

Australian Government

Department of the Environment, Water, Heritage and the Arts



National Pollutant Inventory

User Guide

for

NPI Online Reporting System

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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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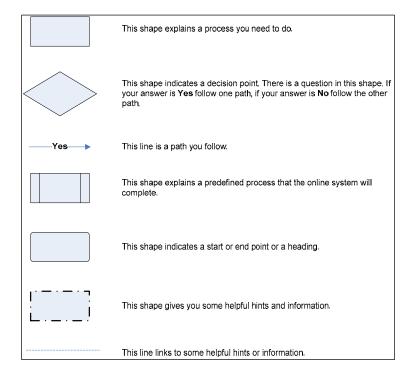


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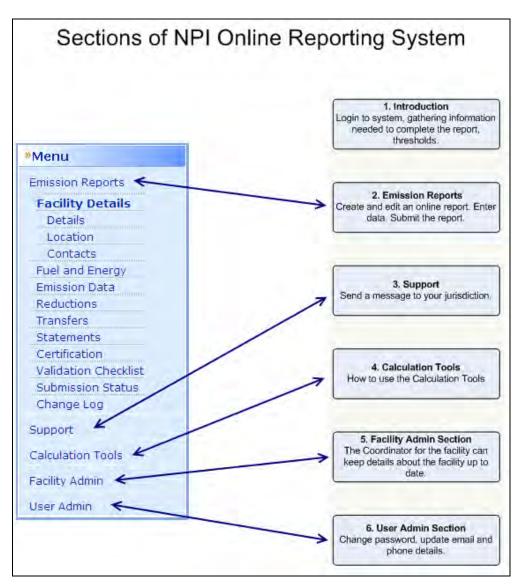
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1 Introduction

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.





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.

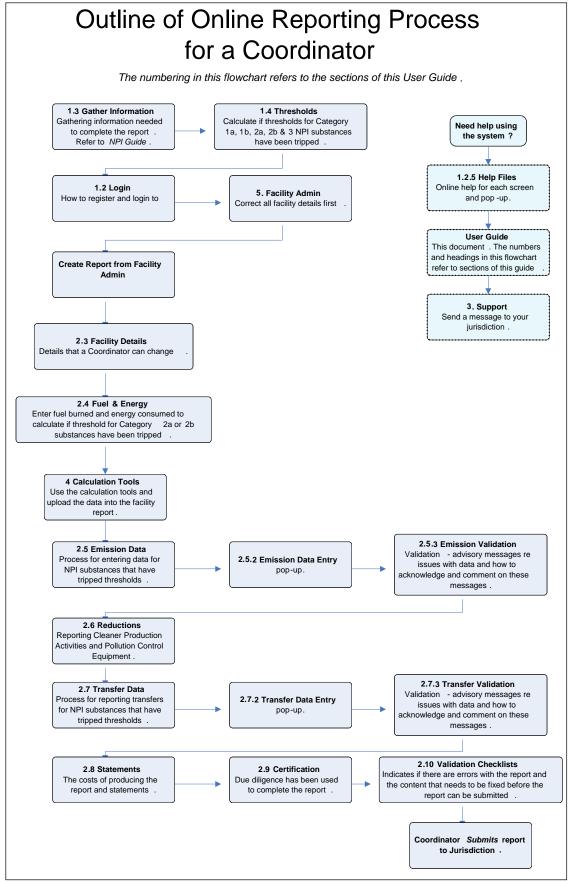
In following the instructions in this User Guide you need to remember the role you have for the report you are working on, as the system logs you in at the highest role you have been registered for. On the screen shot below you can see that your username and the highest role you are registered to use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

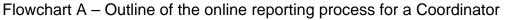


Figure 2 – Role you are logged in as

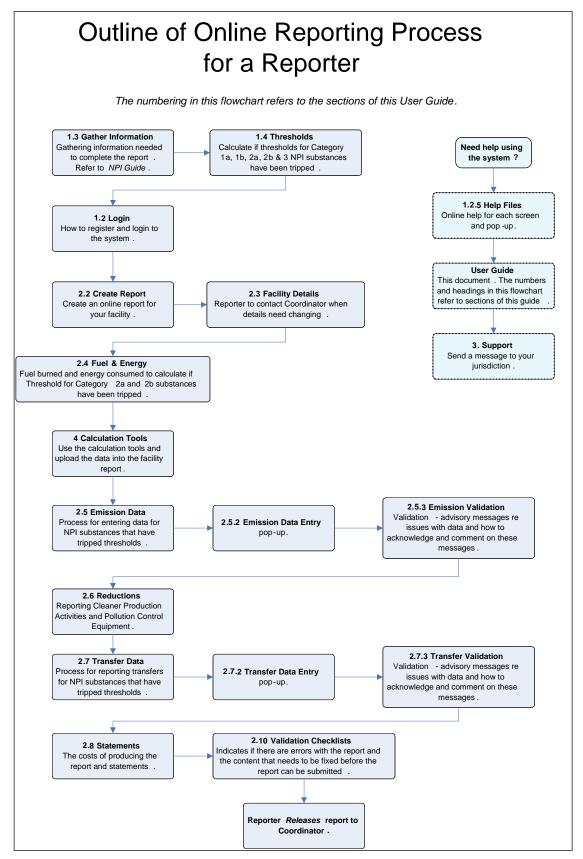
Your highest role – you might be a Reporter for some facilities and a Coordinator for other facilities. When you login, the system will always log you in as a Coordinator as that is your highest role. However, when you are working on reports for the facilities that you are registered as a Reporter for, 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





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.

- ReporterCan enter the basic elements of an NPI report, however they
cannot submit (certify) the report. Consultants or contractors
are restricted to Reporter level access.
- Coordinator Can enter all elements of an NPI report, and can submit (certify) the report. Facility or company personnel can be Coordinators.
- *Jurisdiction* 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.
- Commonwealth The report is lodged with the Commonwealth by jurisdictions. The Commonwealth approves it and publishes the data on the NPI web site annually.
- *Sysadmin* Is responsible for publishing the data to the public web site.

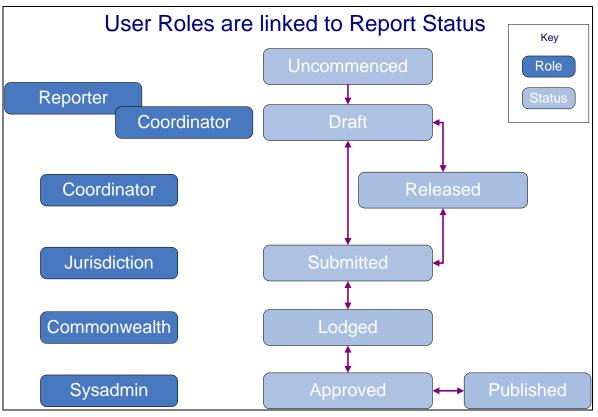


Figure 3 – User Roles linked to Report Status

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*).

7

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:

- 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
- 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.

NPI Online Reporting Sy	stem > Login	Contact Us Help
	Welcome to the NPI System	
	Forgotten your passwordt Your email address: Retrieve Password	

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.

Australian Government Department of the Environment, Water	r. Heritage and the Arm	(NP)
NPI Online Reporting Syste	M > Login	Contact Lis Help
	Welcome to the NPI System	
	Usemame: train_user1 Password: Invald Usename / Password Your account will be locked after three incorrect attempts.	
	Forgotten your passware? Your email address: Retrieve Password	

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.

NPI Online Reporting	System > Home > Repo	rt: Draft,	Trainin	g facility 50	0, Train050, 08	/09	Contact Us Hel	Logo
Menu	Details	Location	1	Contacts				~
Emission Reports	Facility Owner	Detaile						
Facility Details								
Details	This screen contai	ns busine	ss deta	ils about the	e facility. Most fa	icility details are read o	nly for data integrity purposes.	
Location						Registered Busines	Address	
Contacts	Registered Dept of			ment		Street Number		
Fuel and Energy	Business Name		2	in chie		Street	Parkes Place	
Emission Data	ACN: ABN:	341908	94983				Australian Capital Territory	
Reductions	101	0.11000	51505			Postcode		
Transfers	Facility Details							
Statements	Facility ID:					Postal Address		
Certification	Facility Name:		facility	50		Same as Registered	Business Address?	
Validation Checklist	Jurisdiction:	Federal				Street Number		
Submission Status	Licence Number	1				Street	GPO Box 787	
Change Log	Number of Employees	85				Suburb	Parkes	
Support	Website Address	http://					Australian Capital Territory	15
	Website Address	and the second				Postcode		100
Calculation Tools	Main Activity	Zinc sm	aung ar	nd refining		Fostcode	2000	_
Facility Admin								
Concy Admin	Data Period Start:	01/07/2	008					
User Admin	Data Period End:	30/06/2	000					
				the request	change button	to send details to your	jurisdiction.	
	in data changes are	required	Juice	ene requese	change bacon		Request C	hange
	ANZSIC Inform	ation						
		Division	Pleas	e select one		~		
	Sul	division	Pleas	e selectore		9		
		Group	Pleas	e selectione		×		
		Class	Pleas	e selectione		-		
	Add/Change Prim	ary Ac	d Seco	ndary Re	move Seconda	v		
	Select check box(es	and the second	and the second se	and the second				
	Type	Code		escription				
	Primary	2133	1.0	and the second	Lead and Zinc	Smelting and Refining		
	Available for Jurisdie			PP-01/ DIVEL	/ coor and 2mc	smelling and renning		
	Available for Jurison	LUOII PI'EV	ew L		\sim		Are details correct? O Yes	
	an account to reaction							
					(Are details correct? O Yes	s 💿 No

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 Coordinatorthe Facility Admin section is visible - if you are a Reporter you would not have the Facility Admin section in the menu.

»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

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

	Are details correct? 💿 Yes 🔘 N	
Prev	Save Reset	Next

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.

Antibuline Geogramment Department of the Lavientmenent, Water, Horitagy and Pac Area	Legged n av frain_user050 (Coordinator)
NPI Online Reporting System > Home > Report: Draft, Training facility 50, Train050, 30/09/2009	Contact.Us Help Logout

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 <u>does not</u> 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:

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.

Australian Gover	(unsent)		
"The Providence of the I	indoneent, Water, Heritz	e and the Arts	Logged in as train_user050 (Coordinator)
NPI Online Report	ing System > ±	/09/2009 Centact Us Hele Legeut	
Menu	Details	Location Contacts	
Emission Reports Facility Details	✓ Info -Data has be	en saved soccessfully	

Figure 9 – Data has been saved message

Australian Gov	Environment, Water, Heritage and the Arts	in as train_user1 (Coordinator)
VPI Online Repor	Contact Us Help Logou	
Menu	Data Validation	
Emission Reports	Emission Data Validation Checks	
Facility Details Fuel and Energy	SERTOR -Emission Data Validation Checks not complete	
Emission Data Data Validation	Advisory messages let you know that there is a validation issue with your facility's current d each of these messages.	ata. You need to acknowledge

Australian Gov Department of the	ernment Environment, Water, Heritage and the Arts	Logged in as train_user1 (Coordinator)
NPI Online Repor	ting System > Home > Report Summary	Contact Us Help Logout
»Menu	This screen shows a list of reports belonging to facilities that are assig report, view an existing report and search for a facility report in the sy	
Emission Reports	Select the check box(es) for the facility report(s) you want included in	
Emission Reports Support	Select the check box(es) for the facility report(s) you want included in Select the check box(es) for the facility report(s) you want included in	

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.

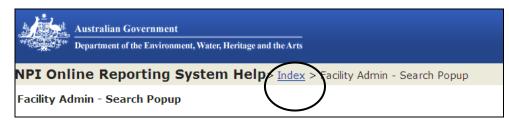
Depending on the configuration of your web browser, you may need to allow popups in your browser to be able to view the help files at the same time as using the system. Help files provide the following information:

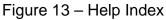
- explain the purpose of each screen and brief instructions for what to do,
- contain FAQs for that screen, and
- explain every field and button on each screen.

Ser Contractor	97 <u> </u>		ernment. NPA
Stranger 3.	Departm	ient of the	Environment, Water, Heritage and the Arts
NPI Onlin	e Repo	rting S	ystem Help> Index > Login Pri
Login			
This screen	allows yo	u to log	in to the NPI Online Reporting System. Only registered users can login.
1. Ente	r your Use	erName.	
2. Enter	r your Pas		
3. Click	Login.		
If you are u jurisdiction.		ful after	3 attempts you are locked out of the system. If this happens you need to contact your
See the <u>Us</u>	er Guide f	or NPI O	nline Reporting System for more detailed information on logging in.
FAOs			
	ng are free	quently a	asked questions about this screen.
O: What	happens i	f I fordo	t my password?
			vord feature.
			M
	Click Retr		address associated with your user account. ssword.
			n email containing your password.
	an I chang	ge my pa	assword?
A: 1. 2.		User Ad	min section. It's in the left hand side menu.
			ect the Password tab.
			password. password.
	Click Char		password.
7.	Your pass	word is	now changed.
Hint: I	f you mak	e a mist	ake retyping your new password click Clear before you typing in your new password again.
Screen Iter			
The below t	tables pro	vides sp	ecific details on the various items (eg. Fields, Buttons etc) seen on this screen.
Item	Mandato		
Contact Us	Yes*	N/A N/A	This link takes you to the NPI website Contact Us page. Use this to retrieve your password. It must be the email address associated with your user
		1.4	account.
Email		N/A	Enter your username and password and then click on Login to enter the system.
Email Address Login	N/A	N/A	
Email Address Login Button		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 chance your password.
Email Address	Yes*		

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**.

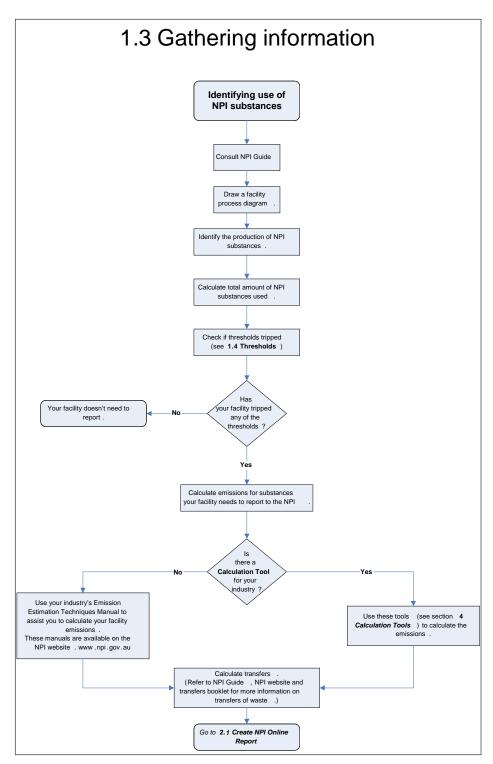




Appendix A contains a screen shot of the index of help files for Reporters and a screen shot of the index of help files for Coordinators.

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 <u>http://www.npi.gov.au/handbooks/guidetoreporting.html</u>.





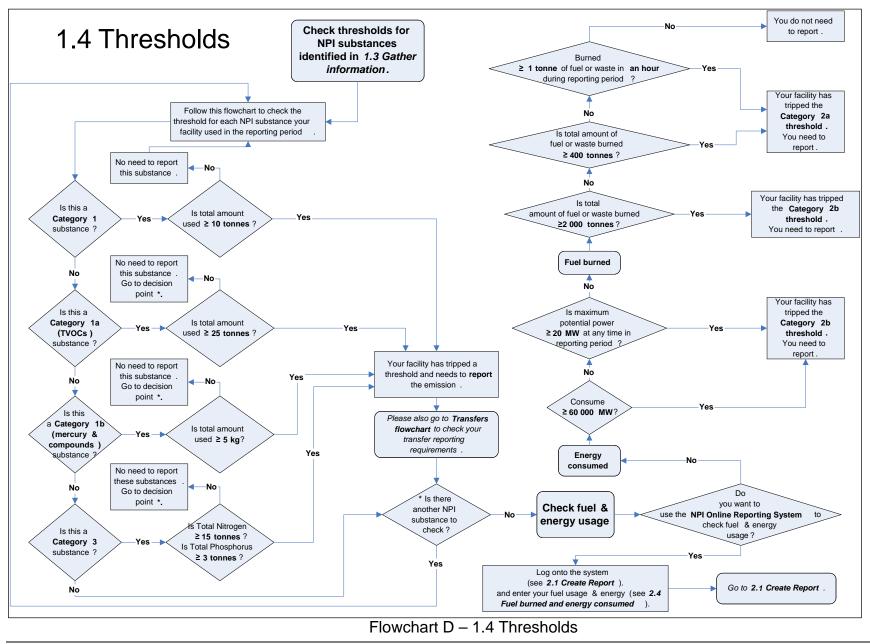
You need to refer to the *NPI Guide* for more information on each of the following points:

- 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).



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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 <u>www.npi.gov.au/reporting/index.html</u>.

Amitalian Government Department of the Lawinement, V		
NPI Online Reporting Sys	tem > Ligin	Contact Us Help
	Welcome to the NPI System	
	Forgetten your password?	
	Your email address: Retrieve Philework	
	Accessibility Emacy Terms of use System requirements	

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

Department	t of the Environme	ent, Water, Heritage a	nd the Arts Logged in as train_user050 (Coordinato
PI Online Reporti	ng System >	Home	Contact Us H	elp Logou
Menu Emission Reports Support Calculation Tools Facility Admin	 This screen in messages from the Arts. Each screen Create your 	s the entry point to om your associated has help that clear	Online Reporting System o the NPI Online Reporting System and also displays important inform d jurisdiction(s) and/or the Department of the Environment, Water, H rly explains what you need to do on that screen. using the link below.	
User Admin	Date	From	Message	More Info
	13-11-2008 13:50:14	COM reports, use the Emissio	ain from using the 'Show Uncommenced Reports' button. To create a the 'Create a new emissions report' link (above) or 'Create' button n Report Summary Screen. For more information on creating reports, the 'More' link (right) to access the User Guide.	on <u>More</u>

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

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.



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.

	PI Online	<u>Contact Us</u> <u>Help</u>					
Cre	eate Rep	ort for Facility					
his	screen allows	s you to create a report for y	our facility.				
	Facility ID	Facility Name	Technical Contact Name	Technical Contact Phone			
•	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.

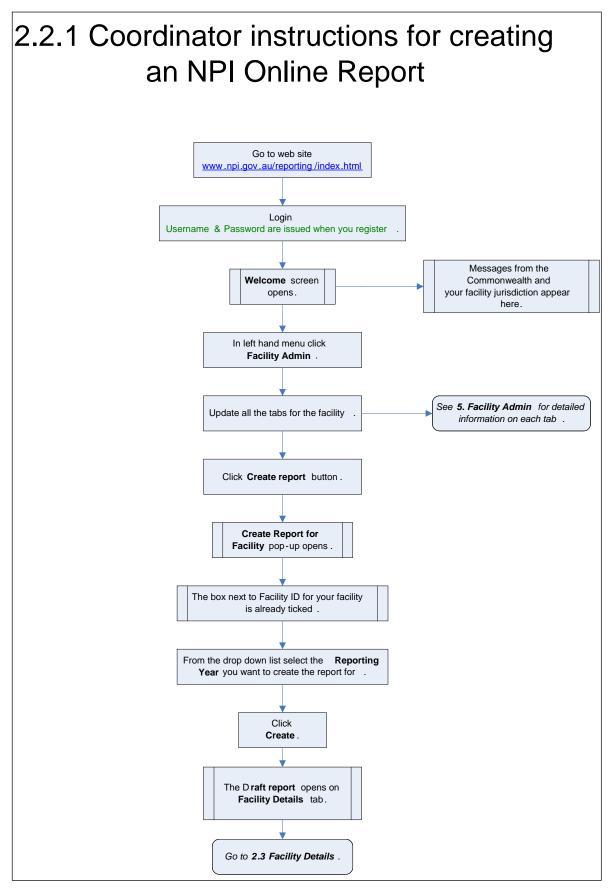
6. The report is now created and opens on the *Details* tab.

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

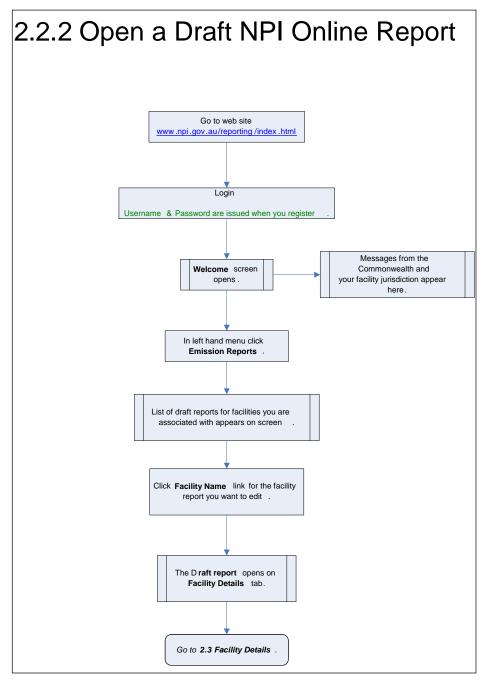
Each facility is assigned an ID by the jurisdiction for example FED001.



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*).

IPI Online Reporting	System :	> <u>Home</u> > Report Summ	ary	_				user050 (Coordinat
Menu		screen shows a list of re ing report and search fo			that are assigned to your use em.	rname, Oi	n this screen you can cre	ate a report, view a
Emission Reports	_					Create	Search Show Un	commenced Reports
Support Calculation Tools		Registered Company Name	Facility ID	Facility Name	Full Site Address	Status	Submitted / Received Date	Report Year / Due Date
Facility Admin		Pept of Environment	Train050	Training facility 50	King Edward Terrace Parkes 2600 ACT	Draft		30/09/2009
User Admin		ect check box(es) for the		ou want to apply	ws per page: 10 📓 an action to. 🔣 🤘	1 record	s, displaying 1 records, f	rom 1 to 1. Page 1 /

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.

Asershan Green Documentation	ing ang f Ngang Maringar ang Photon		Logged in as train_swer050 (Coordinator)
NPI Online Reporti	ng System > Home > Report Summary		Contern Us riskr Lognut
Menu	This servers shows a list of reports belonging to facilities that are existing report and sesuch for a facility report in the system.	assigned to your assessment. O	n this acreen you can cruate a report, with an
Emission Reports	system advertise weaker into a local a lebrar for the all second	Course Suintle	Show to concentrat Reports

2. Search Report pop up opens.

NPI Online	Reporting System	> Search Report	<u>Contact Us</u> <u>Help</u>
Search Crit	teria		
Facility		Report	
Registered		Receipt Number	
Company Name		Report Period	Please select one
Facility Name		Reporting Year	Please select one
Facility ID			Draft
Archived Flag	all 🔽	Report Status	Released
Non-reporting	all 🔽	Report Status	Submitted
Flag			Lodged
Address		7	
Suburb			
Postcode]	
State	Please select one		
			Clear Search

- 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).

VPI Online Reporting	System	1 > Home > Report Sumn	arv				Logged in as train_u	act Us Help Logo
»Menu	Thi		eports belo		s that are assigned to your us tem.	ername. On		
Emission Reports						Create	Search Show Unco	mmenced Reports
Support Calculation Tools		Registered Company Name	Facility ID	Facility Name	Full Site Address	Status	Submitted / Received Date	Report Year / Du Date
Facility Admin	E] Dept of Environment	Train050		King Edward Terrace Parkes 2600 ACT	Submitted	103/12/2008	07/08
User Admin	E	Dept of Environment	Train050		King Edward Terrace Parkes 2600 ACT	Submittee	127/11/2008	06/07
	E] Dept of Environment	Train050		King Edward Terrace Parkes 2600 ACT	Submittee	27/11/2008	05/06
	E] Dept of Environment	Train050		King Edward Terrace Parkes 2600 ACT	Submitted	127/11/2008	04/05
		elect check box(es) for th Submit Export (pdf)	e reports y Change '	ou want to apply	ws per page: 10 💟 v an action to. 😽 📢	4 records	, displaying 4 records, fro	m 1 to 4. Page 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.

