




NAEIS FREQUENTLY ASKED QUESTIONS

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FAQs


Q1: How to update primary emission inventory contact information?

Tags 	[Emission Inventory Reporting], [NAEIS]
Answer	<ul style="list-style-type: none"> ▪ The Contact Form, Submittal Authorization Form, and Account Officer Account information are synchronized. ▪ If any updates are made to the Accounting Officer's account information, the updates will be reflected in both the Contact form and the Submittal Authorization Form. ▪ If you need to update Primary Emission Inventory Contact information, please ask the facility's Accounting Officer to update his/her account information.
Step-by-Step Instruction	Please see Instruction #1
Published Date	15 September, 2015
Other Reference	None


Q2: How to update submitter's information on Submittal Authorization form?

Tags 	[Emission Inventory Reporting], [NAEIS]
Answer	<ul style="list-style-type: none"> ▪ The Contact Form, Submittal Authorization Form, and Account Officer Account information are synchronized. ▪ If any updates are made to the Accounting Officer's account information, the updates will be reflected in both the Contact form and the Submittal Authorization Form. ▪ If you need to update Primary Emission Inventory Contact information, please ask the facility's Accounting Officer to update his/her account information.
Step-by-Step Instruction	Please see Instruction #1
Published Date	15 September, 2015
Other Reference	None

Q3: Why the "Emission Inventory Contact (Primary)" form is locked?


Tags 	[Emission Inventory Reporting], [NAEIS]
Answer	<ul style="list-style-type: none"> ▪ The Contact Form, Submittal Authorization Form, and Account Officer Account information are synchronized. ▪ If any updates are made to the Accounting Officer's account information, the updates will be reflected in both the Contact form and the Submittal Authorization Form. ▪ If you need to update Primary Emission Inventory Contact information, please ask the facility's Accounting Officer to update his/her account information.
Step-by-Step Instruction	Please see Instruction #1
Published Date	15 September, 2015
Other Reference	None

Q4: Why the "Submittal Authorization" form is locked?

Tags 	[Emission Inventory Reporting], [NAEIS]
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Answer	<ul style="list-style-type: none"> ▪ The Contact Form, Submittal Authorization Form, and Account Officer Account information are synchronized. ▪ If any updates are made to the Accounting Officer's account information, the updates will be reflected in both the Contact form and the Submittal Authorization Form. ▪ If you need to update Primary Emission Inventory Contact information, please ask the facility's Accounting Officer to update his/her account information.
Step-by-Step Instruction	Please see Instruction #1
Published Date	15 September, 2015
Other Reference	None

Q5: How to report Section 21 activity which does not have any emission factor?

Tags 	[Emission Inventory Reporting], [NAEIS]
Answer	<ul style="list-style-type: none"> ▪ Some Section 21 activities in NAEIS are not tied to any emission factor ▪ In this case, instead of the system auto-populating material and pollutants on the form, user needs to specify the throughput material used in the activity, and the pollutants being emitted. ▪ To specify a throughput material, select one from the "Material" drop-down list ▪ Based on the selected material, NAEIS automatically populates the material unit code. If user needs to change the material unit code, please select another one from the "Unit" drop-down list. ▪ To report a pollutant emission, add pollutant(s) to the "Emissions" tab, and enter the annual emission
Step-by-Step Instruction	Please see Instruction #2
Published Date	15 September, 2015
Other Reference	None

Step-by-Step Instructions

Instruction #1

1. Access the Source for which you wish to update the EI report.

Home NAEIS Report System Utilities My Account Welcome certifier certifier! ? Help Log

NAEIS Report Management > NAEIS Report Management > Current Year NAEIS Report

Emissions Inventory Report Management +

NAEIS Report List

☐ Select Page All ☐ Select All

1 - 7 of 7 item(s)

Source ID	Source Name	Source Type	Source Address	Source Description	Non-Stationary?	NAEIS Reporting Notification Sent	Notification Period	Confirm received?	Date Confirmed
A0023	A QA Demo - A0023	Section 23	City of Cape Town Metropolitan Municipality	Gathering of wild growing materials: nuts (for growing of nuts, see 0125)	Y	Audit-Failed Revising-Submitted			
A0098	A QA Demo - A0098	Industry	West Coast District Municipality	Growing of cereals: grain maize	N	Blank			
A0169	A QA Demo - A0169	Section 21	Buffalo City Metropolitan Municipality	Household appliances, nec	N	Blank			
B1526	A QA Demo - B1526	Section 21	Cape Winelands District Municipality	Animal and marine fats and oils	N	Blank			
ECIG002	enfoTech Testing Source 6/27/2014 - 2	Mines and Quarries	Joe Gqabi District Municipality	Motion picture & video production	N	Audit-Failed-Revising			

2. Navigate to the Contact form of the EI Report

Data found on the Contact Form is copied directly from the ACO's Account Information.

Home NAEIS Report System Utilities My Account

NAEIS Report Management > NAEIS Report Data Entry > Contact

Current EI Report:
Form Type: Contact +

Primary Emission Inventory Contact information is copied from the Facility Accounting Officer's user account information, and cannot be editable here. Facility Accounting Officer needs to first update his/her user account information. System will then automatically synchronize the AO's account information.

