(See section 1.1.5 Report Status).

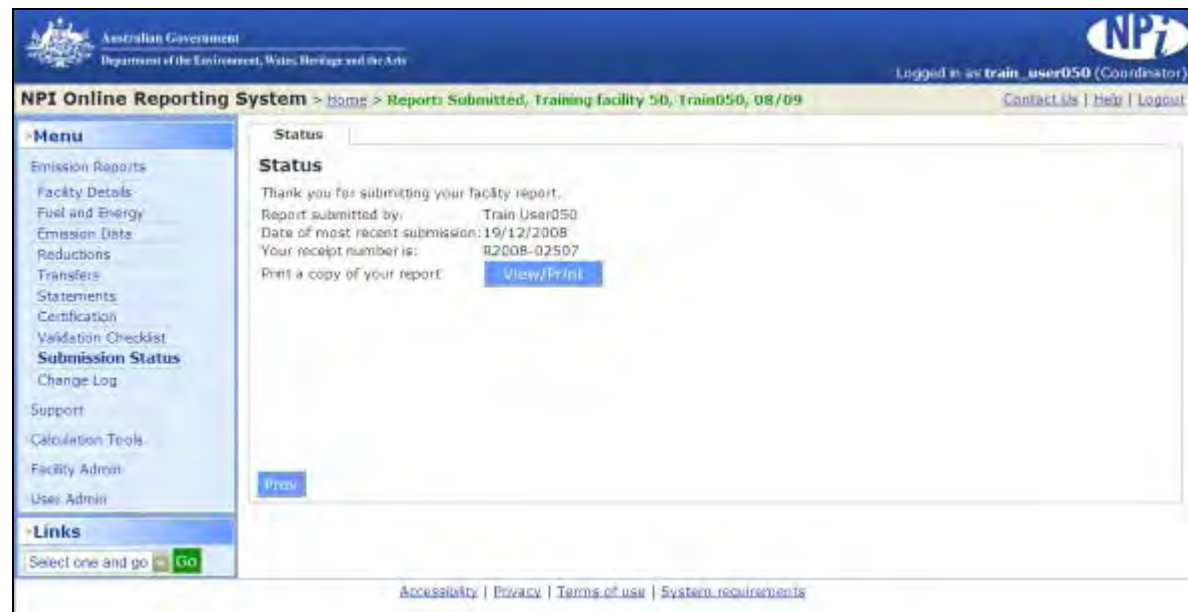


Figure 49 – Submission Status screen after Facility Report has been submitted

2.12 Change Log

The list on this screen shows you the changes to the status of the report including the date and the user who made the change.

On this screen you can track the changes to the status of your facility's report. When you submit the report it appears as being Submitted. If you click the Show link you can see the Before and After changes from the Uncommenced report to the Submitted report. When the jurisdiction lodges the report, this change in status will appear here. If you click the Show link you can see the changes (if any) that the jurisdiction has made to the report. You can also find out when the report is approved by the Commonwealth and ready for publishing on the NPI web site.

You can track the changes from submitted to lodged and lodged to approved and approved to published.

The screenshot displays the 'Change Log' screen within the NPI Online Reporting System. The page header includes the Australian Government logo and the Department of the Environment, Water, Heritage and the Arts. The user is logged in as 'train_user050 (Coordinator)'. The breadcrumb trail shows the path: Home > Report: Submitted, Training facility 50, Train050, 08/09. The left sidebar contains a 'Menu' with options like Emission Reports, Facility Details, Fuel and Energy, Emission Data, Reductions, Transfers, Statements, Certification, Validation Checklist, Submission Status, Change Log, Support, Calculation Tools, Facility Admin, and User Admin. Below the menu is a 'Links' section with a search bar and a 'Go' button. The main content area is titled 'Change Log' and includes a description: 'This screen shows a list of all status changes to your facility report, including the user who made the status change and the date this change in status occurred.' Below this is a table with four columns: Date / Time, User, Change, and Details. The table contains four rows of data, each with a 'Show' link in the Details column.

Date / Time	User	Change	Details
19-12-2008 11:46	train_user050	Submitted	Show
19-12-2008 11:45	test_reporter_mm	Released	Show
19-12-2008 11:43	train_user050	Rejected: from Released to Draft	Show
19-12-2008 11:35	test_reporter_mm	Released	Show

Figure 50 – Change Log screen

National Pollutant Inventory - Report Change Log Details - Windows Internet Explorer

NPI Online Reporting System > Report Change Log Details [Contact Us](#) | [Help](#)

This log shows the fields in your facility report as they were populated with data before and after a status change.

Before Change	After Change
On entry to the Released state	On entry to the Submitted state
Emissions Report Data	Emissions Report Data
Data Period Start 2008-07-01 00:00:00 Date	Data Period Start 2008-07-01 00:00:00 Date
Data Period End 2009-06-30 00:00:00 Date	Data Period End 2009-06-30 00:00:00 Date
<input checked="" type="checkbox"/> Jurisdiction considers publishable Reason	<input checked="" type="checkbox"/> Jurisdiction considers publishable Reason
<input checked="" type="checkbox"/> Commonwealth considers publishable Reason	<input checked="" type="checkbox"/> Commonwealth considers publishable Reason
Internal Costs 5000	Internal Costs 5000
External Costs 2000	External Costs 2000
Annual Energy 18123	Annual Energy 18123
Usage in MW-hr	Usage in MW-hr
Public Statement	Public Statement
Confidential Statement	Confidential Statement
Created On 2008-12-18 08:12:12	Created On 2008-12-18 08:12:12
Created By train_user050	Created By train_user050
Last changed on 2008-12-19 11:45:26	Last changed on 2008-12-19 11:46:09
Last changed by test_reporter_mm	Last changed by train_user050
Last method merge	Last method merge
Certification name Joseph Lyons	Certification name Joseph Lyons
Certification PM position	Certification PM position
Date Certified 2009-09-27 00:00:00	Date Certified 2009-09-27 00:00:00
<input type="checkbox"/> Burnt more than 1 tonne of fuel or waste in 1 hour during the reporting period	<input type="checkbox"/> Burnt more than 1 tonne of fuel or waste in 1 hour during the reporting period
<input type="checkbox"/> Jurisdiction may preview report	<input type="checkbox"/> Jurisdiction may preview report
<input checked="" type="checkbox"/> Location has been checked (Reporter)	<input checked="" type="checkbox"/> Location has been checked (Reporter)
<input checked="" type="checkbox"/> Contacts have been checked (Reporter)	<input checked="" type="checkbox"/> Contacts have been checked (Reporter)
<input checked="" type="checkbox"/> Activities declared correct (Reporter)	<input checked="" type="checkbox"/> Activities declared correct (Reporter)
<input checked="" type="checkbox"/> Installations declaration correct (Reporter)	<input checked="" type="checkbox"/> Installations declaration correct (Reporter)
<input checked="" type="checkbox"/> Facility Details declared correct (Reporter)	<input checked="" type="checkbox"/> Facility Details declared correct (Reporter)

Figure 51 – Change Log pop up screen

This screen shot shows you the before and after of a report from Draft to Submitted. The *Before* for a Draft report will always be blank.

3 Support

There is a system of support to assist you in using the NPI Online Reporting System.

3.1 Sources of support

There are 3 sources of support available to Reporters and Coordinators to use.

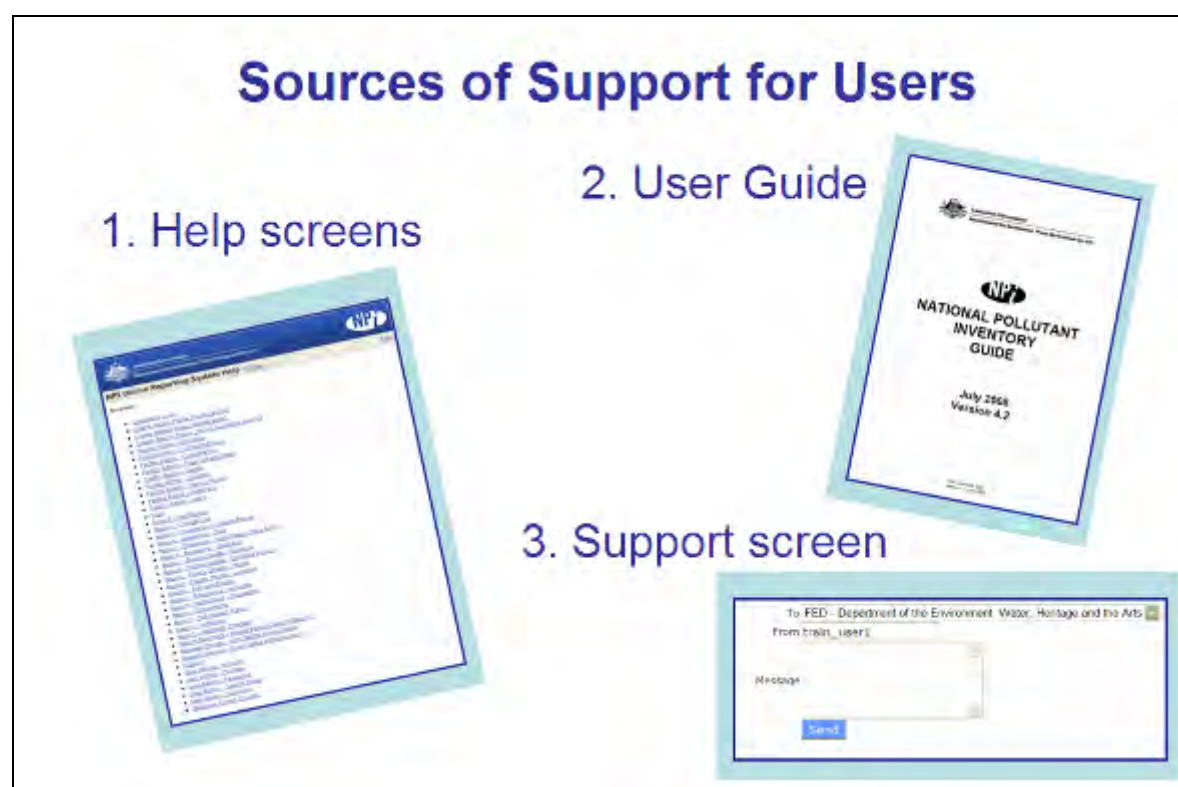


Figure 52 – Sources of support

In the screen shot below is the order you need to use the 3 sources of support in seeking support in using this system.

Note: Your jurisdiction will contact the Commonwealth if their assistance is needed in resolving your issue.

Support

Support for the NPI online reporting system and calculation tools are available from the following sources:

1. Help Files
The help files in the online reporting system. There is a help file for each screen. The help files for each screen contain: an explanation of the purpose of that screen, brief instructions for what to do on that screen, FAQs for that screen and explanations for each field and button on that screen.
2. User Guide for NPI Online Reporting System
This Guide contains detailed instructions for every screen in the NPI online reporting system.
 - [User Guide for NPI Online Reporting System - Version 2.0 - May 2008](#)
3. Jurisdiction Support
Contact your jurisdiction by using the Support section of the NPI online reporting system. Make sure you have consulted the help files and the User Guide before contacting your jurisdiction.
 - [State and territory contacts](#)
4. Commonwealth Support
If your jurisdiction is unable to help you with your request for support, they will inform us of your request. The Commonwealth may contact you directly if required.

Figure 53 – Order of use of support sources

This screen shot comes from the *Lodging NPI reports* web page on the NPI web site <http://www.npi.gov.au/reporting/index.html>.

3.1.1 Help files

The Help files are the first source of support if you are not sure what you need to do on a screen or you encounter difficulties using the system.

Help files contain:

- a brief explanation of the purpose of the screen
- brief instructions of what to do for that screen
- a link to this User Guide where more detailed step-by-step instructions can be found
- FAQs *and*
- a table of screen items describing each button and field on the screen and whether the item is mandatory or made public.

Note: You need to have pop-ups allowed for this site for the Help files to work.

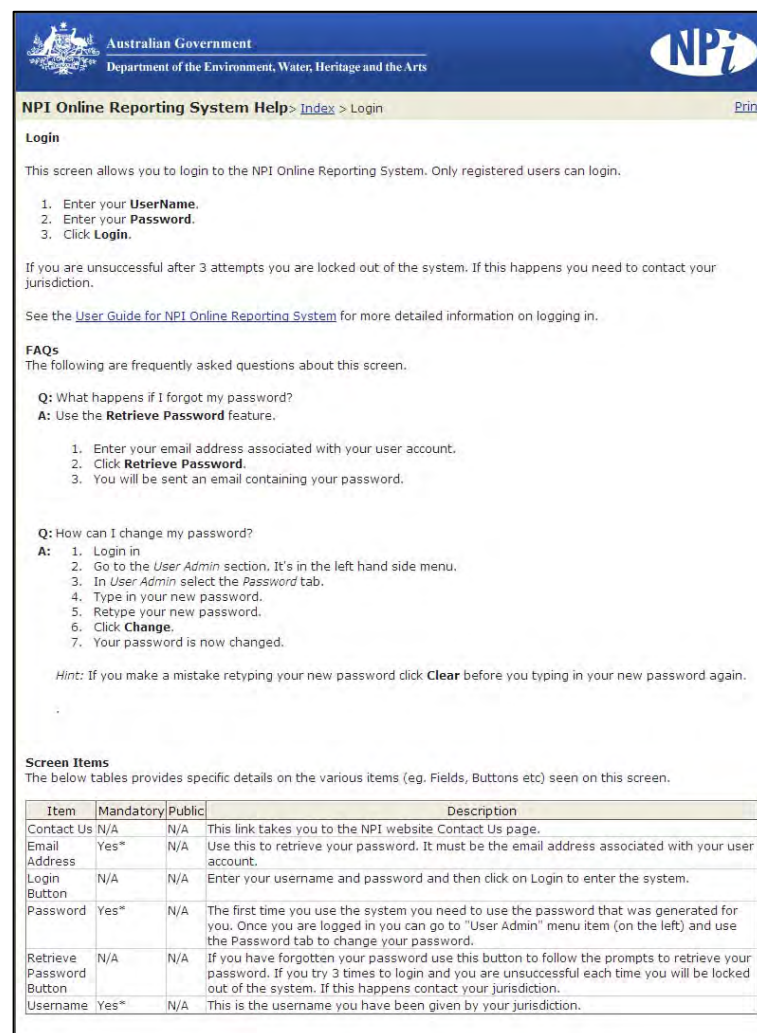
Accessing the Help file

1. Click on **Help**.



2. The Help file for that screen will open.

For example if you were on the *Login* screen and wanted to access the help file for that screen you would click **Help** and the help file shown below would pop open.

A screenshot of the NPI Online Reporting System Help file for the Login screen. The page is titled 'NPI Online Reporting System Help' and includes a 'Print' link. It contains sections for 'Login', 'FAQs', and 'Screen Items'. The 'Login' section explains that only registered users can login and provides instructions for entering username and password. The 'FAQs' section includes questions about forgotten passwords and how to change passwords. The 'Screen Items' section provides a table of details for various items on the screen.

Login

This screen allows you to login to the NPI Online Reporting System. Only registered users can login.

1. Enter your **UserName**.
2. Enter your **Password**.
3. Click **Login**.

If you are unsuccessful after 3 attempts you are locked out of the system. If this happens you need to contact your jurisdiction.

See the [User Guide for NPI Online Reporting System](#) for more detailed information on logging in.

FAQs

The following are frequently asked questions about this screen.

Q: What happens if I forgot my password?
A: Use the **Retrieve Password** feature.

1. Enter your email address associated with your user account.
2. Click **Retrieve Password**.
3. You will be sent an email containing your password.

Q: How can I change my password?
A:

1. Login in
2. Go to the *User Admin* section. It's in the left hand side menu.
3. In *User Admin* select the *Password* tab.
4. Type in your new password.
5. Retype your new password.
6. Click **Change**.
7. Your password is now changed.

Hint: If you make a mistake retyping your new password click **Clear** before you typing in your new password again.

Screen Items

The below tables provides specific details on the various items (eg. Fields, Buttons etc) seen on this screen.

Item	Mandatory	Public	Description
Contact Us	N/A	N/A	This link takes you to the NPI website Contact Us page.
Email Address	Yes*	N/A	Use this to retrieve your password. It must be the email address associated with your user account.
Login Button	N/A	N/A	Enter your username and password and then click on Login to enter the system.
Password	Yes*	N/A	The first time you use the system you need to use the password that was generated for you. Once you are logged in you can go to "User Admin" menu item (on the left) and use the Password tab to change your password.
Retrieve Password Button	N/A	N/A	If you have forgotten your password use this button to follow the prompts to retrieve your password. If you try 3 times to login and you are unsuccessful each time you will be locked out of the system. If this happens contact your jurisdiction.
Username	Yes*	N/A	This is the username you have been given by your jurisdiction.

Figure 54 – Login Screen help file

See Appendix A for a complete list of help files for Reporters and a complete list of help files for Coordinators.

3.1.2 User Guide for NPI Online Reporting System

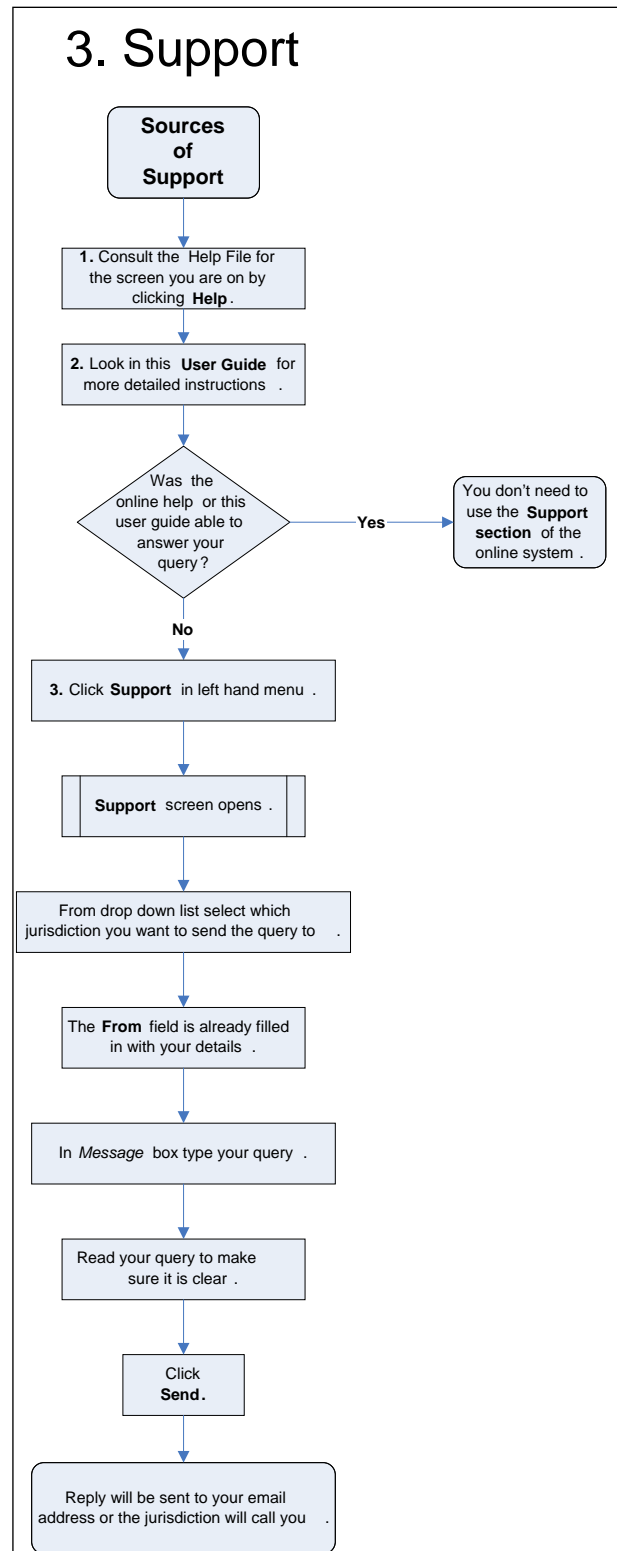
This User Guide is the second source of support for you to use if you are not sure what you need to do on a screen or you encounter difficulties using the system.

The User Guide contains detailed step-by-step instructions on using each screen in the system as well as flowcharts and numerous screen shots.

The User Guide can be accessed from the Help files (each Help file has a link to the User Guide) or from the NPI web site – on the *Lodging NPI Reports* page at **<http://www.npi.gov.au/publications/user-guide.html>**.

3.1.3 The support screen

The third form of support available to you is sending an email to your jurisdiction.



Flowchart T – 3. Support



Figure 55 – Support screen

To send a query to your jurisdiction

1. Click **Support** on left hand side menu to open the Support screen.
2. The **To** field is pre-populated with the jurisdiction you need to send the query to.
3. Type your query in **Message** box.
4. Read your query to make sure it is clear.
5. Click **Send**.



Figure 56 – Example of a system error message

Helpful information to include in your message:

- type of browser you are using (i.e. IE6, IE7, Firefox, Safari)
- date and time the problem occurred
- the exact wording of any error message (you could take a screen shot of the message) *and*
- the exact steps you did so the problem can be replicated by the support team.

Note: if your jurisdiction is unable to answer the query they will pass your query onto the Commonwealth. The jurisdiction you sent the query to will contact you.

Note: the To field only shows the jurisdictions associated with the facilities you are associated with. For example, if you are a reporter with one facility, then you will only see one entry in the To field. If you are a reporter for multiple facilities in multiple states/territories, there will be multiple entries in the To field.

4 Calculation Tools

These instructions and screen shots are for using the Calculation Tools in Excel 2007. Detailed instructions for using the calculation tools in Excel 2003 are in Appendix C.

There are 94 steps in using these tools in Excel 2007. If you are only using one tool follow steps 43 – 94.

Australian Government
Department of the Environment, Water, Heritage and the Arts

Logged in as **train_user1** (Coordinator)

NPI Online Reporting System > [Home](#) > [Tools](#) [Contact Us](#) | [Help](#) | [Logout](#)

Menu

- Emission Reports
- Calculation Tools**
- Facility Admin
- User Admin

Links

Select one and go [Go](#)

Calculation Tools Download

This screen shows a list of calculation tools. You can download all the tools you need to your computer. These tools have been designed for use with Microsoft® Excel 2003®.

Read the online Help before downloading any calculation tools.

Tool Name	Description	Version	File
EET019.xls	Animal & bird feed manufacture [Manual v1.0 - December 1999]	3.0	Download
EET025.xls	Bread manufacturing [Manual v1.1 - June 2003]	3.0	Download
EET027.xls	Cement manufacturing [Manual v2.1 - April 2008]	3.0	Download
EET031.xls	Coffee roasting [Manual v1.0 - June 1999]	3.0	Download
EET002.xls	Combustion Engines [Manual v3.0 - June 2008]	3.0	Download
EET001.xls	Combustion in Boilers [Manual v3.1 - June 2008]	3.0	Download
EET036.xls	Dairy product manufacturing [Manual v1.0 - June 1999]	3.0	Download
EET038.xls	Dry Cleaning [Manual v1.0 - March 1999]	3.0	Download
EET040.xls	Explosives manufacturing [Manual v1.0 - August 1999]	3.0	Download
EET094.xls	FOLS - Cape York [Manual v3.1 - May 2008]	3.0	Download
EET095.xls	FOLS - Central Australia [Manual v3.1 - May 2008]	3.0	Download
EET096.xls	FOLS - Central Nth QLD [Manual v3.1 - May 2008]	3.0	Download
EET097.xls	FOLS - Central QLD [Manual v3.1 - May 2008]	3.0	Download
EET098.xls	FOLS - Central WA [Manual v3.1 - May 2008]	3.0	Download
EET100.xls	FOLS - NSW [Manual v3.1 - May 2008]	3.0	Download
EET099.xls	FOLS - Northern Australia [Manual v3.1 - May 2008]	3.0	Download
EET101.xls	FOLS - Southern Queensland [Manual v3.1 - May 2008]	3.0	Download
EET102.xls	FOLS - Southern SA [Manual v3.1 - May 2008]	3.0	Download
EET103.xls	FOLS - Southern WA [Manual v3.1 - May 2008]	3.0	Download
EET104.xls	FOLS - TAS [Manual v3.1 - May 2008]	3.0	Download
EET105.xls	FOLS - VIC [Manual v3.1 - May 2008]	3.0	Download
EET043.xls	Fibreglass product manufacturing [Manual v1.0 - September 1999]	3.0	Download
EET048.xls	Glass & glass fibre manufacturing [Manual v2.0 - May 2004]	3.0	Download
EET013.xls	Intensive Beef Feedlots [Manual v3.1 - May 2007]	3.0	Download
EET017.xls	Intensive Piggeries [Manual v2.0 - June 2007]	3.0	Download
EET055.xls	Malting processes [Manual v1.0 - July 2000]	3.0	Download
EET056.xls	Meat processing [Manual v1.0 - June 1999]	3.0	Download
EET060.xls	Motor vehicle manufacturing [Manual v1.0 - July 1999]	3.0	Download
EET068.xls	Oil recycling [Manual v1.0 - December 1999]	3.0	Download
EET069.xls	Paint and ink manufacturing [Manual v2.0 - June 2007]	3.0	Download
EET072.xls	Plasterboard & plaster manufacturing [Manual v1.2 - June 2004]	3.0	Download
EET074.xls	Pressure sensitive tapes & labels [Manual v1.0 - September 1999]	3.0	Download
EET077.xls	Rubber product manufacture [Manual v1.1 - January 2002]	3.0	Download
EET083.xls	Solvent recycling [Manual v1.0 - July 1999]	3.0	Download
EET084.xls	Structural & fabricated metal manufacture [Manual v1.0 - December 1999]	3.0	Download
EET006.xls	Surface Coating [Manual v1.0 - July 1999]	3.0	Download
EET086.xls	Synthetic Ammonia manufacturing [Manual v2.0 - March 2004]	3.0	Download
EET087.xls	Textile and clothing industry [Manual v1.0 - July 1999]	3.0	Download
EET090.xls	Urea Manufacturing (ammonium nitrate) [Manual v2.0 - March 2004]	3.0	Download

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Figure 57 – Calculation Tools Download screen

This screen contains a list of Calculation Tools that you can download to your computer. These Calculations Tools use emission factors from the industry EET manuals to calculate emissions.

Warning: Don't have the draft report you are going to upload the data to open while you are using the calculation tools and uploading data.

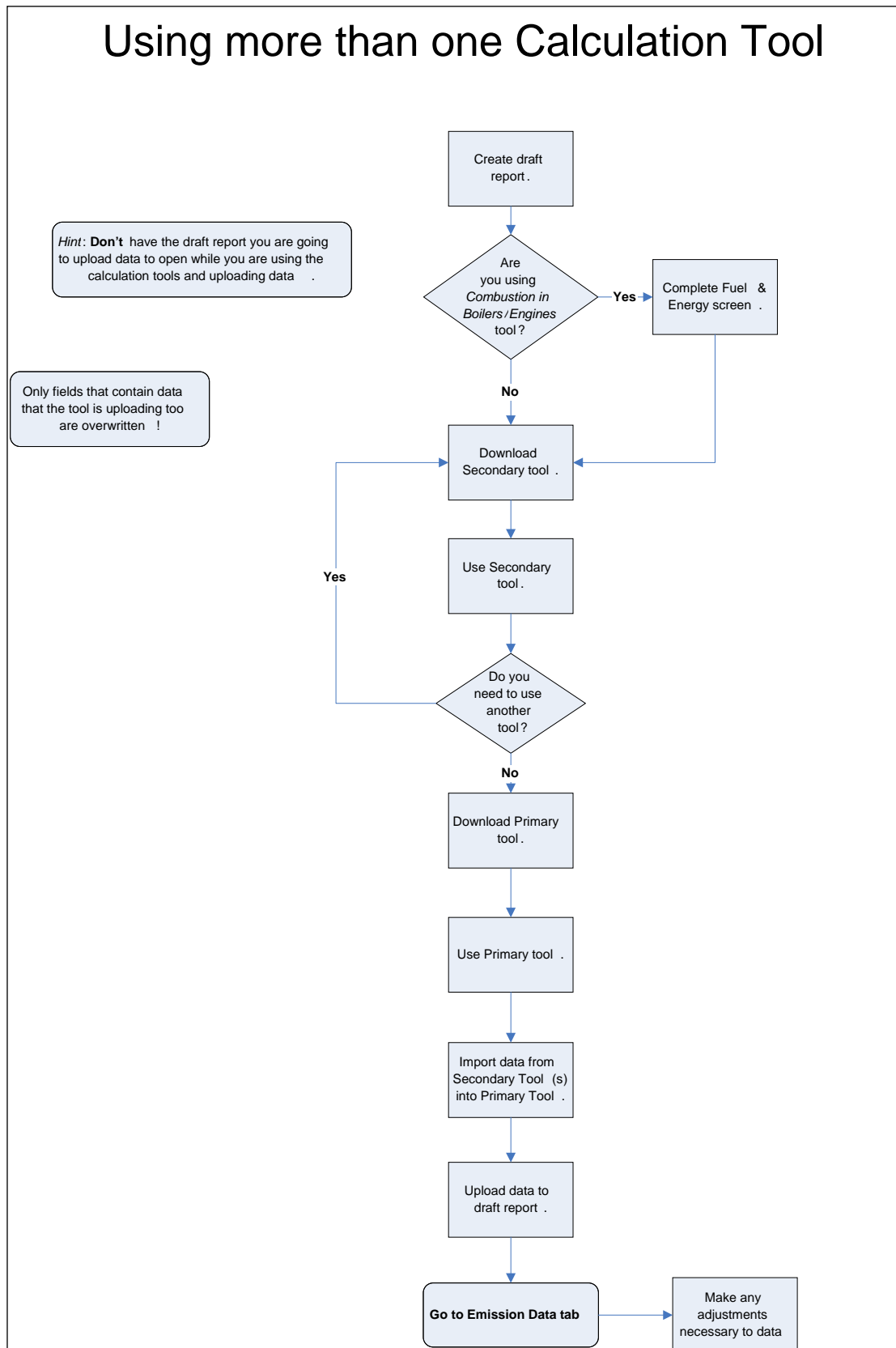
Hint: these tools – specifically *Combustion in Boilers* and *Combustion in Engines* – don't determine if you have tripped Category 2a or 2b thresholds. The tools only calculate emissions for all the substances they have emission factors for.

If there is no Calculation Tool yet for the main activity at your facility you can still use other tools for example *Combustion in Engines* and *Combustion in Boilers*. If you have only used these other tools and you have not used a primary calculation tool for your industry you may need to manually calculate other emissions for any Category 1, 1a, 1b, 3 substances for which your facility has tripped the threshold (see Section 1.4 *Thresholds*).