NPI Online Reporting Sys Menu Emission Reports	tem > <u>Home</u> > Report Summary This screen shows a list of reports belonging to facilities that are assigned t existing report and search for a facility report in the system.	<u>Contact Us Help</u> <u>Logo</u> to your username. On this screen you can create a report, view an
Emission Reports		to your username. On this screen you can create a report, view an
Support		Create Synch Show Uncommenced Reports
Calculation Tools Facility Admin User Admin	Registered Company Name Facility ID Facility Name Full Site Addr Rows per page: 10 Select check box(es) for the reports you want to apply an action to. Submit Export (pdf) Change Year	

2. List of Uncommenced Reports opens.

PI Online Reportir			ort Summ	2004				user110 (Coordinato tact Us Help Logou
Menu	This	s screen shows a list o	f reports be	elonging to faci	lities that are assigned to	your username. O		
Emission Reports	an	existing report and sea	arch for a fa	icility report in		Search	Show Uncommen	ced Reports
Calculation Tools		Registered Company Name	Facility ID	Facility Name	Full Site Address	Status	Submitted / Received Date	Report Year / Due Date
Facility Admin User Admin		Dept of Environment	Train 110	Training Facility 110	King Edward Terrace Parkes 2600 ACT	Uncommenced		30/09/2008
Links Select one and go 🔽 Go		elect check box(es) for Submit Export				1 records, dis	playing 1 records, fr	om 1 to 1. Page 1 / : K

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

PI Online Reportin	ng System > Hon	ne > Report	t: Uncomme	nced , T	raining Facility 1	10, Train110, 30/09	9/2008	Contact Us Help	Logou
Menu	Details	Location	Contacts	5					
mission Reports	Facility Ov	vner Det	ails						
Facility Details	This screen co	ontains busin	iess details ab	out the	facility. Most facili	ty details are read only	/ for data integrity pu	rposes.	
Location Contacts fuel and Energy mission Data	Registered Business Name ACN: ABN: 34190894983				Registered Business Address Street Number Street Parkes Place Suburb Parkes State Australian Capital Territory			rritory	
Reductions Transfers	Facility De	tails				Postcode			
Statements	Facility ID	: Train110				Postal Address			
Certification			Facility 11	5		Same as Registered	Business Address? 🗆		_
alidation Checklist	Jurisdiction		Federal			Street Number			
ubmission Status	Licence Numbe					Street	GPO Box 787		
hange Log	Number o		150			Suburb	Parkes		
ipport	Employee Websit					State	Australian Capital Te	erritory	~
	Addres		vww.npi.gov	.au		Postcode	2600		
Iculation Tools	Main Activit	Generatir	ng energy		^				
cility Admin er Admin	Data Perio Stari								
inks	Data Perio	d							
elect one and go 🔽 Go	ANZSIC Ir This system us	nformatio		ď					
	Т	уре	C	ode		D	escription		
	Secondary		1181		Sugar Manufa				
	Primary		2619		Other Electric	ty Generation			
	Available for Ju	risdiction Pre	eview 🗌				Are deta	ails correct? 🔘 Yes	O No
				(Create Re	port Reset			Next

4. Click **Create Report**.

5. Report status changes from Uncommenced to Draft.

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

IPI Online Report	Thi	s screen shows a list	of reports	belonging to facilities that a		isemame		<u>en you can create</u>
Emission Reports				search for a facility report in cility report(s) you want inc		then use	the relevant	button.
Support				Create	Search	Show U	ncommence	d Reports
Calculation Tools Facility Admin		Registered Company Name	Facility ID	Facility Name	Full Site Address	Status	Submitted Date	Report Year / Due Date
User Admin		Dept of the Environment	Train001	Dept of the Environment - Training Facility 1	PARKES PLACE PARKES 2600 ACT	Draft		31/03/2006
Links		Dept of the Environment	Train001	Dept of the Environment - Training Facility 1	PARKES PLACE PARKES 2600 ACT	Draft		31/03/1998
Select one and go 🔽 Go		Dept of the Environment	Train001	Dept of the Environment - Training Facility 1	PARKES PLACE PARKES 2600 ACT	Draft		31/03/1999
		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				n 1 to 4. Page 1 /

Submit Draft Reports (Coordinators)

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.

NPI Online Reporti	ng System > <u>Home</u> > Rep	ort Summary				Co	ntact Us Help Logo			
*Menu	This screen shows a list of an existing report and sea				r usemame	. On this screen you c	an create a report, vie			
Emission Reports	C Error	S Error								
Support				make the transition to st	ate 'Submit	ted' due to errors. Op	en the report and			
Calculation Tools	navigate to the validation	n checklist to id	entify where e	rrors occur.						
Facility Admin				Create Sear	ch	Show Uncomme	nced Reports			
User Admin »Links	Registered Compan Name	y Facility ID 🗸	Facility Name	Full Site Address	Status	Submitted / Received Date	Report Year / Du Date			
Select one and go 🔽 Go	Dept of Environment	Train001	Training Facility 1	PARKES PLACE PARKES 2600 ACT	Submitted	24/09/2008	05/06			
	Dept of Environment	Train001	Training Facility 1	PARKES PLACE PARKES 2600 ACT	Draft		31/03/2005			
	Dept of Environment	Train001	<u>Training</u> Facility 1	PARKES PLACE PARKES 2600 ACT	Submitted		03/04			
	Dept of Environment	Train001	Training Facility 1	PARKES PLACE PARKES 2600 ACT	Submitted	13/03/2008	02/03			
	Dept of Environment	Train001	<u>Training</u> Facility 1	PARKES PLACE PARKES 2600 ACT	Submitted	13/03/2008	01/02			
	Dept of Environment	Train001	<u>Training</u> Facility 1	PARKES PLACE PARKES 2600 ACT	Submitted	13/03/2008	00/01			
	Dept of Environment	Train001	<u>Training</u> Facility 1	PARKES PLACE PARKES 2600 ACT	Approved	13/03/2008	99/00			
	Dept of Environment	Train001	<u>Training</u> Facility 1	PARKES PLACE PARKES 2600 ACT	Approved	13/03/2008	98/99			
	Dept of Environment	Train001	<u>Training</u> Facility 1	PARKES PLACE PARKES 2600 ACT	Approved	13/03/2008	97/98			
			Row	s per page: 10 💟						
	Select check box(es) for	the reports ve	9 records, displaying 9 records, from 1 to 9. Page 1 / 1							

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.

»Menu	This screen shows a list	of reports	s belonging to		-	your username. Or	t Us Help Logo 1 this screen you
Emission Reports	can create a report, vie	w an exist	ing report and Crea			the system. w Uncommenced	d Reports
Support Calculation Tools	Registered Company Name	Facility ID	Facility Name	Full Site Address	Status	Submitted / Received Date	Report Year , Due Date
Jser Admin	Dept of Environment	Train050	Training facility 50	King Edward Terrace Parkes 2600 ACT	Draft		30/09/2009
Links Select one and go 🔽 Go	Dept of Environment	Train 130	Training Facility 130	King Edward Terrace Parkes 2600 ACT	Draft		30/09/2009
	Dept of Environment	Train 131	Training Facility 131	King Edward Terrace Parkes 2600 ACT	Draft		30/09/2009
	Dept of Environment	Train 132	<u>Training</u> Facility 132	King Edward Terrace Parkes 2600 ACT	Draft		30/09/2008
	Select check box(es)	for the rep ort (pdf)	orts you wan	s per page: 10 👿 It to apply an action Ie Year	4 recor	rds, displaying 4 rec	cords, from 1 to 2 Page 1 / K

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.

»Menu					o facilities that are as id search for a facility			this screen you
Emission Reports	Cui	reforce a report, in	en un eneu	Crea			v Uncommenced	Reports
Support Calculation Tools	C	Registered Company Name	Facility ID	Facility Name	Full Site Address	Status	Submitted / Received Date	Report Year / Due Date
Facility Admin User Admin		Dept of Environment	Train050	<u>Training</u> facility 50	King Edward Terrace Parkes 2600 ACT	Draft		30/09/2009
Links Select one and go 🔽 G		Dept of Environment	Train050	<u>Training</u> facility 50	King Edward Terrace Parkes 2600 ACT	Submitted	03/12/2008	07/08
		Dept of Environment	Train050	<u>Training</u> facility 50	King Edward Terrace Parkes 2600 ACT	Submitted	27/11/2008	06/07
		Dept of Environment	Train050	<u>Training</u> facility 50	King Edward Terrace Parkes 2600 ACT	Submitted	27/11/2008	05/06
	E	Dept of Environment	Train050	<u>Training</u> facility 50	King Edward Terrace Parkes 2600 ACT	S <mark>u</mark> bmitted	27/11/2008	04/05
	to).	for the report	orts you wai	rs per page: 10 🔍 nt to apply an action e Year	5 record	ds, displaying 5 rec] ords, from 1 to 5 Page 1 / K

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.

Australian Governm	ent onment, Water, Heritage and the Arts					Logged in as tra	in_user050 (Coordinator)
NPI Online Reporting	g System > Home > Report Sum	imary				<u>(</u>	Contact Us Help Logout
•Menu	This screen shows a list of report existing report and search for a fa			are assigned to y	our userna	me. On this screen you can	create a report, view an
Emission Reports				Create	Search	Show Uncomm	nenced Reports
Calculation Tools	Registered Company Name	Facility ID	Facility Name	Full Site Address	Status	Submitted / Received Date	Report Year / Due Date
Facility Admin User Admin ▲Links Select one and go ♥ Go	Select check box(es) for the re Submit Export (pd)	Chang	ht to apply a a e Year)		records, displaying 0 records	s, from 0 to 0. Page 0 / 0 ₭ ∢ ♦ ₩
	Accessibi	lity Privacy	Terms of use	System require	ements		

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 Sy for Report	/stem > Ch	ange Reporting Yea	r <u>Contact Us</u> <u>Help</u>
Change Reporting Yea	r for Rep	ort	
This screen allows you to change th	e reporting ye	ear for a report.	
Registered Company Name	Facility ID	Facility Name	Reporting Year
Dept of Environment	Train016	Training Facility 16	31/03/2008
Reporting Year Please	select one 🔽	Ch	ange Cancel

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:

•Menu	g System > <u>Home</u> > Report This screen shows a list of re existing report and search fo	ports belon		hat are assigned to your usen m.	name. O		tact Us Help Logo ate a report, view an
Emission Reports Support	Please select exactly one						
Calculation Tools Facility Admin				Create Searc	sh	Show Uncommen	ced Reports
User Admin	Registered Company Name	Facility ID	Facility Name	Full Site Address	Status	Submitted / Received Date	Report Year / Due Date
Links	Dept of Environment	train071	Training Facility 71	King Edward Terrace Parkes 2600 ACT	Draft		30/09/2009
Select one and go 💟 Go	Dept of Environment	Train 164	Training Facility 164	King Edward Terrace Parkes 2600 ACT	Draft		30/09/2008
	Select check box(es) for th				ecords,	displaying 2 records, from	11 to 12. Page 2 /

Figure 23 – Change Year error message

2.3 Facility Details

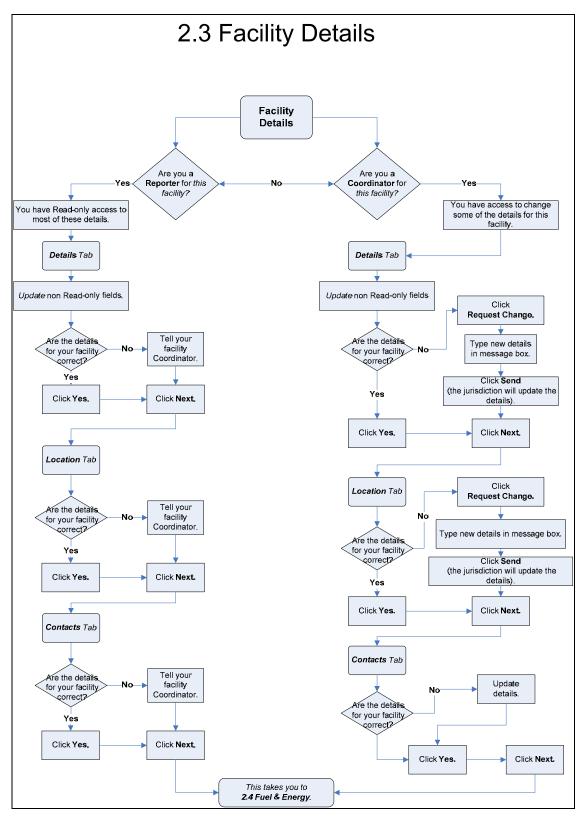
This section of Emission Reports gathers information on:

- 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.



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)

- 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.



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.

		rts				Logged in as train_user050 (Coordinator
NPI Online Reportir	ng System > Home > I	Report: Draft, T	raining facility	50, Train050, 3	0/09/2009	Contact Us Help Logou
»Menu	Details Lo	cation Con	tacts			
Emission Reports Facility Details Details	Facility Owne This screen contai		ls about the fac	ility. Most facility o		r data integrity purposes.
Location Contacts Fuel and Energy Emission Data Reductions Transfers Statements	Registered Busines Nam ACN ABN Facility Detai Facility ID:	e Dept of Enviro 1: 1: 3419089498 Is			Suburb	Parkes Place Parkes Australian Capital Territory
Certification		Training facili	ty 50		Same as Registered E	Business Address? 🔲
Validation Checklist	Jurisdiction:	Federal			Street Number	
Submission Status	Licence Number				Street	GPO BOx 787
Change Log	Number of Employees	100			Suburb	Parkes
Support	Website Address	http://www.n	pi.gov.au		State	Australian Capital Territory
Calculation Tools		Zinc smelting ar		~	Postcode	2600
Facility Admin	Main Activity			\sim		
User Admin	Data Period Start:	01/07/2008				
	Data Period End:					
»Links Select one and go Go	ANZSIC Infor		the request cha Division	Please select on	d details to your jurisdi e	Request Change
			Subdivision	Please select on		~
			Group	Please select on	e	
			Group Class	Please select on Please select on		
		Add/Cl		Please select on	e	emove Secondary
	Select check box(e		Class nange Primar	Please select on Add S	e	emove Secondary
	Select check box(e		Class nange Primar	Please select on Add S	e	· · · · · · · · · · · · · · · · · · ·
	Type Primary	s) to remove AN Code 2133	Class nange Primar ZSIC code(s) in	Please select on y Add S formation.	e Gecondary R	· · · · · · · · · · · · · · · · · · ·
	🗌 Туре	s) to remove AN Code 2133	Class nange Primar ZSIC code(s) in	Please select on y Add S formation.	e Secondary R Descripti	on
	Type Primary	s) to remove AN Code 2133	Class nange Primar ZSIC code(s) in	Please select on y Add S formation.	e Secondary R Descripti	

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	Conta	cts			
Facility O	wner De	tails				
This screen	contains bus	iness details	about the fac	ility. Most facility d	letails are read only for	data integrity purposes.
Registered B	Jusiness _	. (5.)			Registered Business Street Number	Address
2	Name Dep	pt of Environ	ment		Street	Parkes Place
	ACN:				Suburb	
	ABN: 34	190894983			Postcode	Australian Capital Territory
Facility D	etails				rostcouc	2000
Facilit	ty ID: TrainO	050			Postal Address	
Facility N	ame: Trair	ning facility	50		Same as Registered E	Business Address? 🔲
Jurisdio	ction: Feder	ral			Street Number	
Licence Nu					Street	GPO BOx 787
	per of 100				Suburb	Parkes
Emplo Website Ad		://www.np			State	Australian Capital Territory
Website Au			0		Postcode	2600
Main Ac	ctivity	smelting and	refining	· · · · · · · · · · · · · · · · · · ·		
Data Period S	Start: 01/0	7/2008				
Data Period	End: 30/0	06/2009				
If data change	es are requir	ed, select the	e request char	nge button to send	d details to your jurisdi	ction.
						Request Char
ANZSIC I	nformati	ion				
			Division	Please select one	-	
			Subdivision	Please select one	-	×
			Group	Please select one		<u> </u>
			Class	Please select one		×
		Add/Cha	inge Primary	/ Add S	econdary R	emove Secondary
Select check			SIC code(s) in	formation.		
	Туре	Code			Descriptio	on
Prima			opper, Silver,	Lead and Zinc Sm	elting and Refining	
Available for J	lurisdiction P	review 🗌				
						Are details correct? 🔿 Ye

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 Repor	ting System > New Message	<u>Contact Us</u> <u>Help</u>
To:	FED - Department of the Environment, Water, Heritage and the	Arts
Subject:	Change Report Details for Training facility 50 (Train050)	
		~
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

 In the lower right hand corner is the question "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**.

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 Governm	nent ironment, Water, Heritage and t	heArts			
NPI Online Reportin	ig System > Home	> Report: I	Draft, Trainin	g facility 50, Train050, 30/09/2009	Logged in as train_user050 (Coordinator) <u>Contact Us Help</u> <u>Logout</u>
*Menu		Location	Contacts		
Emission Reports Facility Details Details	details are correc	des read onl t.		dinate details for the facility. The "View Map" link pr	ovides visual assistance in confirming the
Location Contacts				, Parkes, ACT, 2600	
Fuel and Energy	Latitude	-35,3019	13	(-35° 18' 06.89")	
Emission Data	Longitude	149.1344	23	(149° 08' 03.92")	
Reductions				View Map	
Transfers Statements	1.0.000.000				
Certification	If data changes a	re required,	select the req	uest change button to send details to your jurisdict	
Validation Checklist					Request Change
Submission Status					
Change Log					Are details correct? 🔿 Yes 💿 No
Support	Direct			Save Reset	
Calculation Tools	Prev			Save Reset	Next
Facility Admin					
User Admin					
»Links					
Select one and go 🔽 Go					
		Access	ibility Privac	y Terms of use System requirements	

Figure 26 – Location tab

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

- 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.

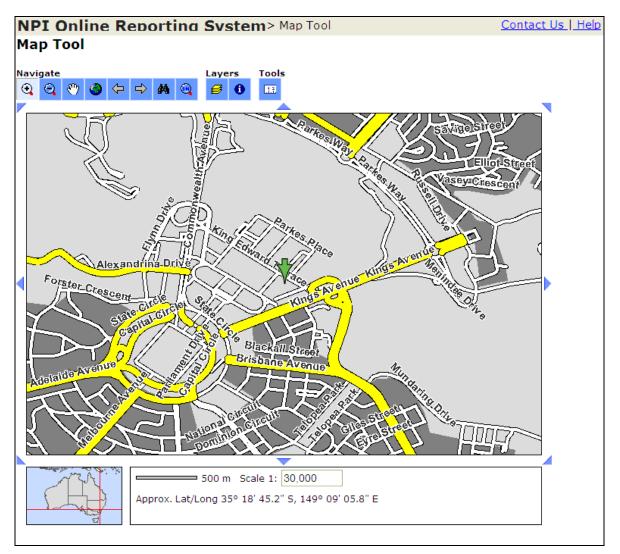


Figure 27 – Map Tool

Adding layers to a map

1. Click on Layers icon

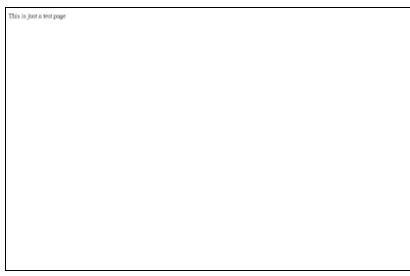


2. Layers pop-up opens



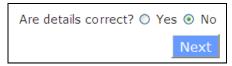
- 3. Tick the box next to the layer(s) you want to add to the map.
- 4. The layers will load on the map.

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

 In the lower right hand corner is the question "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.

2.3.3 Contacts tab

a chine Reportin	ng System > Ho	me > Report: D	raft, Training	g facility 50, Tra	in050, 30/09/2009		Contact Us Help Lo
Menu	Details	Location	Contacts				
Emission Reports	Contact 2	Information					
Facility Details	This screen p	provides public an	technical co	ntact informatio	n for the facility.		
Details	Public Cont				Technical Co	ontact	
Location	Data will be	made public				be made public	
Contacts		New	Public Con	tact		New Tech	nical Contact
uel and Energy	522			COOL			
mission Data	Title	Please select on	9	*	Title*		×.
leductions	First Name				First Name*	Sandy	
ransfers	Last Name			1	Last Name*	Rivers	
tatements	Position*	NPI Officer			Position		
Certification	Phone*	1800657945			Phone*	1800657945	
alidation Checklist	Mobile	1000007770			Mobile	20000077770	
ubmission Status	Fax				Fax		
hange Log							
upport	Email					sandy.rivers@npi	.gov.au
alculation Tools	Postal				Postal Address		
	Street				Street		1
cility Admin	Number				Number		
ser Admin	Street	-			Street		
inks	Name				Name		
	Suburb				Suburb		
elect one and go 🔽 Go	State	Please select on	e	~	State	Please select one	×.
	Postcode				Postcode		
	Comments			×.	Comments		· ·
	Comments			~	Comments		9
	Select check	box(es) to remo	ve contact(s) from the list be	low.		Add Remove
		Tupo	Title		First Name		Last Name
		Туре	Title		Flist Name		Last Name

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

Details	Location	Contacts		
Contact I	nformation	1		
This screen pr	ovides public an	id technical co	ntact information for the facility.	
Public Conta	ct		Technical Contact	
Data will be n	nade public		Data will not be made public	
	(New Pu	blic Contact	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 con	tact information for the facility.
Public Contact	Technical Contact
Data will be made public	Data will not be made public
New Put	blic 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.

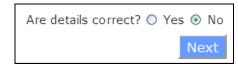
- 1. Click Add.
- 2. Fill in the data in fields.
- 3. Click Save.

Removing a Contact

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

Acknowledge details are correct

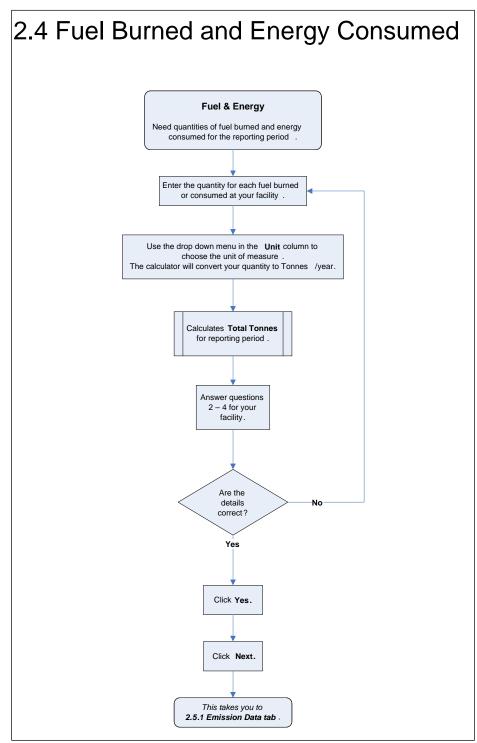
 In the lower right hand corner is the question *"Are details correct?"* The default answer for this question is **No**.