Emissions Inventory Contact (Primary)

* First Name: certifier Middle Initial: Last Name: certifier
 Job Title:
 * Street Address 1: 315 Pretoria Street
 Street Address 2:
 * Country: South Africa * Province: The Eastern Cape * District Municipality: Alfred Nzo District Municipality * Local Municipality: Mbizana Local Municipality * Postal Code: 1250
 * Email Address: testemail@gmail.com
 * Area Code: 012 * Phone No.: 5555555 Extension: 121
 Area Code: Fax Number:

3. Navigate to the 'My Account' module

If the information shown on the Contact Form needs to be updated, the Facility's ACO must login and change their information on the 'My Account Screen.'

User Information +

General Information

* First Name: certifier * Last Name: certifier
 * Employer Name: SOM Job Title:
 * Address Line 1: 315 Pretoria Street Address Line 2: Suite 100
 * Country: South Africa * Province: The Eastern Cape * District Municipality: Alfred Nzo District Municipality * Local Municipality: Mbizana Local Municipality * Postal Code: 1250
 Area Code: 012 Phone No.: 5555555 Ext.: 121 * Email: testemail@gmail.com

Change was made to update Address Line 2

4. Save Updated Information

- Enter your Current password into the 'Old Password' text box
- Click on the 'Show PIN & Security Question' button
- Enter the Answer to Each Security Question
- Click 'Save My Account Info' button

Change Password

Old Password:

New Password: Confirm New Password:

PIN and Security Question

Show PIN & Security Question

Save My Account Info Reset Security Questions

PIN and Security Question

Hide Security Question & PIN

PIN: 1111

Question 1: What is the first and last name of your oldest sibling? ▾
Answer:

Question 2: what is your favorite book? ▾
Answer:

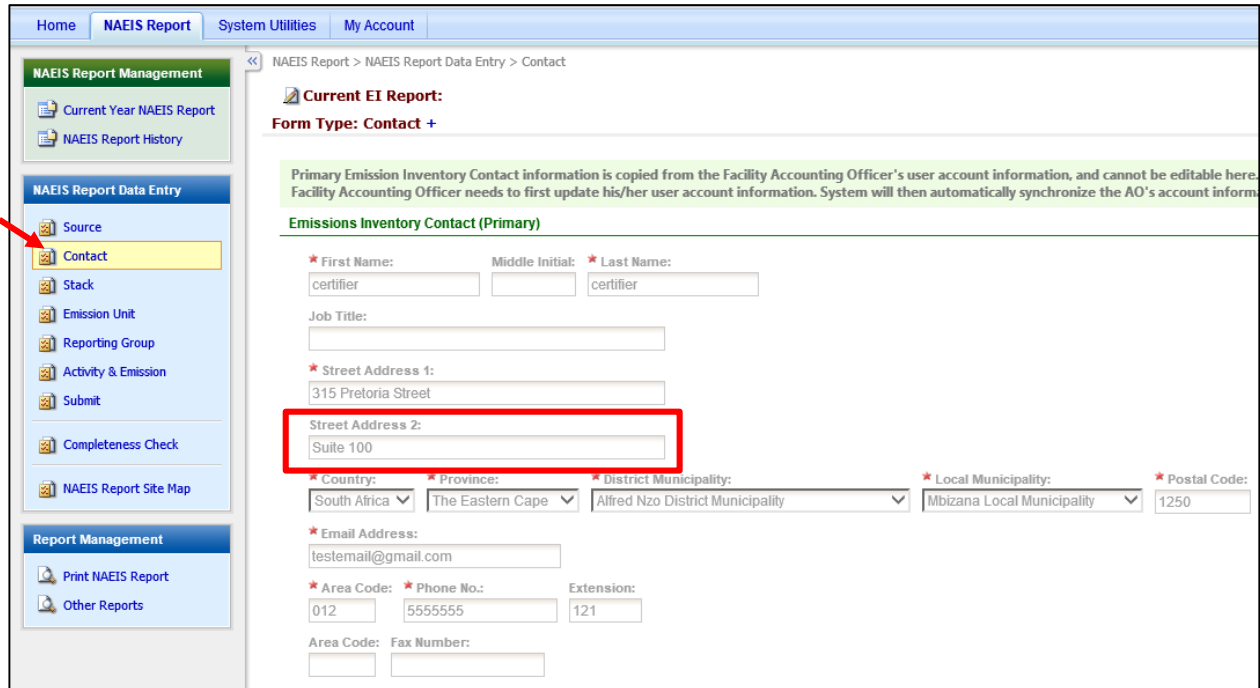
Question 3: what is the name of the hospital where you were born? ▾
Answer:

Question 4: what is your best friend's last name? ▾
Answer:

Question 5: what is the last name of your favorite teacher? ▾
Answer:

Save My Account Info Reset Security Questions

5. Once saved, the updated information will be seen in both the Contact Form and the Submittal Authorization Form.



Home NAEIS Report System Utilities My Account

NAEIS Report Management

- Current Year NAEIS Report
- NAEIS Report History

NAEIS Report Data Entry

- Source
- Contact**
- Stack
- Emission Unit
- Reporting Group
- Activity & Emission
- Submit
- Completeness Check
- NAEIS Report Site Map

Report Management

- Print NAEIS Report
- Other Reports

NAEIS Report > NAEIS Report Data Entry > Contact

Current EI Report:
Form Type: Contact +

Primary Emission Inventory Contact information is copied from the Facility Accounting Officer's user account information, and cannot be editable here. Facility Accounting Officer needs to first update his/her user account information. System will then automatically synchronize the AO's account information.