You need version Microsoft® Excel 2003© or higher installed on a PC to use the Calculation Tools. Microsoft® Office compatibility packs may be available if you have an earlier version of Excel. Unfortunately the calculation tools do not work in any other versions of Excel or any other system. Depending on your security settings and individual customisations, some of the screen captures/steps below may not be exactly what you see on your screen.

The production data you enter into the Calculation Tools is stored locally on your computer. The only data that is uploaded to the NPI Online Reporting System is the emission in kg/year, the destination of the emission and the EET code (i.e. 4 – Emission factors) for each substance you are reporting.

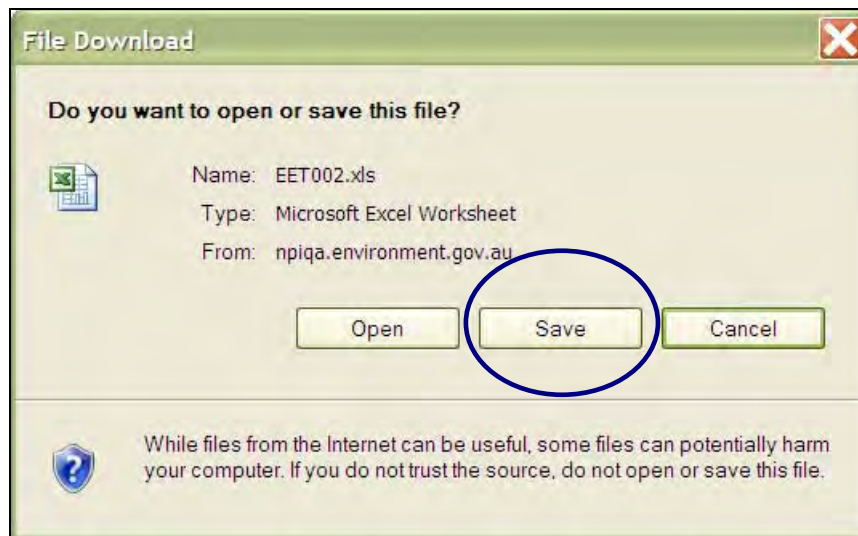
Using more than one Calculation Tool



Flowchart U – Process for using Calculation Tools

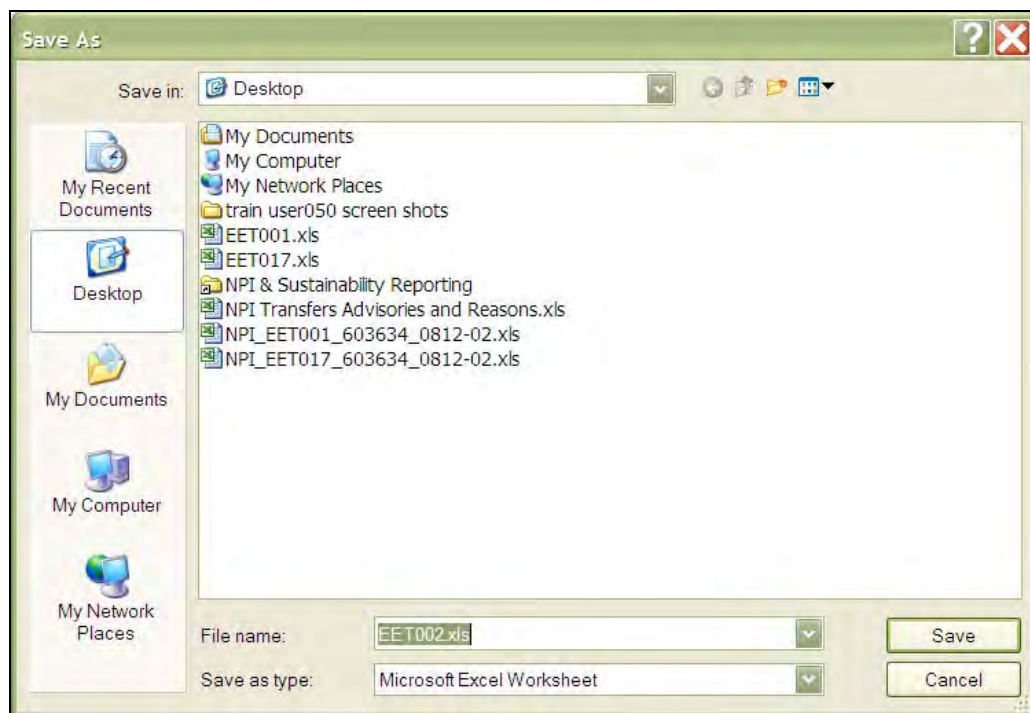
1. Click **Download** for the secondary tool

2. *File Download* pop-up opens



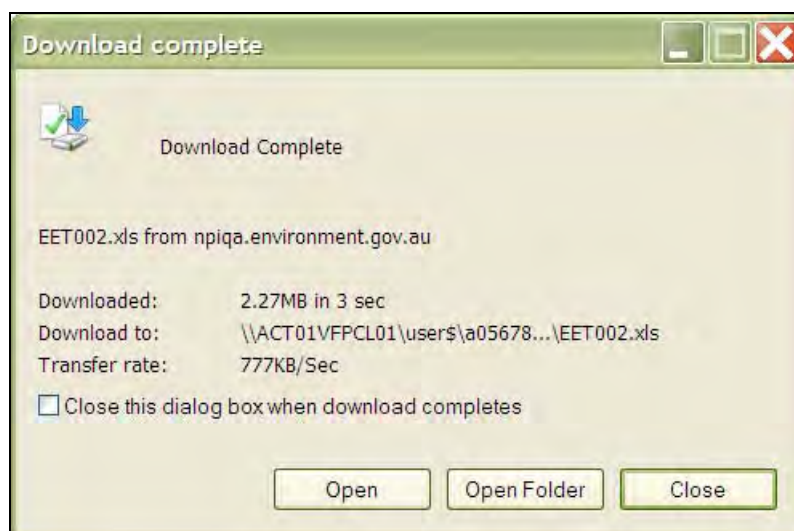
3. Click **Save**. You must click Save or your data won't save.

4. *Save As* pop-up opens



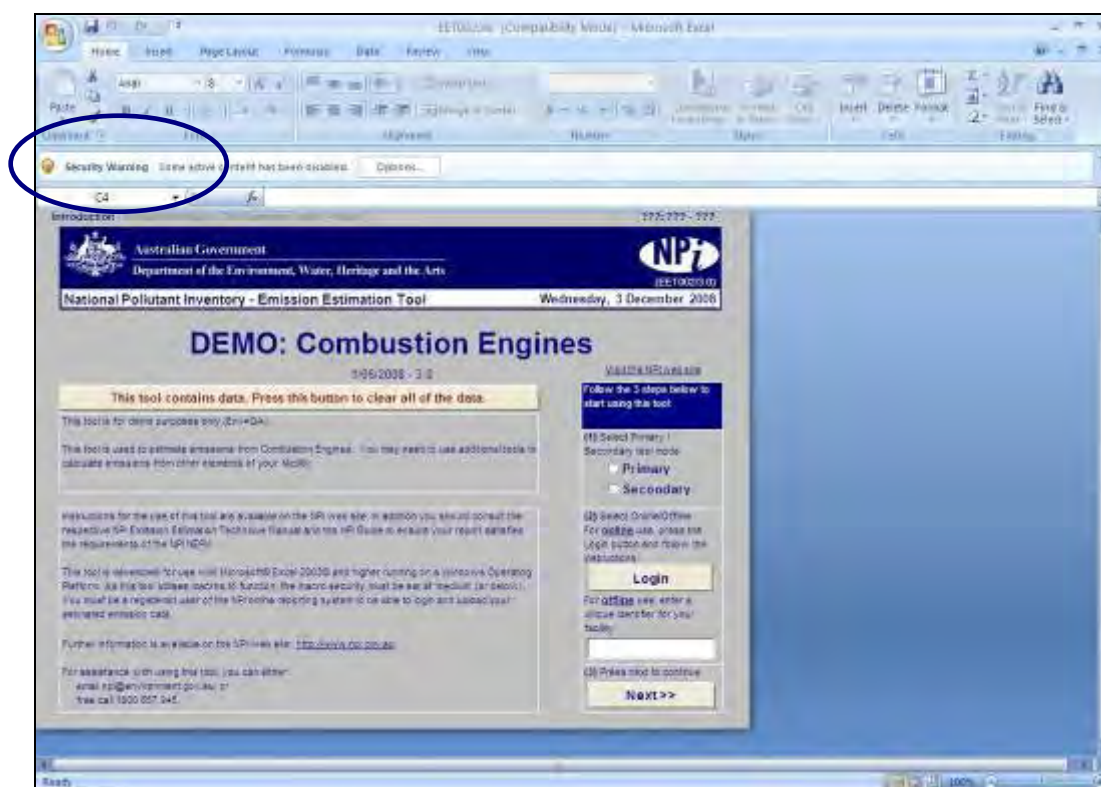
5. Save the file where you want on your computer.

6. Download complete pop-up opens.

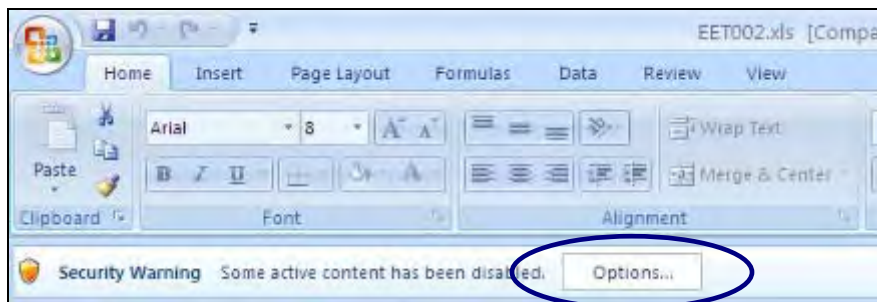


7. Click **Open**.

8. The tool opens with a *Security Warning*.



9. Click **Options**.



10. *Security Alert – Macros & Active X* pop-up opens.



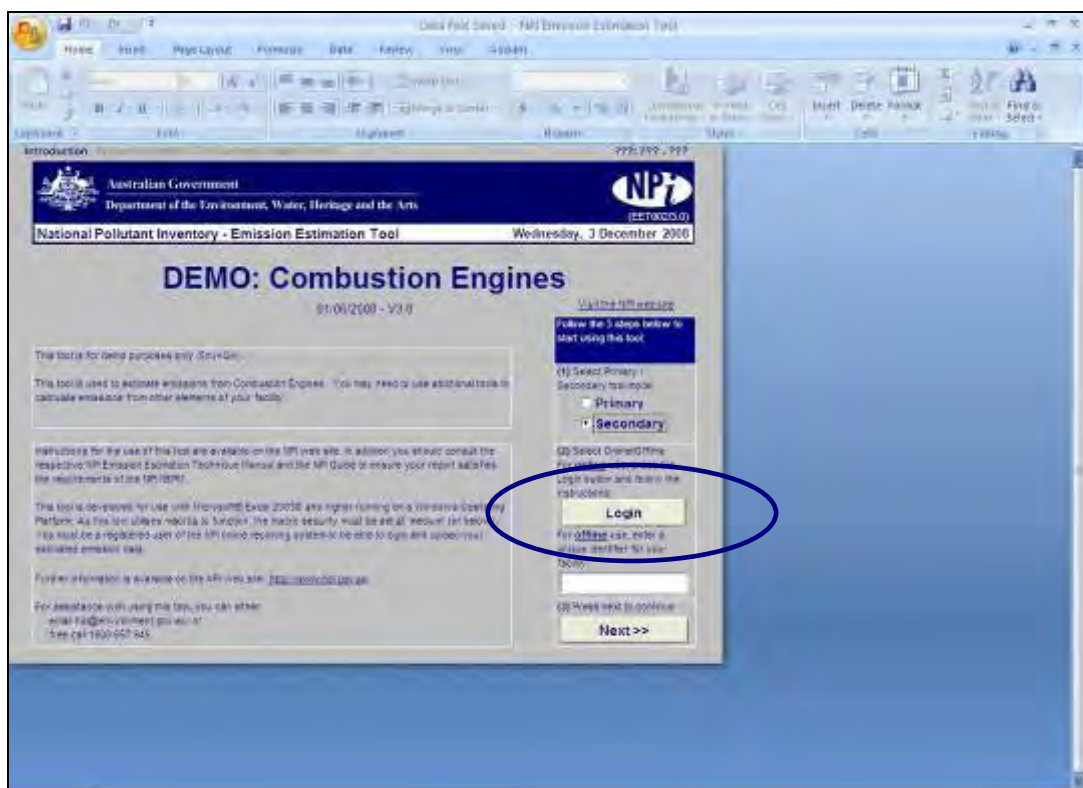
11. Click button next to *Enable this content*

12. Click **OK**.

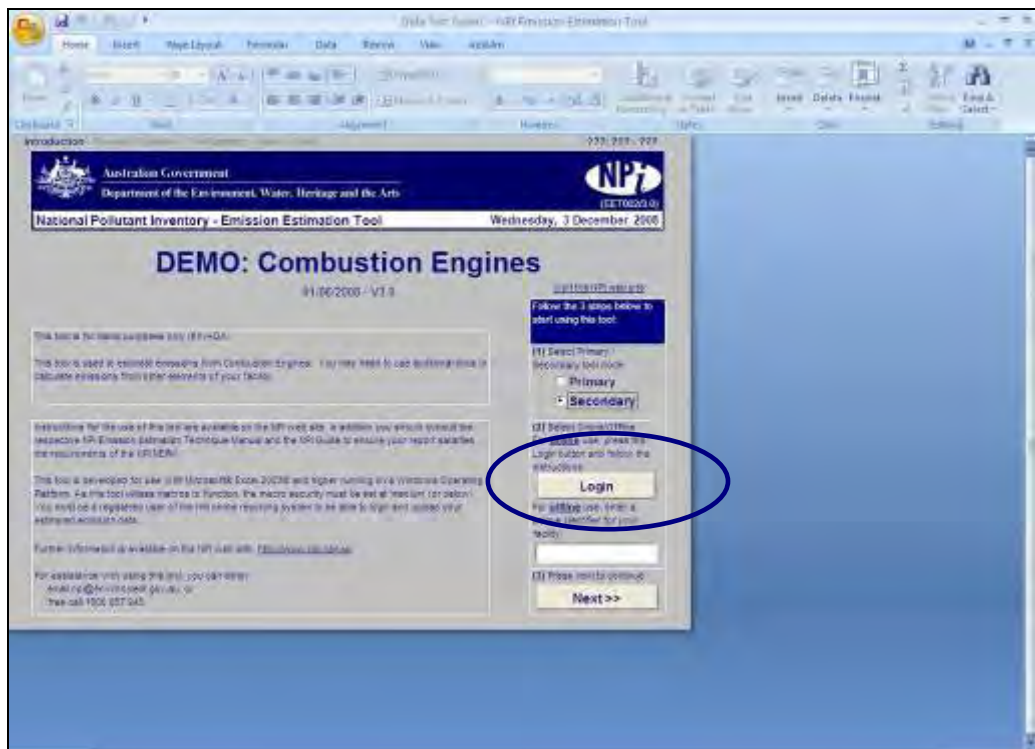
13. Introduction screen for the tool opens.



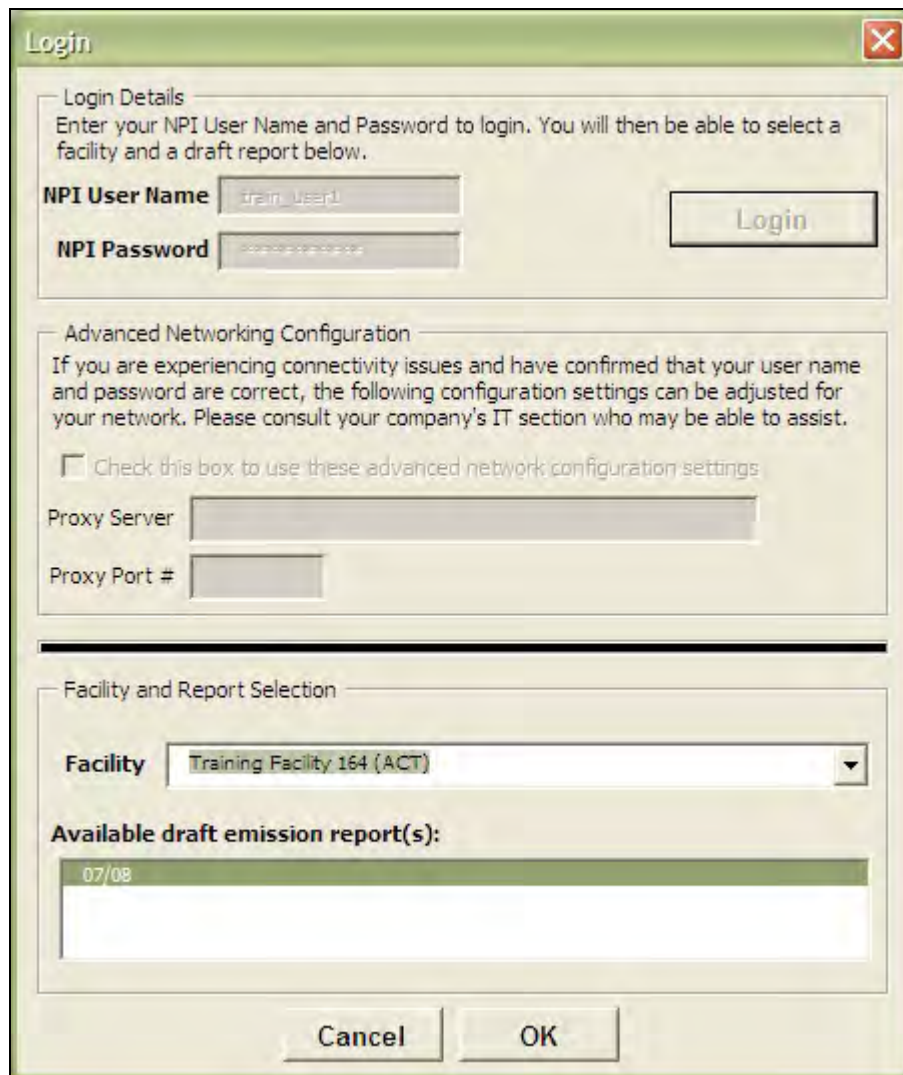
14. Click **Secondary**



15. Click **Login**.



16. *Login* pop-up opens.



The screenshot shows a 'Login' dialog box with a green title bar and a close button (X) in the top right corner. The dialog is divided into three main sections. The first section, 'Login Details', contains a text box for 'NPI User Name' with the value 'train_user1' and a text box for 'NPI Password' with the value 'password123456'. To the right of these fields is a 'Login' button. The second section, 'Advanced Networking Configuration', contains a checkbox labeled 'Check this box to use these advanced network configuration settings' which is currently unchecked. Below the checkbox are two text boxes: 'Proxy Server' and 'Proxy Port #'. The third section, 'Facility and Report Selection', contains a 'Facility' dropdown menu with 'Training Facility 164 (ACT)' selected. Below this is a list box titled 'Available draft emission report(s):' which contains the date '07/08'. At the bottom of the dialog are 'Cancel' and 'OK' buttons.

17. Enter your NPI User Name and password.

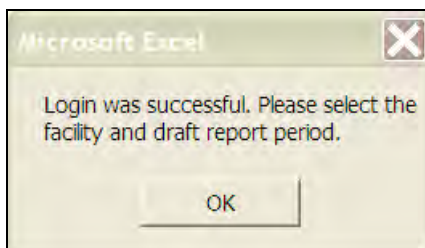
18. Click **Login**.

19. Select the facility from the *Facility* drop down menu.

20. Select the draft report.

21. Click **OK**.

22. *Login Successful* pop-up opens.



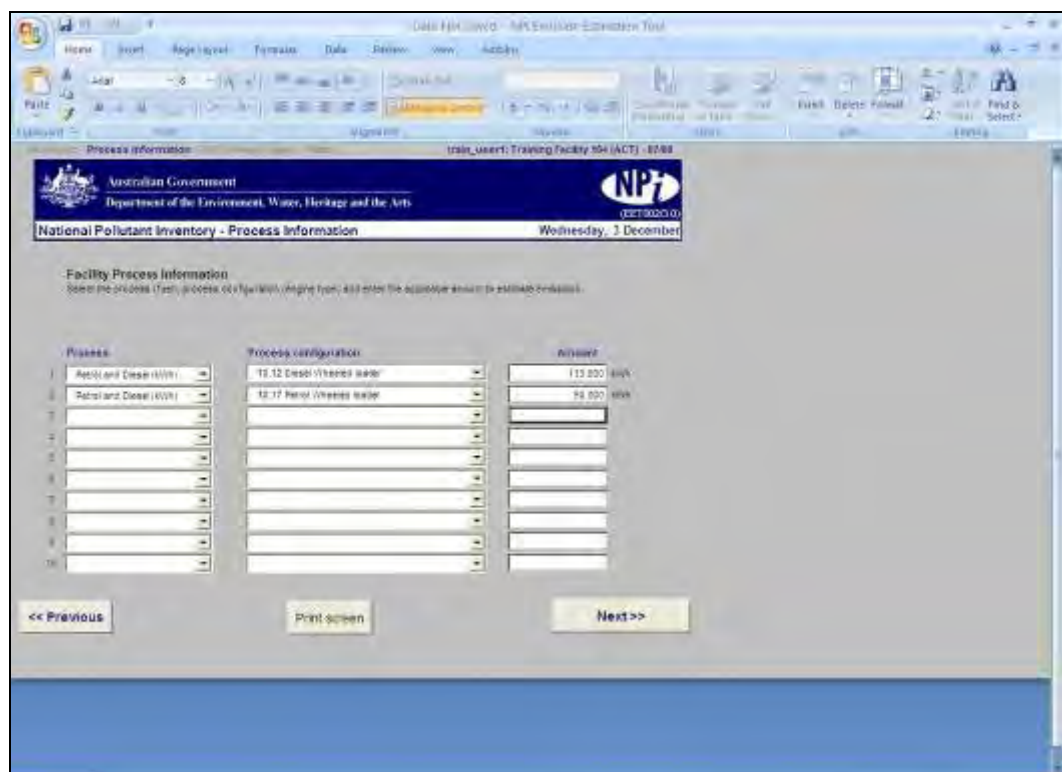
The screenshot shows a 'Microsoft Excel' dialog box with a green title bar and a close button (X) in the top right corner. The dialog contains the text 'Login was successful. Please select the facility and draft report period.' and an 'OK' button at the bottom.

23. Tool now opens with your login at the top.



24. Click **Next**.

25. Process Information screen opens.



26. Select the facility's process from the drop down menu in the *Process* column.
27. Select the process configuration from the drop down menu in the *Process Configuration* column.
28. Enter the quantity used in the reporting period in the *Amount* column and press **Tab** or **Enter** (remember it is Excel).
29. Click **Next**.
30. *Tool Emission Summary* screen opens.

The estimated emissions based on your input are shown below. Please verify the destination for each substance before continuing (see Dest. column below).

Dest.	ID	prefix	Substance (alt. name)	CAS No.	Air Total kg/yr	Water Total kg/yr	Land Total kg/yr
Air Fug	33		Carbon monoxide	505-50-5	11,455.0		
Air Fug	47		Formaldehyde (methylaldehyde)	50-00-0	2,044.35		
Air Fug	59		Oxides of nitrogen (NOx)	NA	1,721		
Air Fug	70		Particulate Matter (10.0 um (PM10))	NA	6,145.0		
Air Fug	74		Polycyclic aromatic hydrocarbons (e.g. Anthracene)	NA	2,000,702.45		
Air Fug	77		Sulfur dioxide	7446-09-5	2,000,475		
Air Fug	85		Total volatile organic compounds (VOC or MVOC)	NA	1,000.0		
Air Fug	82		Particulate Matter 2.5 um (PM2.5)	NA	6,131.7		

<< Previous Print screen Finish >

31. Check that the destination for each substance is correct.
32. Click **Finish**.

Finish Secondary Tool

Choose an action:

- ☒ Save, export and exit Secondary
- ☐ Save and export Secondary tool
- ☐ Save Secondary tool
- ☐ Change to Primary tool

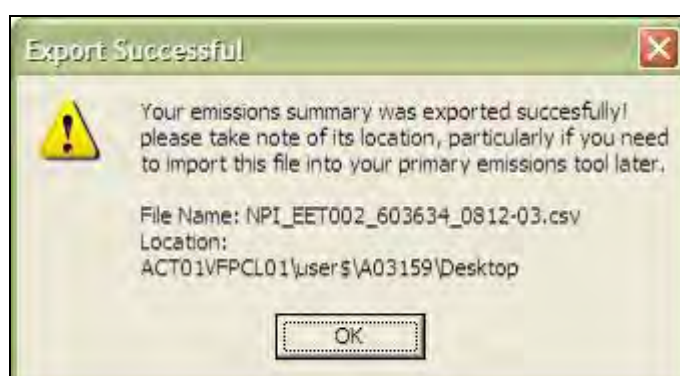
Perform action

33. Finish Secondary Tool pop-up opens.

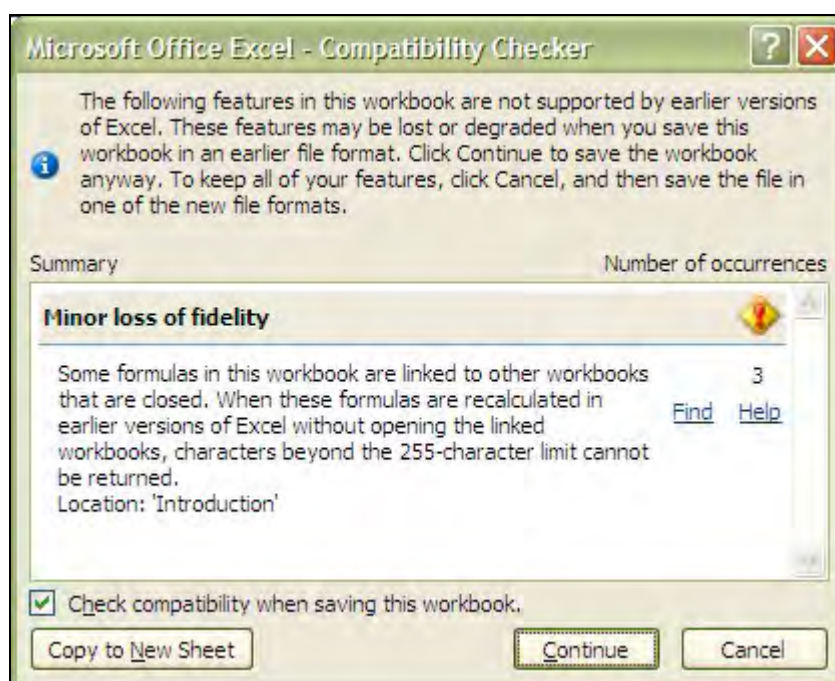
34. Choose *Save, export and exit Secondary* action.

35. Click **Perform action**.

36. *Export successful* pop-up opens.

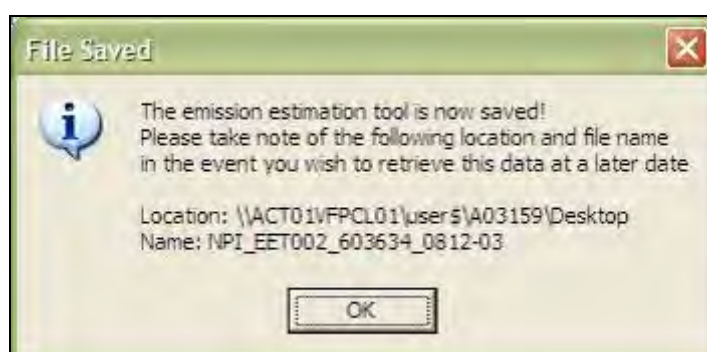


37. A *Compatibility Checker* pop-up opens.



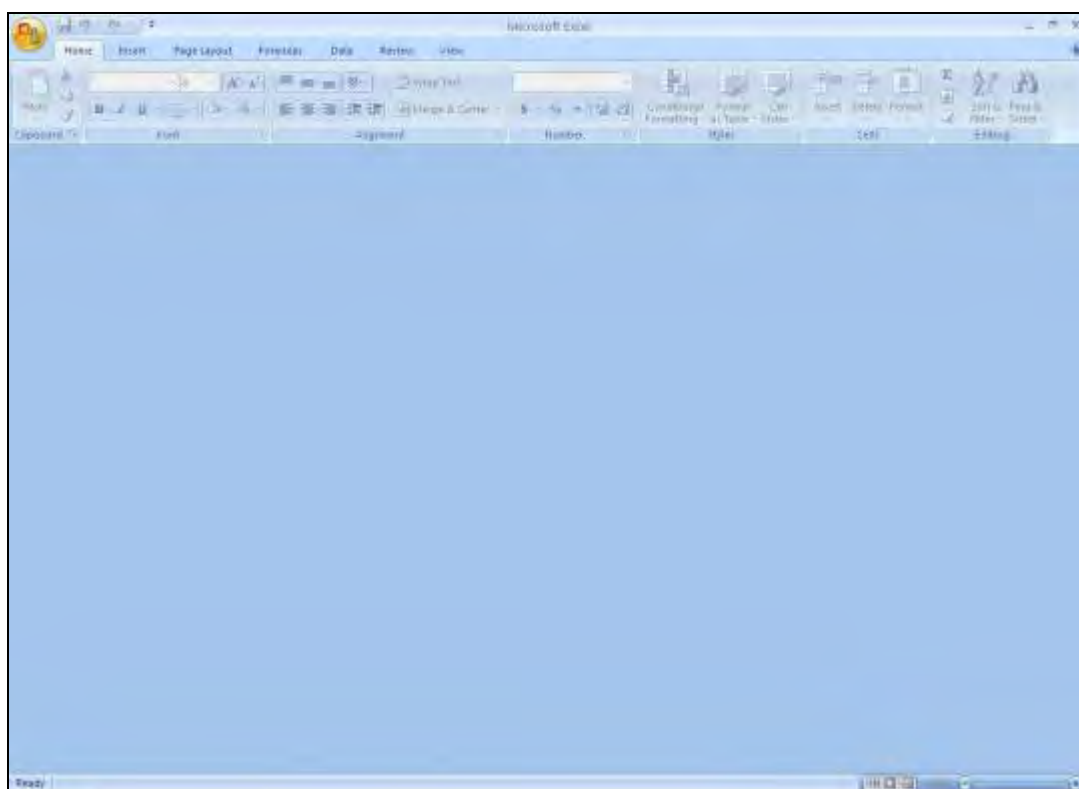
38. Click **Continue**.