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

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

PI Online Reporti	ng System > Home > Report: Draft, T	raining facility 50, Train050, 30/09/20	00	Contact Us Help Los
4enu	Fuel & Energy			
mesion Reports Facility Octails Fuel and Energy Emission Data Reductions	Fuel Burned and Energy (Use this calculator to work out which 1) Please enter your fuel usage(s) b	h Category Za and 2b substances have trip	ped the NPS threshold,	Filei (Hetar)
Transfers	Fuel	Quantity	Unit	Tonnes/Yr
statements: Certification	LPG		t 🔛 per year =	
/aldation Chiscklist Submission Status	Bagasse		t 🖬 per year =	
Change Log	Bioges		t 🖾 per year =	
appoort.	Briquettes		t 🔤 per yeat =	
alculation Tools	Coal, Black	590	t 🔄 per year =	590
city Admin	Coal, Brown		t 🔛 per year =	
ser Admin	Diesel		t 🔯 per year -	
inks	Fuel OI		t 🔄 per year =	
electione and go 🔤 Go	Natural Gas	6945123	MJ 🛄 per year =	156.2652675
	Patrol (LA.P)	79123	L Der year =	57.75979
	Solid Waste		t 🔛 per year -	
	Wond		t 🔤 per yest =	
	Explosives		t 🔛 per year =	
	Other	1	t 🔤 per year =	
	Other		t 🔤 per year =	
	Other		t E per-yest =	
		e of fuel or waste in any hour during the re r usage for your facility in MW-hr. 18123		general segur
	4) is your facility rated at 20MW (m	egawatts) of higher? 🗇 Yes 🐵 No		

Figure 29 – Fuel and Energy screen

Calculating fuel and energy use

- 1. 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 a. 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.
- 2. 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**.
- 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.

ystem > <u>Home</u> > Report: Submitted, Training facility 50, Train050, 07/08	Contact Us Help Logout
Fuel & Energy	
Fuel Burned and Energy Consumed	
	Fuel History

2. Fuel History pop-up opens.

NPI Online R	eporting System	> Fuel History		Contact Us Hel
Fuel History				
	and the second se		ent report and (up to) 3	
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

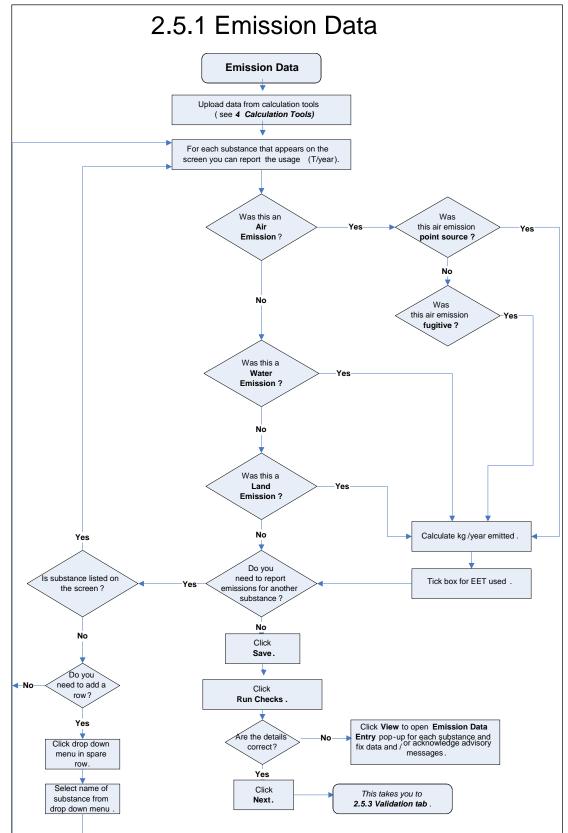
This is the section of your facility report where you enter the emission amount and source of emission for each NPI substance your facility has tripped a threshold for. You also acknowledge advisory messages in this section.

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.

I Online Reporting Sy	/stem > Ho	me	> Rep	ort: Draft, Training faci	lity 50, Train	050, 08/09					Cor	ntact	Us I	Help	Loc
lenu	_	Dat		Validation											
nission Reports Facility Details Guel and Energy Emission Data Data Validation Reductions	This tripp Refe Emis Alte	is a bed t er to ssior mati	the NE	nary of the substance(s) PI threshold for this repo lelp file for this screen for mation Techniques (EET): T.	rting year. r assistance ir	n entering your facility	data.								je
Fransfers Statements Certification Validation Checklist	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		er (kg/ T: 1 2 3				kg/y	
Submission Status			View	Carbon monoxide											
hange Log				Cat: 1, 2a, 2b		00000	0000								
pport			View	Fluoride compounds Cat: 1, 2a, 2b											
alculation Tools				Hydrochloric acid											
cility Admin			View	Cat: 1, 2a, 2b											
er Admin			View	Oxides of Nitrogen											
	_			Cat: 2a, 2b											
			View	Particulate Matter 10. Cat: 2a, 2b											
			View	Particulate Matter 2.5											
				Cat: 2a, 2b				L							
			View	Polycyclic aromatic hy Cat: 2a, 2b										— ·	
				Sulfur dioxide											
			View	Cat: 1, 2a, 2b											
			View	Sulfuric acid										_	
		\vdash		Cat: 1											
			View	Total Volatile Organic (Cat: 1a, 2a, 2b											
			View	Zinc and compounds											
				Cat: 1				L							
			View	Please select one Cat:											
	<													- 1	
	Sele	ect d	heck l	box(es) to remove one o	r more substa	ances at the same time	e.		Numb	er of s	ubstan	ces:			11
												A	dd	Rer New	nove Row
										Are de	tails co	rrect			
													-		

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.

- 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).

View Carbon monoxide 2,210,000 2,210,000	Substance Usage (t/rear) Point EET: 1 2 3 4 5	Fugitive Total FFT: 1	(kg/year) Land (kg/year) 1 2 3 4 5 EET: 1 2 3 4 5
	Carbon monoxide	2,210,000	

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

Emission Estimation Techniques (EE 5=Approved Alternative EET. <u>Calculation tools</u>	ET): 1=Mass Bal	ance, 2=Engine	ering Calculatio	ons, 3=Direct M	easurement, 4=En	nission Factors,
Info View Substance	Usage (t/year)	Air (kg/year) Point EET: 1 2 3 4 5	Fugitive	Air (kg/year) Total	Water (kg/year) EET: 1 2 3 4 5	Land (kg/year) EET: 1 2 3 4 5
□ <u>View</u> Carbon monoxide		2,210,000		2,210,000		

- 6. Click **Save**.
- 7. Repeat steps 4-6 for each substance you need to report an emission.
- 8. Click Run Checks. 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).

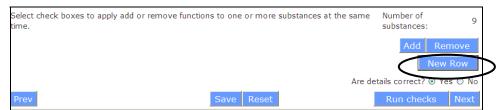
You can add a substance using one of the 3 ways outlined below

- 1. To Add a Substance
 - 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.

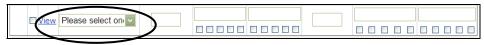
2. To **Add** a New Row

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.



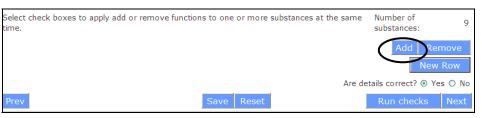
2. New row is added.



- 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.



- 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 Or	nline Repo	rting Sy	stem	> Emi	ssion [)ata E	ntry									1	Cont	act l	<u> s </u>	Help
Substa This scree	n ce n allows you to	o enter you	r data ai	nd ack	nowled	ge ad	visory ı	nessag	jes,	and sho	ws what yo	ur fa	cility	repoi	rted in	previ	ous	year	5.	
Emission I Alternative		hniques (EE	T): 1=M	lass Ba	alance,	Z=Eng	ineerin	g Calcu	ulati							Fact	ors,	5=A	opro	ved
Substance	e * Please	select one				~)		То	tal Fuel Usa (t/yea	ge ar) ⁸⁰)4.02	2505	75		t/	yr		
	Jsage			kg/ye Point	ar)	А	ir(ka/) Fugiti	ear) ve		т	otal	W	/ater	(kg/)	/ear)	L	.and	(kg/	year	·)
(t	/year)		1 2	3	4 5	1	2 3	4 !	5			1	2	3	4 5	1	2	з	4	5
		Emission: EET:		_									_	_			_	_	_	
Facility	/ Report H	istory																		
	Usage	e(t)		kg/ye			.ir(kg/y							ater			I	Land		
Year	Substance	%diff	Point	. 9	6diff	Fug	itive	%dif	f	Total	% diff	(kg	g/yea	ar) '	% diff	(k	g/ye	ar)	% (diff
	Total Fuel	%diff	1 2	3	4 5	1	2 3	4 5	5			1	2	3	4 5	1	2	3	4	5
	ates absolute		current	report	data.															
		Messag	e								С	omm	ents							
Report	er Notes																			
																				~
																				_
																				\sim
		Sub	stance:	Pr	evious	Ne	xt/Ne	N S	ave	e (Close									

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

NPI Or	line Repo	orting Sy	stem	> En	nission ()ata	Entry										<u>C</u>	onta	ct U	<u>s H</u>
🗸 Info		C 11																		
-Data ha	s been saved s	successfully																		
Substa This scree	nce n allows you t	o enter you	r data a	ind ac	knowled	ge ac	lvisory	y me	ssages	, and sho	ws what yo	ur fac	ility ı	repo	rted	in pr	eviou	ıs ye	ars.	
Emission E Alternative	Estimation Tec EET.	hniques (EE	T): 1=	Mass I	Balance,	2=En	igineer	ring (Calcula				ent, 4	1=En	nissio	on F	actor	s, 5=	=App	rove
Substance	* Lead &	& compound	s				~			То	tal Fuel Usa (t/yea	ge ar) ⁸⁰)4.0	250	575			t/y	r	
	lsage /year)		Ai	r(kg/) Poir			Air(ko Fug	g/yea jitive		Т	otal	W	/ater	r(kg/	/yea	r)	La	and(I	kg/y	ear)
(((year)		1 2	3	4 5	1	2	3	4 5			1	2	3	4	5	1	2	3	4
420.000	1	Emission:	31,6	70						31,670		40					430)		
-20.000	,	EET:												V						v [
Facility	Report H																			
Year	Usage Substance		Air Poir	r(kg/) It	vear) %diff		Air(ko Igitive		ar) %diff	Total	% diff	(kg		/ate ar)	r %c	liff	(kg		and r)	% di
	Total Fuel	%diff	1 2	2 3	4 5	1	2	з -	45			1	2	3	4	5	1	2	3	4 !
	ates absolute		curren	repo	rt data.															
AUVISO	ry Messag Mess										Comment	-								
		-			Please s	elect	one				commente									~
Substance	not reported	in last Repo	rt																	
Report	er Notes																			
Coport	o. 110100																			
		Sub	stance		Previou		ext/N	low	Sa	(0)	Close									
		500	stance		revious		ext/N		-34		01030									

- 6. Use the drop down list to acknowledge any advisory messages that may appear.
- 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**.

Select check boxes to apply add or remove funct time.	tions to one or more substances at the same	Number of substances:	9
		Add R	emove w Row
	Are d	letails correct? 💿 \	Yes 🔿 No
Prev	Save Reset	Run checks	Next

- 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

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

message expecting you to report an emission for that substance.

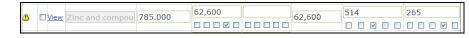
Run checks

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		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
		View	Carbon monoxide		2,210,000		2,210,000		
		View	Fluoride compour		2,750		2,750	2,250	4,250
							,		
		View	Hydrochloric acid		215		215		
		View	Oxides of Nitroge		180,000		180,000		
		View	Particulate Matter		352,800		352,800		
								ГГГГГ	
		View	Particulate Matter		215,040		215,040		
		View	Polycyclic aromat		58.2		58.2		
			r ory oy one aronnae						
		View	Sulfur dioxide		22,100,000		22,100,000		
			Buildi dioxide				22,100,000		
	_	View	Sulfuric acid	36.000	2,850		2,850		
		VICIV	Sulfurie aciu	50.000			2,050		
		View	Total Volatile Org		15,090		15,090		
	-	VIEW	Total volatile org				15,090		
	_	View	Zinc and compou	785.000	62,600		62,600	514	265
ىن		VICVV		/03.000			02,000		
		View	Please select on						
		view							

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



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

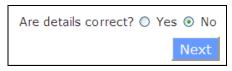
NPI OI	nline Rep	orting Sy	stem >	Emis	sion	Data	a Enl	try												Cor	ntact	Us	He
Substa	nce n allows you	to enter you	ur data and	ackn	owled	dge i	dvis	ory	mesi	sage	s, a	nd shows w	hat your faci	lity re	porte	d in	prev	rious	year	5.			
mission l Itemative	Estimation Te e EET.	chniques (EE	.⊤): 1=Ma	ss Bala	ance,	2=1	Ingin	eenir	ig Ca	alcula	stio								5=4	ppro	oved		
Substanc	e · Zina	and compos	unds									. 1	fotal Fuel Usa (t/ye	ar) ^{BI}	14.13		975			t/γ	r.		
	Usage t/year)		Ai	r(kg/y Poin	t	5		F	(kg/ ugit	ive	-	1	Total		Vate					Land		/yea	
		Emission	1.000		.,	5	-	4	3			62,600		51		2	2	5	26		2		2
785.000	0	EET:	E E		12	-	n	m	n	m	Ē	(La crea a		101		1	D					2	-
acility	Report H	listory	-			-		-	-	-		-				-		-	-	-	-	-	-
Year	Usag Substance Total Fuel	e %diff	Air(k Point		er) 6diff 4 1	5		Air(k gitivi 2		%d	iff 5	Total	% dlff	(k)	/yea 2	100	96 6	diff 5	(k	a/ye	Lane ar)	96	diff 5
07/08	800.000	8.72%	51,780	21.	08%				1			51,700	21.08%	458		17		q _m .			1	13.65	3-Yu
	/86.2881	2.26%	Г Г	F	P 7	1	17	Г	Π.	Γ.	Г			Г	17	R	Г	17	Г	Г	17	R	Г
06/07	585.000	34.19%	35,170	77	99%				1			35,170	77.99%	335		53	043	06	1,4	20	8	1.3	13%
	706.4881	13.81%	пг	E I	k l	5	17	Г	E.	Π.	٣			Г	17	R	Π	П	F	17	Г	17	17
05/06	715.000	9.79.%	\$5,000	1000	82%				1				13.82%	500		10-11			2,1		-	7.7	
	625.5881	28.30%	ГГ	F F	7 F		Г	Г	Г	П	Г			П	Г	F	Г	F	Г	Г	Г	F	Г
	ates absolute		current re	port d	data.																		
adviso	ry Messag	jes ssage		1									Comment	s									-
	Emission De	crease From	Last Repo	ort	Plea	se s	elect	one	-														-
o Land						_	_	_	_													_	-

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.)

J Info	as been saved s	uccessfully																								
Substa This scree	ance en allows you to	o enter you	r dat	a an	d ac	kno	wled	ge :	advis	sory	me	ssag	es,	and	l shows w	hat your fac	lity re	port	ed in	pre	vious	; year	s.			
Emission Alternativ	Estimation Tech re EET.	hniques (EE	T): 1	L=Ma	ISS I	Balar	nce,	2=8	Engir	ieer	ing (Calcu	latio	ons								, S=A	opro	ved		
Substand	e * Zinci	and composi-														Total Fuel Us (t/ye	age al).t.(1250	157	5		τ/y	r		
	Usage (t/year)				P	g/ye					Fug	/yea itive	0		3	Total	V	Vati	er(k	g/ye	ar)		Land	i(kg	/yea	r)
	(d) cui)			-	2	3	4	5	1	-	2	3 .	4	5			1	2	3	4	5	1	2	3	4	5
785.00	ю	Emission EET:		52,6		-	128				_			_	62,600	1	51		_	-	-		50	-	-	-
Facilit	v Penort H		-15	1.1	4	9	(2)	9	E	1.1	1.1	1	1	0	_				(e)	E					9	
Year	a hat we want Datat Di diff. Eu		Air(giti 2		(ear) %	diff 5		Total	% diff	(k <u>c</u> 1	/ye 2	Nate ar)		diff 5	(k) 1	g/ye 2	Lan ar) J		diff 5							
07/08	850.000	.72%	51.		1	ALL D	1916				T				51,700	21.08%	458		h	2.7	396			1	3 73	1915
	786.2881	.26%	F	F	Π	þ	E		17	٣	Г	Π.	F				17	Г	F	Г	Γ.	Г	E.	Г	F	г
06/07	585.000	4.19%	35,	1.7.0		17.9	<u>6</u> 9] ₆								15,170	77.99%			5	3.4	39h	1,4		8	6.6	9%
		3.81%	Г	17	Г	F	T		F.	E	Г	F	F				Г	F	F	Г	Г	Г	F	Г	F	Г
05/06	in the second se	1.2.990	55,	000	1	3.8	2%								55,080	13.82%	500		2	.80		2,1	06	2	2.51	inp.
		WOL 81	F	F	F	R	Ľ		E.	F	T	F	Г				15	F	15	F	Г	F	F	F	뒤	F
	cates absolute		curr	ent r	epa	rt da	sta.																			
		Mess	age														Comm	ient	5							
	ter Notes																									

- 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.
- 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.



Always click Save often when entering data on this screen.

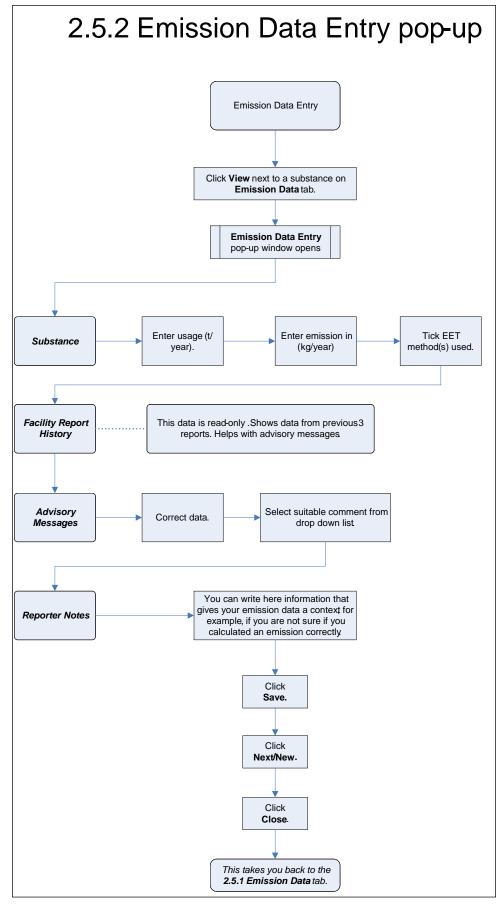
When you click **Save** after you have added a substance, the list of substances is reordered alphabetically.

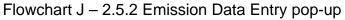
2.5.2 Emission Data Entry pop-up

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.

D	ata	1	Validation						
Emi	iss	ion	Data						
facilit Refer Emis: 4=Er	y's f to sion niss	fuel a the H Estir	mary of the substanc and energy usage trip Help file for this scree mation Techniques (E Factors, 5=Approved <u>ols</u>	ped the NPI n for assista ET): 1=Mas	threshold for th nce in entering s Balance, 2=E	his reporting y your facility da	ear. ata.		
Info		/iew	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
(/iew	Carbon monoxide		2,210,000		2,210,000		
			/						
	\geq	/iew	Fluoride compour		2,750		2,750	2,250	4,250
		liow	Hydrochloric acid		215		215		
<u>.</u>							215		
A		r		400.000	31,670		21.670	40	430
⚠		<u>/iew</u>	Lead & compound	420.000			31,670		
					180,000				
		<u>/iew</u>	Oxides of Nitroge				180,000		
					352,800		 		
		<u>/iew</u>	Particulate Matter				352,800		
					215,040		 		
		/iew	Particulate Matter				215,040		
⚠		/iew	Polycyclic aromat		58.2		58.2		
							1		
		/iew	Sulfur dioxide		22,100,000		22,100,000		
		/iew	Sulfuric acid	36.000	2,850		2,850		
			banario dola				_/		
		liouu	Total Volatile Org		15,090		15,090		
		<u>new</u>	Total volatile Ofg				13,090		ГГГГГ
					62,600			514	2,650
		/iew	Zinc and compou	785.000			62,600		_,

Figure 31 - View link on Emission tab





NPI C	Inline Report	rting Sy	ste	em	> Em	nissi	on Da	ita	Ent	ry												Con	tact	Us	Hel
	een allows you to Estimation Tech						-					-											orove	ed	
Substan	ce * Zinc a	nd compou	inds						-						Total Fuel Us	sage 8	04.	0250	575	5		t/y	r		
	Usage (t/year)					int			1		gitiv				Total		Wat	er(kg			1	Land	l(kg/		
		Emission		1 52,6	-	3	4 5	1 Г	1	2	3	4	5	62.60	0	51	-	3	4	5	1	550	3	4	5
785.00	00	EET:	-				v														2,0				
Facilit	ty Report Hi																								
Year	Usage(t Substance Total Fuel	%diff	Poi			diff			Air(giti 2	kg/y ve 3) odiff 5		Total	% diff	(kg 1	/ye 2	Vate ar) 3		diff 5	(kg 1	l g/yea 2	Lanc ar) 3		diff 5
07/08	860.000 8.7	2% 5	1,7	00	21.	089	/a			1			1	51,700	21.08%	458		12	2.23	%	2,3	30	1:	3.73	3%
	786.2881 2.2	6%	Г	Г	F F	ल ।		Γ.	Г	Г	Г	Г				Γ	Г	M	Г	Г	П	Г	Г	M	Г
06/07	585.000 34.	19% 3	15,1	70	77.	99%	/a			Ι				35,170	77.99%	335		53	3.43	%	1,4	20	8	6.62	2%
	706.4881 13.	81%	Г	Г	FF	ল ৷	F		Г	5	Г	Г				Г	F	M	Г	Г	Г	F	Г	M	Г
05/06	715.000 9.7	9% 5	5,0	00	13.	829	10						10	55,000	13.82%	500		2.	80%	/a	2,1	60	2	2,69	9%
	626.6881 28.		Г	Г	F F	<u>x</u>		Г	Г	Г	Г	Г				Г	Г	M.	Γ	Г	Г	Г	Г	M	Г
	licates absolute v		o cur	rent	repo	rt da	ita.																		
Advis	ory Message	Messa	age													Comr	nen	ts							
_	ter Notes									-			_												

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.

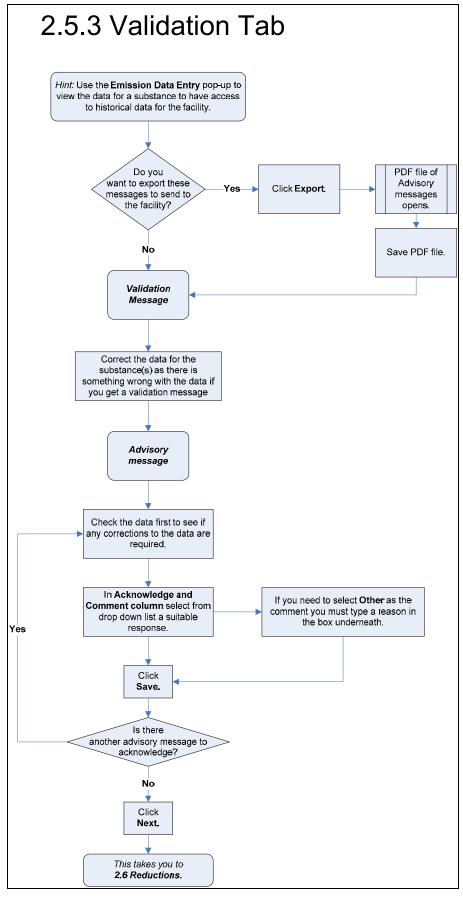
Always click Save after making changes on this screen.

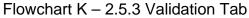
Close button

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.





I Online Reportin	g System > Home > Report: Draft, Tra	ining Facility 110, Train110, 30/09/2008	Logged in as train_user110 (Cool Contact Us Help	
enu	Data Validation	ming runney rist manifest sol of 2000	Sometree (map)	1 Acids
hission Reports	Emission Data Validation C	Checks		
acility Details	Later Charles Construction Row Chick and the	there is a validation issue with your facility's current	data. You need to acknowledge each of	these
uel and Energy	messages.	ancie is a validation issue with your radiity's carrent	tata. Tou need to deknowledge cach of	unca
mission Data		Validation Message		
Data	Total VOC Emission Less Than Sum Of			
Validation	Substance	Advisory Message	Acknowledge and Comment	
eductions ransfers			Please select one	
tatements	Benzene	Substance not reported in last Report		-
ertification				
alidation Checklist		EET Method has changed since previous	Please select one	
ubmission Status	<u>Carbon monoxide</u>	report		
hange Log			Please select one	1
pport	Ethanol	EET Method has changed since previous	Fiease select one	
lculation Tools		report		
	and the second sec	Significant Emission Decrease From Last	Please select one	1
cility Admin	Ethanol	Report to Water		
er Admin			Discos solast and	100
nks	Fluoride compounds	EET Method has changed since previous	Please select one	
lect one and go 🔽 Go		report		
		Destination (or Air source) has changed	Please select one	
	Fluoride compounds	since previous report		
				-
	Hydrochloric acid	Significant Emission Increase From Last	Please select one	
		Report to Land		
		Emission in Last Depart but not Current	Please select one	
	Mercury & compounds	Emission in Last Report but not Current Report		-
		· · - F - · · -		_
	Particulate Matter 10.0 um	EET Method has changed since previous	Please select one	×
	Particulate Matter 10.0 um	report		
			Please select one	
	Particulate Matter 10.0 um	Significant Emission Decrease From Last Report to Air Total		
	Destiguiete Method 60.0	Significant Emission Decrease From Last	Please select one	
	Particulate Matter 10.0 um	Report to Air Point		
			Please select one	
	Particulate Matter 10.0 um	Destination (or Air source) has changed since previous report		
		since previous report		
		Significant Emission Decrease From Last	Please select one	
	Total Volatile Organic Compounds	Report to Air Total		_
			Please select one	
	Total Volatile Organic Compounds	Significant Emission Decrease From Last	Liease zelect olle	
		Report to Air Point		
	Export Validation Checks			
	Prev	Save Reset		Nex

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.
- 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.