39. *File Saved* pop-up opens.



40. Click **OK**.

41. The data is saved on your computer and a blank Excel screen appears.

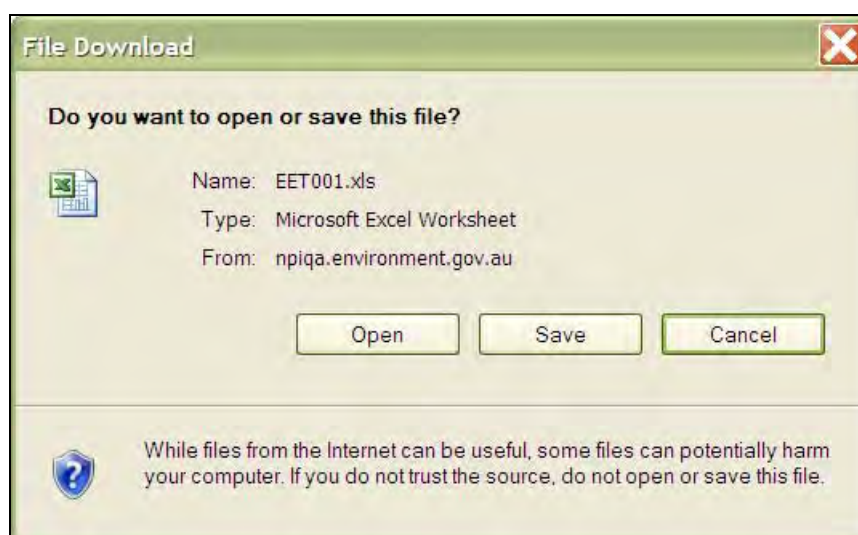


42. Repeat steps 1 -37 for each secondary tool you need to use.

43. Go back to the *Calculation Tools Download* screen in the NPI Online Reporting System.

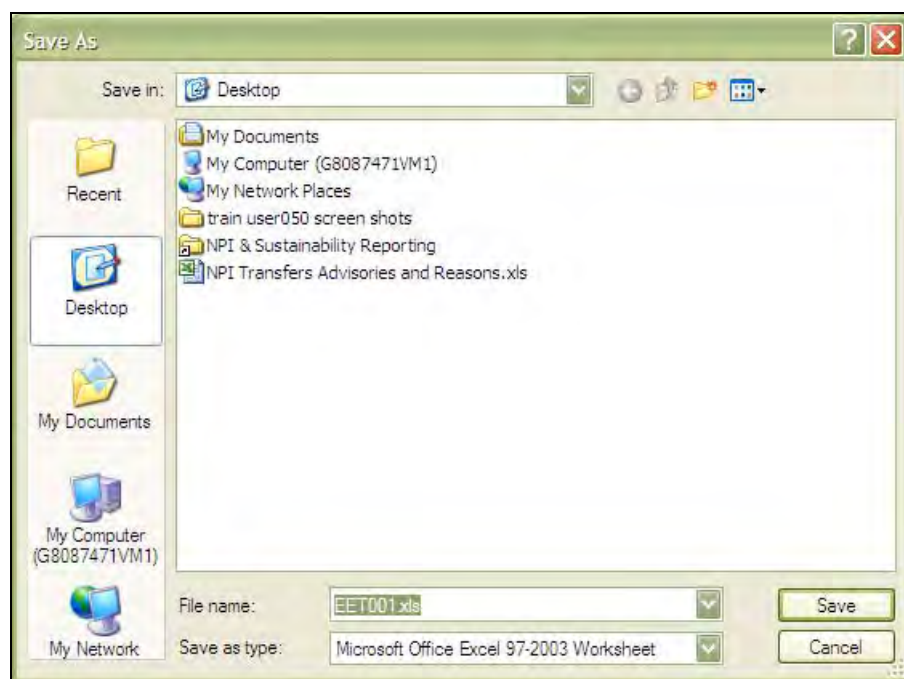
44. Click **Download** next to the tool you are downloading as the primary tool.

45. *File Download* pop-up opens.



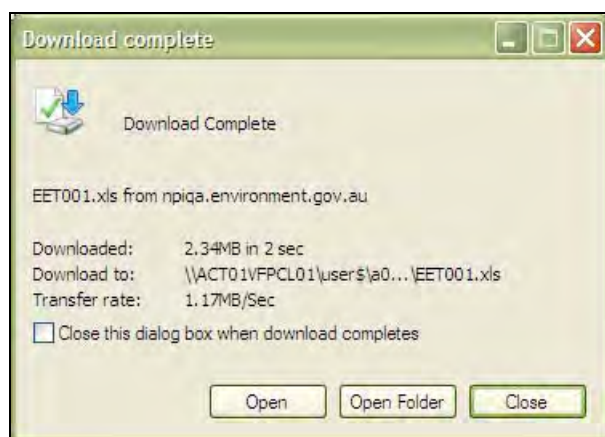
46. Click **Save**. You must click Save.

47. Save As pop-up opens.

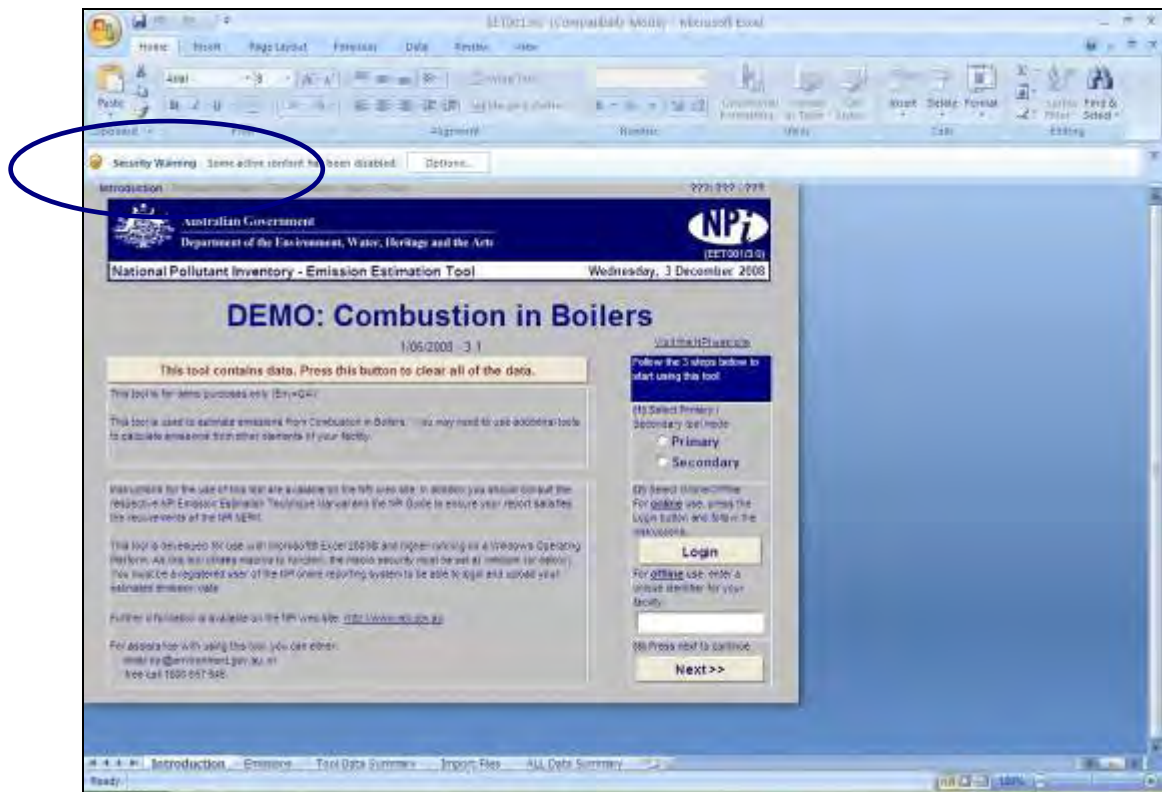


48. Save the file in the same folder/location as the first tool you've used this year on your computer (all the data needs to be in the same folder for when you import the data from the secondary tool(s)).

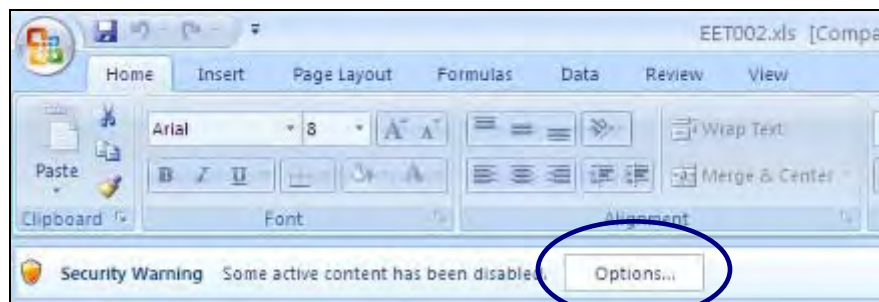
49. *Download complete* pop-up opens.



50. The tool opens with a Security Warning



51. Click Options.



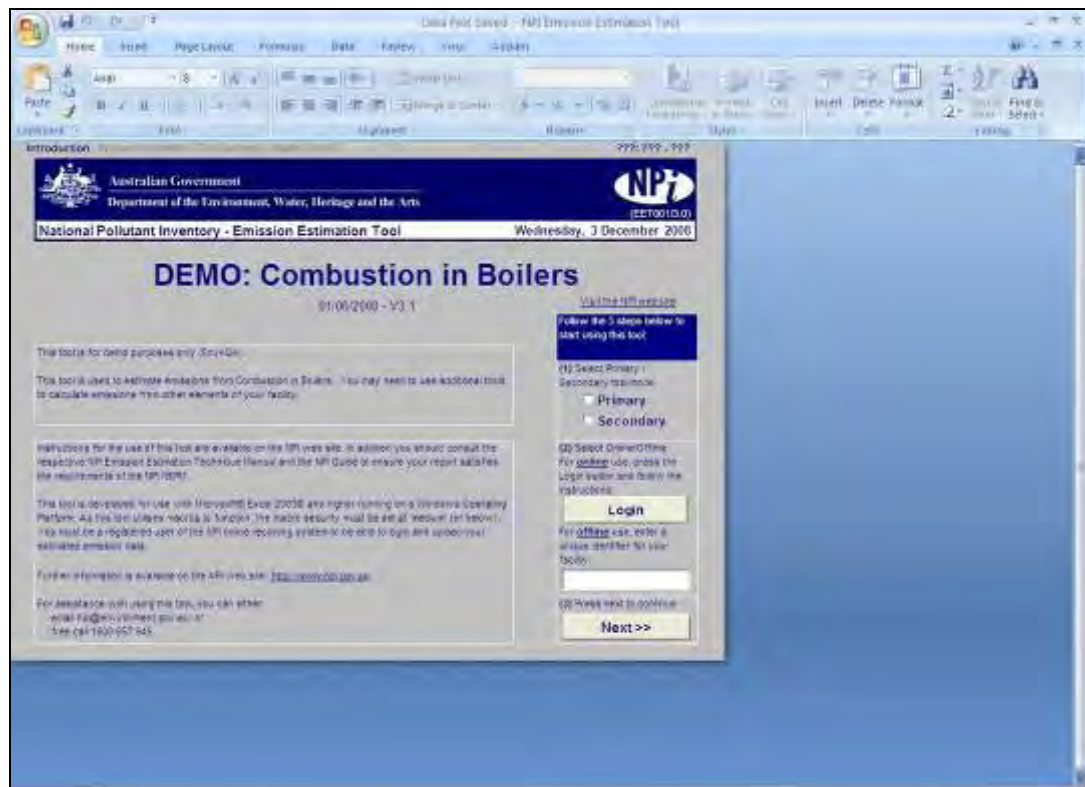
52. *Security Alert – Macros & Active X* pop-up opens.



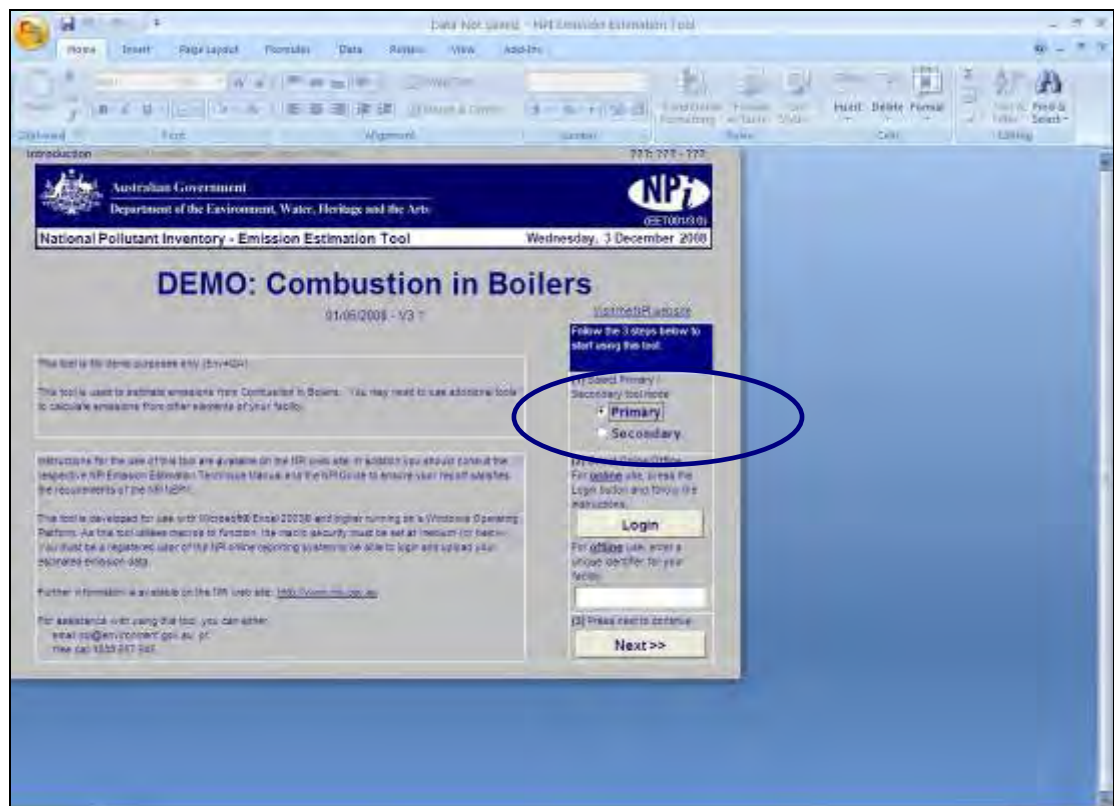
53. Click button next to *Enable this content*

54. Click **OK**.

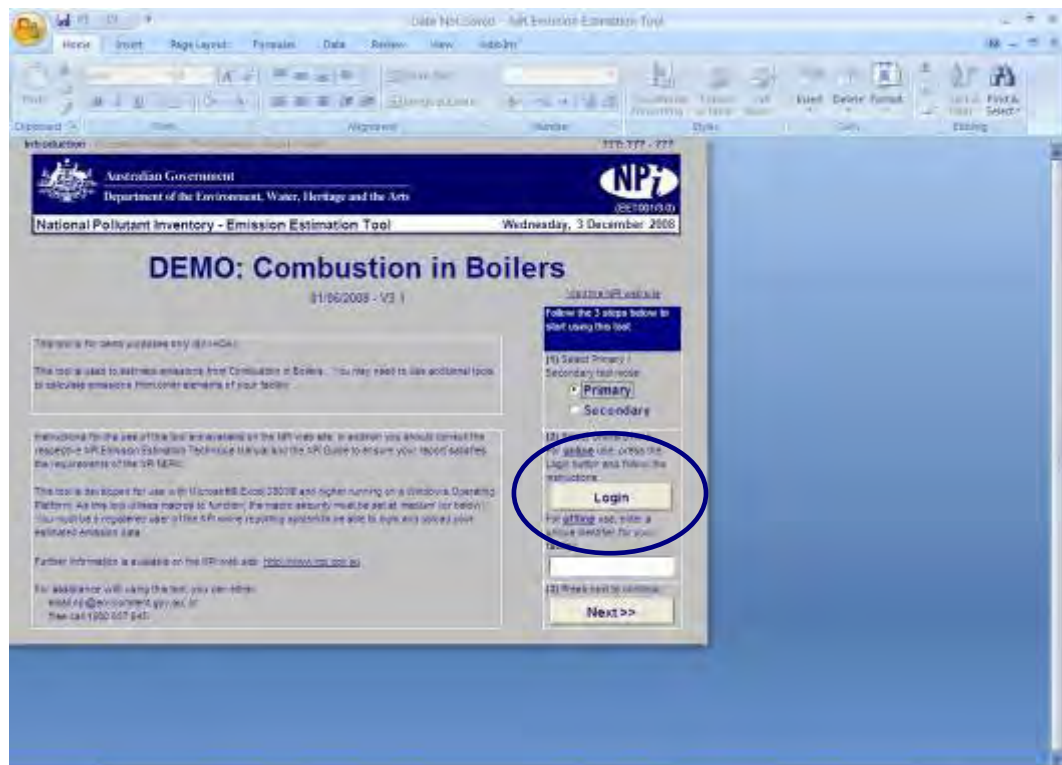
55. Introduction screen for the tool opens.



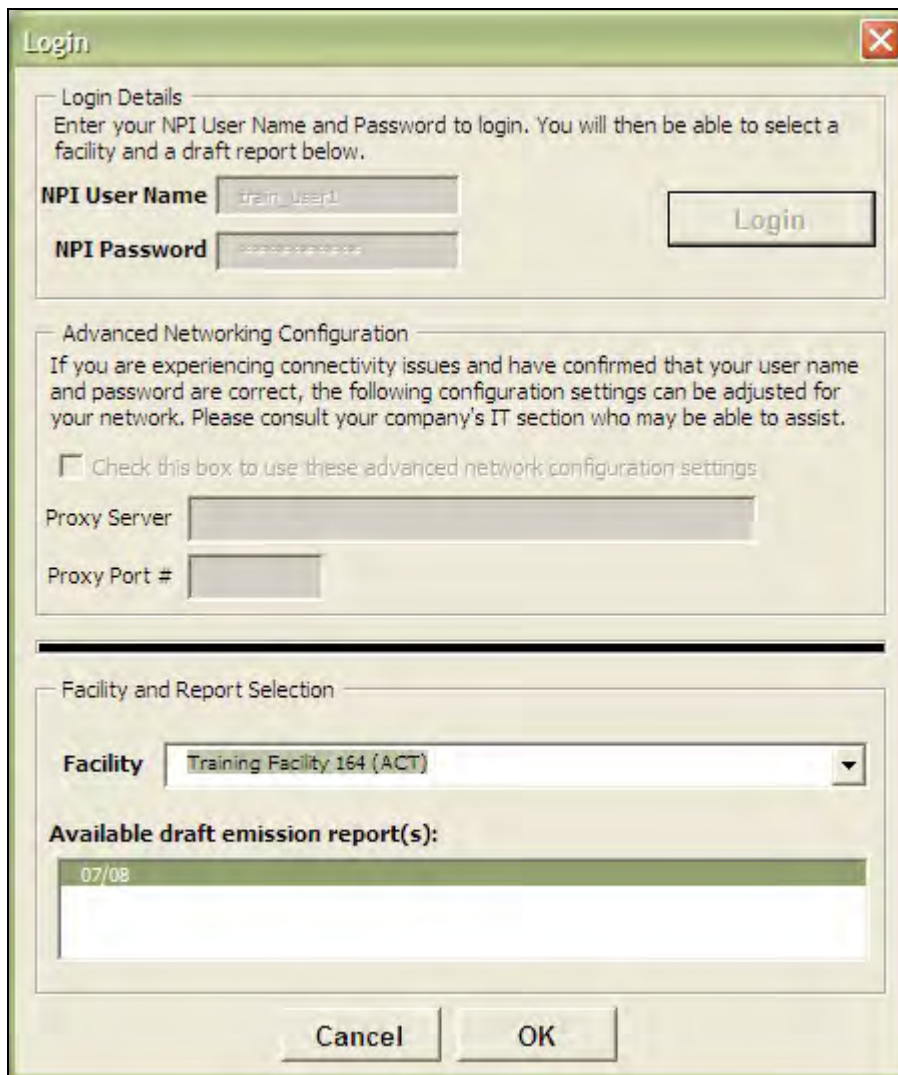
56. Click **Primary**.



57. Click **Login**.



58. *Login* pop-up opens.



The screenshot shows a 'Login' dialog box with a green title bar and a close button (X) in the top right corner. The dialog is divided into three main sections. The first section, 'Login Details', contains a text box for 'NPI User Name' with the value 'train_user1' and a text box for 'NPI Password' with the value 'password123456'. To the right of these fields is a 'Login' button. The second section, 'Advanced Networking Configuration', contains a checkbox labeled 'Check this box to use these advanced network configuration settings' which is currently unchecked. Below the checkbox are two text boxes: 'Proxy Server' and 'Proxy Port #'. The third section, 'Facility and Report Selection', contains a 'Facility' dropdown menu with 'Training Facility 164 (ACT)' selected. Below this is a list box titled 'Available draft emission report(s):' which contains the date '07/08'. At the bottom of the dialog are 'Cancel' and 'OK' buttons.

59. Enter your NPI User Name and password.

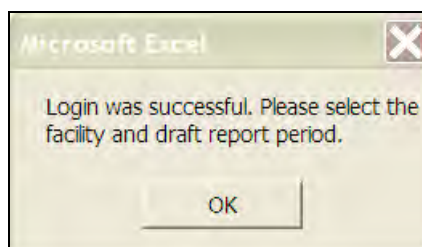
60. Click **Login**.

61. Select the facility from the *Facility* drop down menu.

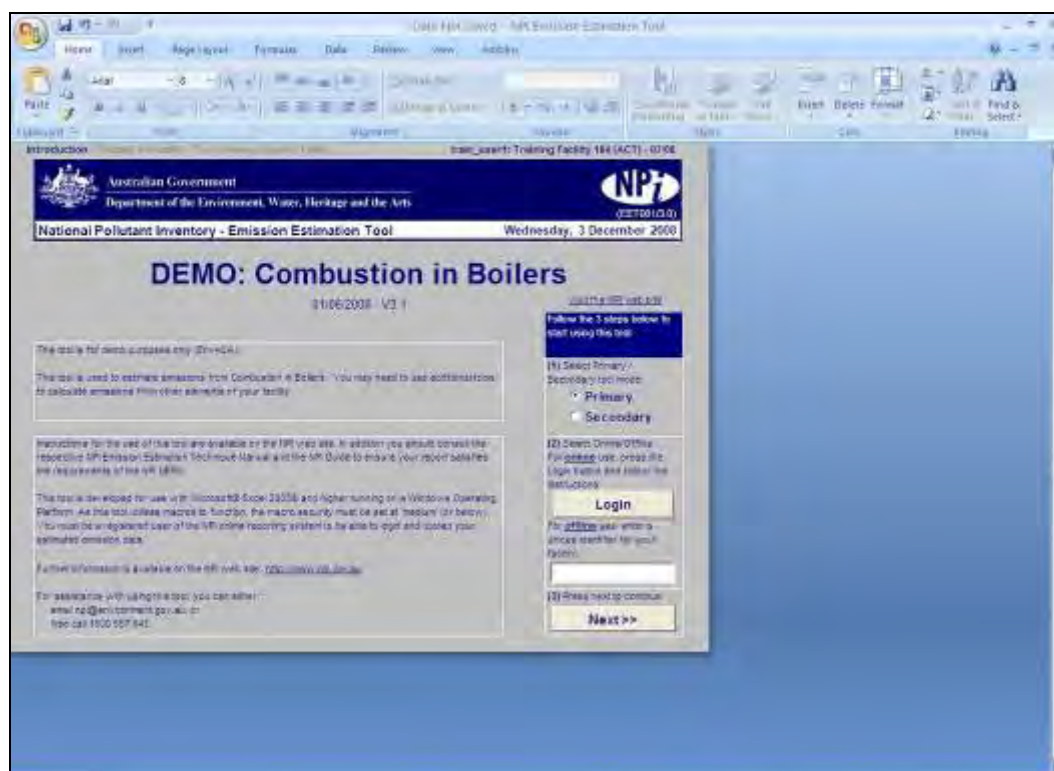
62. Select the draft report you want to upload the data to.

63. Click **OK**.

64. *Login Successful* pop-up opens.

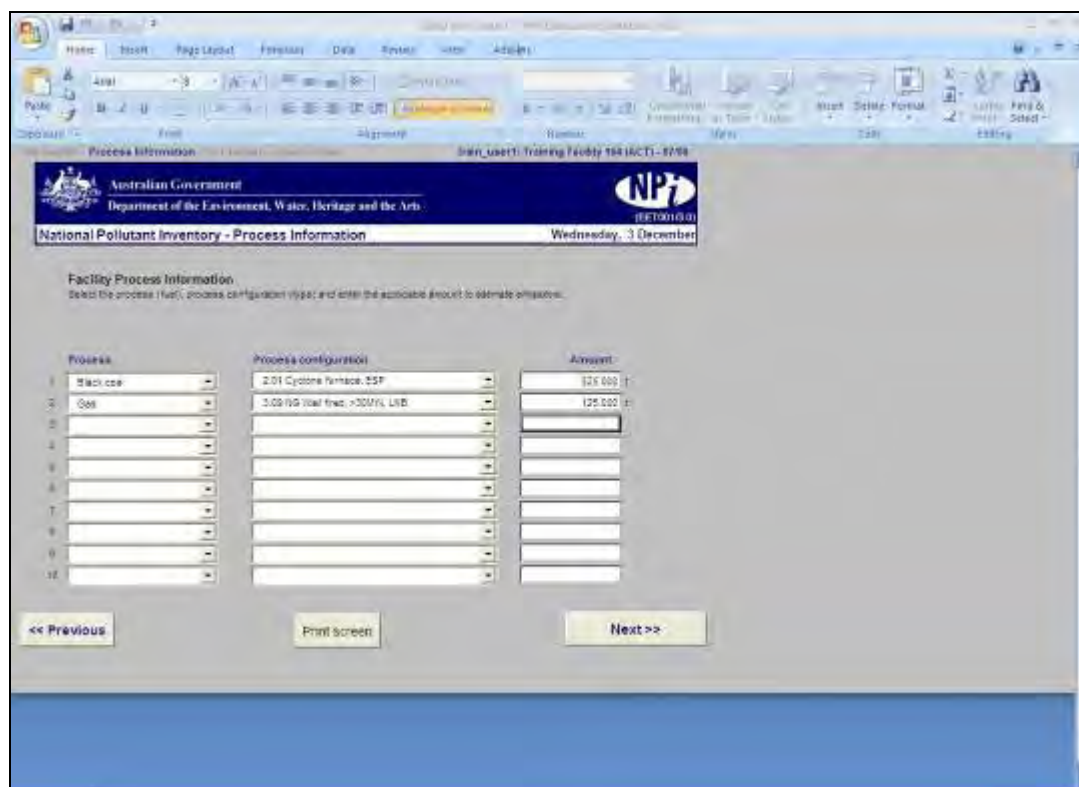


65. Tool now opens with your login at the top.



66. Click **Next**.

67. *Process Information* screen opens.



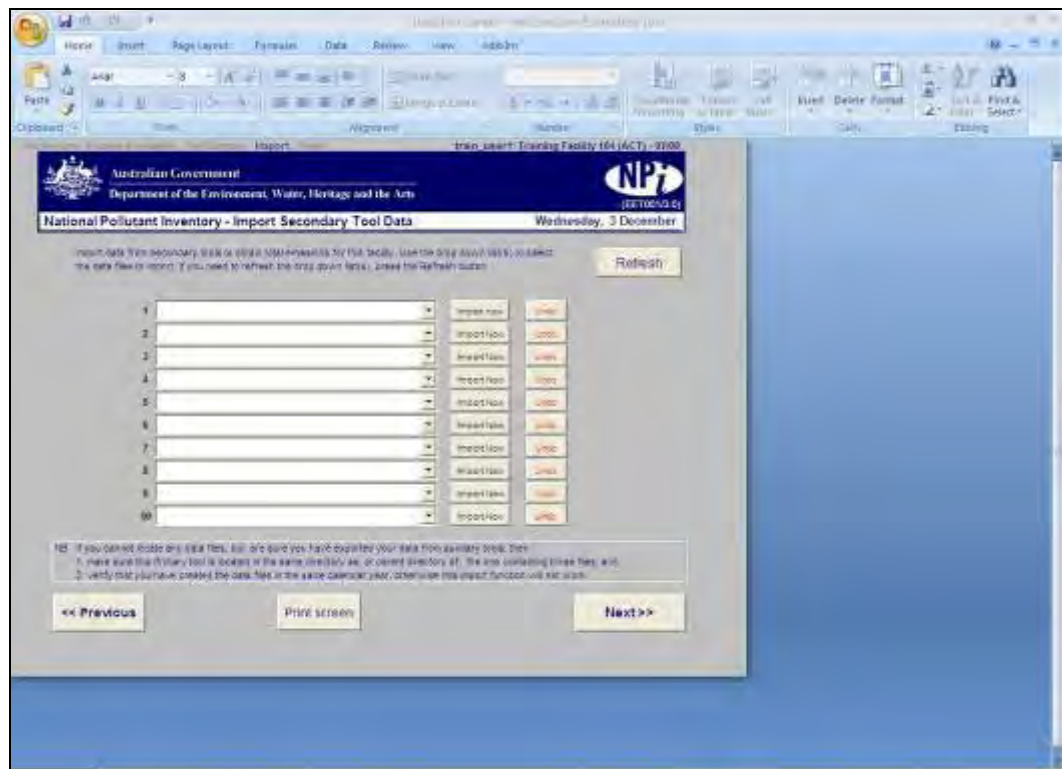
68. Select the facility's process from the drop down menu in the *Process Column*.

69. Select the process configuration from the drop down menu in the *Process Configuration* column.
70. Enter the quantity used for the reporting period in the *Amount* column and press **Tab** or **Enter** (remember it is Excel).
71. Click **Next**.
72. *Tool Emission Summary* screen opens.

Dest	ID	prefix	Substance (alt. name)	CAS No.	Air Total kg/yr	Water Total kg/yr	Land Total kg/yr
Air SP	11		arsenic (trivalent) & compounds	7440-06-2	0.0014821		
Air SP	14		benzylal (benzylal) & compounds	7440-41-7	0.0051575		
Air SP	18		benzene & compounds	7440-37-2	0.0163925		
Air SP	45		cadmium & compounds	7440-43-2	0.0000000		
Air SP	56		chromium (VI) compounds	7440-47-3	0.0000000		
Air SP	67		chromium (VI) compounds	7440-47-3	0.0000000		
Air SP	28		copolymer & compounds	7440-48-4	0.0000000		
Air SP	29		cuprous & compounds	7440-50-8	0.0000000		
Air SP	44		fluoride compounds	7440-00-6	0.0000000		
Air SP	63		hydrochloric acid (Molaric Acid)	7647-01-8	0.0000000		
Air SP	62		lead & compounds	7439-92-1	0.0000000		
Air SP	64		mercaptans & compounds	7439-96-2	0.0000000		
Air SP	65		mercaptans & compounds (thioethers)	7439-97-3	0.0000000		
Air SP	66		nickel & compounds	7440-02-0	0.0000000		
Air SP	68		oxides of nitrogen (NOx)	7440-04-4	0.0000000		
Air SP	73		perchlorate (water 10.5 wt % PClO4)	7440-05-9	0.0000000		
Air SP	74		polychlorinated biphenyls (PCBs)	7440-06-2	0.0000000		
Air SP	75		polycyclic aromatic hydrocarbons (e.g. Anthracene)	7440-06-2	0.0000000		
Air SP	76		phenols & compounds	7440-06-2	0.0000000		
Air SP	77		sulfur dioxide	7440-06-2	0.0000000		
Air SP	46		total volatile organic compounds (TVOC or total VOC)	7440-06-2	0.0000000		
Air SP	69		zinc and compounds	7440-06-2	0.0000000		
Air SP	50		perchlorate (water 2.5 wt % PClO4)	7440-06-2	0.0000000		

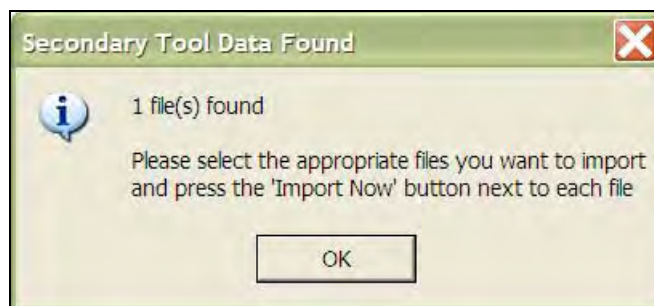
73. Check that the destination for each substance is correct.
74. Click **Next**.

75. *Import Secondary Data* screen opens.



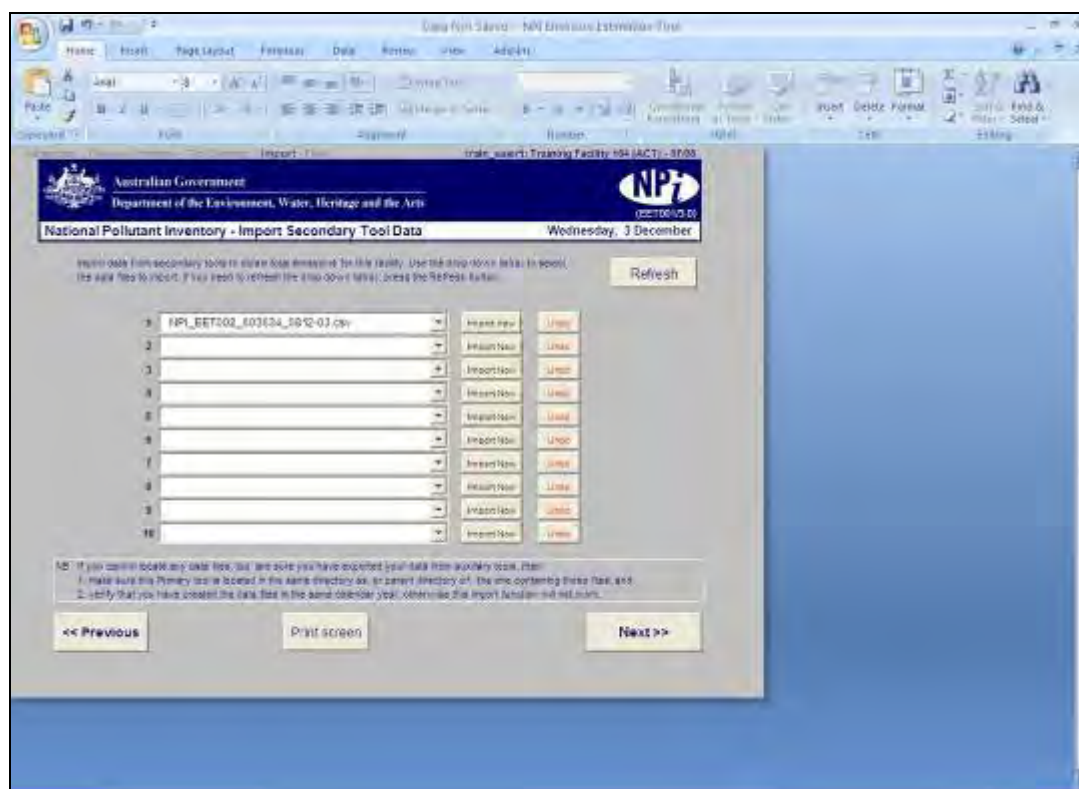
76. Click **Refresh**.

77. *Secondary Tool Data Found* pop-up opens.



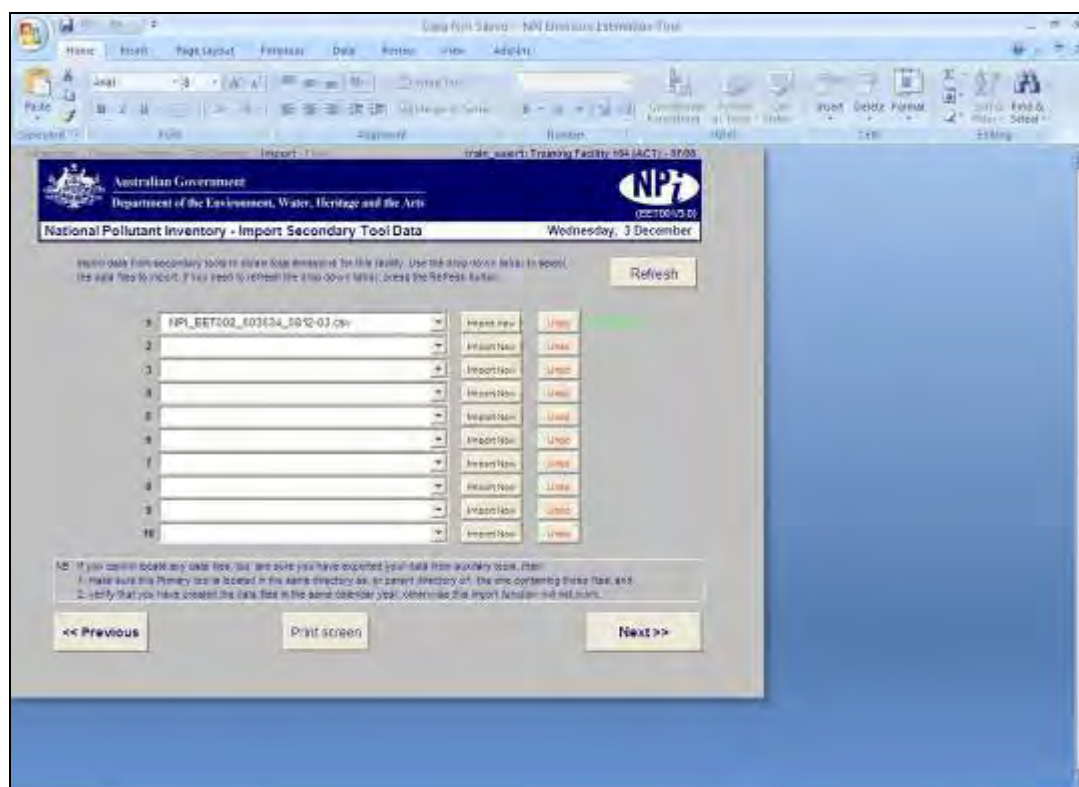
78. Click **OK**.

79. Using the drop down menu for 1 select the data you want to import.



80. Click **Import now**.

81. Data is imported.



82. Repeat steps 75-80 for each secondary tool you need to import data for.

83. Click **Next**.

84. *Estimated Emissions Total (all tools)* screen opens.

ID	prefix	Substance (alt. name)	CAS No.	Air Total kg/yr	Water Total kg/yr	Land Total kg/yr
11		Arsenic (As) & compounds	7440-00-2	0.16519601		
14		Beryllium (Be) & compounds	7440-41-7	0.02591870		
16		Cadmium & compounds	7440-43-9	0.01636225		
20		Carbon monoxide	630-04-9	0.00000000		
22		Chromium (Cr) compounds	7440-47-3	0.00000000		
23		Chromium (VI) compounds	7440-47-3	0.00000000		
25		Cobalt & compounds	7440-48-8	0.00000000		
29		Copper & compounds	7440-50-8	0.00000000		
46		Fluoride compounds	N/A	0.00000000		
47		Formaldehyde (methanal)	50-00-0	0.00000000		
50		Hydrochloric acid (Muriatic acid)	7647-01-0	0.00000000		
52		Lead & compounds	7439-92-1	0.00000000		
54		Manganese & compounds	7439-96-5	0.00000000		
55		Mercury & compounds (Quicksilver)	7439-97-6	0.00000000		
64		Nickel & compounds	7440-02-0	0.00000000		
65		Nickel oxide (NiO)	N/A	0.00000000		
70		Polychlorinated biphenyls (PCB)	N/A	0.00000000		
73		Polychlorinated dibenzo-p-dioxins and dibenzofurans	N/A	0.00000000		
74		Polycyclic aromatic hydrocarbons (PAHs)	N/A	0.00000000		
76		Selenium & compounds	7782-49-2	0.00000000		
91		Sulfur dioxide	7446-09-5	0.00000000		
95		Tetrachloroethene (PCE)	N/A	0.00000000		
96		Zinc & compounds	7440-66-2	0.00000000		
97		Zinc oxide	N/A	0.00000000		

85. Click **Finish**.

86. *Upload emission data* pop-up opens.

Upload emission data

Login

You are currently logged in as
 User: train_user1
 Facility: Training Facility 164 (ACT)
 Draft report year: 07/08

Login again if you wish to change these details.

There are currently 24 emission records ready to be uploaded.

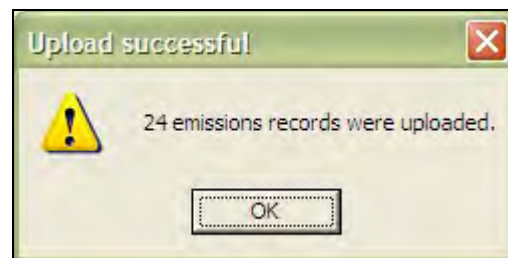
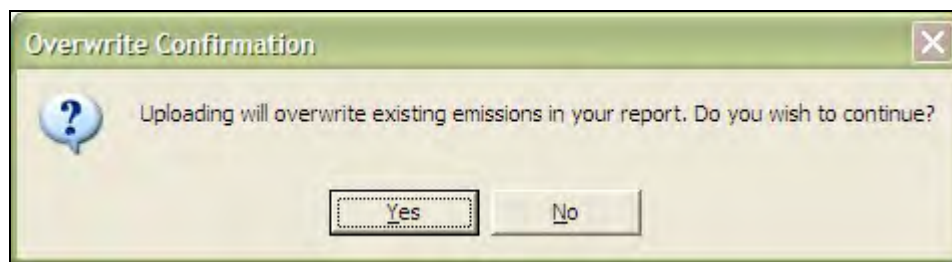
This tool has not been uploaded before.

Cancel **Upload**

87. Check that you are uploading to the correct report. If not click **Login** and enter correct facility and the **Login** pop-up will open. Select the correct facility and click **OK**.

88. Click **Upload**.

89. *Overwrite confirmation* pop-up opens.



90. *Upload successful* pop-up opens.

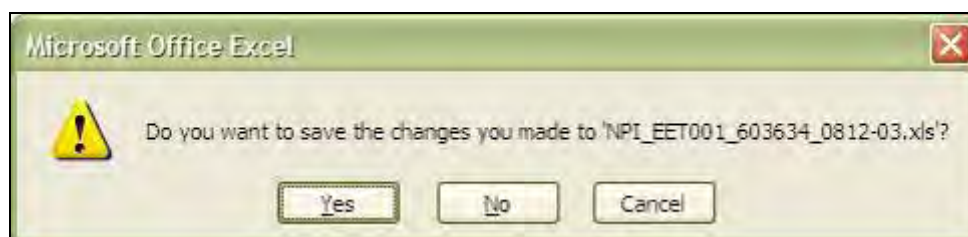
91. *Emission Data Transferred* pop-up opens.



92. *File Saved* pop-up opens.



93. Final Save message pop-up opens.



94. Click **Yes**.

You can now go to the *Emission Reports* section of the NPI Online Reporting System and open the draft report to see the uploaded emissions.

Note: all substances are uploaded, even substances your facility might not need to report because the usage is under the threshold. To remove substances you have not tripped a threshold for see section 2.5.1 Data tab To Remove a substance.

5 Facility Admin (Coordinators)

This section allows you as the Coordinator for your facility to carry out a number of administrative tasks for your facility. You can manage and update Facility Admin details throughout the year as well as view all the facilities you are associated with (the *Facility Details* section in *Emission Reports* is for the details at the time of the report, see section 2.3).

You can export Facility Admin details for the facilities you coordinate. These details are exported as a CSV file. A CSV file is a text file that can be opened by software such as Microsoft Excel and Open Office.

You can also create a report while you are in this section using the **Create Report** button on all tabs in this section. This gives you a lot of flexibility in using the system as a Coordinator.

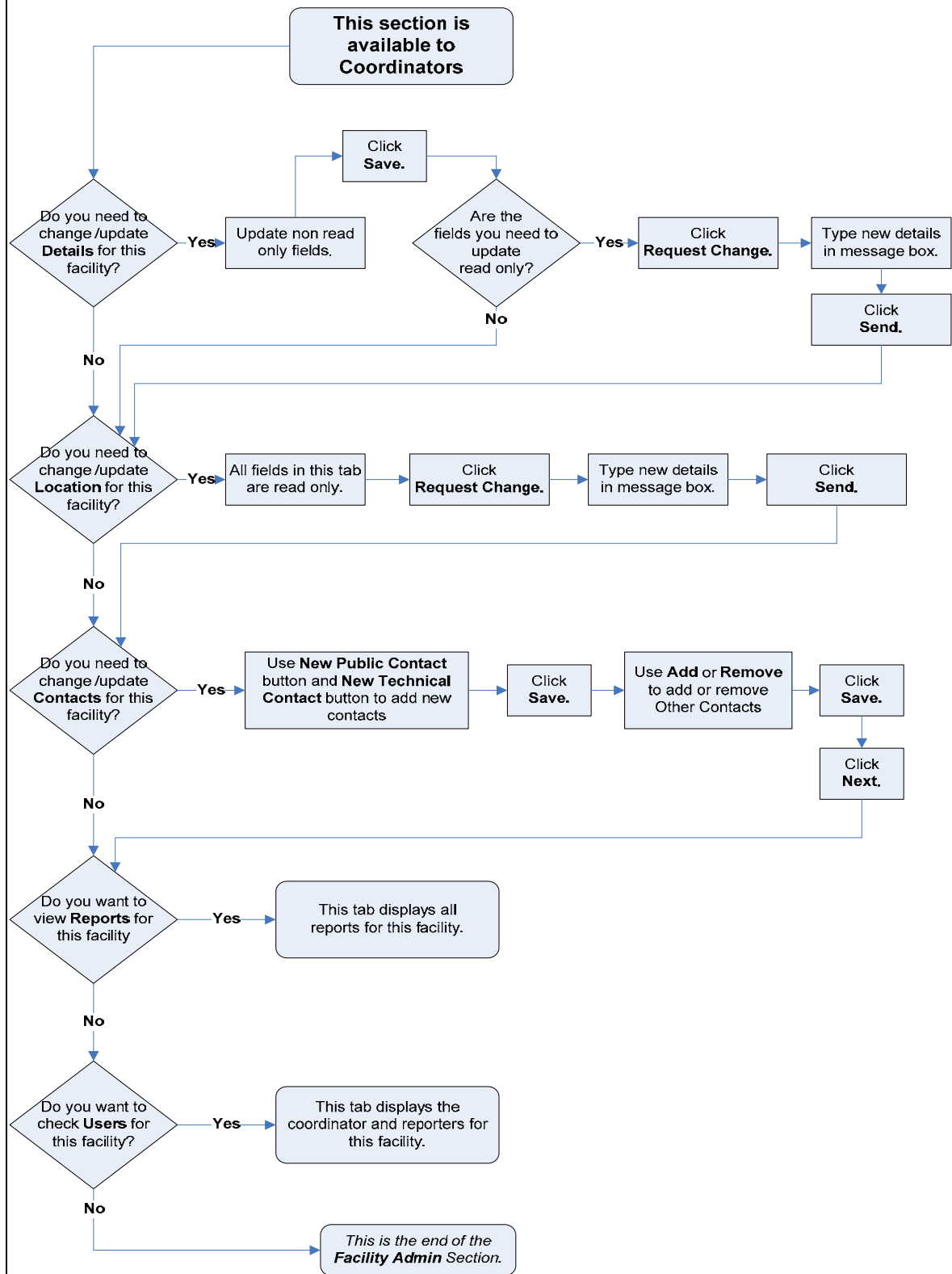
Come to this section, *Facility Admin*, first and update your facility details then use the **Create Report** button to create the report from here – the box for your facility will already be ticked you only need to select the *Reporting Year*.

The screenshot shows the 'Facility Admin' section of the NPI Online Reporting System. The page has a blue header with the Australian Government logo and the NPI logo. A navigation menu on the left includes 'Emission Reports', 'Support', 'Calculation Tools', 'Facility Admin', and 'User Admin'. The main content area is titled 'Company and Facility Details' and contains a form with various fields for facility information. A 'Create Report' button is highlighted in the bottom left corner of the form area.

Figure 58 – Create Report button in Facility Admin

You can see the **Create Report** button in the above screen shot.

5. Facility Admin



Flowchart V – 5.Facility Admin

5.1 Summary Screen

The screenshot shows the 'Facility Admin Summary' screen. At the top, it says 'Australian Government Department of the Environment, Water, Heritage and the Arts' and 'NPI Online Reporting System'. The user is logged in as 'train_user110 (Coordinator)'. The breadcrumb trail is 'Home > Facility Admin - Summary'. A left-hand menu contains 'Menu' (Emission Reports, Support, Calculation Tools, Facility Admin, User Admin) and 'Links' (Select one and go, Go). The main content area is titled 'Facility Admin Summary' and states 'This screen shows you the list of facilities you coordinate.' There is a 'Search' button. Below this is a table with 4 columns: 'Facility ID', 'Registered Name - Facility Name', 'Technical Contact Name', and 'Technical Contact Phone'. The table contains 3 rows of data for facilities 110, 111, and 112. Below the table, there is a 'Select check box(es) to apply one of these functions to one or more facilities at the same time.' section with an 'Export' button. At the bottom, it shows 'Rows per page: 10' and '3 records, displaying 3 records, from 1 to 3. Page 1 / 1'. Footer links include 'Accessibility', 'Privacy', 'Terms of use', and 'System requirements'.

<input type="checkbox"/> Facility ID ▲	Registered Name - Facility Name	Technical Contact Name	Technical Contact Phone
<input type="checkbox"/> Train110	Dept of Environment - Training Facility 110	Morgan Brook	1800 657 945
<input type="checkbox"/> Train111	Dept of Environment - Training Facility 111	Morgan Brook	1800 657 945
<input type="checkbox"/> Train112	Dept of Environment - Training Facility 112	Morgan Brook	1800 657 945

Figure 59 – Facility Admin Summary screen

This screen lists all the facilities you are associated with. You can search for facilities, change the number of rows per page and export your list of facilities.

Search

The screenshot shows the 'Search Facility' pop-up window. It has a title bar 'National Pollutant Inventory - Search Report - ...'. The breadcrumb trail is 'NPI Online Reporting System > Search Facility'. There are links for 'Contact Us' and 'Help'. The form contains several input fields: 'Facility Name', 'Facility ID', 'Include Archived Facilities' (checkbox), 'Registered business name', 'Suburb', 'Postcode', 'State' (dropdown), 'Report period' (dropdown), 'Contact' (radio buttons for Public, Technical, Other, All), 'Non-reporting flag' (checkbox), and 'Username'. There are 'Clear' and 'Search' buttons at the bottom.

1. Click **Search**.
2. **Search Facility** pop-up opens.
3. Enter data you want to use as the search criteria.
4. Click **Search**.
5. A list of facilities appears.

Export

1. Tick the box (es) beside the facilities you want to export admin details for.
2. Click **Export**.
3. The file will download as a CSV file.
4. Save the file on your computer.

5.2 Details tab

This tab allows you to view your facility details. You can update the ANZSIC information and the postal address for your facility. The other fields are read-only for data integrity purposes. If there are changes to any of the read-only fields use the **Request Change** button to let the jurisdiction know these details need to be updated.

The screenshot displays the 'Details' tab of the NPI Online Reporting System. The page is titled 'Facility Admin : Train050 Training facility 50'. The left sidebar contains a menu with options like 'Emission Reports', 'Support', 'Calculation Tools', 'Facility Admin', 'Details', 'Location', 'Contacts', 'Reports', 'Users', and 'User Admin'. The main content area is divided into several sections:

- Facility Owner Details:** Registered Business Name (Dept of Environment), ACN (34190894983), and ABN (34190894983).
- Registered Business Address:** Street Number, Street Name (Parkes Place), Suburb (Parkes), State (Australian Capital Territory), and Postcode (2600).
- Facility Details:** Status (Active), Facility ID (Train050), Facility Name (Training facility 50), Jurisdiction (FED - Department of the Environment, Water, Her...), Licence Number, Number of Employees (85), Web Address (http://www.npi.gov.au), Reporting Period (Financial Year), and Main Activity (Zinc smelting and refining).
- Postal Address:** Same as Registered Business Address? (checkbox), Street Number, Street Name (GPO Box 787), Suburb (Parkes), State (Australian Capital Territory), and Postcode (2600).
- ANZSIC Information:** Division, Subdivision, Group, and Class dropdown menus.
- Buttons:** 'Add/Change Primary', 'Add Secondary', 'Remove Secondary', 'Request Change', 'Copy Facility Details', 'Save', 'Reset', 'Next', and 'Create Report'.
- Table:** A table with columns 'Type', 'Code', and 'Description'. It lists 'Primary' (2133, Copper, Silver, Lead and Zinc Smelting and Refining) and 'Secondary' (2619, Other Electricity Generation).

At the bottom of the page, there are links for 'Accessibility', 'Privacy', 'Terms of use', and 'System requirements'.

Figure 60 – Details tab screen

Updating Details

1. Enter data you want to update in the fields that are available (these are the fields that are not greyed out).
2. Click **Save**.

ANZSIC information

Adding ANZSIC codes

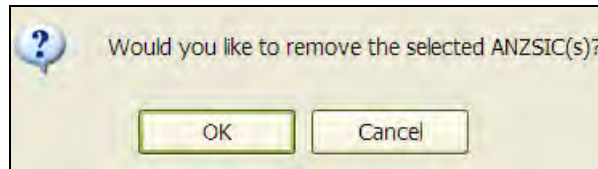
1. Use the drop down lists to select the ANZSIC categories for Division, Subdivision, Group and Class.
2. Click **Add Primary** if this is your facility primary ANZSIC code.
3. Click **Add Secondary** if this is your facility secondary ANZSIC code.

Note: You can only have one primary ANZSIC code; however you may have multiple Secondary ANZSIC codes associated with your facility.

Removing ANZSIC codes

1. Check the box (es) beside the codes you want to remove.
2. Click **Remove**.

3. Pop-up opens
4. Click **OK**.
5. Click **Save**.



Note: You can change a primary ANZSIC code but you cannot delete a primary ANZSIC code.

Request Change

Use this button to update details in the greyed out fields that are read-only on this screen.

1. Click **Request Change**.
2. A **New Message** pop-up will appear.
3. Type your message including the details that need to be updated.

4. Click **Send**.
5. The message is sent to the jurisdiction for your facility.
6. The jurisdiction will either contact you by phone or by email if they need more information.

Copying Details

If you are Coordinator for a number of facilities that are related (see section 5.5 *Coordination tab*) you can select the details you want to copy and which facilities you want to copy the details to. This function allows you to copy details that are the same between related facilities. You can copy the following details:

- Web Address
- Main Activities
- Technical Contact
- Public Contact
- Primary ANZSIC
- Secondary ANZSIC

Copy Details

1. Click **Copy Facility Details**.
2. Tick the box (es) beside the details you want to copy.

NPI Online Reporting System > **Copy Details**
from Inventory Coordinator to Facility
[Contact Us](#) | [Help](#)

Step 1: Select the Inventory Coordinator details that you want to copy

Web Address ☐ Technical Contact ☐ Primary ANZSIC ☐
 Main Activities ☐ Public Contact ☐ Secondary ANZSIC ☐

Step 2: Select the Facilities that you want to copy the selected inventory Coordinator details to

Facility Id	Registered Name	Location	State	Include
FED001	DEW - Facility 1	Parkes	Australian Capital Territory	<input type="checkbox"/>

3. Tick the box (es) beside the facilities you are copying the details to.
4. Click **Copy**.

If there are no facilities in the list contact your jurisdiction to have the facilities you coordinate added (see section 5.5 *Coordination tab*).

5.3 Location tab

This tab is read only for the purposes of data integrity. Please check that your facility is in the correct location as this is where it will appear on the NPI web site.

The screenshot shows the 'Facility Location' tab in the NPI Online Reporting System. The header includes the Australian Government logo and the Department of the Environment, Water, Heritage and the Arts. The user is logged in as 'train_user050 (Coordinator)'. The breadcrumb trail is 'NPI Online Reporting System > Home > Facility Admin : Train050 Training facility 50'. The left menu has 'Location' selected. The main content area shows the 'Facility Location' details for 'Train050 Training facility 50'. The details include: Street Number (empty), Street Name (King Edward Terrace), Suburb (Parkes), State (Australian Capital Territory), and Postcode (2600). Below these, the latitude is -35.301913 and longitude is 149.134423. There are buttons for 'View Map', 'Request Change', 'Prev', 'Next', and 'Create Report'. The footer contains links for Accessibility, Privacy, Terms of use, and System requirements.

Figure 61 – Location tab

The latitude and longitude are in decimal degrees. To see the map click **View Map**.

Request Change

1. Click **Request Change**.

2. A **New Message** pop-up will appear.

The screenshot shows a web browser window titled "NPI Online Reporting System > New Message". In the top right corner, there are links for "Contact Us" and "Help". The form contains the following fields:

- To:** FED - Department of the Environment, Water, Heritage and the Arts
- Subject:** Change Facility Details for Dept of Environment - Training Facility 110
- Message:** A large text area for composing the message.

At the bottom of the form are two buttons: "Send" and "Cancel".

3. Type your message including the details that need to be updated.
4. Click **Send**.
5. The message is sent to the jurisdiction for your facility.
6. The jurisdiction will either contact you by phone or by email if they need more information.