Menu	Data Validation		
Emission Reports	Emission Data Validation	Checks	
Facility Details	Advisory messages let you know that	there is a validation issue with your facility's	s current data. You need to
Fuel and Energy	acknowledge each of these messages		
Emission Data		Validation Message	
Data	TVOC Emission Less Than Sum Of Ind	ividual VOC Emissions	
Validation	Substance	Advisory Message	Acknowledge and Comment
Reductions	Gabbiance	Advisory Hessage	
Transfers	Carbon monoxide	EET Method has changed since	This EET required by company polic
Statements		previous report	
Certification		and the second second second	This EET required by company polic
Validation Checklist Submission Status	Fluoride compounds	EET Method has changed since previous report	The LET requires of company point
Change Log		previous report	
Change Log		Significant Emission Increase From Last	Different EET Used
Support	Fluoride compounds	Report to Air Total	
Calculation Tools		and a set of the set o	
Calific Admin		Destination (or Air source) has	Process Change
Facility Admin	Fluoride compounds	changed since previous report	
User Admin			Dava and Changes
*Links	Hydrochloric acid	Significant Emission Decrease From	Process Change
		Last Report to Air Total	
Select one and go V Go		and the bulleting a sector of the sector	Process Change
	Hydrochloric acid	Significant Emission Decrease From Last Report to Air Point	r losses change
		Last Report to Air Point	[
		Emission in Last Report but not Current	Usage below Threshold
	Mercury & compounds	Report	
		POTE ST S	
		EET Method has changed since	This EET required by company polic
	Particulate Matter 2.5 um	previous report	
			Improved Pollution Control
	Total Volatile Organic Compounds	Significant Emission Decrease From	Improved Pollution Control
		Last Report to Air Total	
			Improved Pollution Control
	Total Volatile Organic Compounds	Significant Emission Decrease From Last Report to Air Point	
		East Report to Air Foint	

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.

Menu	Data	Validation			
	Emission	Data Validation	Checks		
Emission Reports					
Facility Details		each of these messages	there is a validation issue with your facility's	current data. You need to	
Fuel and Energy	acknowledge	each of these messages			
Emission Data			Validation Message		_
Data Validation	TVOC Emissi	on Less Than Sum Of Ind	ividual VOC Emissions		
Reductions		Substance	Advisory Message	Acknowledge and Comment	
Transfers				Other	
Statements	Carbon mon	ovide	EET Method has changed since	* required if reason = other	
Certification	Carbon mon	OAIde	previous report		-
Validation Checklist					
Submission Status			EET Mathad has shaneed since	Other	
Change Log	Fluoride com	pounds	EET Method has changed since previous report	* required if reason = other	
Constraint					
Support				Different EET Used	
Calculation Tools	Fluoride com	pounds	Significant Emission Increase From Last Report to Air Total		
Facility Admin			Report to Air Totai		
			Destination (or Air source) has	Process Change	1
User Admin	Fluoride com	ipounds	changed since previous report		
Links			5 1 1		
Select one and go 🔽 Go		1.11	Significant Emission Decrease From	Process Change	
	Hydrochloric	acid	Last Report to Air Total		
	-			Dresses Change	7
	Hydrochloric	acid	Significant Emission Decrease From	Process Change	
	<u>injure enterte</u>	000	Last Report to Air Point		
			Line and the second second	Usage below Threshold	1
	Mercury & co	ompounds	Emission in Last Report but not Current Report		
			Report		
				Other	
	Particulate M	latter 2.5 um	EET Method has changed since	* required if reason = other	-
			previous report		
				Internet Ballation Control	-
	Total Volatile	Organic Compounds	Significant Emission Decrease From	Improved Pollution Control	
	Total Volacile	. organic compounds	Last Report to Air Total		
				Improved Pollution Control	
	Total Volatile	Organic Compounds	Significant Emission Decrease From		
			Last Report to Air Point		

Example of Error messages on Validation tab

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

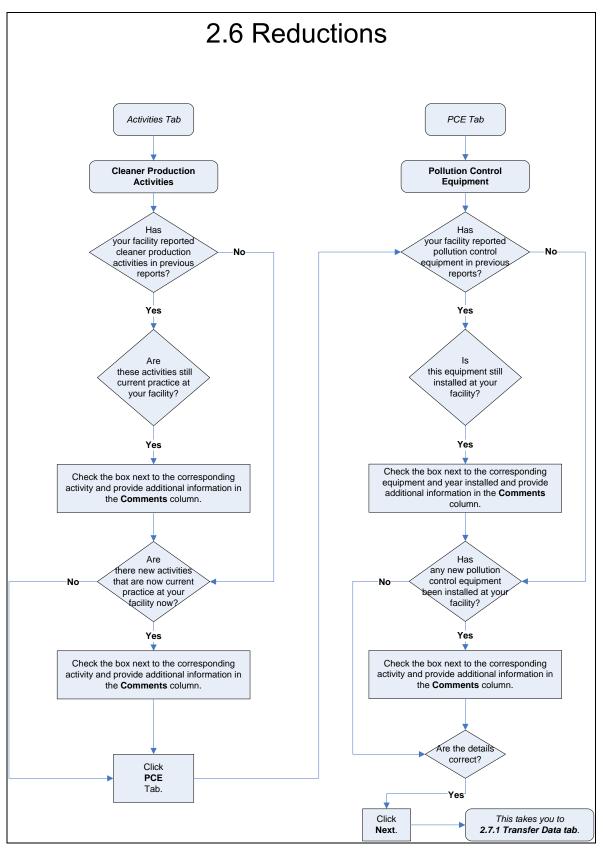
There are a number of situations in which being able to export validation and advisory messages is useful. For example, if you are not the person who calculated the data you can print out the messages and send these back to the person who did to find out if the data needs correcting or find out the explanation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



Flowchart L – 2.6 Reductions

Australian Government Department of the Environment, Water, Heritage and the Arts Logged in as train us NPI Online Reporting System > Home > Report: Draft, Training facility 50, Train050, 08/09 Contact Us | Help | Logo Menu Activities PCE Emission Reports **Cleaner Production Activities** Facility Details 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. Fuel and Energy Emission Data Description Comments Reductions Activities Change from solvent based to aqueous based raw materials PCE Transfers Statements Certification Validation Checklist Changed product specifications Submission Status Change Log Changed production schedules to minimise equipment/feedstock changeovers Support Calculation Tools Community consultative committee Facility Admin User Admin Dust suppression - water sprays/chemical suppression Dust suppression - wind breaks/covered/enclosed stockpiles Implemented inspection or monitoring program for potential spill or leak sources Improved maintenance scheduling, record keeping, or procedures Improved procedures for loading, unloading or transfer operations Installation of high-pressure/low-volume cleaning equipment Installed overflow alarms or automatic shut-off valves Installed vapour recovery systems (VRS) Modified packaging Modified process, equipment, layout, or piping Other modifications / practices (please specifiv in comments box) Use of cleaner raw materials Are details correct? 🔘 Yes 💿 No Save Reset Next Accessibility | Privacy | Terms of use | System requirements

2.6.1 Activities tab - Cleaner Production Activities

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**.

ine Reporting Syst	em > Home > Report: Draft. Training	facility 50, Traia050, 00209	Contact Us H
	Activities PCE		
Reports	Pollution Control Equipment	nt	
Details d Energy	This screen deplace a list of pully	tion control equipment that is commonly reported	to the NPL If your facility has reported pollution control eq
n Data	previously, the boxes next to the		
dima-	Description	Year Installed	Comments
जेत	Activated carbon filter	IP	
rs	T Activated carbon nee		
ents ation			
on Checklet	IT WE IN A LOOP		
sion Status	🖾 Bio scrubber		
Log			
un Table	Biofilter	L	
dmin			
00	Cyclone/multidene		
	Dry scrubber		
	Durt monitor		
	and the second s	Test is	
	Electrostatic precipitator	2004	
	Fabric filter/baghouse		
	Incineration/afterburner		
	E Low NOx burner	2003	
	Mist eliminator		
	C Opacty montor		
	TI sharek course		
	441.0410.0011		
	Other pollution control decument (please specify in		
	commerita bini)		
	2		
	Thomal oxidiser		
	P1 American Star Machines		
	📋 Wastewater treatment		
	U Wet scrubber		

2.6.2 PCE tab - Pollution Control Equipment

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

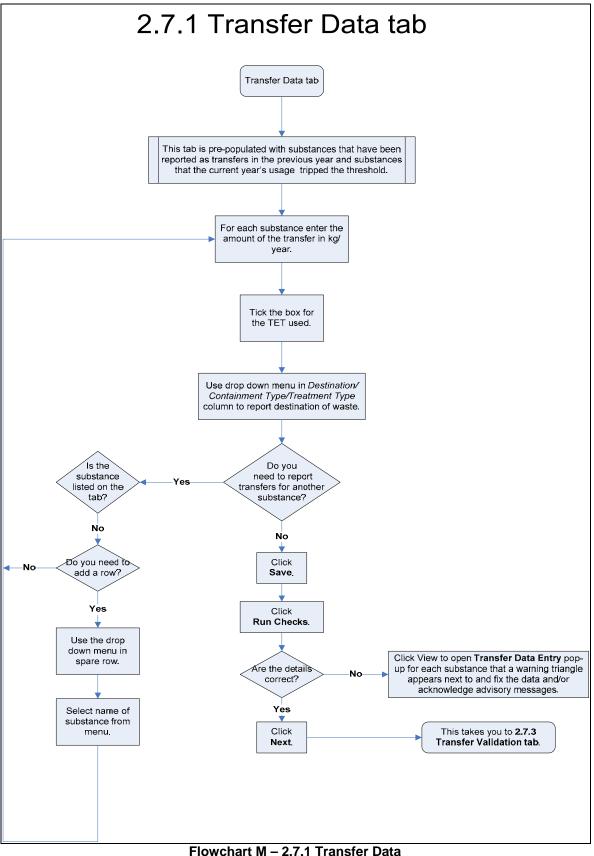
This is the section of your facility report where you enter the transfer amount and destination of each transfer for each NPI substance your facility has tripped a threshold for. You also acknowledge advisory messages in this section.

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



IPI Online Reporting Sys	stem > Hor	<u>ne</u> >	Report	Draft, Training facility 50,	Train050	, 30/	09/2	009		Contact Us Hel	p Logo
•Menu		Data		Validation							
Emission Reports Facility Details Fuel and Energy Emission Data Reductions	This i Cate Trans	s a si gory : sfer E	3 you a	, of substance transfers asso re required to report any tra	sfer of th	at su	ostan	ce wit	hin r	report. For each substance triggered in Category 1, Category 1b materials sent to a mandatory reporting transfer destination. ulations, 3 = Direct Measurement, 4 = Transfer Factors, 5 = Appro	
Transfers Data Validation	Info		View	Substance	1	ransf TET:		/year 3 4 5)	Destination / Containment Type / Treatment Type	
Statements Certification	⚠		<u>View</u>	Lead & compounds						Please select one	
Validation Checklist Submission Status Change Log	⚠		<u>View</u>	Sulfuric acid						Please select one	V
Support			<u>View</u>	Total Nitrogen						Please selectione	×
Calculation Tools Facility Admin	⚠		<u>View</u>	Total Phosphorus						Please select one	×
Jser Admin			<u>View</u>	Zinc and compounds						Please select one	~
			<u>View</u>	Please select one						Please select one	V
	Seler		eck box	(es) to remove one or more s	ubstance	s at ti	ne sar	ne tim Save			

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)	Destination / Containment Type / Treatment Type					
⚠		<u>View</u>	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							
		<u>View</u>	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**. 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
 - 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.

View Please select one		Please select one
------------------------	--	-------------------

- 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.



2. Transfer Data Entry pop-up opens.

3. Select the substance you want to add from the drop down list.

* Please select	one		~	ノ			
		1	2	Transfer (kg/year) 3	4	5	Destination / Containment Type / Treatmen
Transfe TET:	r:						Please select one
Public Statem	nent						
Facility Repor	rt Histo	ry Transfer					
Facility Repor		-	%dif	f	De	estination /	Containment Type / Treatment Type
	1	Transfer (kg/year) 2 3 4	5		De	estination /	Containment Type / Treatment Type
Year	1 bsolute v	Transfer (kg/year) 2 3 4	5		De	estination /	Containment Type / Treatment Type
Year %diff indicates al	1 bsolute v	Transfer (kg/year) 2 3 4	5		De	estination /	Containment Type / Treatment Type Comments

4. Enter the data for the substance.

5. Click **Save**.

NPI Online							
🗸 Info							
-Data has bee	n saved	successful	ly				
ubstance ransfer Estima ransfer Factors					nce, 2 = E	ngineerin	g Calculations, 3 = Direct Measurement, 4 =
* Total Nitrog	gen			~			
		1	2	Transfer (kg/year) 3		5	Destination / Containment Type / Treatment Type
Transfe	r:	9.5	-	-			
TET:		9.5		V			Off-site immobilisation
Public State	ement						
acility Rep	oort His	story					
Facility Rep Year	T (k	ransfer g/year) 3 4	5 %d	iff	Destin	ation / C	ontainment Type / Treatment Type
Year	T (k 1 2	ransfer g/year) 3 4	5			ation / Co	ontainment Type / Treatment Type
Year %diff indicates	T (k 1 2 s absolut	ransfer g/year) 3 4 :e variatior	5			ation / C	ontainment Type / Treatment Type
Year %diff indicates Advisory M	T (k 1 2 s absolut	ransfer g/year) 3 4 :e variatior e s	5 to curr	ent report	: data.	ation / C	ontainment Type / Treatment Type Comments
Year %diff indicates Advisory M Destination ha	T (k 1 2 s absolut lessage Message	ransfer g/year) 3 4 te variation es	5 to curr		: data.	ation / C	
Year %diff indicates Advisory M Destination ha	T (k 1 2 s absolut lessage Message as chang	ransfer g/year) 3 4 te variation es	5 to curr	ent report	: data.	ation / C	
%diff indicates Advisory M	T (k 1 2 s absolut lessage Message as chang	ransfer g/year) 3 4 te variation es	5 to curr	ent report	: data.	ation / C	

- 6. Use the drop down list to acknowledge any advisory messages that may appear.
- 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	e or more substances at the same time.	Number of substances: 5
		Ad Remove New Row
		Are details correct? 💿 Yes 🔘 No
Prev	Save Reset	Run checks Next

- 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 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.

Substance 🔺	Advisory Message	Acknowledge and Comment
Acrolein	Transfer estimation technique changed	Please select one
	from last report	
Acrolein	Significant increase from last report	Please select one
	Transfer estimation technique changed	Please select one
<u>Acrylic acid</u>	from last report	
Acrylic acid	Significant increase from last report	Please select one
Ethanol	Destination has changed since last report	Please select one
	Category 1 threshold exceeded,	Please select one
Mercury & compounds	substance expected	

Run checks

1.

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

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

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

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

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

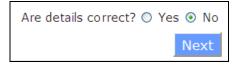


b. **Transfer Data Entry** pop-up for that substance opens.

NPI Online	Repor	ting Sy	stem	1 > Transf	er Data E	ntry	<u>Contact Us</u> <u>Help</u>		
Substance Transfer Estima 4 = Transfer Fa * Lead & con	ctors, 5	= Approv				= Engine	eering Calculations, 3 = Direct Measurement,		
		1	2	Transfe (kg/year 3		5	Destination / Containment Type / Treatment Type		
Transfer TET: Public Stat		1150	V				Off-site long term waste storage		
Facility Rej	port Hi	istory							
Year (kg/year) %diff Destination / Containment Type / Treatment Type					ontainment Type / Treatment Type				
	%diff indicates absolute variation to current report data.								
Advisory M	lessage Aessage	·					Comments		
Transfer not r report			us [Please sel	lect one				
Reporter N	lotes								
	:	Substance	2:	Previous	Next/N	lew S	ave 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.



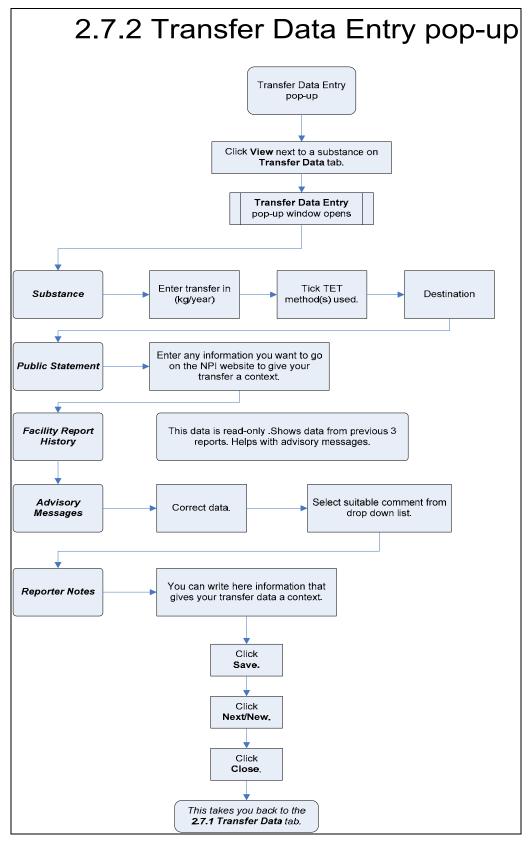
Always click Save often when entering data on this screen.

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

Figure 39 – View link on Transfer Data tab



Flowchart N - 2.7.2 Transfer Data Entry pop-up

NPI Online	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.								
* Total Phos	* Total Phosphorus							
	1	Trans (kg/y 2 3	ear)	5	Destination / Containment Type / Treatment Type			
Transfer: TET:					Off-site sewerage			
Public State	ement							
Facility Rep	oort History							
Year	Transfer (kg/year) 1 2 3 4 5	%diff	Destination / Containment Type / Treatment Type					
07/08	4.192	21.66%	Off-site sewerage					
06/07	3.712	37.39%	Off-site sewerage					
05/06	3.2	59.37%	Off-site sewerage					
%diff indicates	s absolute variatio	n to curren	it report dat	a.				
Advisory M	lessages							
	Message				Comments			
Reporter N	lotes							
	Substance:	Previou	us Next/	New	Save Close			

Figure 40 – Transfer Data Entry pop-up

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

Entering Data

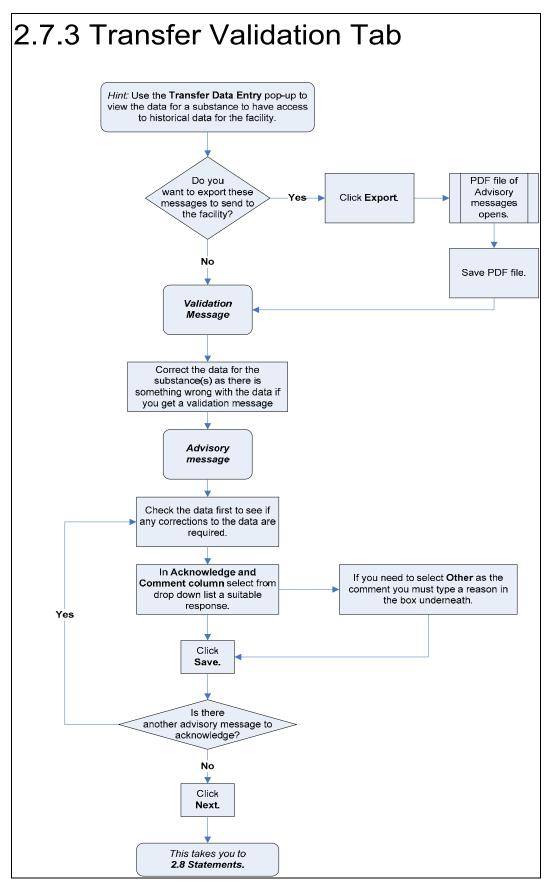
- 1. Enter the transfer in kg/year.
- 2. Tick the appropriate TET method box (es).
- Use the drop down menu in the Destination/Containment Type/Treatment
 Type to report what happened to the waste.

- 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.





	vironment, Water, Heritag			Logged in as train_user050 (Coordinato
IPI Online Reportin	ng System > <u>H</u>	ome > Report: Draft, T	raining facility 50, Train050, 30/09/2009	Contact Us Help Logo
Menu	Data	Validation		
Emission Reports	Transfer	Data Validation	Checks	
Facility Details Fuel and Energy Emission Data	Advisory me messages.	essages let you know tha	It there is a validation issue with your facility's current	data. You need to acknowledge each of these
Reductions Transfers		Substance	Advisory Message	Acknowledge and Comment
Data	Data Lead & con			Please select one
Validation		npounds	Transfer not reported in previous report	
Statements				Please select one
Certification Validation Checklist	Zinc and co	mpounds	Destination has changed since last report	
Submission Status				
Change Log				
Support				
Calculation Tools	Exp	ort Validation Checks		
Facility Admin	Prev		Save Reset	Next
User Admin				
»Links				

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.
- 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**.

beparent of the car	rironment, Water, Heritaş	ge and the recto		Logged in as train_user050 (Coordinate
IPI Online Reportir	ng System > H	lome > Report: Draft, T	raining facility 50, Train050, 30/09/2009	Contact Us Help Logo
Menu	Data	Validation		
Emission Reports	Transfer	Data Validation	Checks	
Facility Details Fuel and Energy Emission Data	Advisory me messages.	essages let you know tha	t there is a validation issue with your facility's current	data. You need to acknowledge each of these
Reductions		Substance	Advisory Message	Acknowledge and Comment
Transfers Data				Other 🔽
Validation	Lead & con	npounds	Transfer not reported in previous report	first year this substance reported
Statements				Process Change
Certification Validation Checklist	Zinc and co	mpounds	Destination has changed since last report	
Submission Status				
Change Log				
Support				
Calculation Tools	Exp	ort Validation Checks		
Facility Admin	Prev		Save Reset	Next
User Admin				
Links				

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.