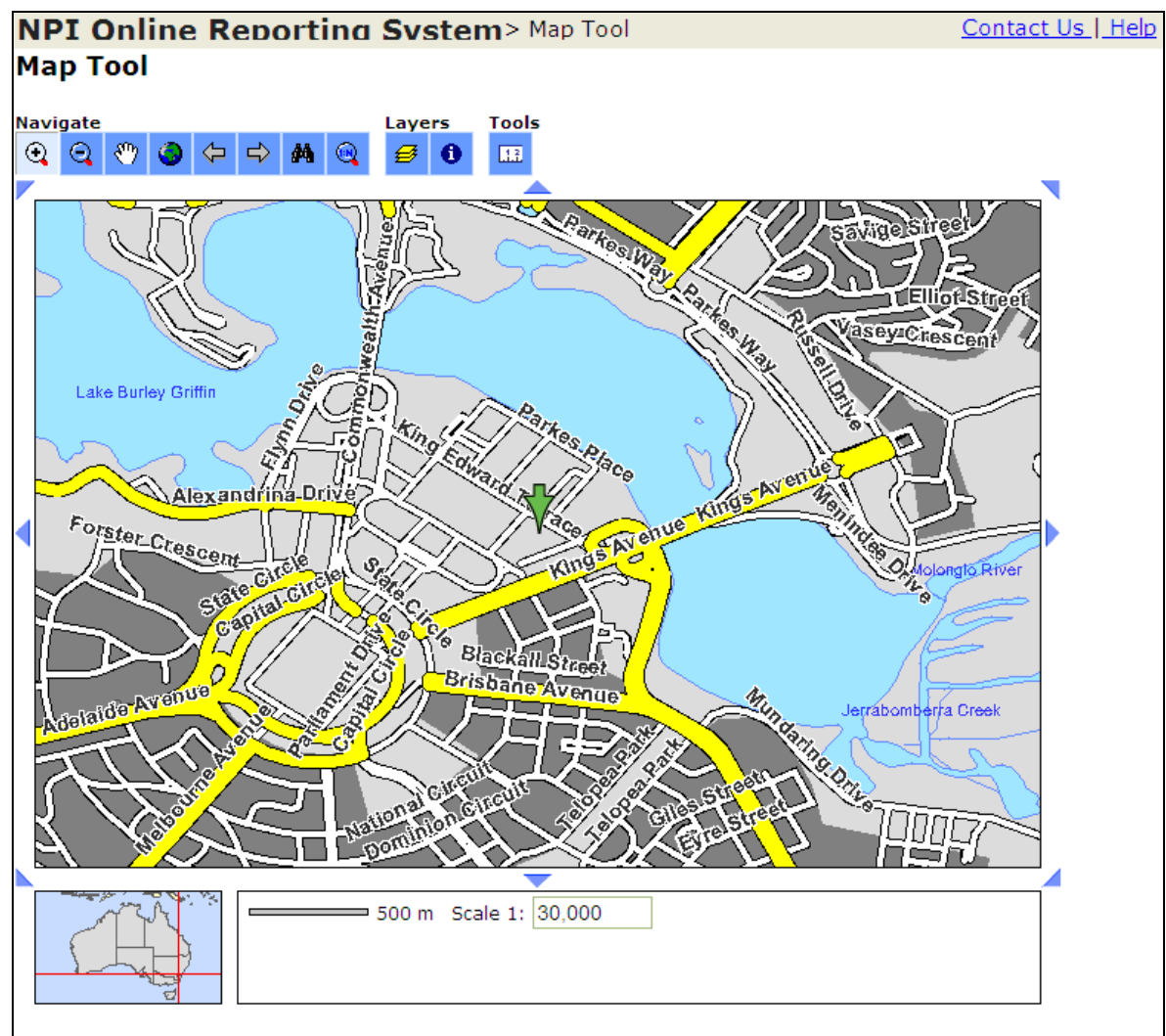
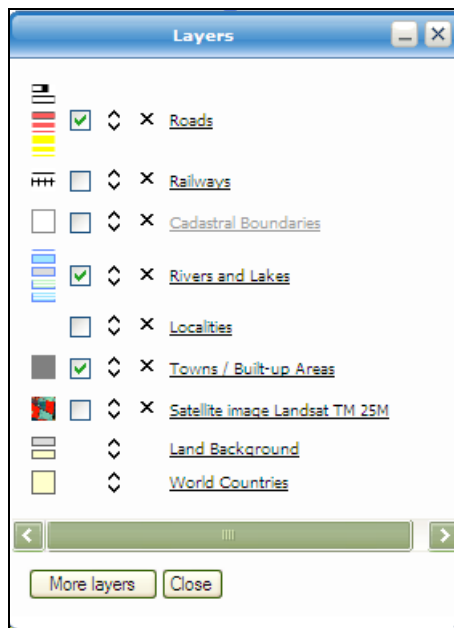


Figure 62 – Map Tool

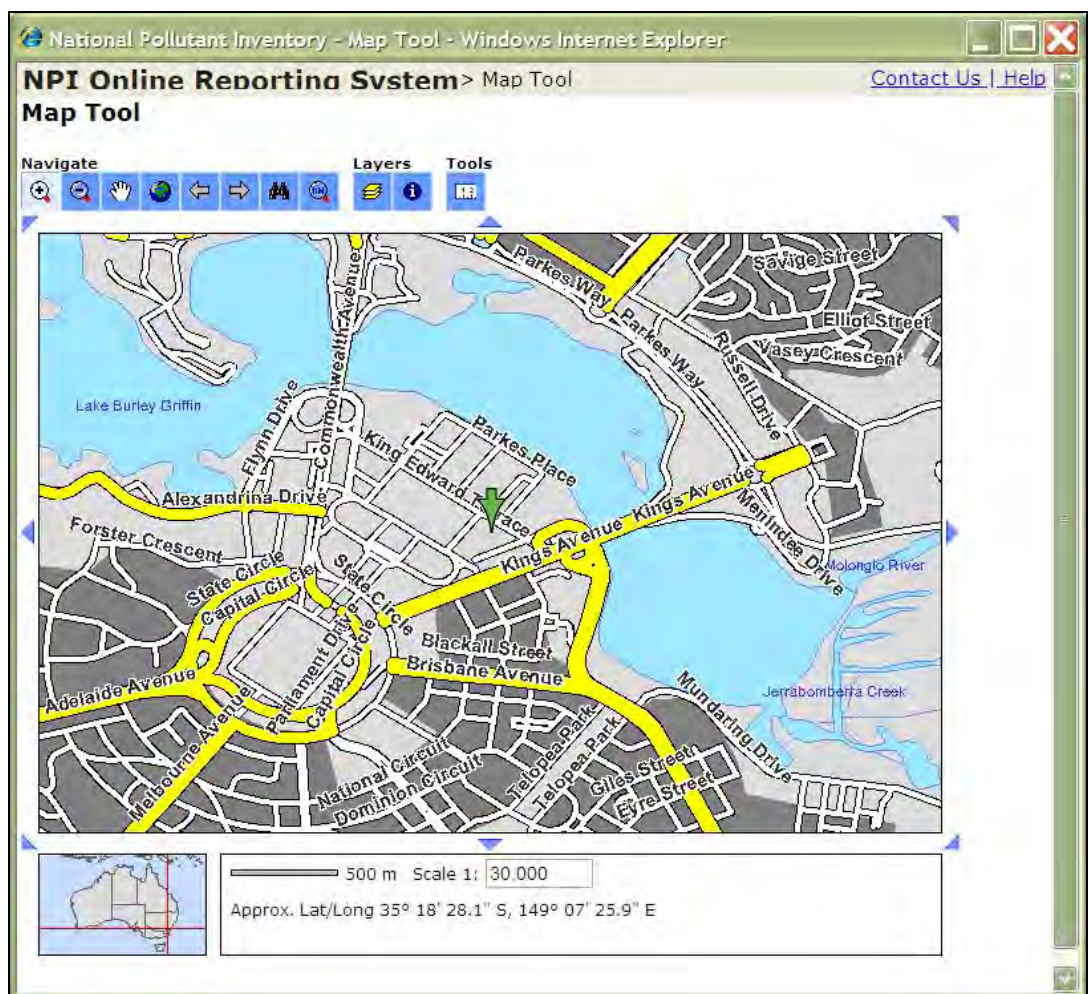
Adding layers to a map

1. Click on *Layers* icon in the *Map Tool*.

2. Layers pop-up opens.



3. Tick the box next to the layer(s) you want to add to the map.
4. The layers will load on the map.



5.4 Contacts tab

From this tab you can update the details of the Public Contact and the Technical Contact for the facility you coordinate.

Australian Government
Department of the Environment, Water, Heritage and the Arts

NPI Online Reporting System > Home > Facility Admin : Train050 Training facility 50

Logged in as train_user050 (Coordinator)

Menu

- Emission Reports
- Support
- Calculation Tools
- Facility Admin
 - Details
 - Location
 - Contacts**
 - Reports
 - Users
- User Admin

Details Location **Contacts** Reports Users

Contact Information
This screen provides public and technical contact information for the facility.

Public Contact
Data will be made public

New Public Contact

Title Please select one
First Name
Last Name
Position* NPI Officer
Phone* 1800657945
Mobile
Fax
Email
Postal Address
Street Number
Street Name
Suburb
State Please select one
Postcode
Comments

Technical Contact
Data will not be made public

New Technical Contact

Title Dr
First Name* Sandy
Last Name* Rivers
Position
Phone* 1800657945
Mobile
Fax
Email sandy.rivers@npi.gov.au
Postal Address
Street Number
Street Name
Suburb
State Please select one
Postcode
Comments

Select check box(es) to remove contact(s) from the list below.

<input type="checkbox"/>	Type	Title	First Name	Last Name
<input type="checkbox"/>				

Prev Save Reset Next

Create Report

Accessibility | Privacy | Terms of use | System requirements

Figure 63 – Contacts tab

The fields marked with a red asterisk must be completed.

There should be two contacts for your facility: a Public Contact - this information is published on the NPI web site; and a Technical Contact - the jurisdiction for your facility and the Commonwealth require this information so they can contact the most appropriate person from your facility about the data in your facility's report. The Technical Contact's details are not made available to the public. Changes to the Public contact become visible on the NPI web site once the changes are saved in the Online Reporting System.

Often the Technical Contact is the person who is the Reporter or Coordinator for your facility.

Updating Contact tab data

1. Enter data in the correct field(s).
2. Click **Save**.

Hint: If entering a PO Box Postal Address leave the Street Number field blank and enter the PO Box XXX details in the Street Name field.

New Public Contact



The screenshot shows the 'Contact Information' screen with tabs for Details, Location, Contacts, Coordination, and Users. The 'Contacts' tab is active. Below the tabs, there is a section titled 'Contact Information' with a note: 'This screen shows your facility location details. Most facility details are read only for data integrity purposes.' Under this section, there are two sub-sections: 'Public Contact' (Data will be made public) and 'Technical Contact' (Data will not be made public). At the bottom of the screen, there are two buttons: 'New Public Contact' and 'New Technical Contact'. The 'New Public Contact' button is circled in red.

1. Click **New Public Contact**.
2. Old Public Contact details are moved to the list at the bottom of the screen.
3. Enter the details for the New Public Contact in the fields on the screen (those marked with a red asterisk must be completed).
4. Click **Save**.

New Technical Contact



The screenshot shows the 'Contact Information' screen with tabs for Details, Location, Contacts, Coordination, and Users. The 'Contacts' tab is active. Below the tabs, there is a section titled 'Contact Information' with a note: 'This screen shows your facility location details. Most facility details are read only for data integrity purposes.' Under this section, there are two sub-sections: 'Public Contact' (Data will be made public) and 'Technical Contact' (Data will not be made public). At the bottom of the screen, there are two buttons: 'New Public Contact' and 'New Technical Contact'. The 'New Technical Contact' button is circled in red.

1. Click **New Technical Contact**.
2. Old Technical Contact details are moved to the list at the bottom of the screen.
3. Enter the details for the New Technical Contact in the fields on the screen (those marked with a red asterisk must be completed).
4. Click **Save**.

Other Contacts

The table below the Public/Technical Contacts is used for other people in your facility that it would be useful for the jurisdiction or Commonwealth to contact. By default, Other Contacts also holds previous Public and Technical Contacts.

Adding an Other Contact

Some facilities find it useful to have other contacts.

1. Click **Add**.
2. Fill in the data in fields.
3. Click **Save**.

Removing a Contact

1. Click **Remove**.
2. Remove the data in fields.
3. Click **Save**.

5.5 Reports tab

This tab is read-only and displays all reports for the facility. By clicking on the hyperlinked Report Year / Due Date column value you can navigate to a report for the selected year.

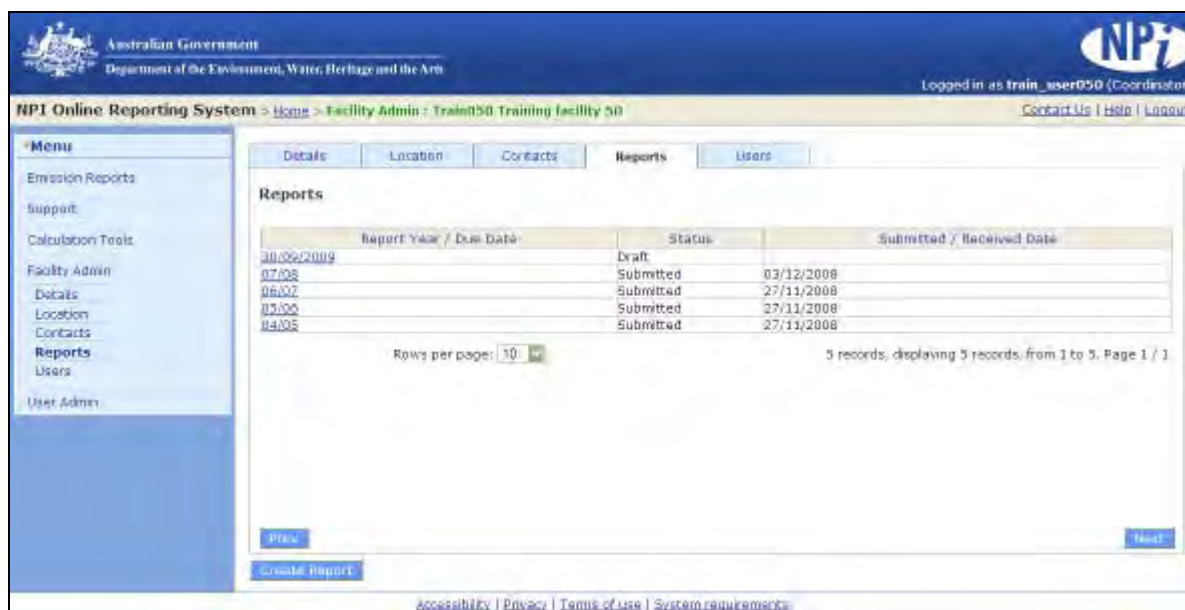


Figure 64 - Report Tab

5.6 Users tab

This tab is read-only for the purposes of data integrity. On this tab you can see all Reporters and Coordinators linked to facilities you are associated with. This is useful as it allows you to monitor who has access to your facility details, and when there are staff changes at your facility you can notify the jurisdiction to remove staff that have left and register new staff.

To update you own details see Section 6 *User Admin*.

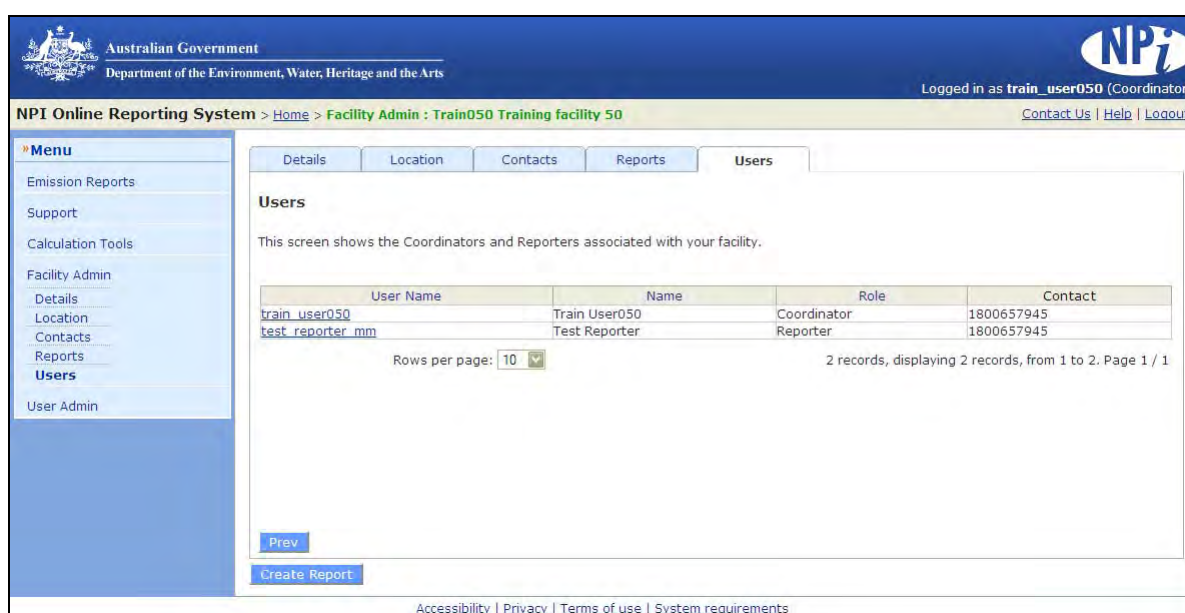


Figure 65 – Users tab

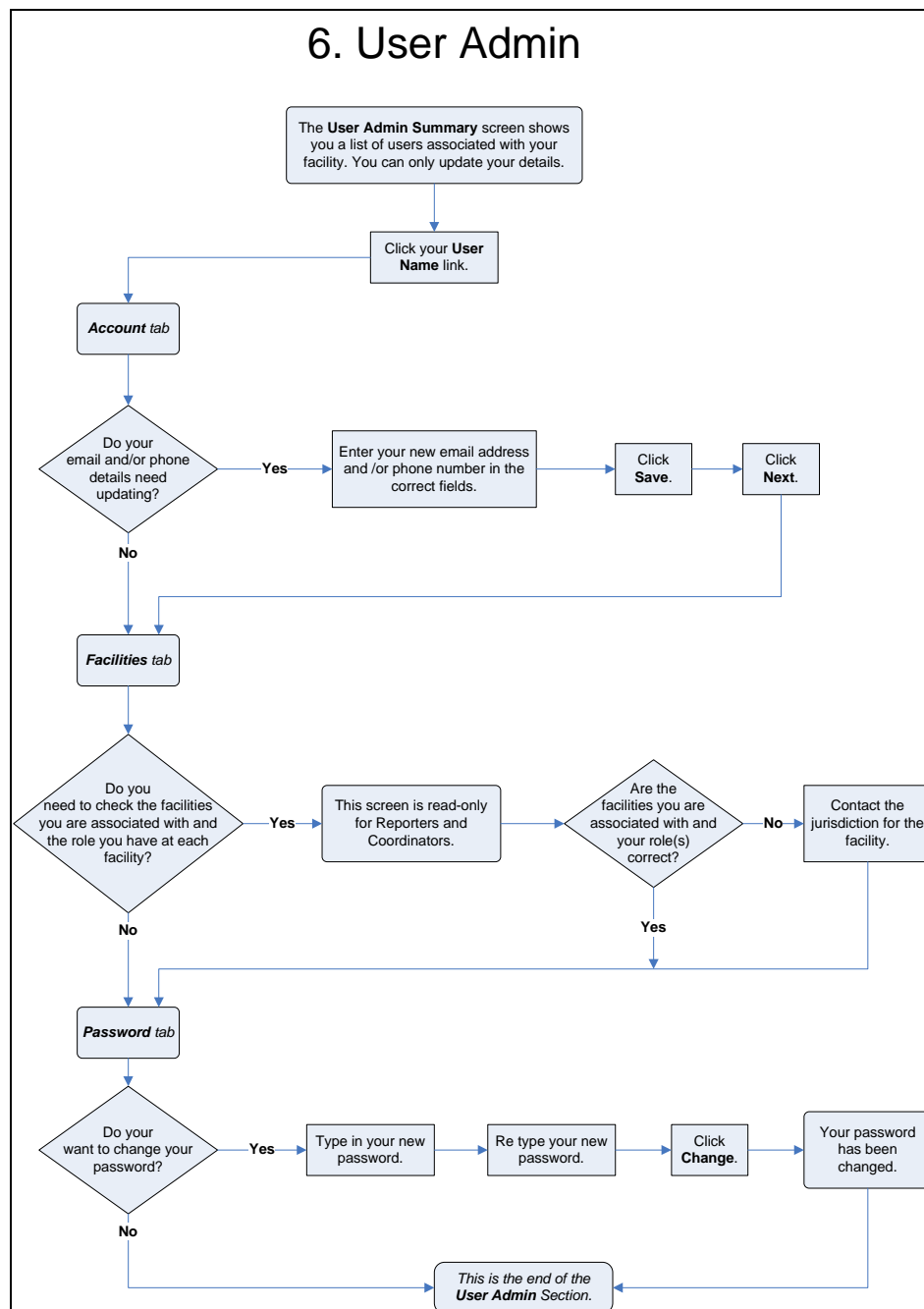
This table is a list of users associated with this facility. The role (Reporter or Coordinator) of each user is also listed. A user might have as their highest level role Coordinator however, if for this facility they are a Reporter, they will appear in this list as a Reporter.

If you click on the link of your user name in the *User Name* column you will go to your user details in *User Admin* (see Section 6 *User Admin*). You do not have access to any other user's details.

6 User Admin

This section of the system allows you to update your details. You can see here what facilities you are associated with.

If you are no longer a Reporter or Coordinator for a facility you should contact the jurisdiction for that facility and advise them.



Flowchart W- 6. User Admin

6.1 Summary Screen (Coordinators)

This screen allows you to see all the users associated with your facilities; however you can only update your details. Click on your **User Name** link to go to your details where you can change your password, update your phone number and email address.



Figure 66 – User Admin Summary screen

If you have lots of Reporters and Coordinators associated with your facilities you can change the number of rows you can see on a screen using the rows per page drop down list.

Search for users

1. Click **Search**.
2. **Search** pop-up opens

The screenshot shows the 'Search Users' pop-up window. The title bar reads 'NPI Online Reporting System > Search Users'. There are links for 'Contact Us' and 'Help'. The form contains the following fields:

- User Name:
- Facility Name:
- Jurisdictional Facility Id:
- Status: (dropdown menu)
- First Name:
- Last Name:
- Registered Business Name:

At the bottom right of the form are two buttons: 'Clear' and 'Search'.

3. Enter data for criteria you want to search by.
4. Click **Search**.
5. A list of users meeting the search criteria will appear.

6.2 Account tab

The screenshot displays the 'Account' tab of the NPI Online Reporting System. The header includes the Australian Government logo and the Department of the Environment, Water, Heritage and the Arts. The user is logged in as 'train_user110 (Coordinator)'. The left-hand menu shows options like Emission Reports, Support, Calculation Tools, Facility Admin, User Admin, Account (selected), Facilities, and Password. The main content area shows the 'Account' tab with a description: 'This screen allows you to view/edit details about a system user.' The form includes fields for Reporter (empty), Coordinator (train_user110), User Name (train_user110), Jurisdiction (FE - Department of the Environment, Water, Heritage and the Arts), Title (Dr), First Name (Train), Last Name (User 110), Email (train_user110@npi.dewha.gov.au), Phone (1800 657 945), Status (Active), Locked (checkbox), and Notes (empty text area). Buttons for 'Save', 'Clear', and 'Next' are at the bottom right. Footer links include Accessibility, Privacy, Terms of use, and System requirements.

Figure 67 – Account tab

If you are a Reporter the screen shot above is the view you see when you click on User Admin in the left-hand menu.

You can update your email address, phone number and /or notes here. For example, in the Notes field you might add the days of the week you work if you work part-time. For the purposes of data integrity the other fields on this screen are read only.

If any of your other details are incorrect you need to contact the jurisdiction you are registered with.

6.3 Facilities tab

This screen shows you the facilities you are associated with and the role you have been assigned for each facility. For the purposes of data integrity this screen is read-only.

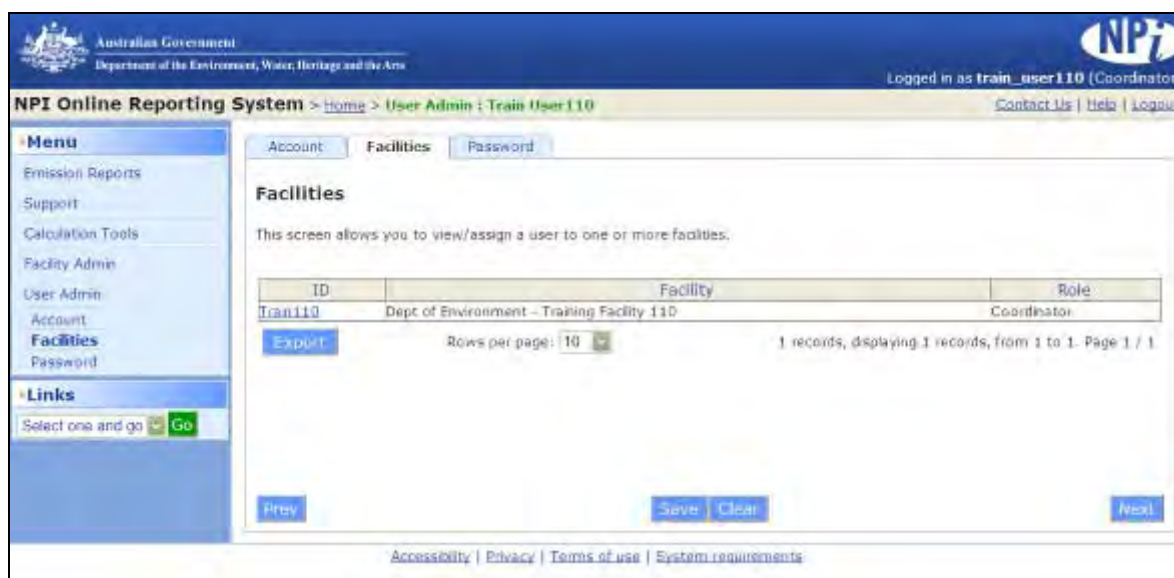


Figure 68 – Facilities tab

If you are no longer a Reporter or Coordinator for a facility you should contact the jurisdiction for that facility and advise them.

Export instructions

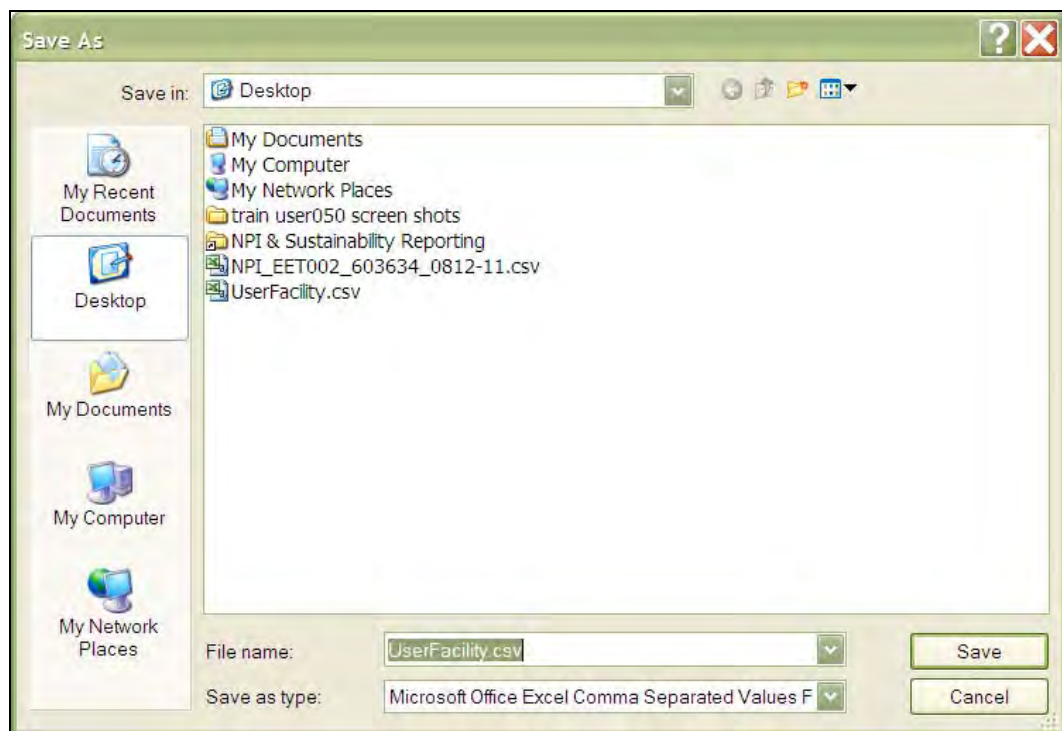
If you report for more than a few facilities you may want to export the facility information.

1. Click **Export**.
2. *File Download* pop-up opens.

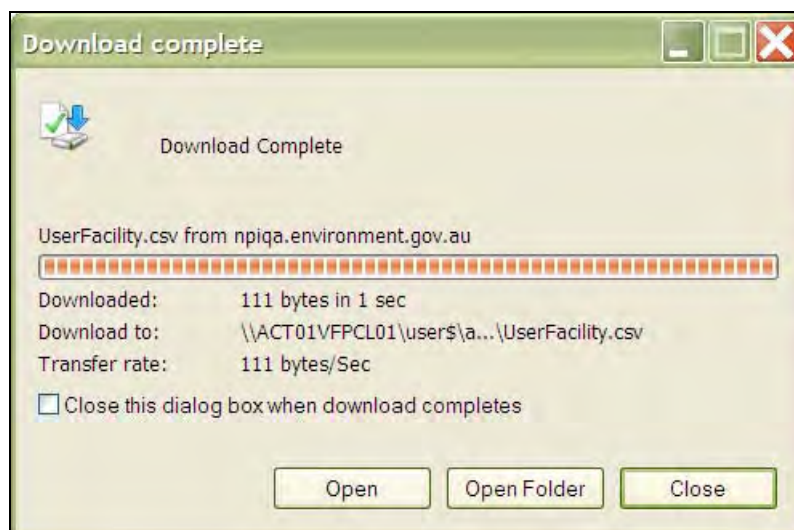


3. Click **Save**.

4. Save As pop-up opens.

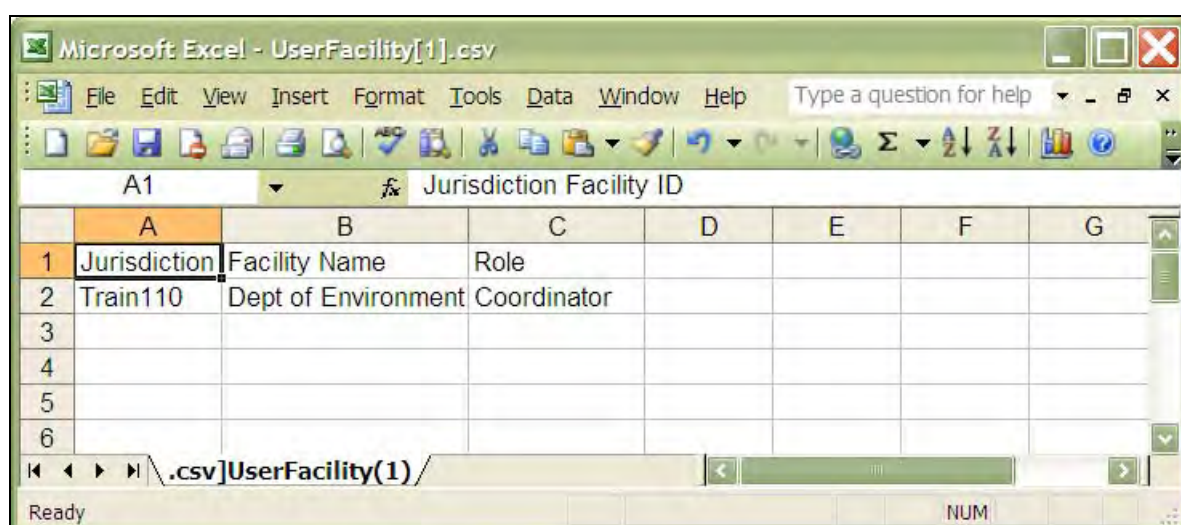


5. Download complete pop-up opens.



6. Click **Open**.

7. Csv file opens in Excel.



6.4 Password tab

Australian Government
Department of the Environment, Water, Heritage and the Arts

NP1

Logged in as Train User110 (Coordinator)

NPI Online Reporting System > Home > User Admin : Train User110

Menu

- Emission Reports
- Support
- Calculation Tools
- Facility Admin
- User Admin
- Account
- Facilities
- Password

Links

Select one and go

Account Facilities Password

Password

This screen allows you to change your password.
Your password should be at least 7 characters long with at least 1 upper and 1 lower case character and 1 numeric character. Set your new password by selecting the Change button.

Password

New Password:

Retype Password:

Account Lockout Details

User Account Locked: ☒ Yes ☒ No

Date Account Locked:

[Accessibility](#) | [Privacy](#) | [Terms of use](#) | [System requirements](#)

Figure 69 – Password tab

This screen allows you to change your password.

You can change the password you were issued to access the NPI Online Reporting System. We suggest you do so.

Your password must be a minimum of seven characters long and must contain at least one numeral, one upper case letter and one lower case letter.

Change password

1. Type in new password in **New Password** field.

Password

This screen allows you to change your password.

Your password should be at least 7 characters long with at least 1 upper and 1 lower case character and one numeric character. Set your new password by selecting the Change button.