Department of the I	invironment, Water, Heritage and the Arts		Logged in as train_user1 (C	Coordinato
NPI Online Report	ing System > <u>Home</u> > Report	: Draft, Training Facility 1, Train001, 31/0	3/2006 <u>Contact Us He</u>	elp Logou
•Menu	Data Validation			
Emission Reports	Transfer Data Validat	ion Checks		
Facility Details	Advisory messages let you kno	w that there is a validation issue with your faci	lity's current data. You need t	0
Fuel and Energy	acknowledge each of these me	ssages.		
Emission Data	Substance 🔺	Advisory Message	Acknowledge and Com	ment
Reductions			Process Change	~
Transfers	Acrolein	Transfer estimation technique changed from last report		
Data Validation		changed from last report		
Statements		Significant increase from last report	Other	
Certification	Acrolein		* required if reason = o	ther
Validation Checklist				
Submission Status			Prior Report Error	
Change Log	Acrylic acid	Transfer estimation technique changed from last report		
Support		changed nonnast report		
			Other	*
Calculation Tools	Acrylic acid	Significant increase from last report	* required if reason = other	
Facility Admin				
User Admin			Process Change	~
Links	Arsenic & compounds	Transfer not reported in previous report		
Select one and go 💟 Go			Other	~
	Ethanol	Destination has changed since last report	* required if reason = other	
	Mercury & compounds		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

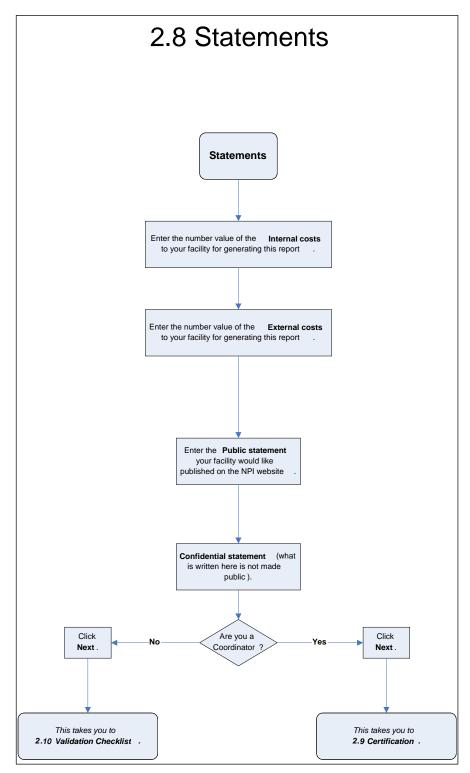
There are a number of situations in which being able to export validation and advisory messages is useful. For example, if you are not the person who calculated the data you can print out the messages and send these back to the person who did to find out if the data needs correcting or find out the explanation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



Flowchart P - 2.8 Statements

Department of the Env	ironment, Water, Heritage and the Arts	gged in as train_user050 (Coordinato
NPI Online Reportir	g System > Home > Report: Draft, Training facility 50, Train050, 30/09/2009	Contact Us Help Logou
Menu	Statements	
Emission Reports	Statements	
Facility Details Fuel and Energy Emission Data	This screen gives you the opportunity to explain the data in your facility report. This statement will be published on the NPI website.	
Reductions	The costs you provide and the confidential statement are not made public.	
Transfers	Please enter the costs (as whole numbers only) for generating this report:	
Statements	Internal Costs (\$): 5000	
Certification	External Costs (\$): 2000	
Validation Checklist		
Submission Status	Public Statement - all the information given will be published in the public website	
Change Log		1
Support		100
Calculation Tools	Confidential Statement - This statement is not made public.	
Facility Admin		X
User Admin		2
*Links	Prev Save Reset	Next
Select one and go V Go		

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.

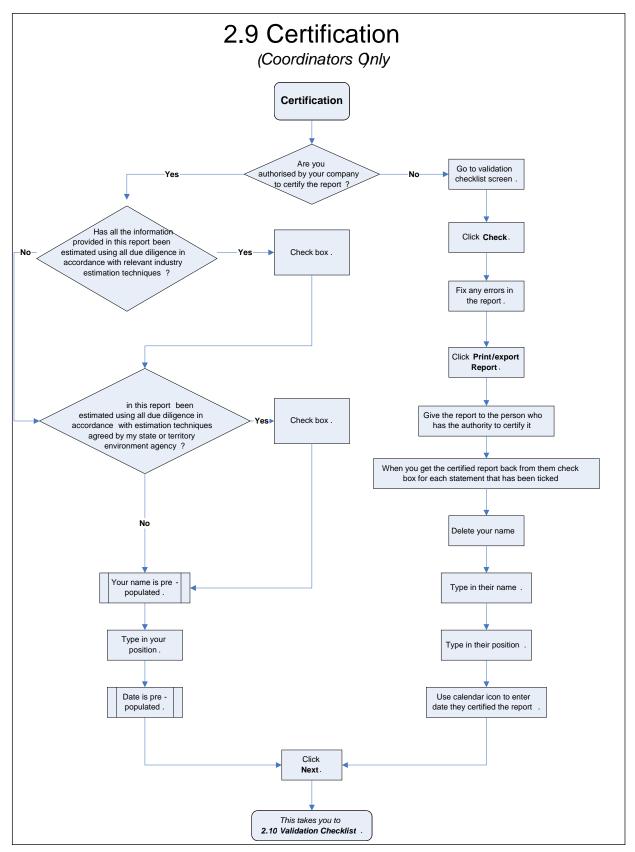
Confidential Statement

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.



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.

-84-	ironment, Water, Heritage and the Arts			Logged in as train_user050 (Coordinate
NPI Online Reportin	ng System > <u>Home</u> > Report: Draft, Training	facility 50, Train050	, 30/09/2009	Contact Us Help Logo
Menu	Certification			
Emission Reports	Certification			
Facility Details	I certify that I have reviewed this report, a	nd to the best of my kr	nowledge and ability, all the	information provided in this report:
Fuel and Energy Emission Data	Has been estimated or extrapolated u techniques.	ising all due care and di	ligence and in accordance v	with the relevant industry estimation
Reductions Transfers	and / or			
Statements Certification	Has been estimated or extrapolated of state or territory environment agency		ligence and in accordance v	with estimation techniques agreed by my
Validation Checklist Submission Status	Name	Joseph Lyons		
Change Log	Position	* PM		
Support	Date	* 27/09/2009		
Calculation Tools				
Facility Admin				
User Admin	Prev	Sav	e Reset	Next
Links				
Select one and go 🔽 Go				

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**.

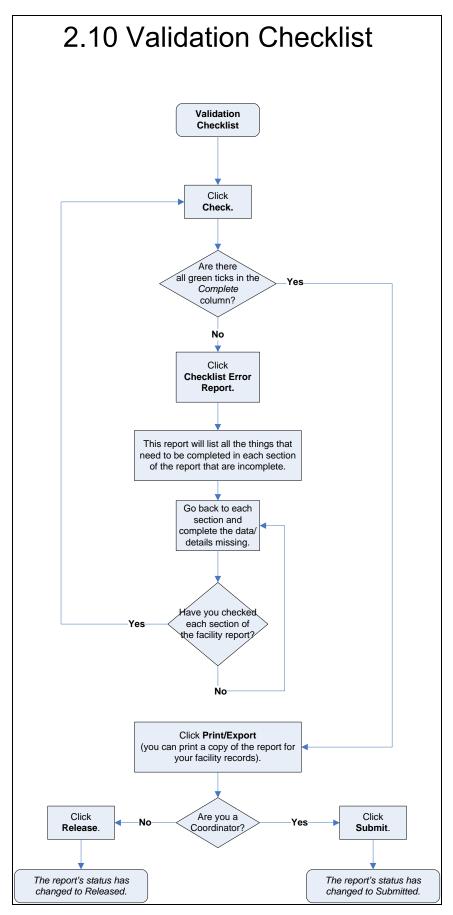
In some companies another member of staff may have the authority to certify the report in which case complete the following instructions:

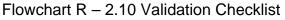
- 1. Go to the Validation Checklist screen.
- 2. Click **Check**.
- 3. Fix any errors in the report (there will be one red cross for the Certification screen).
- 4. Click **Print/Export Report**.
- 5. Tick the box (es) that the person authorised to certify the report ticked on the PDF.
- 6. Delete your 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.





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.

NPI Online Reporting	System > Home > Report: Draft, Training facility 50, Train050, 30/09/20	Logged in as test_reporter_mm (Report 009 <u>Contact Us</u> <u>Help</u> Loge
•Menu	Checklist	
Emission Reports	Validation Checklist	
Facility Details Fuel and Energy	This screen allows you to make sure all the sections of your facility report are Use the Check button to see if your facility report is complete.	completed. Only completed reports can be submitted.
Emission Data	Section	Complete
Reductions	Facility Details	
Transfers	Facility Location	
Statements	Facility Contacts	
Validation Checklist	Fuel and Energy Usage	
Change Log	Emissions Data	
	Emissions Data Validation	
Support	Reduction Activities	
Calculation Tools	Reduction Installation	
	Transfers Data	<u>P</u>
User Admin	Transfers Data Validation	<u>P</u>
*Links	Resources and Statements	
	Print/Export Report	
Select one and go 🔽 Go		-
the second s	Checklist Error Report	\frown
	Prev	Check Release

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.

Department of the Envir	onment, Water, Heritage and the Arts	Logged in as train_user050 (Coordinate
NPI Online Reporting	J System > Home > Report: Draft, Training facility 50, Train050, 30/09/2009	Contact Us Help Logo
Menu	Checklist	
Emission Reports	Validation Checklist	
Facility Details Fuel and Energy	This screen allows you to make sure all the sections of your facility report are completed. Use the Check button to see if your facility report is complete.	Only completed reports can be submitted.
Emission Data	Section	Complete
Reductions	Facility Details	
Transfers	Facility Location	
Statements	Facility Contacts	
Certification	Fuel and Energy Usage	
Validation Checklist	Emissions Data	
Submission Status	Emissions Data Validation	
Change Log	Reduction Activities	
change Log	Reduction Installation	
Support	Transfers Data	
Calculation Tools	Transfers Data Validation	
Calculation Tools	Resources and Statements	
Facility Admin	Certification	
User Admin	Print/Export Report	
*Links	Checklist Error Report	
Select one and go 🔽 Go	Prev	Check Reject Submit

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).

Department of the Env	ironment, Water, Heritage and	the Arts			Logge	d in as train_user050 (Coordinator
NPI Online Reportin	g System > Home	> Report:	Draft, Traini	ng facility 50, Train050, 30/09	/2009	Contact Us Help Logou
»Menu	Details	Location	Contacts			
Emission Reports	Facility Loc	ation				
Facility Details	C Error					
Details	-Details are cor	rect has not	been acknow	ledged		
Location	This screen prov	ides read onl	v spatial coor	dinate details for the facility. The '	"View Map" link provides v	isual assistance in confirming the
Contacts	details are corre					and the second
Fuel and Energy	Address:	King Edw	ard Terrace	, Parkes, ACT, 2600		
Emission Data	Latitude	-35.3019	12	(-35° 18' 06.89")		
Reductions		Contro to	13	(-55-16-00.69-)		
Transfers	Longitude	149,1344	23	(149° 08' 03.92")		
Statements				View Map		
Certification Validation Checklist	la ser en co			ием мар		
Submission Status	If data changes a	are required,	select the red	uest change button to send detai	ils to your jurisdiction	
Change Log						Request Change
						Are details correct? O Yes No
Support	Prev			Save Reset		Next
Calculation Tools	FIEV			Save Reset		MEXC
Facility Admin						
User Admin						
*Links						
Select one and go V Go						

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**.

\frown
Release
\smile

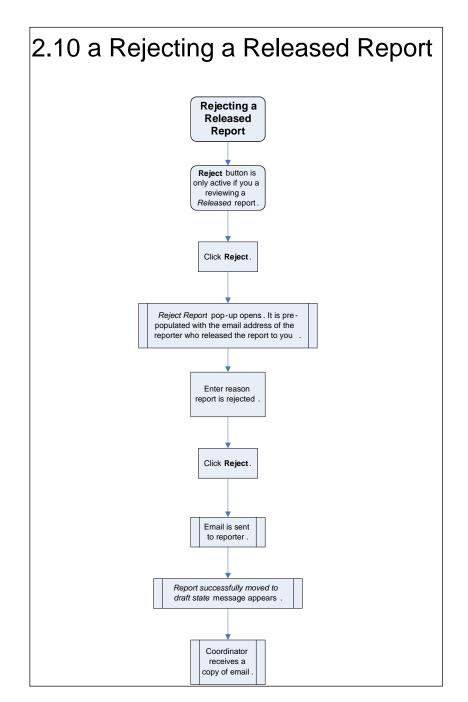
2. If all green ticks appear then click **Release**.

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.



Flowchart S – 2.10 a Rejecting a Released Report

Instructions

1. Click Reject.

	namer, Warn, Herlage and the Join	Logged in as train_user050 (Coordinate
VPI Online Reportin	g System > home > Reports Released, Training facility 50, Train050, 30/09/2009	Cuntect De Help Loger
Menu	Checklist	
Emission Reports	Validation Checklist	
Facility Details Facility Details	This screen allows you to make sure all the sectors of your facility report are completed. Use the Check builton to see if your facility report a complete.	Only completed reports can be submitted.
Emission Data	Section	Complete
Reductions	Facility Details	
Transfers.	Eachty Location Eachty Contacts	8
Statements Certification	Fiel and Ersing Using	ä
Validation Checklist	Emissions Data	0
Submission States	Emissions Data Valdation	0
Change Log	Beductian Activities	0
	Reduction Installation	
Support	Transfers Data Transfers Data Valilation	8
Calmianne Toola	Resources and Statements	ä
Facility Admin	Sertication	0
User Admin	Print/Export Reside	
Links	Checilles Erry Bilder	\bigcirc
Select one and go 🔛 🚱	Brev	Annes Rethert Arbertal

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

National Pollutant Inventory - Reject Report - NPI Online Reporting System > Reject Report		ntact Us <u>Help</u>
Reject Report		
Reject Report To: test_reporter_mm		1
	-	
Reject Reason:		
	3	
Reject 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 Gereraan Deserment of the Taria	nensen, Wassa Herbigs and the Arts	Logged II as train_user050 (Coordinate
NPI Online Reporting	3 System > Home > Report: Draft, Training facility 50, Train050, 08/09	Contect.Us Helic Lugar
Menu	Checklist	
Emission Reports.	Validation Checklist	
Facility Details Facility Details Facility Details Emission Data	✓ Info Report successfully moved to waft state,	
Reductions Transfers	This screen allows you to make sure all the sections of your facility report are controls Use the Check fultion to see if your facility report is complete.	
Statements	Section	Complete
Certification	Encity Densis	8
Validation Checklist	Tability Location Feedby Contacts	0
Submission Status	Fuel and Emergy Usage	0
Change Log	Emissons Data	0
Support	Emissions Data Valdation	0
Catalabon Tools	Seduction Activities	0
	Bediction Instalation Transfeis Data	8
Facility Admin	Transfers Data Valdation	
Eiser Admin	Resources and Statements	0
Links	Certification	0
	Print/Export Report	
Select one and go 🔽 Go		
	Chercklint Erner Report	
	Prote	Check dieteral Submit

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**.

and a second second second	onment, Water, Heritage and the Arts	Logged in as train_user050 (Coordinator
NPI Online Reporting	J System > <u>Home</u> > Report: Draft, Training facility 50, Train050, 30/09/2009	Contact Us Help Logout
Menu	Checklist	
Emission Reports	Validation Checklist	
Facility Details Fuel and Energy	This screen allows you to make sure all the sections of your facility report are completed. O Use the Check button to see if your facility report is complete.	Only completed reports can be submitted.
Emission Data	Section	Complete
Reductions	Facility Details	
Transfers	Facility Location	
Statements	Facility Contacts	
Certification	Fuel and Energy Usage	
Validation Checklist	Emissions Data	
Submission Status	Emissions Data Validation	
Change Log	Reduction Activities	
change Log	Reduction Installation	
Support	Transfers Data	
Calculation Tools	Transfers Data Validation	
Calculation Tools	Resources and Statements	
Facility Admin	Certification	
User Admin	Print/Export Report	
Links	Checklist Error Report	
Select one and go 🕎 Go	Prev	Check Reject Submit

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.



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).

Department of the Lawle	connext, Wates, Hernage and the Arts	Logged in as train_user050 (Countinator
NPI Online Reporting	g System > home > Reports Submitted, Training facility 50, Train050, 08/09	Cantact.Us Help Logour
Menu	Status	
Emission Reports	Status	
Packty Details Fuel and Every Emission Data Reductions Transfers Statements Certification Validation Checklist Submission Status Change Log Support Catoulation Tools	Thank you for submitting your facility report. Report submitted by Train User050 Date of most recent submission: 19/12/2008 Your receipt number is: #2208-02507 Print a copy of your report.	
Facility Admin User Admin	(Pres)	
Links		
Select one and go So Go		

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.

Department of the En	vironment, Water, Heritage and the Arts		Logged in	as train_user050 (Coordina
NPI Online Reportin	ng System > <u>Home</u> > Report:	Submitted, Training facility !	50, Train050, 08/09	Contact Us Help Lo
Menu	Log			
Emission Reports	Change Log			
Facility Details				
Fuel and Energy	This screen shows a list of a change in status occurred.	Il status changes to your facility	report, including the user who made the stat	us change and the date this
Emission Data	change in status occurred.			
Reductions				
Transfers	Date / Time	User	Change	Details
Statements	19-12-2008 11:46	train_user050	Submitted	Show
Certification	19-12-2008 11:45	test_reporter_mm	Released	Show
Validation Checklist	19-12-2008 11:43	train_user050	Rejected: from Released to Draft	Show
Submission Status	19-12-2008 11:35	test_reporter_mm	Released	Show
Change Log				
Support				
Calculation Tools				
Facility Admin				
User Admin				
Links				

Figure 50 – Change Log screen

NPI Online Reporting System > Report Change Log	Details Contact Us Help
his log shows the fields in your facility report as they were popula	ted 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 Data Period Start 2008-07-01 00:00:00 Date	Emissions Report Data 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
Jurisdiction considers publishable	Jurisdiction considers publishable
Reason	Reason
Commonwealth considers publishable	Commonwealth considers publishable
Reason	Reason
Internal Costs 5000	Internal Costs 5000
External Costs 2000	External Costs 2000
Annual Energy 18123 Usage in MW-hr	Annual Energy 18123 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
Burnt more than 1 tonne of fuel or waste in 1 hour during the reporting period	Burnt more than 1 tonne of fuel or waste in 1 hour during the reporting period
Jurisdiction may preview report	Jurisdiction may preview report
Location has been checked (Reporter)	Location has been checked (Reporter)
Contacts have been checked (Reporter)	Contacts have been checked (Reporter)
Activities declared correct (Reporter)	Activities declared correct (Reporter)
Installations declaration correct (Reporter)	Installations declaration correct (Reporter)
Facility Details declared correct (Reporter)	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.

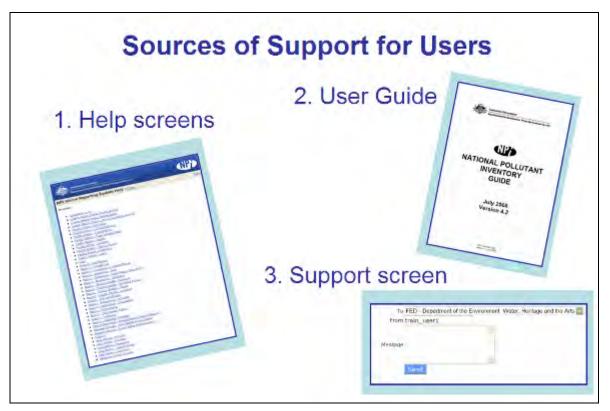


Figure 52 – Sources of support

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 fo	rt r 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. o <u>User Guide for NPI Online Reporting System - Version 2.0 - May 2008</u>
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. <u>State and territory contacts</u>
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.

	Australia		Environment, Water, Heritage and the Arts
VPI Onlin	ne Report	ing S	ystem Help> Index > Login Pri
Login			
This screen	n allows you	to logi	n to the NPI Online Reporting System. Only registered users can login.
	er your User er your Pass Login.		
If you are u jurisdiction		l after 3	3 attempts you are locked out of the system. If this happens you need to contact your
See the <u>Us</u>	er Guide for	NPI Or	line Reporting System for more detailed information on logging in.
FAQs			
The following	ng are frequ	iently a	sked questions about this screen.
			my password?
A: Use th	he Retrieve	Passw	ord feature.
			ddress associated with your user account.
	Click Retrie You will be		sword. a email containing your password.
O: How o	an I change	e my pa	ssword?
A: 1.	Login in		
			nin section. It's in the left hand side menu. .ct the <i>Password</i> tab.
4.	Type in you	r new p	bassword.
	Retype you Click Chang		assword.
7.	Your passw	ord is I	now changed.
Hint: 1	If you make	a mista	ike retyping your new password click Clear before you typing in your new password again.
Screen Ite			
The below	tables provi	des sp	ecific details on the various items (eg. Fields, Buttons etc) seen on this screen.
Item	Mandatory	Public	Description
Contact Us			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 use account.
Login	N/A	N/A	Enter your username and password and then click on Login to enter the system.
Putton	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
			you, once you are logged in you can go to oser Rumin menu tem (on the left) and use
Password	21/2		the Password tab to change your password.
Button Password Retrieve Password Button	N/A	N/A	

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

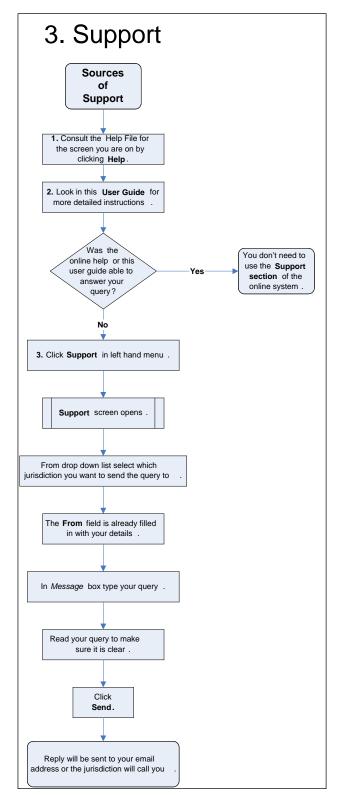
This User Guide is the second source of support for you to use if you are not sure what you need to do on a screen or you encounter difficulties using the system.

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

	of the Environment, Water, Beetlage and the Arm	Logged in as train_user1 (Coordinator)
NP1 Online Reportin Metru Emission Réports Support Calculation Tools Facility Admin User Admin Links Select and and po	Make sure you have tead the online het T From Herson	Contact Us (Help (Logaut of the relevant jurisdiction for the facility you have a query about of this screen you have a query about before sending your message. IFED - Department of the Environment. Water, Heitage and the Arts and the Arts and a screen you have a query about before sending your message.
	Actessibility Proc	acy Jemis of use System requirementa

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**.

* Notional Publicant Inventory - Mi	nows Internet Explan	1 ¹¹			-			
C Marchiela elvernetion agérori	ndena si		1 12	24 14	100 1	the state of the	1.00	. 8
System error occurre	ed accessing t	he page			-			
Possible reasons could be:	1	8	1	1	ž	1		
· · An unsupjected and simecow	erable error has occare	ĝio en		an goode		a ajecore		
Please assist us in fixing this issue by	nifing the time that it	accured (15-07-200	8 15:52 59.20	4) and inform your jurisi	liches of this mess	434.		
			114	and Close window)				
	-	1	1	1				

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.

Department of the E	nvironment, Water, Herit	age and the Arts	Logged in as trai		
PI Online Reporting Sys	stem > <u>Home</u> > Tool	5		n_user1 (Coordin tact Us Help Lo	
Menu	Calculation	Tools Download			
Emission Reports		ows a list of calculation tools. You can download all the tools you need to your computer. Th	ese tools have been designed	for use with	
Calculation Tools	Read the online				
	Tool Name	Description	Version	File	
acility Admin	EET019,xls	Animal & bird feed manufacture [Manual v1.0 - December 1999]	3.0	Download	
er Admin	EET025.xls	Bread manufacturing [Manual v1.1 - June 2003]	3.0	Download	
nks	EET027.xls	Cement manufacturing [Manual v2.1 - April 2008]	3.0	Download	
	EET031.xls	Coffee roasting [Manual v1.0 - June 1999]	3.0	Download	
ect one and go 💟 Go	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.xis	FOLS - Cape York [Manual v3.1 - May 2008]	3.0	Download	
	EET094.xis	FOLS - Central Australia [Manual v3.1 - May 2008]	3.0	Download	
	EET095.xls	FOLS - Central Nth QLD [Manual v3.1 - May 2008]	3.0	Download	
	EET090.xls	FOLS - Central QLD [Manual v3.1 - May 2008]	3.0	Download	
	EET097.xls		3.0	Download	
	EET1098.xls	FOLS - Central WA [Manual v3.1 - May 2008]	3.0	Download	
	EET099.xls	FOLS - NSW [Manual v3.1 - May 2008]	3.0	Download	
		FOLS - Northern Australia (Manual v3.1 - May 2008)			
	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	

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.

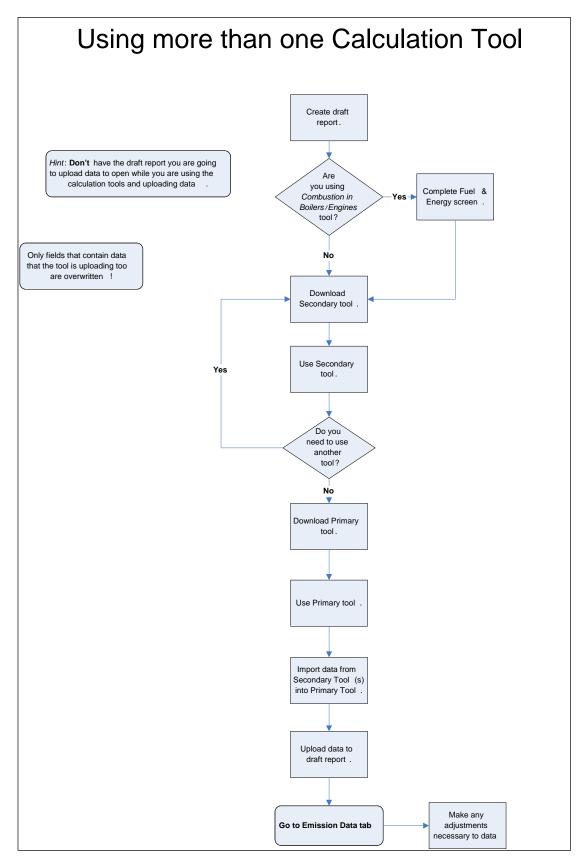
Warning: Don't have the draft report you are going to upload the data to open while you are using the calculation tools and uploading data.

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.



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

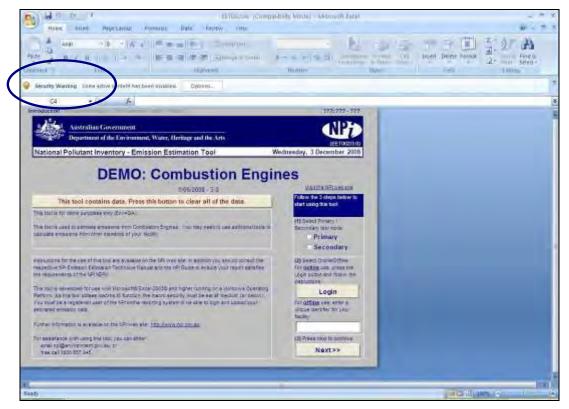
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My Network Places	File name:	EE T002 xis		~	Save

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

6. Download complete pop-up opens.

Download com	plete
Down	nload Complete
EET002.xls from n	piqa.environment.gov.au
Downloaded:	2.27MB in 3 sec
Download to:	\\ACT01VFPCL01\user\$\a05678\EET002.xls
Transfer rate:	777KB/Sec
Close this dialo	og box when download completes
	Open Open Folder Close

- 7. Click Open.
- 8. The tool opens with a Security Warning.



9. Click **Options**.

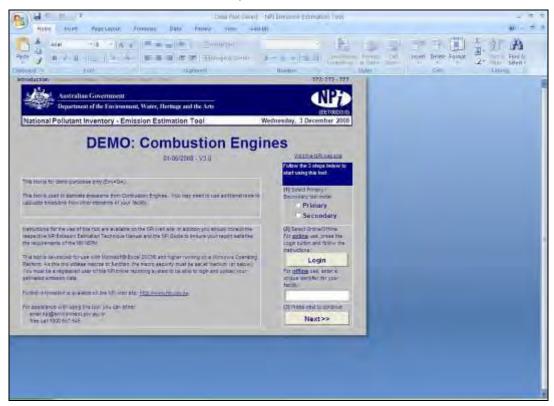
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10. Security Alert – Macros & Active X pop-up opens.

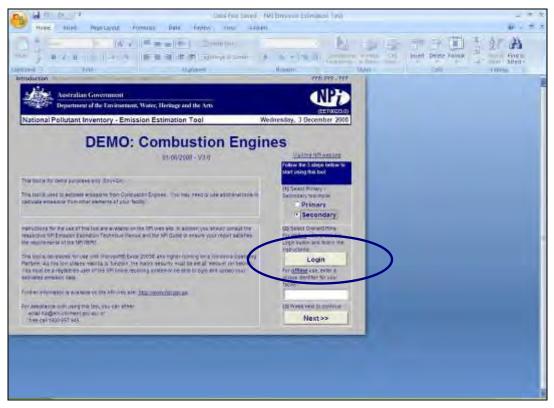
Microsoft Office Security Options	×
Security Alert - Macros & ActiveX	
 Macros & ActiveX Macros and one or more ActiveX controls have been disabled. This active content might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file. Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source. More information File Path: \\ACT01VFPCL01\user\$\A03159\Desktop\EET002.xls O Help grotect me from unknown content (recommended) O Enable this content 	
Open the Trust Center OK Cancel	

- 11. Click button next to Enable this content
- 12. Click OK.

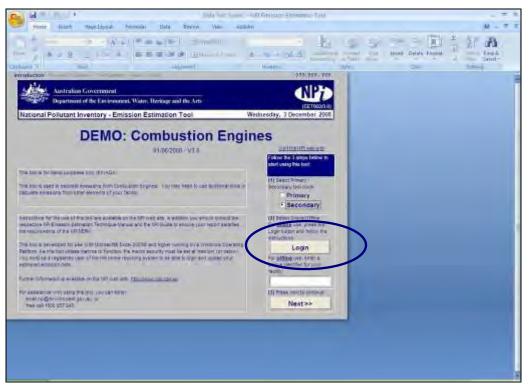
13. Introduction screen for the tool opens.



14. Click Secondary



15. Click Login.



16. Login pop-up opens.

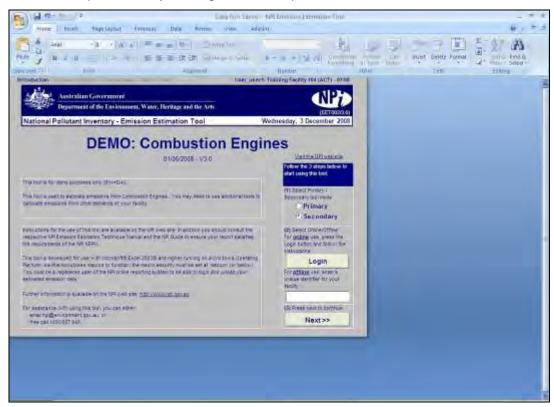
	NPI User Name and Pas	sword to login. You	will then be able to select a
	a draft report below.		
NPI Passw	vord	_	Login
If you are e and passwo	rd are correct, the follo	y issues and have co wing configuration s	onfirmed that your user name ettings can be adjusted for n who may be able to assist.
Check t	his box to use these ad	lvanced network con	figuration settings
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Facility	Training Facility 164 (A draft emission repor		•
Facility			•
Facility Available o			•

- 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.

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



- 24. Click Next.
- 25. Process Information screen

opens.

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- 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.

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

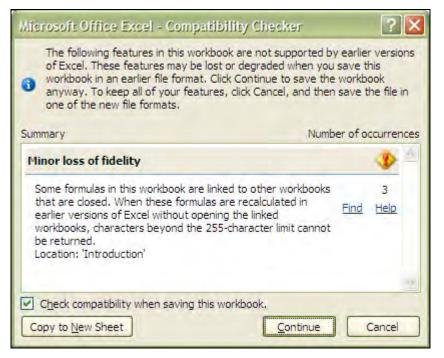
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0	Save and export Secondary tool	
c	Save Secondary tool	
C	Change to Primary tool	
	Perform action	

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.

Export	Successful 🛛 🕅
<u>.</u>	Your emissions summary was exported succesfully! please take note of its location, particularly if you need to import this file into your primary emissions tool later.
	File Name: NPI_EET002_603634_0812-03.csv Location: ACT01VFPCL01\user\$\A03159\Desktop
	ОК

37. A Compatibility Checker pop-up opens.



- 38. Click Continue.
- 39. File Saved pop-up opens.

File Sav	ed 🛛 🔀
Ų	The emission estimation tool is now saved! Please take note of the following location and file name in the event you wish to retrieve this data at a later date
	Location: \\ACT01VFPCL01\user\$\A03159\Desktop Name: NPI_EET002_603634_0812-03
	OK

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.

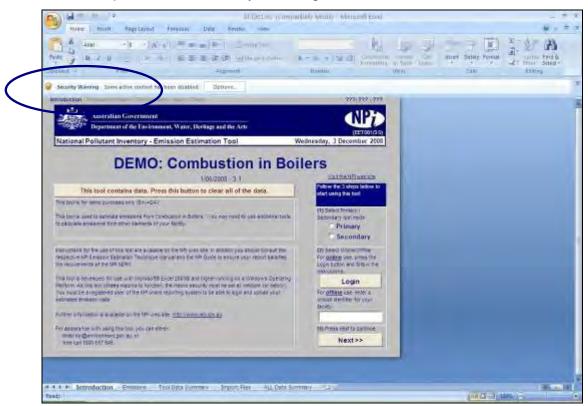
47. Save As pop-up opens.

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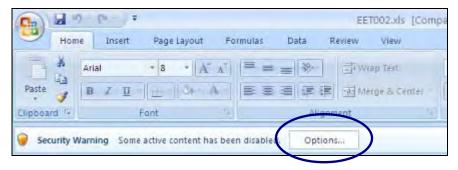
- 48. Save the file in the same folder/location as the first tool you've used this year on your computer (all the data needs to be in the same folder for when you import the data from the secondary tool(s)).
- 49. Download complete pop-up opens.



50. The tool opens with a Security Warning



51. Click Options.

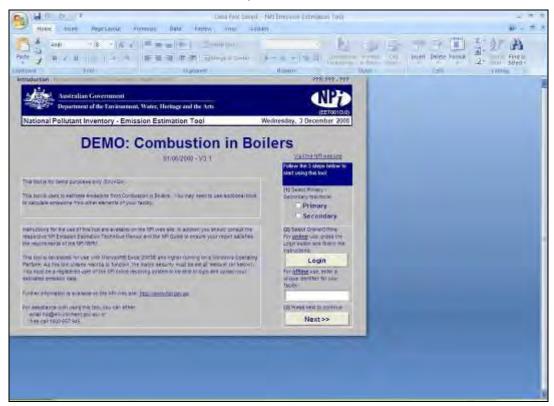


52. Security Alert – Macros & Active X pop-up opens.

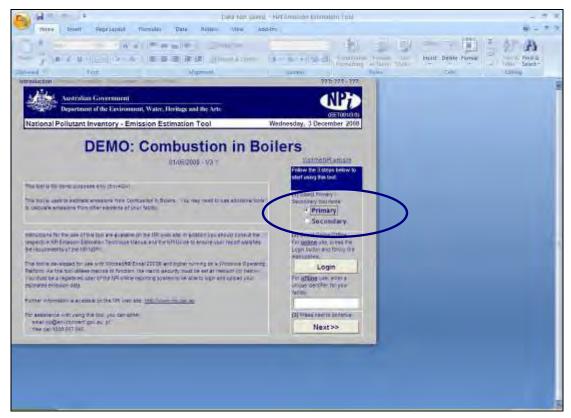
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Security Alert - Macros & ActiveX	
 Macros & ActiveX Macros and one or more ActiveX controls have been disabled. This active content might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file. Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source. More information File Path: \\ACT01VFPCL01\user\$\A03159\Desktop\EET001.xls Help protect me from unknown content (recommended) Enable this content) 	t
Open the Trust Center OK Cancel	

- 53. Click button next to Enable this content
- 54. Click **OK**.

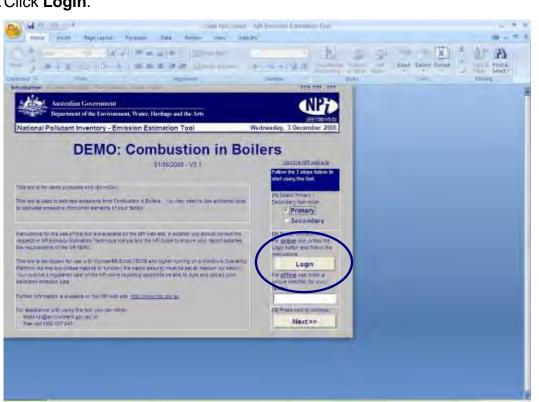
55. Introduction screen for the tool opens.



56. Click Primary.



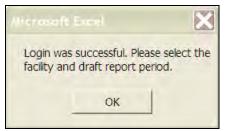
57. Click Login.



58. Login pop-up opens.

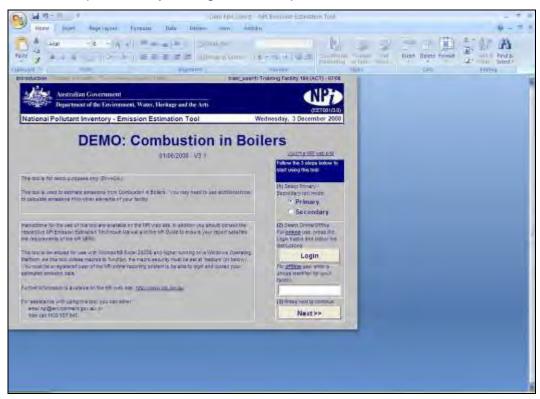
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Check t	is box to use these advanced network configuration settings
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- Facility and	Report Selection
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07/08	
	Cancel OK

- 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.

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

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- 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.

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

75. Import Secondary Data screen opens.

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- 76. Click Refresh.
- 77. Secondary Tool Data Found pop-up opens.

i	1 file(s) found
4	Please select the appropriate files you want to impor and press the 'Import Now' button next to each file

78. Click OK.

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

- 80. Click Import now.
- 81. Data is imported.

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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.

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ē.	Crismum (F) compaunds	7440-47-2	3.8720375					
27	Christiam (V) compounds	7440-47-2	8,2207575		1 1			
5	Const & compounts	7445-85-8	0.85022					
8	Copper & compounde Filiende compounde	T440.50.0	0.2009 36.875					
2	Fernaldenyse (netroladetyde)	86-00-0	0.54438		1 1			
	Hydrochibrid abid (Illuriato Adid)	1847-01-0	215		1 1			
2	Lead & compounds	7439-92-1	0.1116					
	l'angavere à compounte	7436-90-4	0.00103		1			
E .	Heroury & companyeds (Suckasuer:	7439-97.6	0.02248		0			
4 0	Country & complete into Country of inforcements	7448,02-6	0.070115 0042.971					
÷	Patriculate Mater 10.0 pm (Philo)	104	49.0203		1 1			
2	Polychiomabel closes and furans	3404	4.921755-07		4 1			
a0	Polycyclic aronatic hydrocarbona (e.g. 4/dhrácece)	Notik	.b.000777895		4 4			
8	Sevenium & rempounde Surfur Decime	7782-49-2 7448-09-2	0.095675					
8	Tester-oriente angenio comparande (VCC er fall/VCC)	NA.	48.0558		1			
10	Zinc and compounds	7440-86-8	0.577825					
92.	Particulate illation 215 pm (PI/2.5)	No.	21 70537	1	1 9			
Previo	us Protiscreen				Finish>(
				-				

- 85. Click Finish.
- 86. Upload emission data pop-up opens.

Upload emission da	ita		X
Login	User: tra Facility: Draft rep	irrently logged in as ain_user1 Training Facility 164 (ACT) port year: 07/08 n if you wish to change these detail	s.
		y 24 emission records be uploaded.	
This tool	has not be	een uploaded before.	
1	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.

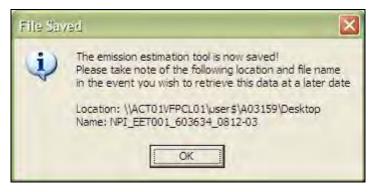
89. Overwrite confirmation pop-up opens.

	te Confirmation	
?	Uploading will overwrite existing emissions in your report. Do you wish to con	tinue?
4	Yes No	
	Upload successful	Þ
	24 emissions records were	e uploaded

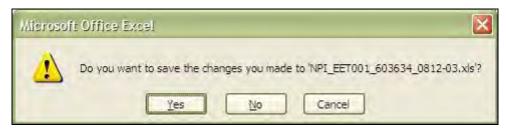
- 90. Upload successful pop-up opens.
- 91. Emission Data Transferred pop-up opens.

Emission Data Transferred	X
The Emission data has been uploaded	
If you are currently logged into the online reporting system, plea out and log back in to see the uploaded data. You need to return the NPI Online Reporting System to complete your report.	
Exit tool and visit the NPI website.	
Exit tool.	
Return to the tool.	
	-

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.

Facility Admin (Coordinators) 5

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.

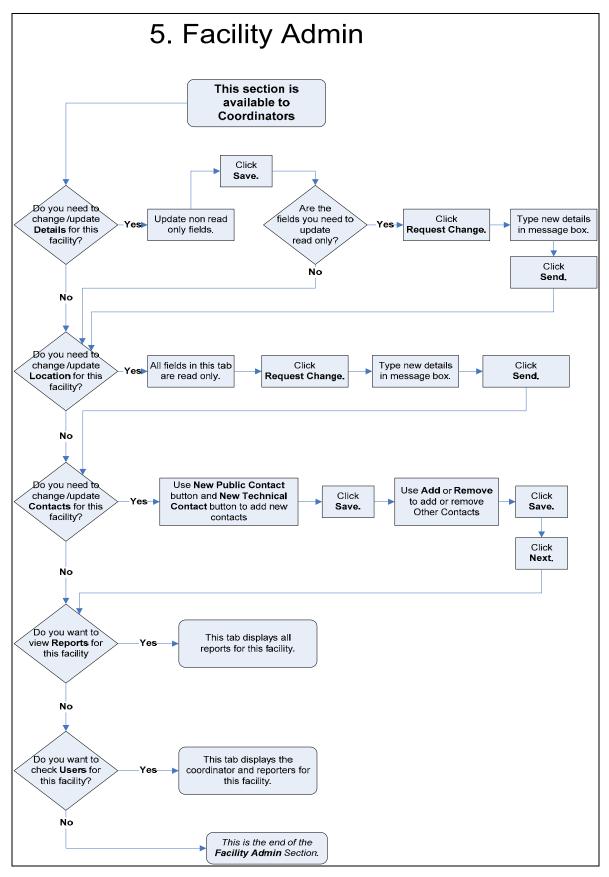
You can also create a report while you are in this section using the Create Report button on all tabs in this section. This gives you a lot of flexibility in using the system as a Coordinator.

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.

Annual and the law	eret Transm. Frank Terbar and	14.110				Logent in actuals, awers to	Ni
NPI Online Reportin	ng System > tom	> Focility Admin T	alited	L Training Facili	1¥3	Contract Ma (19)	
-Menu b	Petolis Lee	shee Contects	Des	nineme la	er5		
Employ Reports Support	Statue	siness details abruit y Active	gartis	iiny . Mose tacility	Registered Busines	ni data kongoly purpuses s Address	_
Calculation Tives	Facility ID *	Dest of the Collin	_		Street Number	Carting Parts	_
Facility Admin	Ratts	Designation of the Comment				Contrast Contrast	
Hate Ketter	ACN				Postcode"		-
Links	-1892	CATOMPANNOT				Number's new former	
Sewat one and po El Ca	Pickty Name	Training Facility 1			Postal Address		
		COD Constrant of		- Yell War	Servis ale Repietoned I	Bastrons Achivers7123	
	Dicence Norther				Streat Norther	DE DE DE	
	Maraber all Etrapicyent	100				GPO Box 787	
		(Avenge tarriber of	ful im	Lawyoldana 1		Parloas	_
		http://www.hpi.g	mr.#11		Postcode		-
	HEALING READING				Ente	Authelian Capital Territory	14
	Many Activity	Line thereof for the system	AFT od	the importing		Reduest Dram Day Facility Let	_
	Non Reputnip						
	Non Repuiring Start		-				
	Non Reporting test ANZSIC Inform	atlan	_	3			
	AMASIC IMOIN		VICION	Please tried in			
		5003	HORN	P.			
			Group!	Physics and the			
			Clies	Parent Lines: 1		-	
			si tru	mary au	issues in the	Ref 200	
	Geiscritheck also to a	sump in remove MAZ	SIC co	de informations	-		
	H	Type		Geda		Description	
_	Constantial parts	>		Ster	THAT .		Sent.

Figure 58 – Create Report button in Facility Admin

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



Flowchart V - 5. Facility Admin

5.1 Summary Screen

IPI Online Report	ing System > Home > F	acility Admin - Summary		Contact Us Help Logo
Menu	Facility Admin	Summary		
Emission Reports	This screen shows you	u the list of facilities you coordinate.		
Support				Search
Calculation Tools				Joearch
Facility Admin	🗆 Facility ID 🔺	Registered Name - Facility Name	Technical Contact Name	Technical Contact Phone
Jser Admin	Train110	Dept of Environment - Training Facility 110	Morgan Brook	1800 657 945
	Train111	Dept of Environment - Training Facility 111	Morgan Brook	1800 657 945
Links	Train112	Dept of Environment - Training Facility 112	Morgan Brook	1800 657 945
Select one and go 🔽 Go		to apply one of these functions to one or more Rows per page: 10		records, from 1 to 3. Page 1 /

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

		1.
NPI Online Re	nt Inventory - Search Report porting System > Contact	2.
Search Facility	<u>Us</u> <u>Help</u>	3
Facility Name		0.
Facility ID		
Include Archived Facilities		4.
Registered		
business name Suburb		5.
Postcode		
State	Please select one	
Report period	Please select one	
	O Public	
	O Technical	
Contact	O Other	
	O All	
Non-reporting		
flag		
Username		
	Clear Search	

Click Search.

Search Facility pop-up opens.

Enter data you want to use as the search criteria.

- Click Search.
- 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.

I Online Reporting S	ystem > <u>Home</u> > Facility Ad	min : Tra	in050 Training fac	ility 50		Contact Us Help
Menu	Details	ocation	Contacts	Reports	Users	
mission Reports	Facility Owner D	tails				
upport	This screen shows bu	siness del		lity. Most facility d	etails are read only for data Registered Business A	
alculation Tools	Registered Business Name		Environment			Parkes Place
acility Admin	ACN	341908	24092			Parkes Australian Capital Territory
Details	ADIN	241909	94900		Postcode	
Location	Facility Details				A states of	
Contacts		Active	6		Postal Address	unin and Address 7
Reports	Facility ID	* trainus			Same as Registered Bu Street Number	JSINESS Address?
Users	Facility Name	Training	g facility 50			
Jser Admin	Jurisdiction	* FED - D	epartment of the Env	wonment Water, H	HI COL	
Ser Admin	Licence Number				Suburb	Parkes
	Number of Employees				State	Australian Capital Territory
			e number of full tim	e employees.)	Postcode	INSCR.
	Web Address	1.11	www.npi.gov.au			Request Chan
	Reporting Period				-	Copy Facility De
	Main Activity	Zinc sm	elting and refining			
	Non Reporting	1				
	Non Reporting Start					
	Non Reporting End	-		1		
	ANZSIC Informa	tion				
		Division	Please select one			
	Su	bdivision	Please select one		-	
		Group	Please select one		3	
		Class	Please select one		-	
	Add/Change Primar		Secondary Remo			
	Select check box(es) t					
	🗌 Туре		Code Descript	tion		
	Primary	1	2133 Copper,	Silver, Lead and Z	inc Smelting and Refining	
	Secondary		000 Other Ele	ectricity Generatio		

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

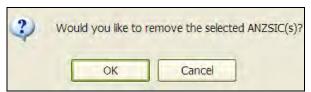
Adding ANZSIC codes

- 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.

	ine Reporting ntory Coordinator t		> Copy Details <u>Co</u>	ntact Us Help
•	Select the Inve It to copy	entory (Coordinator details	that
Web Addres	ss 🗖 Technical Cont	act 🗆 Prin	nary ANZSIC 🛛	
Main Activit	ies 🗖 Public Contact	🗆 Sec	ondary ANZSIC 🗖	
	Select the Faci		nat you want to cop or details to	y the
Facility Id	Registered Name	Location	State	Include
FED001	DEW - Facility 1	Parkes	Australian Capital Territory	
			Сору	Close

- 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.