Password

New Password:

Retype Password:

2. Tab down to **Retype Password**.
3. Retype in password in **Retype Password** field.
4. Click **Change**. (You must click Change clicking Enter won't change your password.)
5. Password saved successfully message appears

Australian Government
Department of the Environment, Water, Heritage and the Arts

Logged in as **train_user110** (Coordinator)

NPI Online Reporting System > [Home](#) > [User Admin : Train User110](#) [Contact Us](#) | [Help](#) | [Logout](#)

Menu

- Emission Reports
- Support
- Calculation Tools
- Facility Admin
- User Admin
- Account
- Facilities
- Password**

Links

Select one and go

Account **Facilities** **Password**

Password

✓ Info
-Password changed successfully

This screen allows you to change your password.
Your password should be at least 7 characters long with at least 1 upper and 1 lower case character and 1 numeric character. Set your new password by selecting the Change button.

Password

New Password:

Retype Password:

Account Lockout Details

User Account Locked: ☐ Yes ☒ No

Date Account Locked:

[Accessibility](#) | [Privacy](#) | [Terms of use](#) | [System requirements](#)

Your password has now been reset.

Hint: If you get an error message

The screenshot shows the 'NPI Online Reporting System' interface. At the top, it says 'Australia Government' and 'Department of the Environment, Water, Heritage and the Arts'. The user is logged in as 'train_user110 (Coordinator)'. The page has a left sidebar with a 'Menu' (Emission Reports, Support, Calculation Tools, Facility Admin, User Admin, Account, Facilities, Password) and a 'Links' section. The main content area has tabs for 'Account', 'Facilities', and 'Password'. The 'Password' tab is active, showing an 'Error' message: 'Password does not match. Password has not been changed. Please try again.' Below this, instructions state: 'This screen allows you to change your password. Your password should be at least 7 characters long with at least 1 upper and 1 lower case character and 1 numeric character. Set your new password by selecting the Change button.' There are input fields for 'New Password' and 'Retype Password', followed by a 'Change' button. At the bottom, there is an 'Account Lockout Details' section with 'User Account Locked' (radio buttons for Yes/No) and 'Date Account Locked' (a text input field). There are 'Apply' and 'Clear' buttons at the bottom of this section. A footer contains links for 'Accessibility', 'Privacy', 'Terms of use', and 'System requirements'.

click **Clear** before following the instructions to change your password.

Account Lockout

After 3 incorrect attempts the system locks your user account from using the system. You need to contact the jurisdiction you registered with to get your account unlocked. The jurisdiction will use the Account Lockout Details part of this screen to unlock your account if you have been locked out of the system.

7 References

Department of the Environment, Water, Heritage and the Arts, Canberra. National Pollutant Inventory. December 2007. *National Pollutant Inventory Guide, Version 4.0*. < www.npi.gov.au/handbooks/guidetoreporting.html >

Department of the Environment, Water, Heritage and the Arts, Canberra. National Pollutant Inventory web site, Lodging NPI reports, January 2008.
< www.npi.gov.au/reporting/index.html >

Department of the Environment, Water, Heritage and the Arts, Canberra. National Pollutant Inventory web site, *User Guide for NPI Online Reporting System*, May 2008.
< www.npi.gov.au/publications/user-guide.html >

Other useful links on the NPI web site

NPI frequently asked questions – see <www.npi.gov.au/about/faqs.html>

Industry tips for NPI reporting – see < www.npi.gov.au/about/technical-guidance.html >

Glossary of terms – see <www.npi.gov.au/epg/npi/contextual_info/glossary.html>

Estimating transfers of NPI substances in waste – see
<www.npi.gov.au/transfers/index.html>

8 User Guide Glossary

<i>Advisory message</i>	these messages are generated when there is a potential error in the data you have entered. When acknowledged and commented on advisory messages are removed or the comment is recorded.
<i>Coordinator</i>	can enter all elements of an NPI report, and can submit (certify) the report. Facility or company personnel can be coordinators.
<i>Emission</i>	<p>the release of an NPI substance to the environment whether in pure form or contained in other matter and/or in solid, liquid or gaseous form.</p> <p><i>Air emissions – point source</i> = air emissions to the atmosphere through a single point such as a vent or stack (a facility can often have many separate point sources).</p> <p><i>Air emissions – fugitive emissions</i> = air emission not released via a stack or vent (examples dust from stockpiles, volatilisation of vapour from vats, open vessels, spills and materials handling).</p> <p><i>Water emissions</i> = discharges to surface waters such as lakes, rivers, dams and estuaries, coastal or marine waters and stormwater runoff.</p> <p><i>Land emissions</i> = substance emissions onto a facility's site including solid wastes, slurries and sediments. Emissions to land from spills, leaks, storage and distribution of materials containing NPI substances may</p>

also occur. Unintentional leaks and spills must also be estimated and reported.

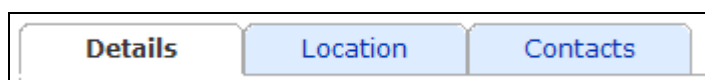
<i>EET</i>	Emission Estimation Technique
<i>Emission data</i>	an estimate of the amount of a substance emitted in a reporting period that identifies the medium to which the substance was discharged – air, land or water; and the estimation technique used.
<i>Facility</i>	any building, land or offshore site from which an NPI substance may be emitted, together with any machinery, plant, appliance, equipment, implement, tool or other item used in connection with any activity carried out.
<i>Facility ID</i>	a unique alphanumeric given to your facility by your jurisdiction to identify the facility from other facilities in your jurisdiction e.g. ACT001.
<i>Facility Process Diagram</i>	a flowchart of your facility process that identifies raw inputs into the facility; products and by-products manufactured on the site and all emission sources.
<i>Jurisdiction</i>	the Commonwealth, a participating State or a participating Territory.
<i>NPI</i>	National Pollutant Inventory a publicly available Internet database of emissions of substances from industrial and non-industrial sources in Australia.
<i>Reporter</i>	can enter the basic elements of an NPI report, however they cannot submit (certify) the report. Consultants or contractors are restricted to reporter level access.

Reporting Period One year, usually a financial year beginning 1 July and ending 30 June. It can be a calendar year or another 12 month timeframe.

Reporting thresholds If a facility uses more than 10 tonnes of selected NPI substances, or consumes more than a specified amount of energy, or emits more than a certain amount of total nitrogen or total phosphorus to water, then it is required to estimate and report its emissions. Only those facilities that exceed certain thresholds appear on the NPI.

Reporting Year The Reporting Year is the financial year that the reporting period finishes in. For example, if your facility reports each calendar year, then for the Calendar Year 2007 the end date is 31 December 2007. As this date falls in the 2007/2008 Financial Year, the Reporting Year is 2007/2008.

Tab As can be seen in this screen shot, in the NPI Online Reporting System a tab refers to a round cornered rectangle near the top of the screen which is very similar to a card tab inserted in a paper file or a card index.



Clicking on a tab is a way of navigating between screens in a part of the system. Only one tab can be open at a time. This is not to confuse the term tab with the use of the tab key.

Transfer (a) means the transport or movement, on-site or off-site, of substances to a mandatory reporting transfer

destination or a voluntary reporting transfer destination; but;(b) does not include the transport or movement of substances contained in overburden, waste rock, uncontaminated soil, uncontaminated sediment, rock removed in construction or road building, or soil used for the capping of landfills.

TET

Transfer Estimation Technique

Transfer data

an estimate of the amount of a substance transferred to a final destination in a reporting period that identifies the destination to which the substance was transferred; and the estimation technique used.

Validation message

these messages are generated when there is an error in the data you have entered. For example when the reported emission for Total Volatile Organic Compounds is less than the sum of the individual VOC emissions a validation message will be generated. You cannot submit a report until the data has been corrected. When the data is corrected the validation messages are removed.

Appendix A: Help Files

The help file index is an alphabetical list of all the help screens in the NPI Online Reporting System.

The help screen available depends on the role you have for the report you are working on. There is a help file for each screen and each pop-up screen. The title of each help file is the same as the title of the screen it relates to.

Reporters help file index



The screenshot shows the 'NPI Online Reporting System Help' page. At the top, there is a blue header with the Australian Government logo, the text 'Australian Government' and 'Department of the Environment, Water, Heritage and the Arts', and the NPI logo. Below the header, the page title is 'NPI Online Reporting System Help' followed by a link to the 'Index' and a 'Print' link. The main content area is titled 'Screens:' and contains a list of 34 help topics, each preceded by a bullet point and a link. The topics are: Calculation tools, Create Report Popup (home page), Create Report Popup (report summary screen), Login, Report - Change Log, Report - Change Log - Details Popup, Report - Emissions - Data, Report - Emissions - Data Popup (Data Entry), Report - Emissions - Validation, Report - Facility Details - Contacts, Report - Facility Details - Contacts Popup, Report - Facility Details - Details, Report - Facility Details - Location, Report - Facility Details - Location - Map Popup, Report - Fuel and Energy, Report - Fuel and Energy - Fuel History Popup, Report - Reductions - Activities, Report - Reductions - Installation, Report - Statements, Report - Summary, Report - Summary - Change Year Popup, Report - Summary - Search Popup (Search Report), Report - Transfer - Data, Report - Transfer - Data Popup (Data Entry), Report - Transfer - Validation, Report - Validation Checklist, User Admin - Account, User Admin - Facilities, User Admin - Password, and Welcome Screen (Home).

Australian Government
Department of the Environment, Water, Heritage and the Arts

NPI

NPI Online Reporting System Help > [Index](#) [Print](#)

Screens:

- [Calculation tools](#)
- [Create Report Popup \(home page\)](#)
- [Create Report Popup \(report summary screen\)](#)
- [Login](#)
- [Report - Change Log](#)
- [Report - Change Log - Details Popup](#)
- [Report - Emissions - Data](#)
- [Report - Emissions - Data Popup \(Data Entry\)](#)
- [Report - Emissions - Validation](#)
- [Report - Facility Details - Contacts](#)
- [Report - Facility Details - Contacts Popup](#)
- [Report - Facility Details - Details](#)
- [Report - Facility Details - Location](#)
- [Report - Facility Details - Location - Map Popup](#)
- [Report - Fuel and Energy](#)
- [Report - Fuel and Energy - Fuel History Popup](#)
- [Report - Reductions - Activities](#)
- [Report - Reductions - Installation](#)
- [Report - Statements](#)
- [Report - Summary](#)
- [Report - Summary - Change Year Popup](#)
- [Report - Summary - Search Popup \(Search Report\)](#)
- [Report - Transfer - Data](#)
- [Report - Transfer - Data Popup \(Data Entry\)](#)
- [Report - Transfer - Validation](#)
- [Report - Validation Checklist](#)
- [User Admin - Account](#)
- [User Admin - Facilities](#)
- [User Admin - Password](#)
- [Welcome Screen \(Home\)](#)

Coordinator's help file index



Australian Government
Department of the Environment, Water, Heritage and the Arts

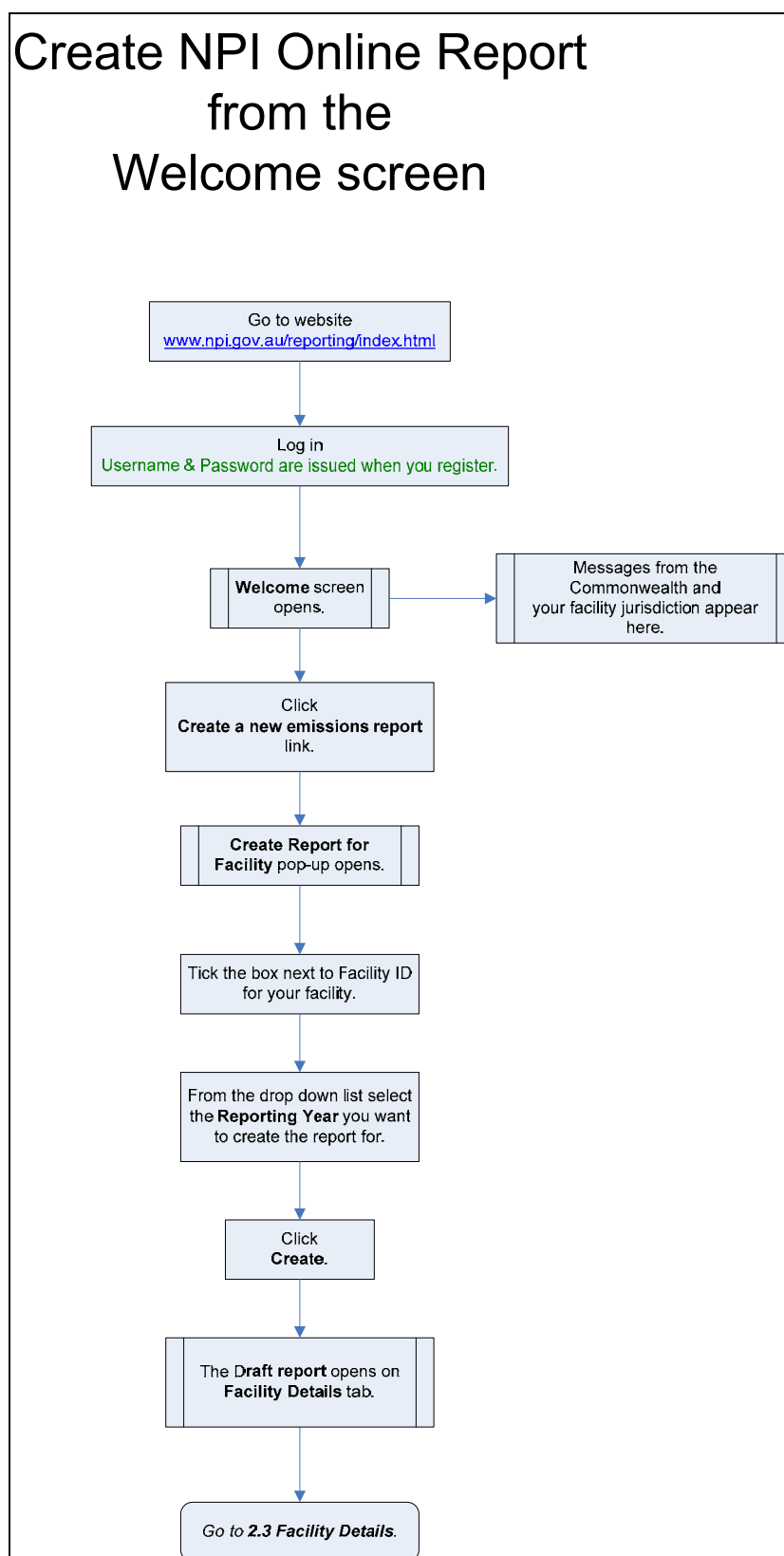


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Screens:

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- [Facility Admin - Summary](#)
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- [Report - Change Log](#)
- [Report - Change Log - Details Popup](#)
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- [Welcome Screen \(Home\)](#)

Appendix B: Creating a report from the *Welcome* screen



Flowchart V - Create NPI Online Report from Welcome screen

Creating a report from the Welcome screen:

1. Click **Create a new emissions report** link.
2. **Create Report for Facility** pop-up opens.

NPI Online Reporting System > **Create Report for Facility** [Contact Us](#) | [Help](#)

Create Report for Facility

This screen allows you to create a report for your facility.

	Facility ID	Facility Name	Technical Contact Name	Technical Contact Phone
<input checked="" type="checkbox"/>	Train050	Dept of Environment - Training facility 50	Sandy Rivers	1800657945

1 records, displaying 1 records, from 1 to 1. Page 1 / 1

Reporting Year

3. Tick the box beside **Facility ID** for the facility you want to create the report for. If you are only reporting for one facility the box will already be ticked!
4. Next to **Reporting Year** use the drop down list to select the Reporting Year you want to create the report for.
5. Click **Create**.
6. The report is now created.

Reporting Year

The Reporting Year is the financial year that the reporting period finishes in. For example, if your facility reports each calendar year, then for the Calendar Year 2008 the end date is 31 December 2008. As this date falls in the 2008/2009 Financial Year, the Reporting Year is 2008/2009.

Facility ID

Each facility is assigned an ID by the jurisdiction for example FED001.

Appendix C: Instructions for using the calculation tools in Excel 2003

Follow the step-by-step instructions in this section to use the calculation tools in Excel 2003.

Warning: Don't have the draft report you are going to upload the data to open while you are using the calculation tools and uploading data.

Hint: these tools – specifically *Combustion in Boilers* and *Combustion in Engines* - don't determine if you have tripped Category 2a or 2b thresholds. The tools only calculate emissions for all the substances they have emission factors for.

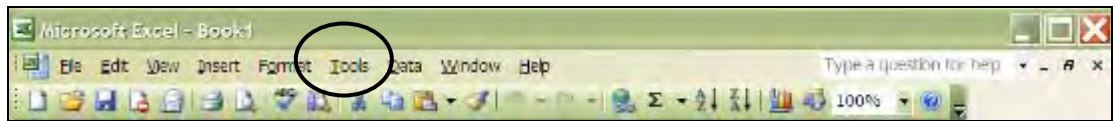
If there is no Calculation Tool yet for the main activity at your facility you can still use other tools for example *Combustion in Engines* and *Combustion in Boilers*. If you have only used these other tools and you have not used a primary calculation tool for your industry you may need to manually calculate other emissions for any Category 1, 1a, 1b, 3 substances for which your facility has tripped the threshold (see Section 1.4 *Thresholds*).

You need version Microsoft® Excel 2003© or higher installed on a PC to use the Calculation Tools. Microsoft® Office compatibility packs may be available if you have an earlier version of Excel. . Unfortunately the calculation tools do not work in any other versions of Excel or any other system.

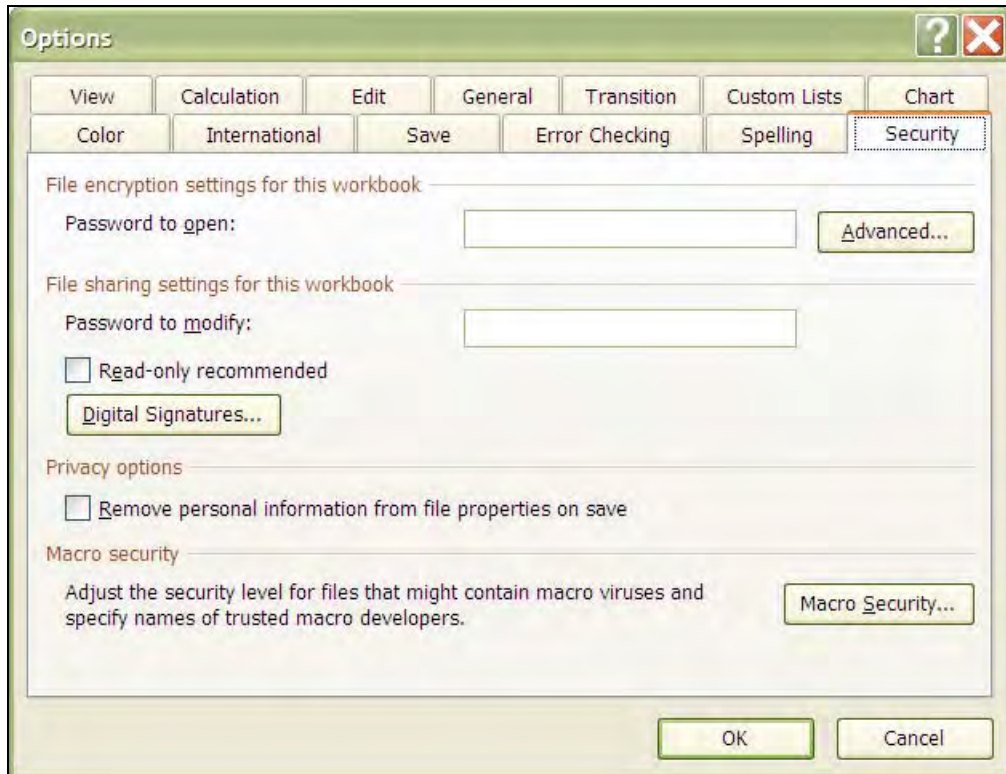
The production data you enter into the Calculation Tools is stored locally on your computer. The only data that is uploaded to the NPI Online Reporting System is the emission in kg/year, the destination of the emission and the EET code (i.e. 4 – Emission factors) for each substance you are reporting.

Setting macros to Medium

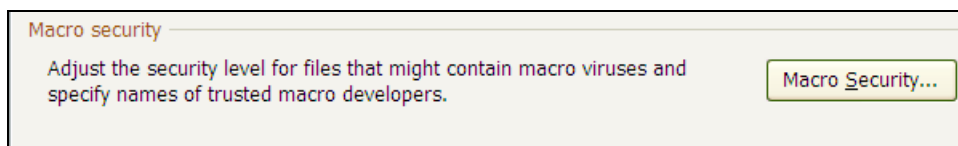
1. In Excel open **Tools** menu.



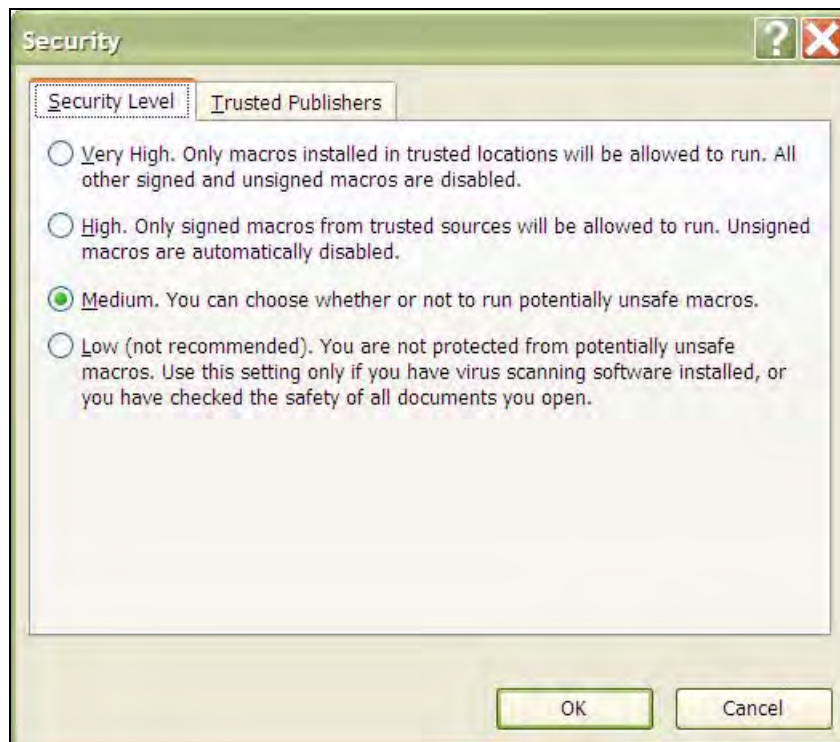
2. Select **Options** in Tools Menu.
3. Options pop-up opens.



4. Open Security tab.
5. Click **Macro Security**.



6. **Security** pop-up opens.




7. Click **Medium** button.

8. Click **OK**.


9. Macros are now set to medium.

To use the Calculation Tools you need to download the calculation tools you require to your computer.

The Calculation Tools list is in alphabetical order.



Australian Government
 Department of the Environment, Water, Heritage and the Arts



Logged in as **train_user1** (Coordinator)
[Contact Us](#) | [Help](#) | [Logout](#)

NPI Online Reporting System > [Home](#) > [Tools](#)

Menu
 Emission Reports
Calculation Tools
 Facility Admin
 User Admin

Links
 Select one and go

Calculation Tools Download

This screen shows a list of calculation tools. You can download all the tools you need to your computer. These tools have been designed for use with Microsoft® Excel 2003®.

Read the online Help before downloading any calculation tools.

Tool Name	Description	Version	File
EET019.xls	Animal & bird feed manufacture [Manual v1.0 - December 1999]	3.0	Download
EET025.xls	Bread manufacturing [Manual v1.1 - June 2003]	3.0	Download
EET027.xls	Cement manufacturing [Manual v2.1 - April 2008]	3.0	Download
EET031.xls	Coffee roasting [Manual v1.0 - June 1999]	3.0	Download
EET002.xls	Combustion Engines [Manual v3.0 - June 2008]	3.0	Download
EET001.xls	Combustion in Boilers [Manual v3.1 - June 2008]	3.0	Download
EET036.xls	Dairy product manufacturing [Manual v1.0 - June 1999]	3.0	Download
EET038.xls	Dry Cleaning [Manual v1.0 - March 1999]	3.0	Download
EET040.xls	Explosives manufacturing [Manual v1.0 - August 1999]	3.0	Download
EET094.xls	FOLS - Cape York [Manual v3.1 - May 2008]	3.0	Download
EET095.xls	FOLS - Central Australia [Manual v3.1 - May 2008]	3.0	Download
EET096.xls	FOLS - Central Nth QLD [Manual v3.1 - May 2008]	3.0	Download
EET097.xls	FOLS - Central QLD [Manual v3.1 - May 2008]	3.0	Download
EET098.xls	FOLS - Central WA [Manual v3.1 - May 2008]	3.0	Download
EET100.xls	FOLS - NSW [Manual v3.1 - May 2008]	3.0	Download
EET099.xls	FOLS - Northern Australia [Manual v3.1 - May 2008]	3.0	Download
EET101.xls	FOLS - Southern Queensland [Manual v3.1 - May 2008]	3.0	Download
EET102.xls	FOLS - Southern SA [Manual v3.1 - May 2008]	3.0	Download
EET103.xls	FOLS - Southern WA [Manual v3.1 - May 2008]	3.0	Download
EET104.xls	FOLS - TAS [Manual v3.1 - May 2008]	3.0	Download
EET105.xls	FOLS - VIC [Manual v3.1 - May 2008]	3.0	Download
EET043.xls	Fibreglass product manufacturing [Manual v1.0 - September 1999]	3.0	Download
EET048.xls	Glass & glass fibre manufacturing [Manual v2.0 - May 2004]	3.0	Download
EET013.xls	Intensive Beef Feedlots [Manual v3.1 - May 2007]	3.0	Download
EET017.xls	Intensive Piggeries [Manual v2.0 - June 2007]	3.0	Download
EET055.xls	Malting processes [Manual v1.0 - July 2000]	3.0	Download
EET056.xls	Meat processing [Manual v1.0 - June 1999]	3.0	Download
EET060.xls	Motor vehicle manufacturing [Manual v1.0 - July 1999]	3.0	Download
EET068.xls	Oil recycling [Manual v1.0 - December 1999]	3.0	Download
EET069.xls	Paint and ink manufacturing [Manual v2.0 - June 2007]	3.0	Download
EET072.xls	Plasterboard & plaster manufacturing [Manual v1.2 - June 2004]	3.0	Download
EET074.xls	Pressure sensitive tapes & labels [Manual v1.0 - September 1999]	3.0	Download
EET077.xls	Rubber product manufacture [Manual v1.1 - January 2002]	3.0	Download
EET083.xls	Solvent recycling [Manual v1.0 - July 1999]	3.0	Download
EET084.xls	Structural & fabricated metal manufacture [Manual v1.0 - December 1999]	3.0	Download
EET006.xls	Surface Coating [Manual v1.0 - July 1999]	3.0	Download
EET086.xls	Synthetic Ammonia manufacturing [Manual v2.0 - March 2004]	3.0	Download
EET087.xls	Textile and clothing industry [Manual v1.0 - July 1999]	3.0	Download
EET090.xls	Urea Manufacturing (ammonium nitrate) [Manual v2.0 - March 2004]	3.0	Download

[Accessibility](#) | [Privacy](#) | [Terms of use](#) | [System requirements](#)

Figure 70 – Calculation Tools Download screen

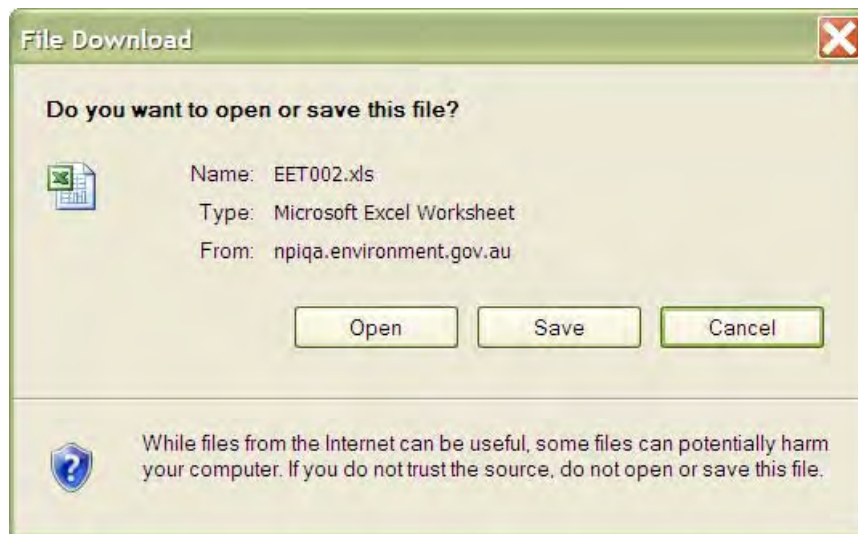
This screen contains a list of Calculation Tools that you can download to your computer. These Calculations Tools use emission factors from the industry EET manuals to calculate emissions.

As Calculation Tools will be regularly updated, you should always download the most recent version. The system will not allow uploads of emission data from old versions of the tools.

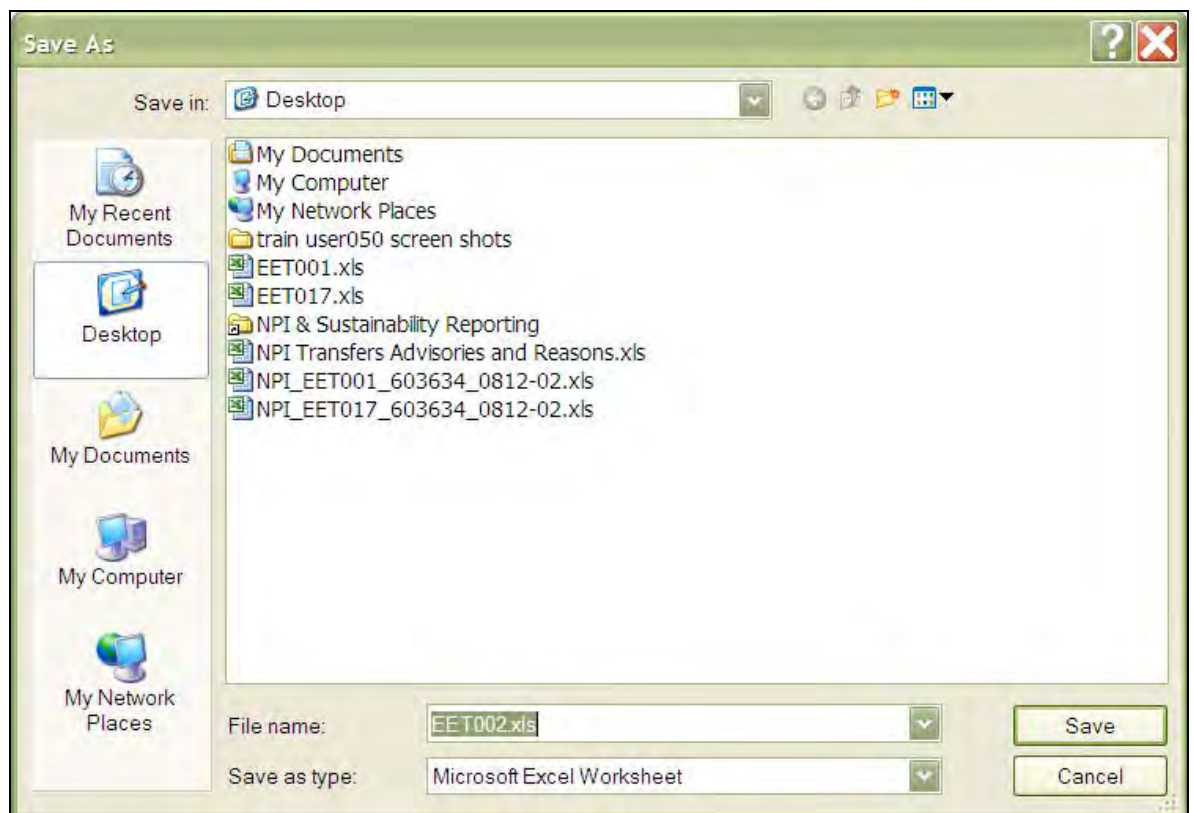
Download Calculation Tools

1. You need to be logged into the NPI Online Reporting System.
2. In left hand menu click **Calculation Tools**.

3. Click **Download** for the tool you want to download (you can only download one tool at a time).
4. *File Download* pop-up opens.