Department of th	ae Environment, Water, Heritage and the Arts	Logged in as train_user050 (Coordinator
IPI Online Reporting	System > Home > Facility Admin : Train050 Training facility 50	<u>Contact Us Help Loqou</u>
»Menu	Details Location Contacts Reports Users	
Emission Reports		
Support	Facility Location This screen shows your facility location details. Most facility details are read only for data inte	egrity purposes.
Calculation Tools	Street Number	
Facility Admin	Street Name * King Edward Terrace	
Details	Suburb * Parkes	
Location	State * Australian Capital Territory	
Contacts	Postcode * 2600	
Reports		
Users		
User Admin	If data changes are required, select the request change button to email details to your juris	diction.
	Latitude - 35.301913 (-35° 18' 06.89")	
	Longitude 149.134423 (149° 08' 03.92")	Request Change
	View Map	
	Prev	Next
		NEXL

Figure 61 – Location tab

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

Request Change

1. Click **Request Change**.

- NPI Online Reporting System > New Message
 Contact Us | Hell

 To:
 FED Department of the Environment, Water, Heritage and the Arts

 Subject:
 Change Facility Details for Dept of Environment Training Facility 11(

 Message:
 Image: Im
- 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.

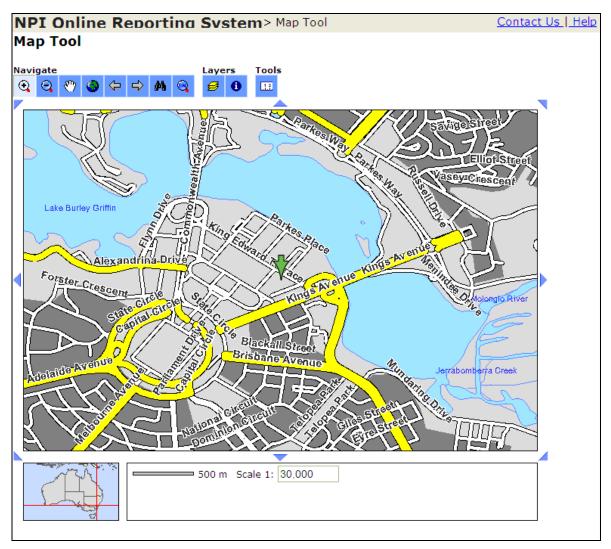


Figure 62 – Map Tool

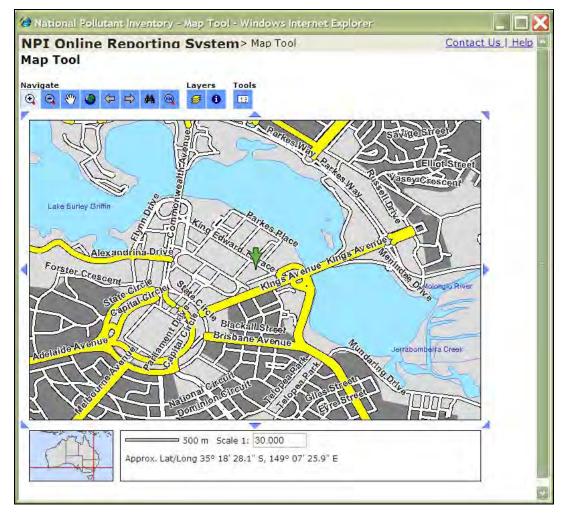
Adding layers to a map

1. Click on Layers icon in the Map Tool.

2. Layers pop-up opens.

		Layers 📃 🗙
■ ■	; ×	Roads
₩ 🗆 🔇	×	Railways
) ×	Cadastral Boundaries
	×	Rivers and Lakes
	×	Localities
🔳 🗹 🤇) ×	Towns / Built-up Areas
📕 🗆 🔇	×	Satellite image Landsat TM 25M
	>	Land Background
	>	World Countries
<		
More laye	ers	Close

- 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.

Ц	Details	Location	Contacts	Reports	Users		
ion Reports	Contact Infor	mation	and the second				
ort		des public and techni	ical contact info	rmation for the fa	acility.		
ation Tools	Public Contact				Technical Conta	ct	
ition toois	Data will be made	public			Data will not be n	nade public	
Admin		New Pub	lic Contact			New Tec	hnical Contact
Is	Title	Please select one	6	2	Title*	Dr	×
tion	First Name				First Name*	Sandy	
tacts	Last Name				Last Name*	Rivers	
orts	Position*	NPI Officer			Position		
s	Phone*	1800657945			Phone*	1800657945	
Admin	Mobile				Mobile	1	
	Fax				Fax		
	Email				Email	sandy.rivers@npi	.dov.au
	Postal Address			-	Postal Address	1	
	Street Number			1	Street Number		
	Street Name				Street Name	1	
	Suburb				Suburb		
	State	Please select one		2	State	Please select one	· · · · · · · · · · · · · · · · · · ·
	Postcode				Postcode		
				10		1	
	Comments				Comments		
				1			
	Calack shade to be seen	es) to remove conta	ct(s) from the	ist below.			Add
	Select check box						
		Туре	Title		First Name		Last Name

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



- 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



- 1. Click **New Technical Contact**.
- 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.

PI Online Reporting	System > Home > Facility Admin : Trainit	50 Training facility 50		Lopped in as train_user050 (Coordinato Contact Us Help Longou
Menu	Details Location	Coreacts He	sports Lisers	
Emissión Repórts Jupport	Reports			
Calculation Tools	Report Year / Du		Status	Submitted / Received Date
Solity Admin	30/09/2009 07/08		aft ubmitted 0	3/12/2008
Details	06/07			7/11/2008
Location	03/00			7/11/2008
Contacts	114/05	51	ibmitted 2	7/11/2008
Reports Users Jiet Admin	Rows per pa	pe: 10 🖬		5 records, displaying 5 records, from 1 to 5. Page 1 / 1

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.

PI Online Reporting	System > <u>Home</u> > Faci	lity Admin : Train(050 Training facili	ity 50		Logged in as train_user050 (Coordinat Contact Us Help Logo
Menu	Details	Location	Contacts	Reports	Users	
Emission Reports Support Calculation Tools Facility Admin	Users This screen sho	ws the Coordinato	ors and Reporters a	associated with your fa	acility.	
Details		User Name		Name	Role	Contact
Location	train user050 test reporter			User050 Reporter	Coordinator Reporter	1800657945 1800657945
Contacts			ige: 10 💟		2 records, disp	laying 2 records, from 1 to 2. Page 1 / 1

To update you own details see Section 6 User Admin.

Figure 65 – Users tab

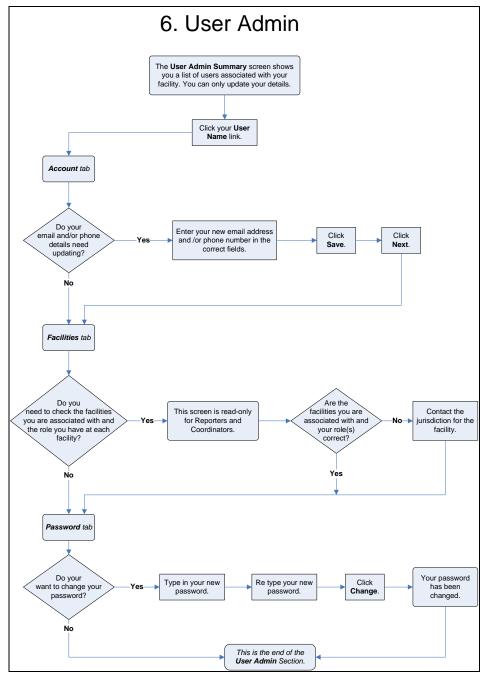
This table is a list of users associated with this facility. The role (Reporter or Coordinator) of each user is also listed. A user might have as their highest level role Coordinator however, if for this facility they are a Reporter, they will appear in this list as a Reporter.

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.

		n - Summary		5,0118	uct Us Help Log
Secondary Photostals	User Admin Summary	taka unu to thair datafa			
Support	the me mix on the oper name of	and the to men near			-
Calculation Tools					Search
Tacility Admin					
User Admin	User Name 🔺	First Name	Last Name	Phone Number	Status
Links	tram user110	Train	User110	1800 657 945	Active
Select one and go 🔄 Go	train_user111 train_user112	Train	User111 User112	1800 657 945 1800 657 945	Active Active
	Rows per pag	je: 10 🔟	3 rec	cords, displaying 3 records, from	n 1 to 3. Page 1/

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

NPI Online Reporting Syste	em > Search Users	Contact Us <u>Help</u>
User Name:		
Facility Name:		
Jurisdictional Facility Id:		
Status:	Please select one	•
First Name:		
Last Name:		
Registered Business		
Name:		
	C	ear 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

Australian Governme Department of the Emission	t Invent, Water, Berlinger and the Artic	Logged in as train_user110 (Coordinator)
NPI Online Reporting	System > Home > User Admin : Train User110	Contact Us Help Logout
Menu	Account Facilities Password	
Emission Reports	Account	
Support	This screen allows you to view/edit details about a system user.	
Calculation Tools	Reporter: 11 Coordinator: 11	
Faciny Admin User Admin Account Pacifies Password	User Name: * (Contraction) - (1) Junsdiction: * FET - The one of the Environment Wise Hardson Tide: * Or First Name: * (Contraction) Last Name: * (Contraction)	ut — Alta —
Links	Eməl: " train_user110@npi.dewha.gov.au	
Select one and go 🔄 Go	Phone: 1800 657 945 Status: Locked F Notes:	
	Shva Class	Weint
	Accessibility Privacy Terms of use System requirem	ents

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.

NPI Online Report	ing System > Home	> User Admin : Train User110	Logged in as train_user110 (Coordinate Contact Us Help Logo
Menu	Account	Facilities Password	
Emission Reports Support	Facilities		
Calculation Tools	This screen allow	ys you to view/assign a user to one or more facilities.	
Facility Admin			
User Admin Account	ID TranitQ	Facility Dept of Environment – Training Facility 110	Role Coordinator
Facilities	Expert	Rows per page: 10	1 records, displaying 1 records, from 1 to 1. Page $1 \ / \ 1$
Password Links Select one and go G			

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

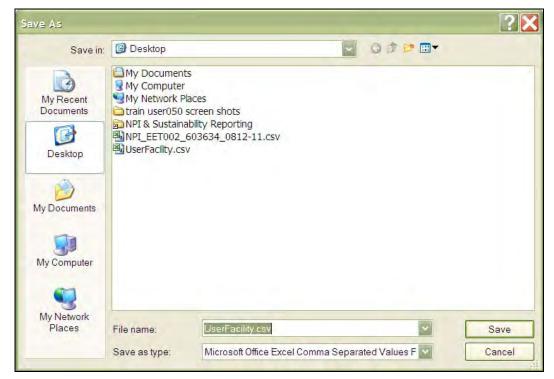
If you report for more than a few facilities you may want to export the facility information.

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



3. Click Save.

4. Save As pop-up opens.



5. Download complete pop-up opens.

Dow	nload Complete
	om npiqa.environment.gov.au
Downloaded:	111 bytes in 1 sec
Download to:	\\ACT01VFPCL01\user\$\a\UserFacility.csv
Transfer rate:	111 bytes/Sec
Close this dial	og box when download completes

6. Click Open.

7. Csv file opens in Excel.

	Microsoft Exe	el - UserFacility[1].c	57					×
:	<u>File E</u> dit <u>V</u> i	iew <u>I</u> nsert F <u>o</u> rmat <u>T</u> o	ools <u>D</u> ata <u>W</u> in	dow <u>H</u> elp	Type a que	stion for help		×
1		a a d 7 1	X 🖬 🖪 🔹	3 - 0	+ 😫 Σ	- AL ZI	1	2
	A1		sdiction Facilit	y ID				
	А	В	С	D	E	F	G	
1	Jurisdiction	Facility Name	Role					
2	Train110	Dept of Environment	Coordinator					
3								
4								
5								
6		and the state of t						~
H	I I H .csv]UserFacility(1)/		<			>	
Rea	dy					NUM		

6.4 Password tab

NPI Online Reporti	ng System > <u>Home</u> > User Admin : Train User110	Logged in as train_user110 (Coordinator Contact Us Help Logat
Menu Emission Reports Support Calculation Tools Facility Admin Diser Admin Account Facilities Password	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 lo your new password by selecting the Change button. Password New Password: Retype Password: Change	ower case character and 1 numeric character, Set
Links Select one and go 💽 Go	Account Lockout Details User Account Locked: " Yes W No. Date Account Locked: Drav	

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 you	ır password.
Your password should be at least 7 c character. Set your new password by	haracters long with at least 1 upper and 1 lower case character and one numeric / selecting the Change button.
Password	
New Password:	
Retype Password:	
	Change

- 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 Govern Department of the En	ment vironment, Water, Heritage and the Arts	Logged in as train_user110 (Coordinator
NPI Online Reportion Menu Emission Reports	ng System > <u>Home</u> > User Admin : Train User110 Account Facilities Password Password	Contact Us Help Logou
Support Calculation Tools	✓ Info -Password changed successfully	
Facility Admin User Admin Account Facilities Password >Links Select one and go V Go	This screen allows you to change your password. Your password should be at least 7 characters long with at least 1 upper character. Set your new password by selecting the Change button. Password New Password: Retype Password: Change Account Lockout Details User Account Locked: ^ Yes & No Date Account Locked: Prev Clear	and 1 lower case character and 1 numeric

Your password has now been reset.

Hint: If you get an error message

Australian Ger-	ernment Swirrennen, Ware, Dieflagrand die Sch	Logast in as train_user 110 (Coordinator)
NPI Online Repor	ting System > Home > User Admin : Train User110	Contact Us Help Logout
-Menu	Account Facilities Password.	
Emission Reports	Password	
Support	ØError	
Calculation Tools	Password does not match. Password has not been changed. Please try	y again.
Facility Admin	This screen allows you to change your password.	
User Admin	Your password should be at least 7 characters long with at least 1 upper character. Set your new password by selecting the Change button.	r and 1 lower case character and 1 numeric
Account	Password	
Pacitites	New Password:	
C. Alexandre	Retype Password:	
-Links	"Changle !	
Select one and go		
	User Account Locked: TYes TNO	
	Date Account Locked:	
	Drav Cient	
	And a state of the late of the state of the	
	Accessibility Edvacy Terms of use System requirement	alts

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/technicalguidance.html>

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

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Estimating transfers of NPI substances in waste – see

8 User Guide Glossary

Advisory message	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.
Coordinator	can enter all elements of an NPI report, and can submit (certify) the report. Facility or company personnel can be coordinators.
Emission	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.
	Air emissions – point source = air emissions to the atmosphere through a single point such as a vent or stack (a facility can often have many separate point sources). Air emissions – fugitive emissions = air emission not released via a stack or vent (examples dust from stockpiles, volatilisation of vapour from vats, open vessels, spills and materials handling).
	<i>Water emissions</i> = discharges to surface waters such as lakes, rivers, dams and estuaries, coastal or marine waters and stormwater runoff.
	<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

also occur. Unintentional leaks and spills must also be estimated and reported.

- *EET* Emission Estimation Technique
- Emission dataan 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.
- Facility 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.
- Facility IDa unique alphanumeric given to your facility by
your jurisdiction to identify the facility from other
facilities in your jurisdiction e.g. ACT001.
- Facility Process Diagrama flowchart of your facility process that identifies rawinputs into the facility; products and by-productsmanufactured on the site and all emission sources.
- Jurisdictionthe Commonwealth, a participating State or aparticipating Territory.
- NPINational Pollutant Inventory a publicly available Internetdatabase of emissions of substances from industrialand non-industrial sources in Australia.
- Reportercan 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 PeriodOne 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 YearThe 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.

TabAs 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.

Details Location Contacts

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

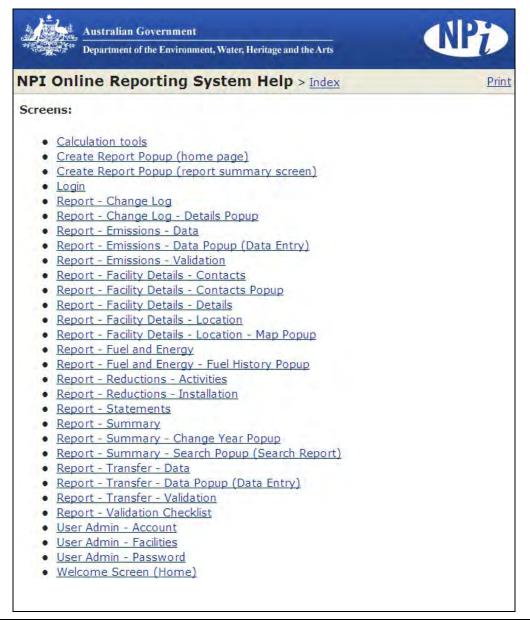
destination or a voluntary reporting transfer destination; but;(b) does not include the transport or movement of substances contained in overburden, waste rock, uncontaminated soil, uncontaminated sediment, rock removed in construction or road building, or soil used for the capping of landfills. TET 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.

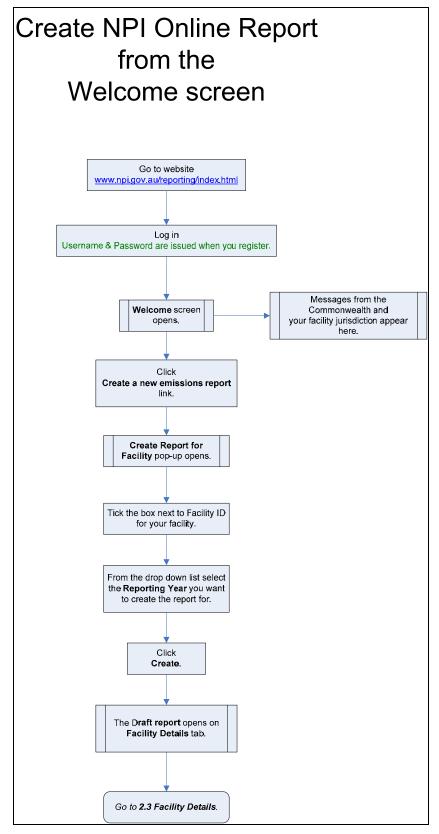
Reporters help file index

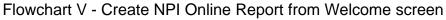


Coordinator's help file index

Australian Government	NPi
Department of the Environment, Water, Heritage and the Arts	
PI Online Reporting System Help > Index	Pri
creens:	
<u>Calculation tools</u>	
 Create Report Popup (facility admin) 	
 Create Report Popup (home page) 	
 Create Report Popup (report summary screen) 	
 Facility Admin - Contacts 	
 Facility Admin - Contacts Popup 	
<u>Facility Admin - Coordination</u>	
<u>Facility Admin - Copy Details Popup</u>	
Facility Admin - Details	
Facility Admin - Location Facility Admin - Search Benun	
 <u>Facility Admin - Search Popup</u> <u>Facility Admin - Summary</u> 	
Facility Admin - Users	
Login	
<u>Report - Certification</u>	
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 	
<u>Report - Facility Details - Details</u>	
<u>Report - Facility Details - Details - RequestPopup</u>	
<u>Report - Facility Details - Location</u> <u>Report - Facility Details - Location</u> <u>Man Bonun</u>	
 <u>Report - Facility Details - Location - Map Popup</u> <u>Report - Facility Details - Location -RequestPopup</u> 	
Report - Fuel and Energy	
<u>Report - Fuel and Energy</u> <u>Fuel History Popup</u>	
Report - Reductions - Activities	
Report - Reductions - Installation	
Report - Reject Report Popup -Coordinator	
<u>Report - Statements</u>	
<u>Report - Submission Status</u>	
Report - Summary	
 <u>Report - Summary - Change Year Popup</u> 	
<u>Report - Summary - Search Popup (Search Report)</u>	
<u>Report - Transfer - Data</u>	
<u>Report - Transfer - Data Popup (Data Entry)</u> Denote Transfer - Validation	
<u>Report - Transfer - Validation</u> <u>Report - Validation Checklist</u>	
<u>Request Change - from facility admin details tab</u>	
Request Change - from facility admin location tab	
Support	
User Admin - Account	
User Admin - Facilities	
User Admin - Password	
User Admin - Search Popup	
User Admin - Summary	
 Welcome Screen (Home) 	

Appendix B: Creating a report from the 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.

PI Online ility	Reporting System >	Create Report for	<u>Contact Us</u> Help
	ort for Facility s you to create a report for y	our facility.	
Facility ID	Facility Name	Technical Contact Name	Technical Contact Phone
Train050	Dept of Environment - Training facility 50	Sandy Rivers	1800657945
Repo	1 records, displaying 1 records		1/1
			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!
- 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.

1. In Excel open **Tools** menu.



2. Select **Options** in Tools Menu.

3. Options pop-up opens.

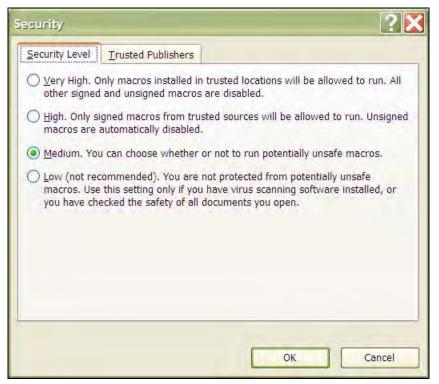
View	Calculation	Edit	General	Transition	Custom Lists	Chart
Color	International	Sa	ve	Error Checking	Spelling	Security
File encryptio	on settings for this	workbook -				
Password	to <u>o</u> pen:				A	dvanced
	- this	the set	-			
	settings for this wo	REDOOK	-			
Password	to <u>m</u> odify:					
Read-o	only recommended					
Digital Si	ignatures					
Privacy optio	ns					
Remov	e personal informa	tion from fi	ile propertie	s on save		
Macro securi	ity					
	security level for fi mes of trusted mac			macro viruses and	Macro	Security

4. Open Security tab.

5. Click Macro Security.

Macro security	
Adjust the security level for files that might contain macro viruses and specify names of trusted macro developers.	Macro <u>S</u> ecurity

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 Govern	iment wironment, Water, Herit	uno and the Arte		NF
Department of the En	wironment, water, rient	ageand the Arts	Logged in as trai	in_user1 (Coordi
PI Online Reporting Sys	tem > <u>Home</u> > Tool	s	Con	tact Us Help L
Menu	Calculation	Tools Download		
Emission Reports	This screen she Microsoft@Exce	ows a list of calculation tools. You can download all the tools you need to your computer. Th el 2003©.	ese tools have been designed	for use with
Calculation Tools	Read the online	e Help before downloading any calculation tools.		
acility Admin	Tool Name	Description	Version	File
soncy Admin	EET019.xls	Animal & bird feed manufacture [Manual v1.0 - December 1999]	3.0	Download
ser Admin	EET025.xls	Bread manufacturing [Manual v1.1 - June 2003]	3.0	Download
inks	EET027.xls	Cement manufacturing [Manual v2.1 - April 2008]	3.0	Download
lect one and go 💟 😡	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
Sold Remains	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.xis	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

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.

File Down	load	X
Do you w	want to open or save this file?	
	Name: EET002.xls Type: Microsoft Excel Worksheet From: npiqa.environment.gov.au Open Save Cancel	
	While files from the Internet can be useful, some files can potentially ha your computer. If you do not trust the source, do not open or save this fil	

- 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.

ive As				?
Save in:	🕝 Desktop		0 0 🖻 📴 🐨	
My Recent Documents Desktop My Documents My Computer	NPI_EET001_	laces screen shots		
My Network Places	File name:	EET002.xis	~	Save
	Save as type:	Microsoft Excel Worksheet	(man)	Cancel

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.