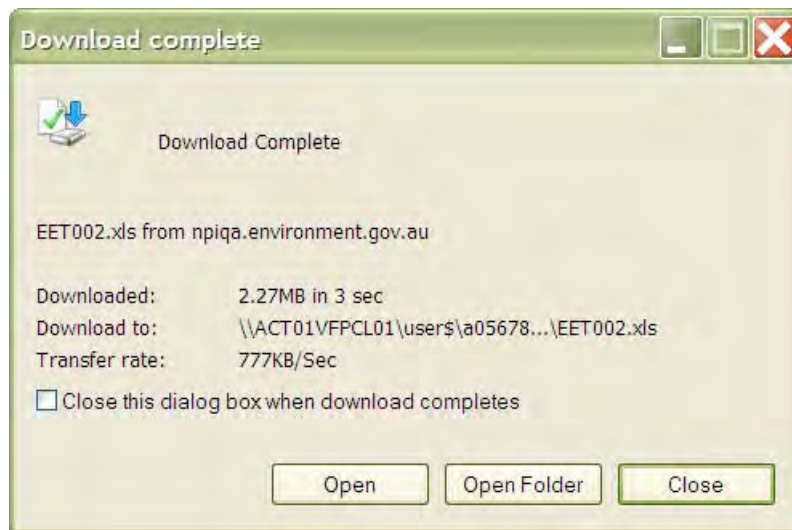


5. Click **Save**. You must click Save or you won't be able to import the data into the Primary calculation tool.
6. *Save As* pop-up opens.



7. Save the file in a folder on your computer. If you download more than one tool you need to save each tool in the same folder so when you go to import the data the system knows where to find the data.

8. *Download complete* pop-up opens.

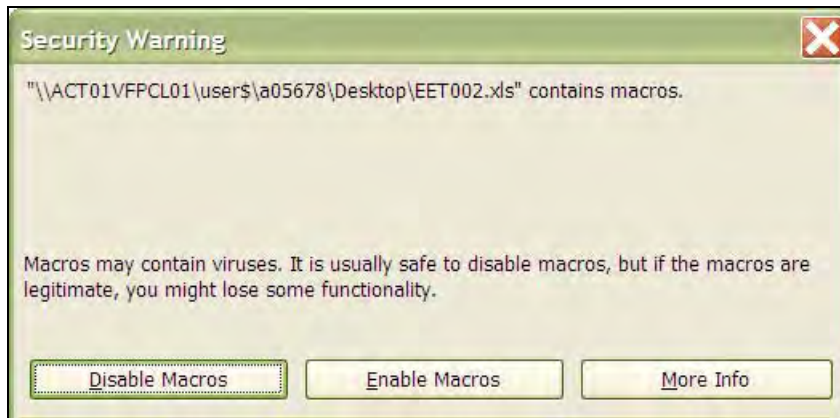


9. Click **Open**.

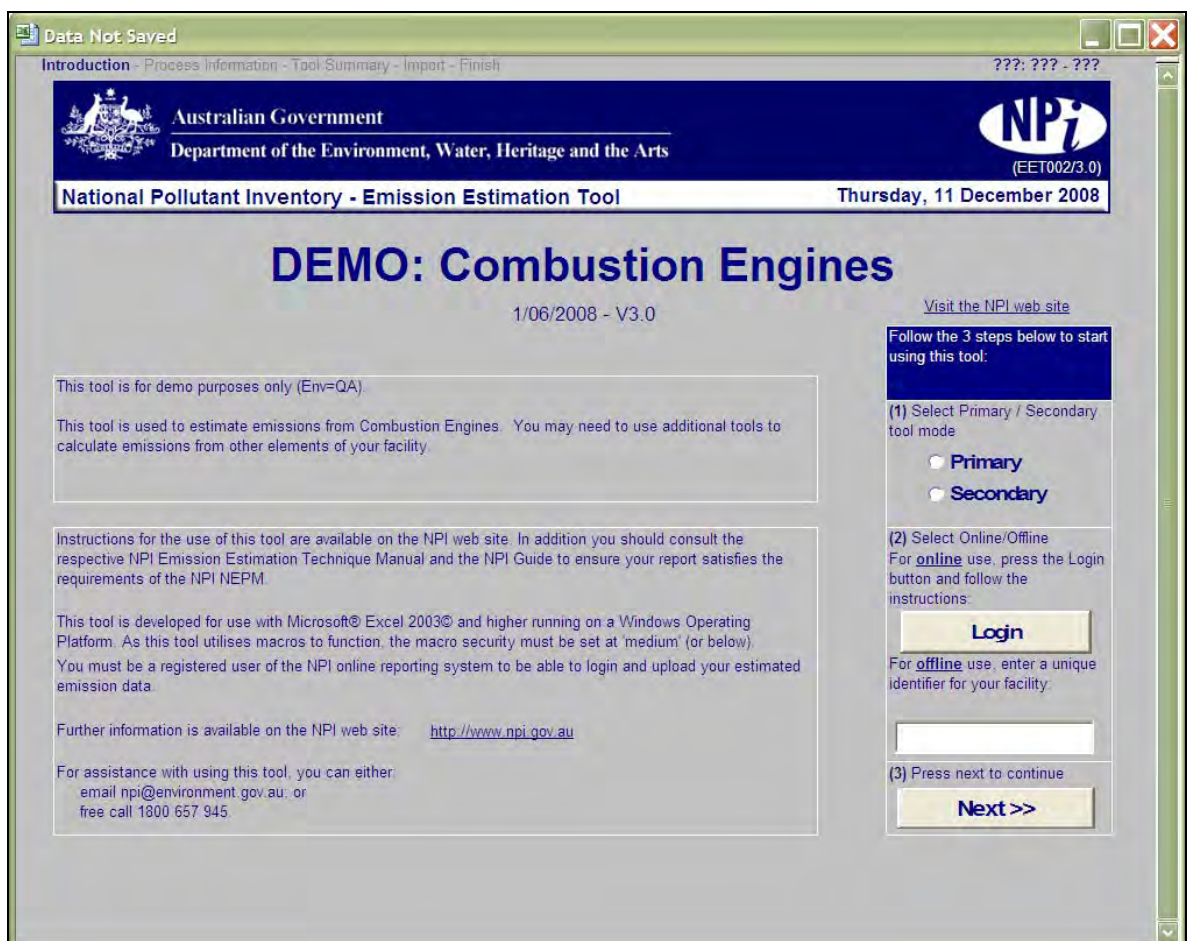
Set up the Calculation Tools

Set up the tool to use

1. Open the file from this preferred location (now the data will save there).
2. *Security Warning* pop-up opens.



3. Click **Enable Macros** (security level needs to be set at Medium).
4. *NPI Emission Estimation Tool* opens.



5. On right hand side menu follow the 3 steps.

Step 1 - Select Primary/Secondary tool mode

- a. If you are using one tool click **Primary**.

Follow the 3 steps below to start using this tool:

(1) Select Primary / Secondary tool mode

☒ Primary

☐ Secondary

(2) Select Online/Offline

For online use, press the Login button and follow the instructions:

Login

For offline use, enter a unique identifier for your facility:

(3) Press next to continue

Next >>

- b. If you are using more than one tool
- i. Click **Primary** if the calculation tool is for your industry.
Note: if there is no tool for your industry choose one of the tools you downloaded to be the primary tool.
- ii. Click **Secondary** for all other tools you have downloaded e.g. *Combustion in Boilers*.

Step 2

- a. If using online click **Login**. *Hint: using online allows you to make sure that you are using the latest version of the Calculation tool. Only data*

from the latest Calculation tool can be uploaded.

Follow the 3 steps below to start using this tool:

(1) Select Primary / Secondary tool mode

☐ Primary

☐ Secondary

(2) Select Online/Offline

For online use, press the Login button and follow the instructions:

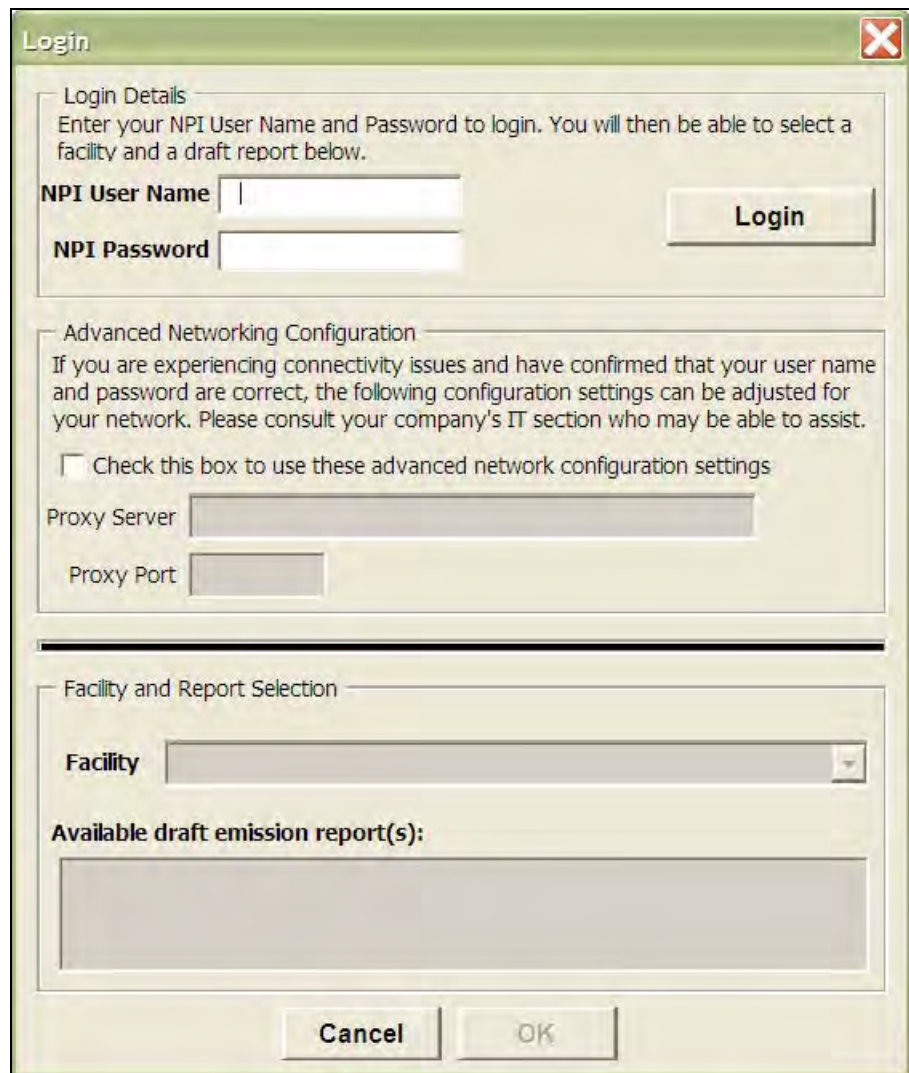
Login

For offline use, enter a unique identifier for your facility:

(3) Press next to continue

Next >>

- i. **Login pop-up opens.**

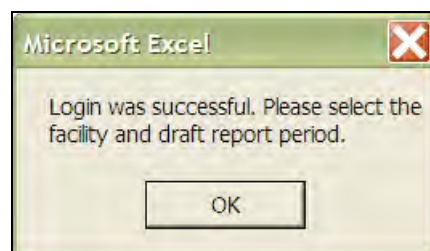


The screenshot shows a 'Login' dialog box with a green title bar and a red close button. It contains three sections: 'Login Details' with fields for 'NPI User Name' and 'NPI Password' and a 'Login' button; 'Advanced Networking Configuration' with a checkbox and fields for 'Proxy Server' and 'Proxy Port'; and 'Facility and Report Selection' with a 'Facility' dropdown menu and an empty list for 'Available draft emission report(s)'. 'Cancel' and 'OK' buttons are at the bottom.

- ii. Enter your NPI username and password.

Click **Login**.

Login Successful pop-up opens.



- iii. Select your facility from the drop down list.

- iv. Select the report the data belongs to.

Login

Login Details
Enter your NPI User Name and Password to login. You will then be able to select a facility and a draft report below.

NPI User Name train_user1

NPI Password [masked]

Login

Advanced Networking Configuration
If you are experiencing connectivity issues and have confirmed that your user name and password are correct, the following configuration settings can be adjusted for your network. Please consult your company's IT section who may be able to assist.

☐ Check this box to use these advanced network configuration settings

Proxy Server [text box]

Proxy Port [text box]

Facility and Report Selection

Facility Training Facility 164 (ACT)

Available draft emission report(s):

07/08

Cancel **OK**

- v. Click **OK**.

Logged in

Data Not Saved

Introduction - Process Information - Tool Summary - Import - Finish

train_user1: Training Facility 164 (ACT) - 07/08

Australian Government
Department of the Environment, Water, Heritage and the Arts

NPI
(EET002/3.0)

National Pollutant Inventory - Emission Estimation Tool

Thursday, 11 December 2008

DEMO: Combustion Engines

1/06/2008 - V3.0

Visit the NPI web site

Follow the 3 steps below to start using this tool:

(1) Select Primary / Secondary tool mode

☐ Primary

☒ Secondary

(2) Select Online/Offline

For **online** use, press the Login button and follow the instructions:

Login

For **offline** use, enter a unique identifier for your facility:

(3) Press next to continue

Next >>

This tool is for demo purposes only (Env=QA).

This tool is used to estimate emissions from Combustion Engines. You may need to use additional tools to calculate emissions from other elements of your facility.

Instructions for the use of this tool are available on the NPI web site. In addition you should consult the respective NPI Emission Estimation Technique Manual and the NPI Guide to ensure your report satisfies the requirements of the NPI NEPM.

This tool is developed for use with Microsoft® Excel 2003® and higher running on a Windows Operating Platform. As this tool utilises macros to function, the macro security must be set at 'medium' (or below).

You must be a registered user of the NPI online reporting system to be able to login and upload your estimated emission data.

Further information is available on the NPI web site: <http://www.npi.gov.au>

For assistance with using this tool, you can either:
email npi@environment.gov.au; or
free call 1800 657 945.

b. If using offline enter a unique identifier e.g. name of

facility_suburb/town.

Step 3

(3) Press next to continue

Next >>

- a. Click **Next**.
- b. *Process Information* screen opens.

Data Not Saved

Process Information Tool Summary Import Finish train_user1: Training Facility 164 (ACT) - 07/08

Australian Government
Department of the Environment, Water, Heritage and the Arts
NP7 (EET002/3.0)

National Pollutant Inventory - Process Information Thursday, 11 December

Facility Process Information
Select the process (fuel), process configuration (engine type) and enter the applicable amount to estimate emissions.

	Process	Process configuration	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

<< Previous Print screen Next >>

Using the Calculation Tools

This section explains how to use the Calculation Tools you have now downloaded.

In the screen shot below of a Calculation Tool, where the question marks (????) are on the top right hand side is where the unique identifier you use is displayed if you are using the tools offline.

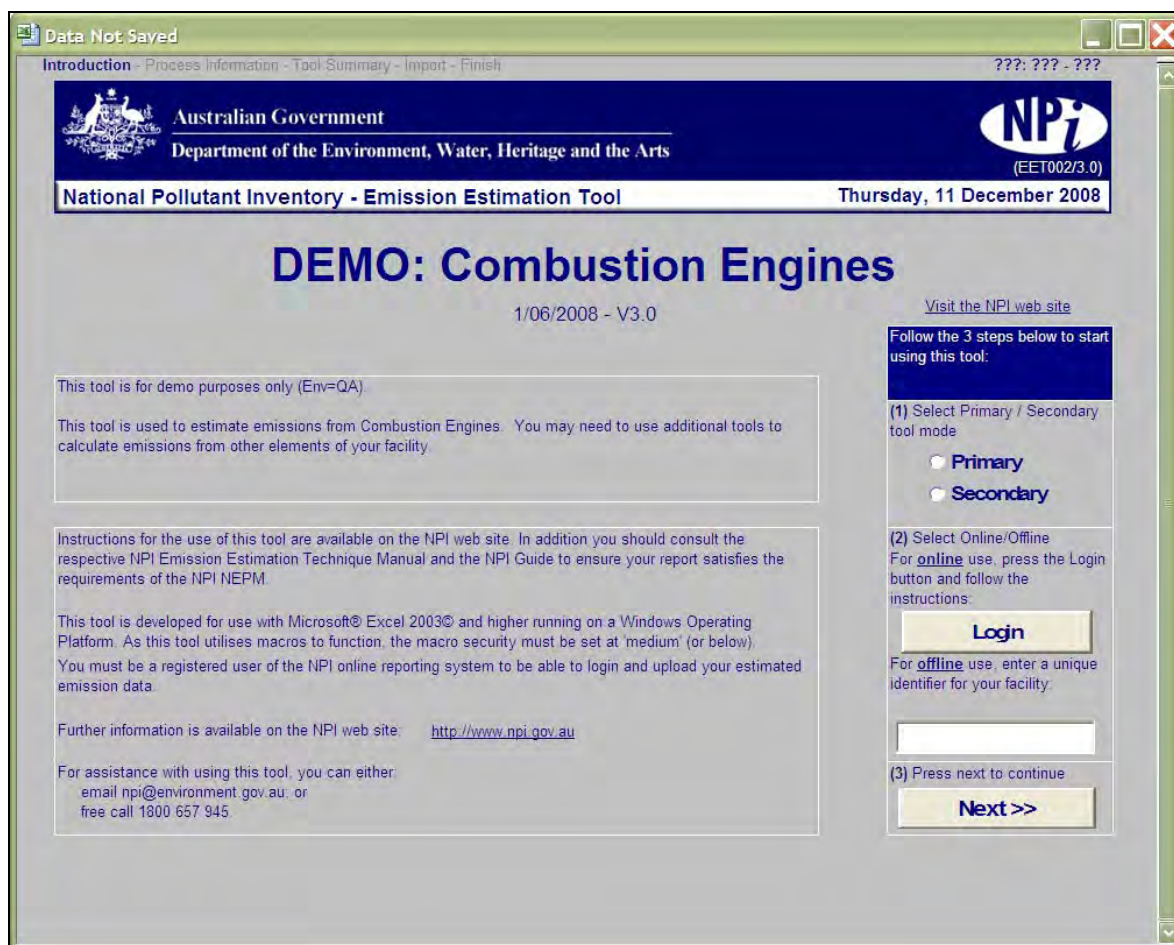















Figure 71 – Emission Estimation Tool screen

Menu Bar on Calculation Tool



	Start Over		Select Auxiliary Tool Data to Import
	Save		Show Final Emission Report
	Copy value		Use System Calculator
	Paste value		Zoom
	Clear contents		About this Tool
	Show Tool Emission Data		Leave Tool without saving
	Export Data		

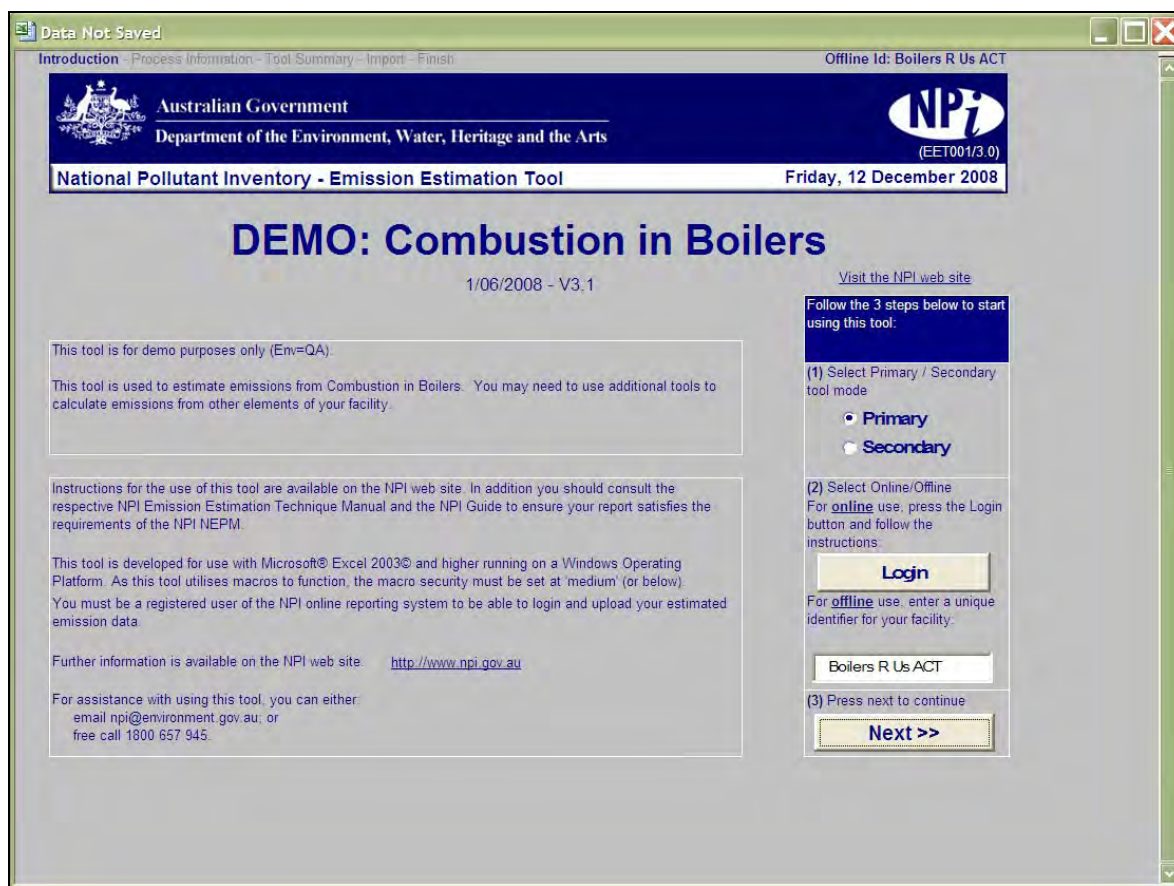


Figure 72 – Using Calculation Tool offline

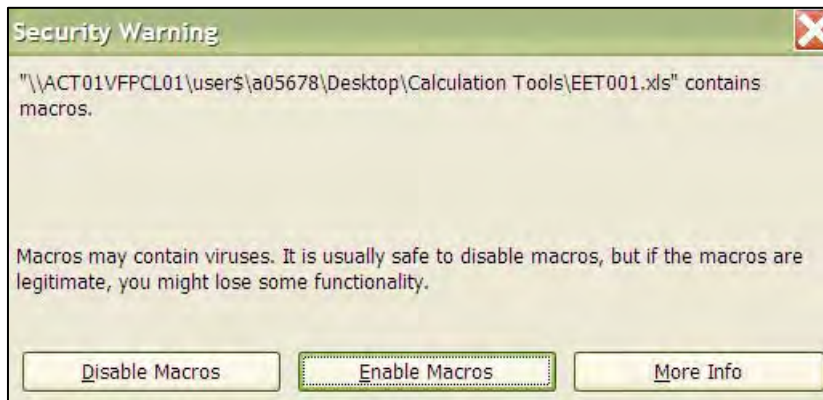
This is a screen shot of using the Calculation Tool offline.

Note: From time to time emission factors for individual calculation tools may be updated as new emission factors become available. Using the calculation tools online will ensure you are using the latest version of each tool. The system will only accept data uploaded from the latest version of the calculation tool.

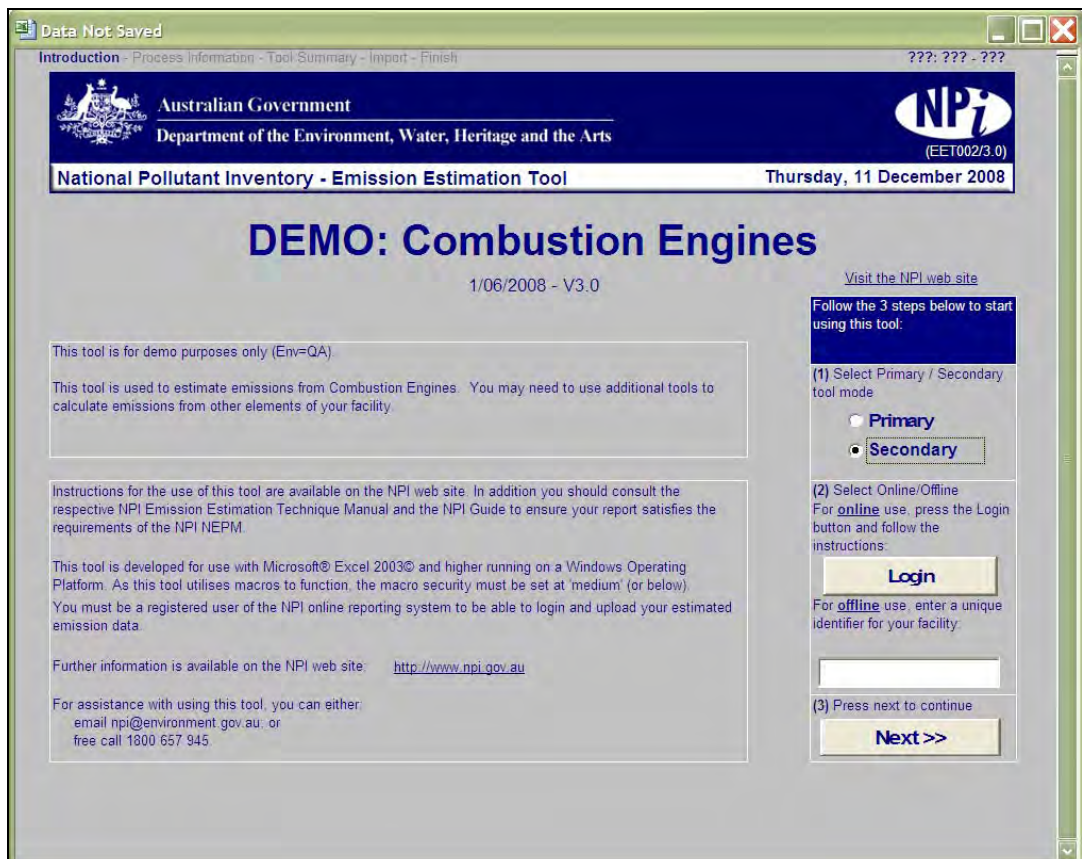
Hint: You need to use any secondary tools first so that the data from these tools can be imported into the primary tool. All data is uploaded from the primary tool to your online report.

Use Secondary Calculation Tool

1. Open the file from the location you saved the tool to.
2. **Security Warning** pop-up appears.



3. Click **Enable Macros** (security level needs to be set at Medium).
4. *NPI Emission Estimation Tool* opens.

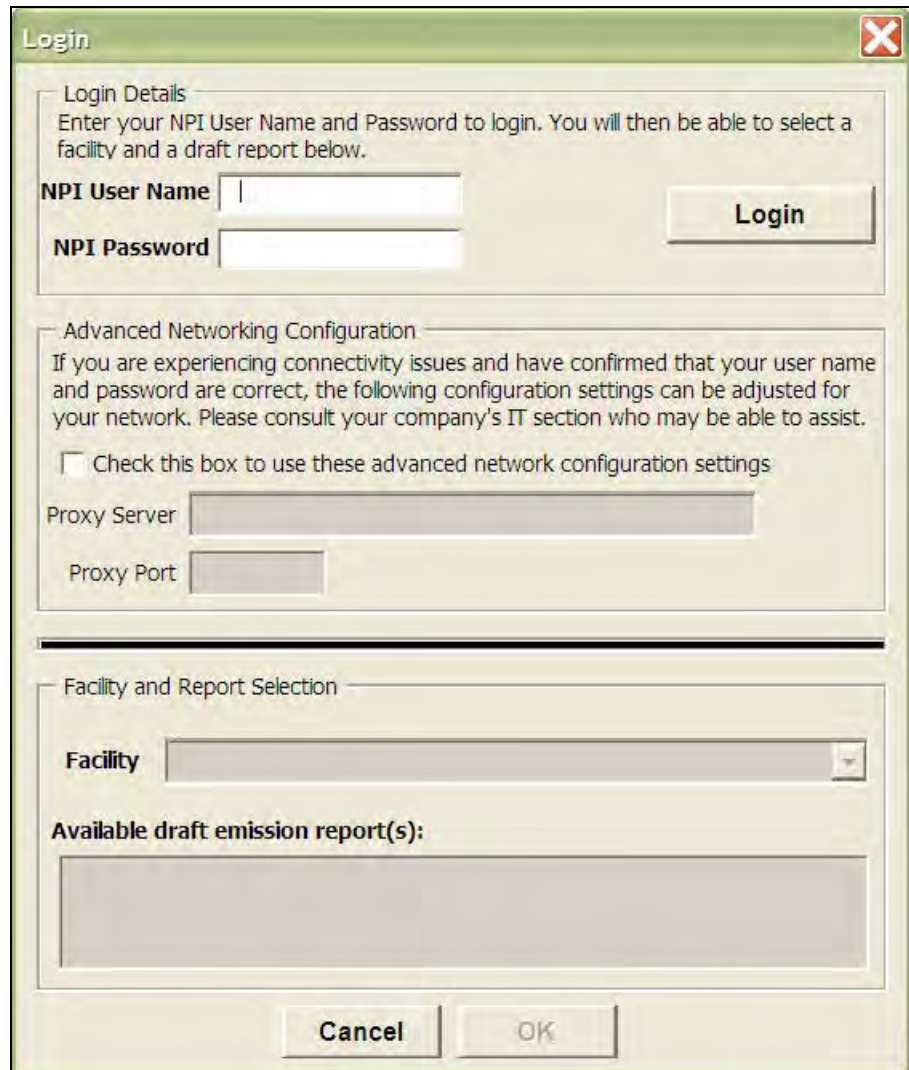


5. On right hand side menu follow the 3 steps.
Step 1 - Select Primary/Secondary tool mode
 - a. Click **Secondary**.

Step 2

a. If using online click **Login**. *Hint: using online allows you to make sure that you are using the latest version of the Calculation tool. Only data from the latest Calculation tool can be uploaded.*

i. *Login pop-up opens.*

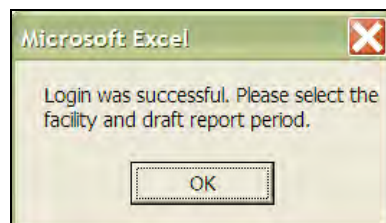


The screenshot shows a 'Login' dialog box with a green title bar and a close button (X) in the top right corner. The dialog is divided into three main sections. The first section, 'Login Details', contains a text box for 'NPI User Name', a password field for 'NPI Password', and a 'Login' button. The second section, 'Advanced Networking Configuration', includes a checkbox for 'Check this box to use these advanced network configuration settings', and input fields for 'Proxy Server' and 'Proxy Port'. The third section, 'Facility and Report Selection', features a 'Facility' dropdown menu and a list box for 'Available draft emission report(s)'. At the bottom of the dialog are 'Cancel' and 'OK' buttons.

ii. Enter your NPI username and password.

iii. Click **Login**.

iv. *Login successful* pop-up opens. Click **OK**.