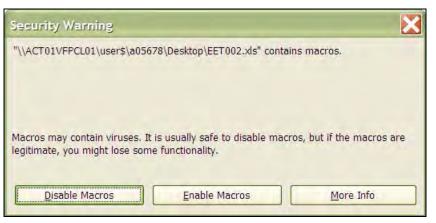
Download com	plete	
Down	nload Complete	
EET002.xls from n	piqa.environment.gov.au	
Downloaded:	2.27MB in 3 sec	
Download to: Transfer rate:	\\ACT01VFPCL01\user\$\a05678\EET002.xls 777KB/Sec	5
Close this dialo	og box when download completes	_
	Open Open Folder	Close

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.

	ed	
troduction - Pr	ocess Information - Tool Summary - Import - Finish	???: ??? - ???
	Australian Government	NPF
and the second second	Department of the Environment, Water, Heritage and the Arts	(EET002/3.0)
National F	Pollutant Inventory - Emission Estimation Tool	Thursday, 11 December 2008
	DEMO: Combustion Engi	nes
	1/06/2008 - V3.0	Visit the NPI web site
		Follow the 3 steps below to start using this tool:
This tool is for o	demo purposes only (Env=QA).	
	d to estimate emissions from Combustion Engines. You may need to use additional tools to	 Select Primary / Secondary tool mode
calculate emiss	sions from other elements of your facility.	C Primary
		C Secondary
	the use of this tool are available on the NPI web site. In addition you should consult the Emission Estimation Technique Manual and the NPI Guide to ensure your report satisfies the the NPI NEPM.	(2) Select Online/Offline For <u>online</u> use, press the Login button and follow the instructions:
	eloped for use with Microsoft® Excel 2003© and higher running on a Windows Operating is tool utilises macros to function, the macro security must be set at 'medium' (or below).	Login
You must be a emission data	registered user of the NPI online reporting system to be able to login and upload your estimated	For <u>offline</u> use, enter a unique identifier for your facility:
Further informat	tion is available on the NPI web site: <u>http://www.npi.gov.au</u>	
	with using this tool, you can either environment.gov.au; or	(3) Press next to continue
		Next>>

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
O Primary
 Secondary
(2) Select Online/Offline For <u>online</u> use, press the Login button and follow the instructions:
Login
For <u>offline</u> use, enter a unique identifier for your facility:
(3) Press next to continue
Next>>

b. If you are using more than one tool

- 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
O Primary
 Secondary
(2) Select Online/Offline For <u>online</u> 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 p**op-up opens.

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	Login	
NPI Password	Login	-
Advanced Networking Configuration		
If you are experiencing connectivity issues and and password are correct, the following conf		
your network. Please consult your company		
Check this box to use these advanced n	etwork configuration settings	
Proxy Server		
Proxy Port		
- Facility and Report Selection		
Facility and Report Selection		
Facility and Report Selection		2
Facility		3
		1
Facility		2
Facility		4

ii. Enter your NPI username and password.

Click Login.

Login Successful pop-up opens.

Microsoft	: Excel	
	s successful. Pleas d draft report peri	
	UK	

iii. Select your facility from the drop down list.

iv.	Select the re	port the data	belongs to.
-----	---------------	---------------	-------------

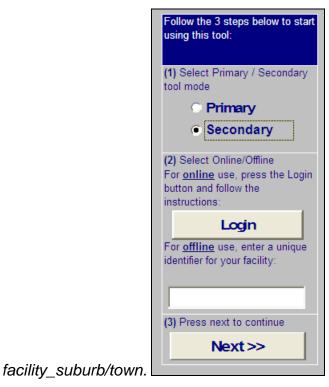
Login
Login Details Enter your NPI User Name and Password to login. You will then be able to select a facility and a draft report below. NPI User Name concuser! NPI Password
Advanced Networking Configuration If you are experiencing connectivity issues and have confirmed that your user name and password 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 Proxy Port
Facility and Report Selection Facility Training Facility 164 (ACT) Available draft emission report(s): 07/08
Cancel OK

v. Click **OK**.

Logged in



b. If using offline enter a unique identifier e.g. name of



Step 3



a. Click Next.

b. *Process Information* screen opens.

1000000000	lian Government nent of the Environ	ment, Water, Heritage and the Arts	
onal Pollutan	t Inventory - Pr	ocess Information	Thursday, 11 Decemi
	ss Information	nation (engine type) and anter the approable amo	ant to estimate emissions.
	and a second		
Process		Process configuration	Amount
1	-		
0	*	-	
	-		
I	*		
	-		
1	-	1	-
	*	-	
	-	1	
	<u>×</u>	1	
	2		
			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.

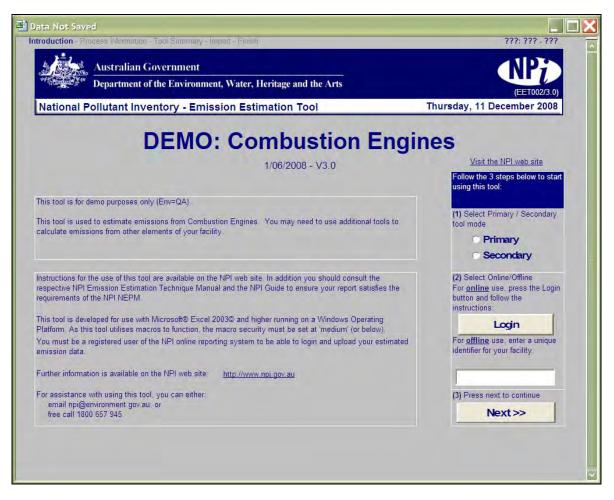
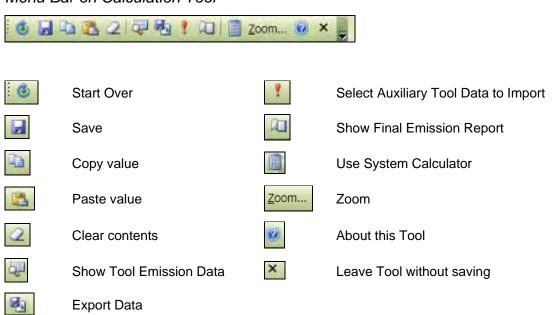


Figure 71 – Emission Estimation Tool screen



Menu Bar on Calculation Tool



Figure 72 – Using Calculation Tool offline

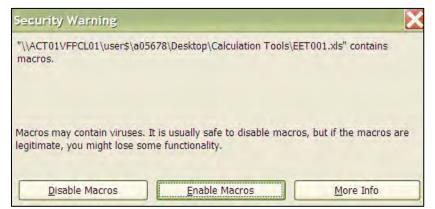
This is a screen shot of using the Calculation Tool offline.

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.

Login Details Enter your NPI User facility and a draft re		word to login. You w	ill then be able to select a
NPI User Name	eport below.	_	
NPI Password		_	Login
- Advanced Network			
and password are co	prrect, the follow	ing configuration set	firmed that your user name tings can be adjusted for
	a second a second a	anced network confi	who may be able to assist.
Proxy Server	to use these duy	aneed network com	
Proxy Port			
- Facility and Report	Selection		
Facility and Report	Selection		
Facility			<u>_</u>
);	<u>_</u>
Facility);	<u>~</u>

- ii. Enter your NPI username and password.
- iii. Click Login.
- iv. Login successful pop-up opens. Click **OK**.



v. Select your facility from the drop down list.

.ogin		
Login Details Enter your NPI User Nan facility and a draft report		ogin. You will then be able to sele <mark>ct</mark> a
NPI User Name	ser1	Login
NPI Password		Login
and password are correct	onnectivity issues and t, the following configu	d have confirmed that your user name juration settings can be adjusted for T section who may be able to assist.
Check this box to us	e these advanced net	twork configuration settings
Proxy Server		
Proxy Port	_	
Facility and Report Select	tion	
rucincy and report below		
Facility Training Faci	lity 164 (ACT)	•
Available draft emissio	n report(s):	1
07/08		-
1		

- 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

	(3) Press next to continue	
	Next>>	
Click Next >>.		

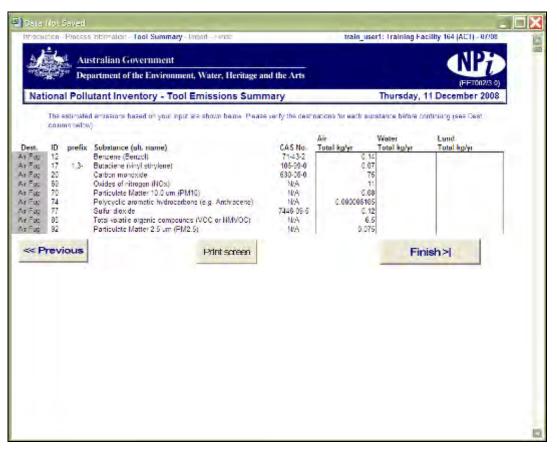
6. *Process Information* screen opens.

	ian Government			(NP7)
	Department of the Environment, Water, Heritage and the Arts		(FFT1102/3 0)	
tional Pollutant	Inventory - Proc	ess Information	_	Thursday, 11 December
Facility Proces	a information			
		or (engine type) and entire the applicable and	unt to estimate emissi	9112.
Process		Process configuration		Amount
-	- 1			
	- 1		-	
1	•		-	
	-		-	
	-		-	
1	-		-	
61	-		-	
	-		<u> </u>	
1	-		-	
Previous		Printscrean		Next>>
		1 11 2 22 2 201		Constant of the

- 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.

and the ground		anment, Water, Heritage and the Arts		(FETILIZA)
onal Pollutant Inve	ntory - F	Process Information		Thursday, 11 December
Facility Process Info	mation			
		plication (engine type) and enter the applicable an	nount to estimate emi	ssions
Process		Process configuration		Amount
Gas (km)	-	602LPG1GV	-	5 000 000 km
Petrol and Desel (km)	-	901 Pand Car	-	10.000.000 km
	-			
1	-		-	
	-			
			-	
[-		-	
			-	
	-		-	
	-		-	

- 12. Click **Next >>.**
- 13. Tool Emissions Summary opens.



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.

	astralian Government				NPi	
	epartment of the Environment, Water, Heritage and the Arts Ilutant Inventory - Tool Emissions Summary			Monday, 25 February 2008		
The estimated	ted emissions based on your input are shown below. Please w awi	inations for each sub				
Dest. ID pref III Fug 11 III Fug 13 III	is Substance (alt, name) Anonic (Grey Arsenic) & compounds Benylam (Gancium) & compounds Catinaim & compounds Chromium (IN) compounds Chromium (IN) compounds Phandle compounds Phandle compounds Hydrosthanic acid (Murakic Acid) Laad & compounds (Olicityster) Häckel & compounds (Olicityster) Häckel & compounds (Olicityster) Häckel & compounds (Olicityster) Häckel & compounds (Marsens Stater adamter Particulate Marter 10.0 um (PMD) Polychlerinded dexins and farans Stater adamter (Particulate Marter 2.5 um (PM2.5)	CAS No. 7440-38-2 7440-43-3 7440-43-3 7440-47-3 7440-47-3 7440-50-8 NOA 7647-41-0 7433-82-4 7433-82-4 7433-82-4 7433-87-6 7430-432-8 NOA 7446-435-5 NOA	Air Total kgryr 0.041 0.0021 0.0021 0.0021 0.0021 0.0024 15 10 0.042 0.0035 0.042 0.0035 0.042 0.042 0.0035 0.042 0.044 15 10 10 10 10 10 10 10 10 10 10		Land Total kgipr	
Previous	Print screen			Fin	ish >	

15. Click Finish>.



- 16. *Finish Secondary Tool* pop-up opens.
- 17. Select Save, export and exit Secondary tool.

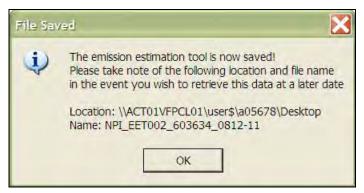
18. Click **Perform Action**.

19. Export successful pop-up opens.

Export	Successful 🔀
<u>.</u>	Your emissions summary was exported succesfully! please take note of its location, particularly if you need to import this file into your primary emissions tool later. File Name: NPI_EET002_603634_0812-11.csv Location: ACT01VFPCL01\user\$\a05678\Desktop

20. Click **OK**.

21. File saved pop-up opens.

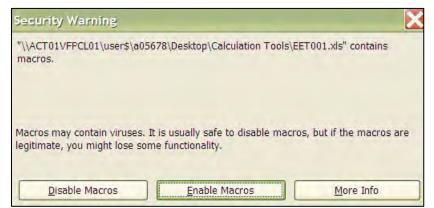


- 22. Click OK.
- 23. Repeat steps 1–22 for each secondary tool you want to use.

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.

troduction - Process Information - Tool Summary - Import - Finish	411075
Australian Government Department of the Environment, Water, Heritage and the Arts	NPI
	(EET001/3.0)
National Pollutant Inventory - Emission Estimation Tool	Thursday, 11 December 2008
DEMO: Combustion in Boi	lers
1/06/2008 - V3.1	Visit the NPI web site
	Follow the 3 steps below to start using this tool:
This tool is for demo purposes only (Env=QA).	
This tool is used to estimate emissions from Combustion in Boilers. You may need to use additional tools to calculate emissions from other elements of your facility.	(1) Select Primary / Secondary tool mode
	· Primary
	Secondary
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	(2) Select Online/Offline For <u>online</u> use, press the Login
requirements of the NPI NEPM.	button and follow the
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)	Login
Particular Particle contracts interest to initiation, the initiation security must be set at metalum (or below) You must be adjetered user of the NPI online reporting system to be able to login and upload your estimated emission data	For <u>offline</u> use, enter a unique identifier for your facility.
Further information is available on the NPI web site. http://www.npi.gov.au	
For assistance with using this tool, you can either	(3) Press next to continue
email npi@emvironment.gov.au; or free call 1800 657 945.	Next>>

- 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.

facility and a draf	ft report below.	-	
NPI Password		-	Login
	orking Configuration -		
and password are	e correct, the following	configuration setting	ed that your user nam s can be adjusted for o may be able to assist.
Check this bo	ox to use these advan	ced network configura	ation settings
Proxy Server			
Proxy Port			
- Facility and Repo	ort Selection		
Facility			7
	emission report(s):		
Available draft e			
Available draft e			

- ii. Enter your NPI username and password.
- iii. Click Login.



iv. Pop-up opens. Click OK.

v. Select your facility from the drop down list.

	ails NPI User Nam a draft report		to login. You will	then be able to select a
NPI User N	ame Gram_D	user1		Login
NPI Passv	vord			Login
If you are e and passwe your netwo	ord are correct ork. Please con this box to use	connectivity issues t, the following co	nfiguration settin ny's IT section wi	med that your user nam igs can be adjusted for ho may be able to assist. iration settings
Proxy Po	rt 🚺			
	d Report Selec	ction		
- Facility an		the set (a corr)		
Facility an	Training Facil	INCY 104 (AC1)		•
Facility	Training Facil			<u> </u>

- vi. Select the report the data belongs to.
- vii. Click **OK**.
- 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.

(3) Press next to continue	
Next>>	
	_

8. Step 3 Click Next >>.

9. **Process Information** screen opens.

Australian C	overnment f the Environment, Water, Heritage and the Arts	NPD
	entory - Process Information	(EET00//8.0) Thursday, 11 December
Facility Process Inf Select the process (fue.)	ormation process configuration (type) and order the applicable amount to e	stimate emissions.
Риссная	Process configuration	Åmmer
5	-	•
1	-	· ·
	-	*
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1	-	
Mous	Print screen	Next>>
	11111 30 001	

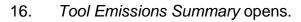
10. In the *Process Column* use the drop down list to select the process your facility uses.

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.

×	en to ved Process Information	-1		hain_usert	Training Facility 164 (ACT) - M/08	
	Australian Government Department of the Environment, Water, Heritage and the Arty					
ati	onal Pollutant Inver	nal Pollutant Inventory - Process Information			Friday, 12 December 2008	
	Facility Process Infor		Spuration (1) på) and error the spokeshie amount to	etimato pression		
	commentation provide and		Statem II) had and and the defense of all only of			
	Placase		Process configuration		Amour	
1	Black coal	*	2.01 Cyclone fumace ESP	-	525.004 t	
	Gap		3.09743 V/all frod >30M// U/B	-	125.000 1	
3	Wood and wood waste		5 11 Woodbark fred Wet soubbar	2	425.000 t	
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Ŧ		*		•		
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h.						
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<u>a</u> .		-		-		
10		-		-		
Pr	evicus		Print screen		Next>>	

15. Click Next.



Nationa	al Polli	utant Inventory - Tool Emissions Sumn	and the second sec			
		tiant inventory - roor Emissions Summ	nary		Friday, 12	2 December 2008
	estimate mn below	d emissions based on your input are shown below. Please v).	e verify the desti	inations for each sub	stance before con	tinuing (see Dest.
				Air	Water	Land
est. ID	prefix	Substance (alt. name)	CAS No.	Total kg/yr	Total kg/yr	Total kg/yr
SP 11		Arsenic (Grey Arsenic) & compounds	7440-38-2	0.12631375		a second s
SP 14		Beryllium (Glucinium) & compounds	7440-41-7	0.00558545		
SP 18		Cadmium & compounds	7440-43-9	0.0208675		
SP 20		Carbon monoxide	630-08-0	358.75		
SP 26		Chromium (III) compounds	7440-47-3	0.1051875		
SP 27 SP 28		Chromium (VI) compounds Cobalt & compounds	7440-47-3 7440-48-4	0.0305125		
SP 20		Copper & compounds	7440-46-4	0.00022		
SP 29		Fluoride compounds	/440-50-6 N/A	39.375		
SP 50		Hydrochloric acid (Muriatic Acid)	7647-01-0	315		
SP 52		Lead & compounds	7439-92-1	0.206375		
SP 54		Manganese & compounds	7439-96-5	0.00103		
SP 55		Mercury & compounds (Quicksilver)	7439-97-6	0.0235865		
SP 64		Nickel & compounds	7440-02-0	0.0938375		
SP 69		Oxides of nitrogen (NOx)	N/A	9041.25		
SP 70		Particulate Matter 10.0 um (PM10)	N/A	142.375		
SP 73		Polychlorinated dioxins and furans	N/A	6.65468E-06		
SP 74		Polycyclic aromatic hydrocarbons (e.g. Anthracene)	N/A	0.76320725	2 A 1	
SP 75		Selenium & compounds	7782-49-2	0.005675		
SP 77		Sulfur dioxide	7446-09-5	303.625		
SP 85		Total volatile organic compounds (VOC or NMVOC)	N/A	46.375		
SP 90		Zinc and compounds	7440-66-6	0.077625		
SP 92		Particulate Matter 2.5 um (PM2.5)	N/A	115.075		

- 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.

Australian Govern	ment			NPD	
Department of the E	avironment, Water, Heritage and the Arts				
inner dets inn seconders holi	to obtain hotal emmaidme for this facility. Use the grap do	on initial de maine	(Inc. data		
	rah the drop down list(s), press the Refresh button				
4 [*	Import now	unab		
2		Import Now	Unop		
3		Import Nov	Unito		
4	-	Emport New	Units		
5	•	Import Nov	Lines		
6		Import Nov	LEND		
1	•	Import New	Lindo		
8	•	Import Nov	Undo		
9	1	Import New	Linto		
10	2	Import Nov			
1 make use this Primary tool is	but are used you have experted your data term auxiliar founded in the same directory as or parent directory of a data files in the same calendar year, otherwise this impo-	Une one contracting			
<< Previous	Print screen			Next>>	

3. Click Refresh.

Secondary Tool Data Found pop-up opens



4. Click drop down list to select the secondary tool you want to import data from.

	an Government ent of the Environment, Water, Heritage and the Arts			NPD
	Inventory - Import Secondary Tool Data		Friday, 12	(EE1001/3.0) 2 December 2008
	constany tools to obtain total emersions for this tability. Use the dis			
Ras to report. If yo	a need to reflech the drop down list(or prese the Raheat tuttor.	companya (it) m ene	CI THE GREE	Refresh
	PI EE1002 809634 0812 11 cm	Import now	Junds.	
		Import now	_	
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		Import Now	Units	
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10	1	-	Subjects	
1. make sure this P	rany data files, total are now your have expected your data from and formary total is located in the same directory as, or parent directory no created the data files in the same calendary year. Otherwise the Print scream	of the one containing		Next>>

5. Click **Import Now**.

	test of the Environment, Water, Heritage and th t Inventory - Import Secondary Tool D			Eriday	(EET(01/3.0) /, 12 December 2008
Incluit data from a	econdary tools to obtain total enversions for the backty i as read to envers the trug dover settlet, preve the Patres	Jes the drop do	ram kallaj (n selec		Refresh
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5		*	Import News	Gen	
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10	1	-	Import Nov	- Child	
L make sure this	e my data flea, but an aire you have exported your da Primay tool is tarated in the came treating as to pave are treated the data files in the came orderdar year, of Print screen	it directory at	the one containing		ard Next>>

6. 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.

100U	suan - Pr	ocess Information - Tool Summary - Import - Finish		train_user1	: Training Facilit	y 164 (ACT) - 07/08	
1	1	Australian Government				(NP7)	
- SC		Department of the Environment, Water, Heritag	ge and the Arts			(EET001/3.0)	
Na	tional	Pollutant Inventory - Estimated Emissio	ns Total (all tool	ls)	Friday, 12	December 2008	
			and the second		Contract of the		
		required to report emissions for substances where a thresho ing System you can make any changes to the following list			s tool in conjunctio	on with the NPI	
Jun	е кероп	ing System you can make any changes to the following list	or substances and their	emissions			
				Air	Water	Land	
ID	prefix	Substance (alt. name)		Total kg/yr	Total kg/yr	Total kg/yr	
11	And Market	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	
20		Carbon monoxide	630-08-0	433.75		0 0	
26		Chromium (III) compounds	7440-47-3	0.1051875		0	
27		Chromium (VI) compounds	7440-47-3	0.0305125		0 0	
28		Cobalt & compounds	7440-48-4	0.00022		0	
29		Copper & compounds	7440-50-8	0.340075		0	
46		Fluoride compounds	N/A	39.375		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	
55		Mercury & compounds (Quicksilver)	7439-97-6	0.0235865		6	
64		Nickel & compounds	7440-02-0	0.0938375		0	
69		Oxides of nitrogen (NOx)	N/A	9052.25		0	
70		Particulate Matter 10.0 um (PM10)	N/A	142.455		0	
73 74		Polychlorinated dioxins and furans	N/A N/A	6.65468E-06 0.763213355		0	
74 75		Polycyclic aromatic hydrocarbons (e.g. Anthracene) Selenium & compounds	7782-49-2	0.763213355		0	
/5 77		Selenium & compounds Sulfur dioxide	7446-09-5	303.745		0	
85		Total volatile organic compounds (VOC or NMVOC)	N/A	52.875		0	
90		Zinc and compounds	7440-66-6	0.077625		0	
92		Particulate Matter 2.5 um (PM2.5)	N/A	115.15		0	
54		r antenate matter 2.5 am (FM2.5)	CRA	115.15	1	-1 V	
-	reviou	Print screen				Finish>	
						100507	

- 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 de	ita -		
Login	Draft report y	ser1 ing Facility 164 (ACT)	
There a	re currently 25 e ready to be up	mission records loaded.	
This too	l has not been u	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.

Upload emission da	ia.		X
Login	User: tra Facility: Draft rej	rrently logged in as ain_user1 Training Facility 164 (ACT) port year: 07/08 n if you wish to change these	
There ar	and the second se	25 emission records e uploaded.	
This too	I has not be	een uploaded before.	
	Cancel	UPLOAD	

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.

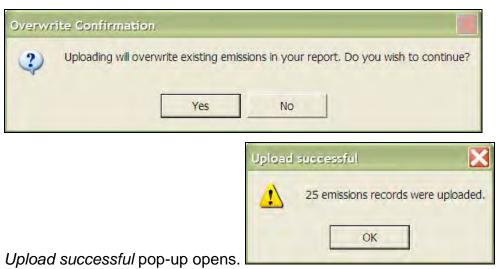


- b. Enter your NPI username and password.
- c. Use the drop down menu to select your facility.
- d. A list of draft reports available appears.
- e. Select the draft report you want to upload data to.
- f. Click **OK**.
- g. Upload Emission Data pop-up opens.

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 to	ool has not been uploaded before.	
	Cancel UPLOAD	

4. Click **Upload**.

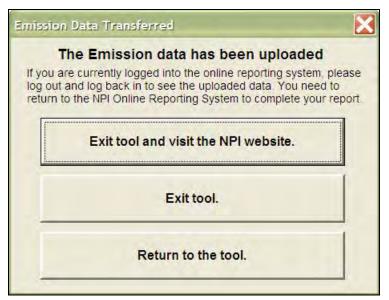
5. An overwrite confirmation will open if there is data for these substances already in the report.



7. Click **OK**.

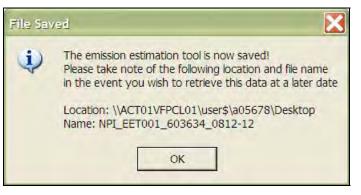
6.

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.

Micros	oft Excel				X
1	Do you want	to save the cha	nges you made	e to 'NPI_EET001_ Cancel	_603634_0812-12.xls'?

- 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.

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