The screenshot shows a small 'Microsoft Excel' dialog box with a green title bar and a close button (X) in the top right corner. The message inside reads: 'Login was successful. Please select the facility and draft report period.' Below the message is an 'OK' button.

- v. Select your facility from the drop down list.

Login

Login Details
Enter your NPI User Name and Password to login. You will then be able to select a facility and a draft report below.

NPI User Name admin_user1

NPI Password [masked]

Login

Advanced Networking Configuration
If you are experiencing connectivity issues and have confirmed that your user name and password are correct, the following configuration settings can be adjusted for your network. Please consult your company's IT section who may be able to assist.

☐ Check this box to use these advanced network configuration settings

Proxy Server [empty]

Proxy Port [empty]

Facility and Report Selection

Facility Training Facility 164 (ACT)

Available draft emission report(s):

07/08

Cancel **OK**

- vi. Select the report the data belongs to.
- vii. Click **OK**.
- b. If using offline enter a unique identifier e.g. name of facility_suburb/town.

Step 3

Click **Next >>**.

(3) Press next to continue

Next >>

6. *Process Information* screen opens.

Data Not Saved

Process Information / Data Collection / Data Entry

train_user1: Training Facility 164 (ACT) - 07/08

Australian Government
Department of the Environment, Water, Heritage and the Arts

NPI
(FF10003.0)

National Pollutant Inventory - Process Information

Thursday, 11 December

Facility Process Information
Select the process (left), process configuration (engine type) and enter the applicable amount to estimate emissions.

	Process	Process configuration	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

<< Previous Print screen Next >>

7. In the *Process Column* use the drop down list to select the process your facility uses.
8. In the *Process Configuration Column* use the drop down list to select the configuration your facility uses.
9. Enter the quantity used for the reporting period.
10. Press the **Tab** button on your keyboard.
11. Repeat step 7–10 for each process your facility uses for this tool.

Data Not Saved

Process Information / Data Collection / Data Entry

train_user1: Training Facility 164 (ACT) - 07/08

Australian Government
Department of the Environment, Water, Heritage and the Arts

NPI
(FF00003.0)

National Pollutant Inventory - Process Information

Thursday, 11 December

Facility Process Information
Select the process (fuel), process configuration (engine type) and enter the applicable amount to estimate emissions.

	Process	Process configuration	Amount
1	Gas (litre)	602 LPG LRV	5,000.000 km
2	Petrol and Diesel (litre)	801 Petrol Car	10,000.000 km
3			
4			
5			
6			
7			
8			
9			
10			

<< Previous

Print screen

Next >>

12. Click **Next >>**.
13. *Tool Emissions Summary* opens.

Data Not Saved

Introduction - Process Information - Tool Summary - Input - Finish train_user1: Training Facility 164 (ACT) - 0/108

Australian Government
Department of the Environment, Water, Heritage and the Arts

NPI
(EFT002/3.0)

National Pollutant Inventory - Tool Emissions Summary Thursday, 11 December 2008

The estimated emissions based on your input are shown below. Please verify the destinations for each substance before continuing (see Dest column below).

Dest.	ID	prefix	Substance (alt. name)	CAS No.	Air Total kg/yr	Water Total kg/yr	Land Total kg/yr
Air Fug	12		Benzene (Benzol)	71-43-2	0.14		
Air Fug	17	1,3-	Butadiene (vinyl ethylene)	106-99-0	0.07		
Air Fug	20		Carbon monoxide	630-28-0	76		
Air Fug	60		Oxides of nitrogen (NOx)	N/A	11		
Air Fug	70		Particulate Matter 10.0 um (PM10)	N/A	0.08		
Air Fug	74		Polycyclic aromatic hydrocarbons (e.g. Anthracene)	N/A	0.00006105		
Air Fug	77		Sulfur dioxide	7446-09-5	0.12		
Air Fug	85		Total volatile organic compounds (VOC or NMVOC)	N/A	6.5		
Air Fug	92		Particulate Matter 2.5 um (PM2.5)	N/A	0.076		

<< Previous Print screen Finish >

14. Check that the destination for each substance is correct. If the destination for a substance is incorrect click on the cell. A drop down menu list opens. Select the correct destination.

NPI Emission Estimation Tool - Data Not Saved

Introduction - Process Information - Tool Summary - Input - Finish train_user1: Training Facility 1 (ACT) - 93/08

Australian Government
Department of the Environment, Water, Heritage and the Arts

NPI
(EFT001/3.0)

National Pollutant Inventory - Tool Emissions Summary Monday, 25 February 2008

The estimated emissions based on your input are shown below. Please verify the destinations for each substance before continuing (see Dest column below).

Dest.	ID	prefix	Substance (alt. name)	CAS No.	Air Total kg/yr	Water Total kg/yr	Land Total kg/yr
Air Fug	11		Arsenic (Grey Arsenic) & compounds	7440-38-2	0.041		
Air Fug	14		Beryllium (Glucinum) & compounds	7440-41-7	0.0021		
Air Fug	19		Cadmium & compounds	7440-43-8	0.0051		
Air Fug	21		Chromium (III) compounds	7440-47-3	0.026		
Air Fug	22		Chromium (VI) compounds	7440-47-3	0.0079		
Air Fug	23		Copper & compounds	7440-50-8	0.0934		
Water	24		Fluoride compounds	N/A	15		
Land	25		Hydrochloric acid (Muriatic Acid)	7647-01-0	120		
Air Fug	52		Lead & compounds	7439-92-1	0.042		
Air Fug	55		Mercury & compounds (Quicksilver)	7439-97-6	0.0033		
Air Fug	64		Nickel & compounds	7440-02-0	0.028		
Air Fug	70		Particulate Matter 10.0 um (PM10)	N/A	1111		
Air Fug	73		Polychlorinated dioxins and furans	N/A	1.51624E-05		
Air Fug	77		Sulfur dioxide	7446-09-5	34		
Air Fug	92		Particulate Matter 2.5 um (PM2.5)	N/A	568.5		

<< Previous Print screen Finish >

15. Click **Finish>**.



16. *Finish Secondary Tool* pop-up opens.
17. Select *Save, export and exit Secondary tool*.
18. Click **Perform Action**.
19. Export successful pop-up opens.



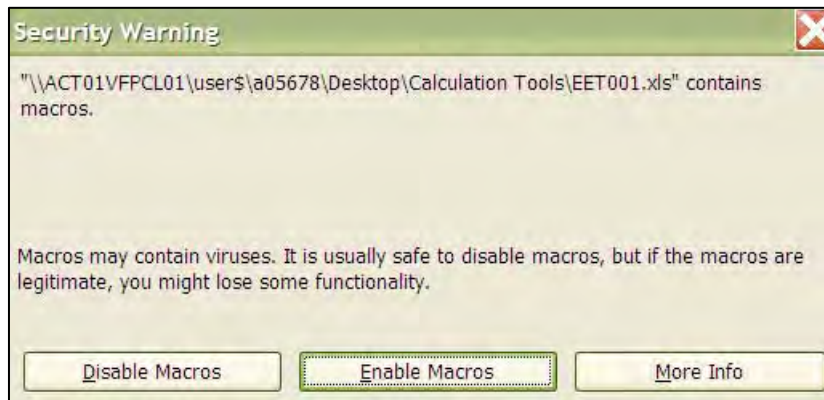
20. Click **OK**.
21. File saved pop-up opens.



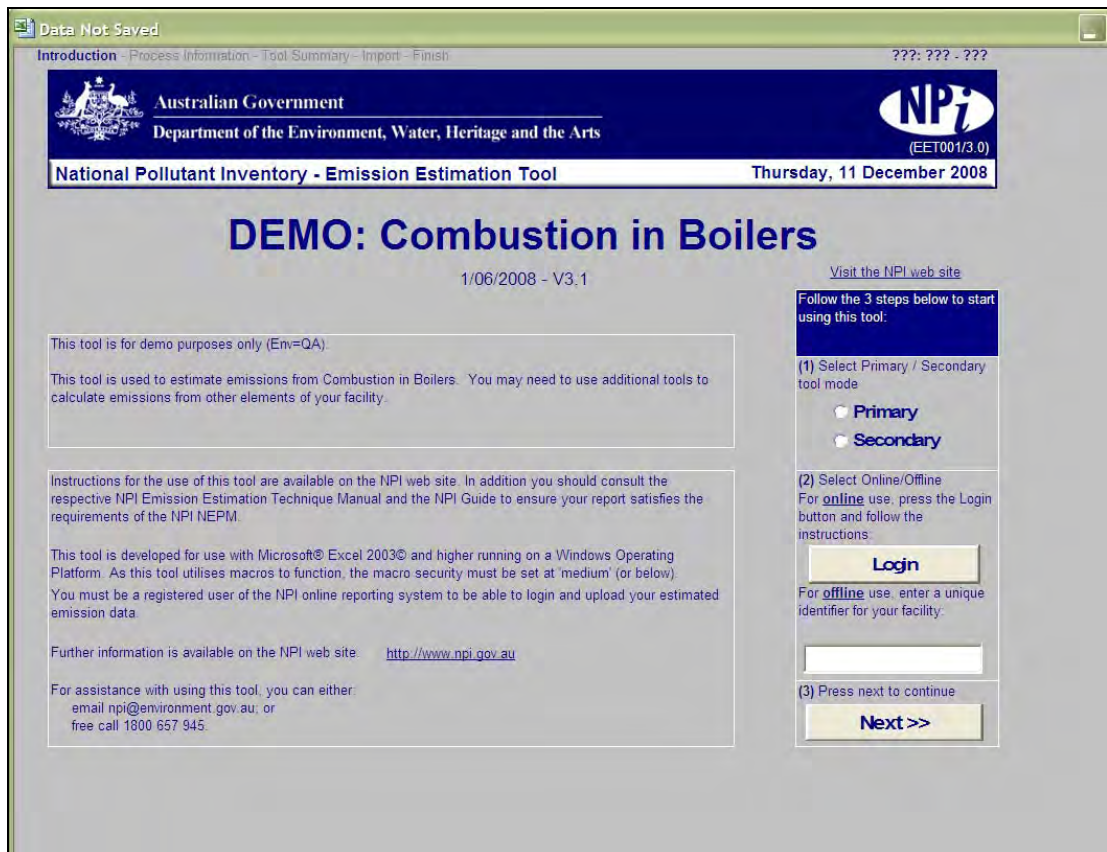
22. Click **OK**.
23. Repeat steps 1–22 for each secondary tool you want to use.
24. Once you have completed all the secondary tools you need to open the Primary tool.

Use Primary Calculation Tool

1. Open the file from the location you saved the tool to.
2. **Security Warning** pop-up appears.



3. Click **Enable Macros** (security level needs to be set at Medium).
4. NPI Emission Estimation Tool opens.



5. On right hand side menu follow the 3 steps.
6. **Step 1** - Select Primary/Secondary tool mode
 - i. Click **Primary**.
7. **Step 2**

- a. If using online click **Login**. *Hint: using online allows you to make sure that you are using the latest version of the Calculation tool. Only data from the latest Calculation tool can be uploaded.*
- i. **Login** pop-up opens.

Login

Login Details
Enter your NPI User Name and Password to login. You will then be able to select a facility and a draft report below.

NPI User Name

NPI Password

Login

Advanced Networking Configuration
If you are experiencing connectivity issues and have confirmed that your user name and password are correct, the following configuration settings can be adjusted for your network. Please consult your company's IT section who may be able to assist.

☐ Check this box to use these advanced network configuration settings

Proxy Server

Proxy Port

Facility and Report Selection

Facility

Available draft emission report(s):

Cancel OK

- ii. Enter your NPI username and password.
- iii. Click **Login**.

Microsoft Excel

Login was successful. Please select the facility and draft report period.

OK

- iv. Pop-up opens. Click **OK**.

- v. Select your facility from the drop down list.

Login

Login Details
Enter your NPI User Name and Password to login. You will then be able to select a facility and a draft report below.

NPI User Name admin_user1

NPI Password [masked]

Login

Advanced Networking Configuration
If you are experiencing connectivity issues and have confirmed that your user name and password are correct, the following configuration settings can be adjusted for your network. Please consult your company's IT section who may be able to assist.

☐ Check this box to use these advanced network configuration settings

Proxy Server [empty]

Proxy Port [empty]

Facility and Report Selection

Facility Training Facility 164 (ACT)

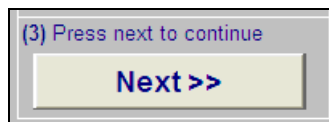
Available draft emission report(s):

07/08

Cancel **OK**

- vi. Select the report the data belongs to.
- vii. Click **OK**.
- b. If using offline enter the same unique identifier you used for the secondary tools e.g. name of facility_suburb/town, so that the secondary tools can be imported.

8. Step 3 Click *Next >>*.



9. **Process Information** screen opens.

Data Not Saved

Introduction Process Information Data Summary Reports Training

train: user1: Training Facility 164 (ACT) - 07/08

Australian Government
Department of the Environment, Water, Heritage and the Arts

NPI
(EET001/3.0)

National Pollutant Inventory - Process Information Thursday, 11 December

Facility Process Information
Select the process (fuel), process configuration (type) and enter the applicable amount to estimate emissions.

	Process	Process configuration	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

<< Previous Print screen Next >>

10. In the *Process Column* use the drop down list to select the process your facility uses.

11. In the *Process Configuration Column* use the drop down list to select the configuration your facility uses.

12. Enter the quantity used for the reporting period.

13. Press the **Tab** button on your keyboard.

14. Repeat step 10–13 for each process your facility uses for this tool.

Data Not Saved

Process Information train_user1: Training Facility 164 (ACT) - 07/08

Australian Government
Department of the Environment, Water, Heritage and the Arts
NP1
(EET001/3.0)
National Pollutant Inventory - Process Information Friday, 12 December 2008

Facility Process Information
Select the process (fuel), process configuration (type) and enter the applicable amount to estimate emissions.

Process	Process configuration	Amount
1 Black coal	2.01 Cyclone furnace ESP	525.000 t
2 Gas	3.08 NG Wall fired >30MW UFB	525.000 t
3 Wood and wood waste	5.11 Woodback fired Wet scrubber	425.000 t
4		
5		
6		
7		
8		
9		
10		

<< Previous Print screen Next >>

15. Click **Next**.
16. *Tool Emissions Summary* opens.

Data Not Saved

Introduction - Process Information - Tool Summary - Import - Finish train_user1: Training Facility 164 (ACT) - 07/08

Australian Government
Department of the Environment, Water, Heritage and the Arts
NP1
(EET001/3.0)
National Pollutant Inventory - Tool Emissions Summary Friday, 12 December 2008

The estimated emissions based on your input are shown below. Please verify the destinations for each substance before continuing (see Dest. column below).

Dest.	ID	prefix	Substance (alt. name)	CAS No.	Air Total kg/yr	Water Total kg/yr	Land Total kg/yr
Air SP	11		Arsenic (Grey Arsenic) & compounds	7440-38-2	0.12631375		
Air SP	14		Beryllium (Glucinium) & compounds	7440-41-7	0.00558545		
Air SP	18		Cadmium & compounds	7440-43-9	0.0208675		
Air SP	20		Carbon monoxide	630-08-0	358.75		
Air SP	26		Chromium (III) compounds	7440-47-3	0.1051875		
Air SP	27		Chromium (VI) compounds	7440-47-3	0.0305125		
Air SP	28		Cobalt & compounds	7440-48-4	0.00022		
Air SP	29		Copper & compounds	7440-50-8	0.340075		
Air SP	46		Fluoride compounds	N/A	39.375		
Air SP	50		Hydrochloric acid (Muriatic Acid)	7647-01-0	315		
Air SP	52		Lead & compounds	7439-92-1	0.206375		
Air SP	54		Manganese & compounds	7439-96-5	0.00103		
Air SP	55		Mercury & compounds (Quicksilver)	7439-97-6	0.0235865		
Air SP	64		Nickel & compounds	7440-02-0	0.0938375		
Air SP	69		Oxides of nitrogen (NOx)	N/A	9041.25		
Air SP	70		Particulate Matter 10.0 um (PM10)	N/A	142.375		
Air SP	73		Polychlorinated dioxins and furans	N/A	6.65468E-06		
Air SP	74		Polycyclic aromatic hydrocarbons (e.g. Anthracene)	N/A	0.76320725		
Air SP	75		Selenium & compounds	7782-49-2	0.005675		
Air SP	77		Sulfur dioxide	7446-09-5	303.625		
Air SP	85		Total volatile organic compounds (VOC or NMVOC)	N/A	46.375		
Air SP	90		Zinc and compounds	7440-66-6	0.077625		
Air SP	92		Particulate Matter 2.5 um (PM2.5)	N/A	115.075		

<< Previous Print screen Next >>

17. Check that the destination for each substance is correct.
18. Click **Next>>**.

19. *Import Secondary Tool Data* opens.

Importing Secondary Tools into Primary Tool

1. With primary tool open on Tool Emissions Summary click **Next>>**.
2. *Import Secondary Tool Data* screen opens.

Import data from secondary tools to obtain total emissions for this facility. Use the drop down list(s) to select the data files to import. If you need to refresh the drop down list(s), press the Refresh button

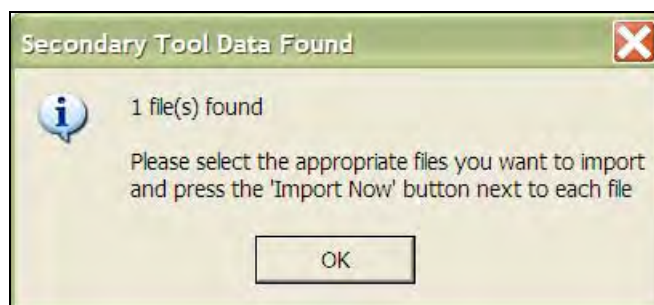
1		Import Now	Unlink
2		Import Now	Unlink
3		Import Now	Unlink
4		Import Now	Unlink
5		Import Now	Unlink
6		Import Now	Unlink
7		Import Now	Unlink
8		Import Now	Unlink
9		Import Now	Unlink
10		Import Now	Unlink

If you cannot locate any data files, but are sure you have exported your data from auxiliary tools, then:
1. make sure the Primary tool is located in the same directory as, or parent directory of, the one containing those files, and
2. verify that you have created the data files in the same calendar year, otherwise this import function will not work.

<< Previous Print screen Next >>

3. Click **Refresh**.

Secondary Tool Data Found pop-up opens



- Click drop down list to select the secondary tool you want to import data from.

Import data from secondary tools to obtain total emissions for this facility. Use the drop down list(s) to select the data file to import. If you need to refresh the drop down list(s), press the Refresh button.

1	NP EET002 603634 0812-11.csv	Import Now	Undo
2		Import Now	Undo
3		Import Now	Undo
4		Import Now	Undo
5		Import Now	Undo
6		Import Now	Undo
7		Import Now	Undo
8		Import Now	Undo
9		Import Now	Undo
10		Import Now	Undo

NOTE: If you cannot locate any data files, but are sure you have exported your data from auxiliary tools, then:
 1. make sure this Primary tool is located in the same directory as, or parent directory of, the one containing these files, and
 2. verify that you have created the data files in the same calendar year, otherwise this import function will not work.

- Click **Import Now**.

Import data from secondary tools to obtain total emissions for this facility. Use the drop down list(s) to select the data file to import. If you need to refresh the drop down list(s), press the Refresh button.

1	NP EET002 603634 0812-11.csv	Import Now	Undo	Imported!
2		Import Now	Undo	
3		Import Now	Undo	
4		Import Now	Undo	
5		Import Now	Undo	
6		Import Now	Undo	
7		Import Now	Undo	
8		Import Now	Undo	
9		Import Now	Undo	
10		Import Now	Undo	

NOTE: If you cannot locate any data files, but are sure you have exported your data from auxiliary tools, then:
 1. make sure this Primary tool is located in the same directory as, or parent directory of, the one containing these files, and
 2. verify that you have created the data files in the same calendar year, otherwise this import function will not work.

- If you need to import more secondary tools repeat steps 3–5 for each secondary tool you need to import.

7. If you make a mistake click **Undo** next to the row of the tool you want to delete.
8. When you have finished importing secondary tools click **Next>>**.

9. *Estimated Emissions Total (all tools)* screen opens.

ID	prefix	Substance (alt. name)	CAS No.	Air Total kg/yr	Water Total kg/yr	Land Total kg/yr
11		Arsenic (Grey Arsenic) & compounds	7440-38-2	0.12631375	0	0
12		Benzene (Benzol)	71-43-2	0.14	0	0
14		Beryllium (Glucinium) & compounds	7440-41-7	0.00558545	0	0
17	1,3-	Butadiene (vinyl ethylene)	106-99-0	0.07	0	0
18		Cadmium & compounds	7440-43-9	0.0208675	0	0
20		Carbon monoxide	630-08-0	433.75	0	0
26		Chromium (III) compounds	7440-47-3	0.1051875	0	0
27		Chromium (VI) compounds	7440-47-3	0.0305125	0	0
28		Cobalt & compounds	7440-48-4	0.00022	0	0
29		Copper & compounds	7440-50-8	0.340075	0	0
46		Fluoride compounds	N/A	39.375	0	0
50		Hydrochloric acid (Muriatic Acid)	7647-01-0	315	0	0
52		Lead & compounds	7439-92-1	0.206375	0	0
54		Manganese & compounds	7439-96-5	0.00103	0	0
55		Mercury & compounds (Quicksilver)	7439-97-6	0.0235865	0	0
64		Nickel & compounds	7440-02-0	0.0938375	0	0
69		Oxides of nitrogen (NOx)	N/A	9052.25	0	0
70		Particulate Matter 10.0 um (PM10)	N/A	142.455	0	0
73		Polychlorinated dioxins and furans	N/A	6.65468E-06	0	0
74		Polycyclic aromatic hydrocarbons (e.g. Anthracene)	N/A	0.763213355	0	0
75		Selenium & compounds	7782-49-2	0.005675	0	0
77		Sulfur dioxide	7446-09-5	303.745	0	0
85		Total volatile organic compounds (VOC or NMVOC)	N/A	52.875	0	0
90		Zinc and compounds	7440-66-6	0.077625	0	0
92		Particulate Matter 2.5 um (PM2.5)	N/A	115.15	0	0

10. You can print this screen for your records. Click **Print screen**.

11. Click **Finish>**.

12. Upload emission data opens. (See next section *Upload Calculation Tools Data to Online Report.*)

Upload emission data

Login

You are currently logged in as
 User: train_user1
 Facility: Training Facility 164 (ACT)
 Draft report year: 07/08

Login again if you wish to change these details.

There are currently 25 emission records ready to be uploaded.

This tool has not been uploaded before.

Cancel **UPLOAD**

Upload Calculation Tools Data to Online Report

You need to upload the emissions calculated using the Calculation Tools to the system first - when you upload the emission data it overwrites whatever data is already there.

Hint: You need to ensure that a report has been created in the online system before you upload data.

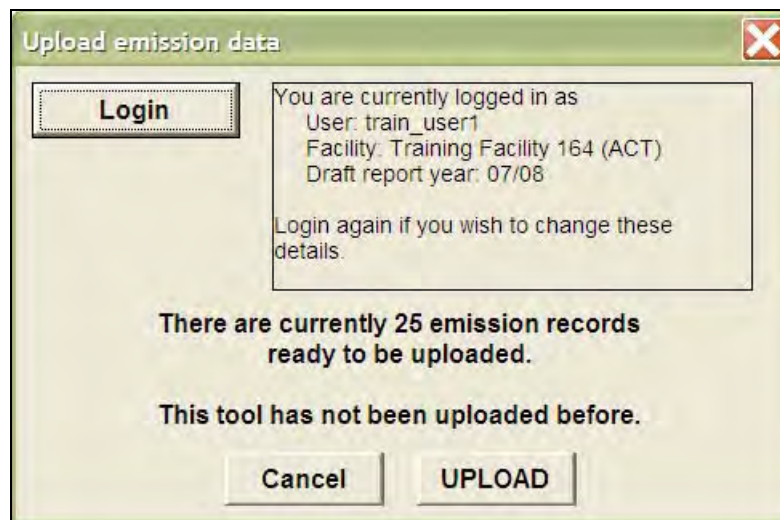


Figure 73 – Upload emission data pop up

Uploading Data

1. With *Estimated Emissions Total (for all tools)* open click **Finish>**.
2. *Upload emission data* pop-up opens.
3. If you need to login:

- a. Click on **Login**.

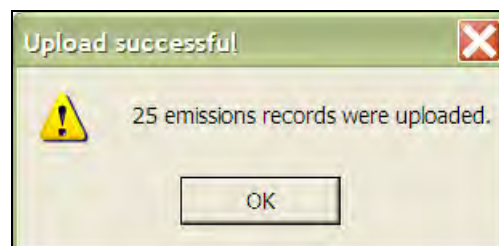
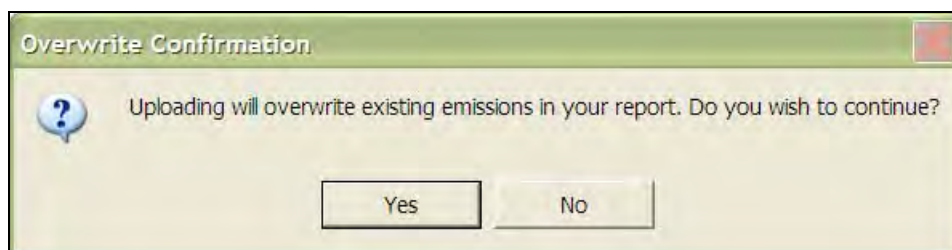


- b. Enter your NPI username and password.
c. Use the drop down menu to select your facility.
d. A list of draft reports available appears.
e. Select the draft report you want to upload data to.
f. Click **OK**.
g. *Upload Emission Data* pop-up opens.



4. Click **Upload**.

5. An overwrite confirmation will open if there is data for these substances already in the report.

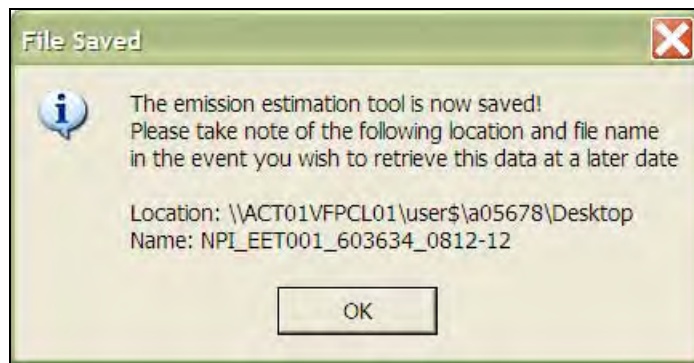


6. *Upload successful* pop-up opens.
7. Click **OK**.
8. *Emission Data Transferred* pop-up opens.

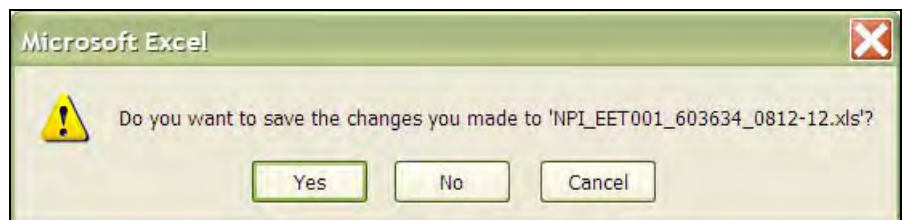


9. Choose an option:
 - a. *Option 1:* Exit tool and visit NPI web site.

- i. *File Saved* pop-up opens.



- ii. Note the location the file is saved to.
- iii. Click **OK**.
- iv. Excel icon in Start bar flashes, click on it.
- vii. Excel icon in Start bar flashes again, click on it.
- viii. *Microsoft Excel* pop-up opens.



- ix. Click **Yes**.
- b. *Option 2: Return to the tool.*
 - i. File saved pop-up opens.
 - ii. Note the location the file is saved to.
 - iii. Click **OK**.
 - iv. Returns you to the Estimated Emissions Total (all tools) screen.
- c. *Option 3: Exit tool.*
 - i. File saved pop-up opens.
 - ii. Note the location the file is saved to.
 - iii. Click **OK**.
 - iv. Excel icon flashes, click on it.
 - v. Microsoft Excel pop-up opens
 - vi. Click **Yes**.

- 10. Data is now uploaded.

You can go back to your facility report and continue entering data.

Note: all substances are uploaded, even substances your facility might not need to report because the usage is under the threshold. To remove substances you have not tripped a threshold for see section 2.5.1 Data tab To Remove a substance.

Only the amount of the emissions, destination and EET code for each substance is uploaded – no other data is uploaded – your production information stays on your side and this information remains commercial-in-confidence with your facility.