Emissions Inventory Contact (Primary)

* First Name: certifier Middle Initial: Last Name: certifier

Job Title:

* Street Address 1: 315 Pretoria Street

Street Address 2: Suite 100

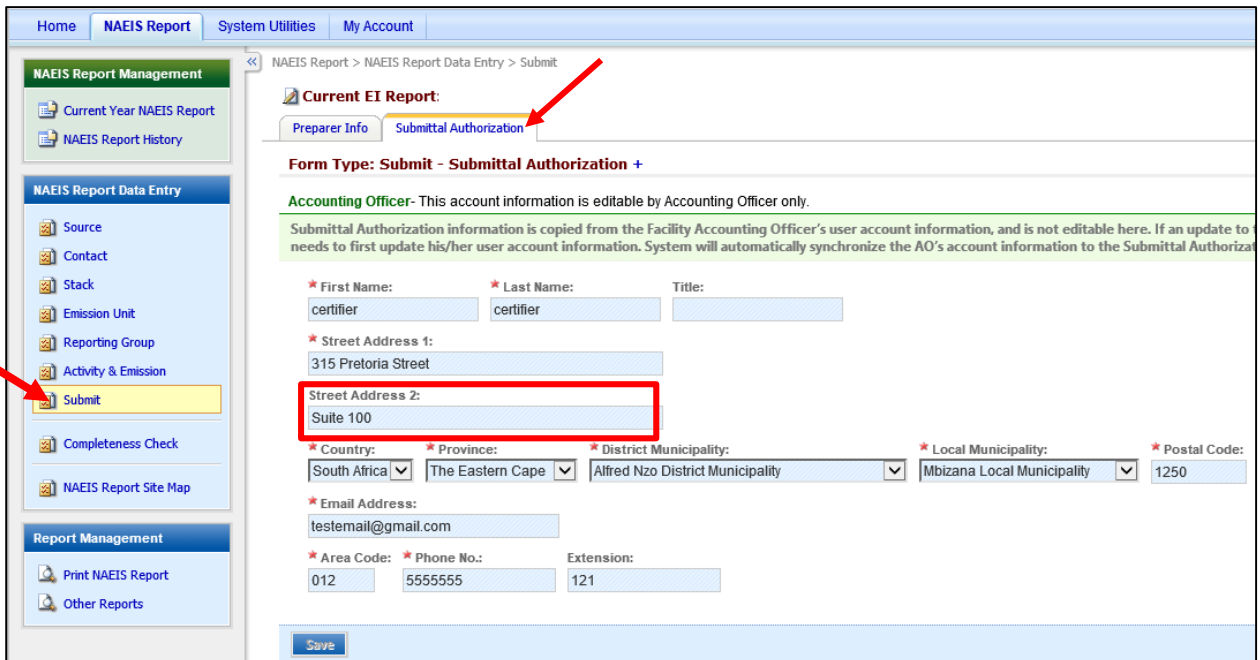
* Country: South Africa * Province: The Eastern Cape * District Municipality: Alfred Nzo District Municipality * Local Municipality: Mbizana Local Municipality * Postal Code: 1250

* Email Address: testemail@gmail.com

* Area Code: 012 * Phone No.: 5555555 Extension: 121

Area Code: Fax Number:

Contact Form



Home NAEIS Report System Utilities My Account

NAEIS Report Management

- Current Year NAEIS Report
- NAEIS Report History

NAEIS Report Data Entry

- Source
- Contact
- Stack
- Emission Unit
- Reporting Group
- Activity & Emission
- Submit**
- Completeness Check
- NAEIS Report Site Map

Report Management

- Print NAEIS Report
- Other Reports

NAEIS Report > NAEIS Report Data Entry > Submit

Current EI Report:
Submittal Authorization

Form Type: Submit - Submittal Authorization +

Accounting Officer- This account information is editable by Accounting Officer only.

Submittal Authorization information is copied from the Facility Accounting Officer's user account information, and is not editable here. If an update to needs to first update his/her user account information. System will automatically synchronize the AO's account information to the Submittal Authorization.

* First Name: certifier * Last Name: certifier Title:

* Street Address 1: 315 Pretoria Street

Street Address 2: Suite 100

* Country: South Africa * Province: The Eastern Cape * District Municipality: Alfred Nzo District Municipality * Local Municipality: Mbizana Local Municipality * Postal Code: 1250

* Email Address: testemail@gmail.com

* Area Code: 012 * Phone No.: 5555555 Extension: 121

Area Code: Fax Number:

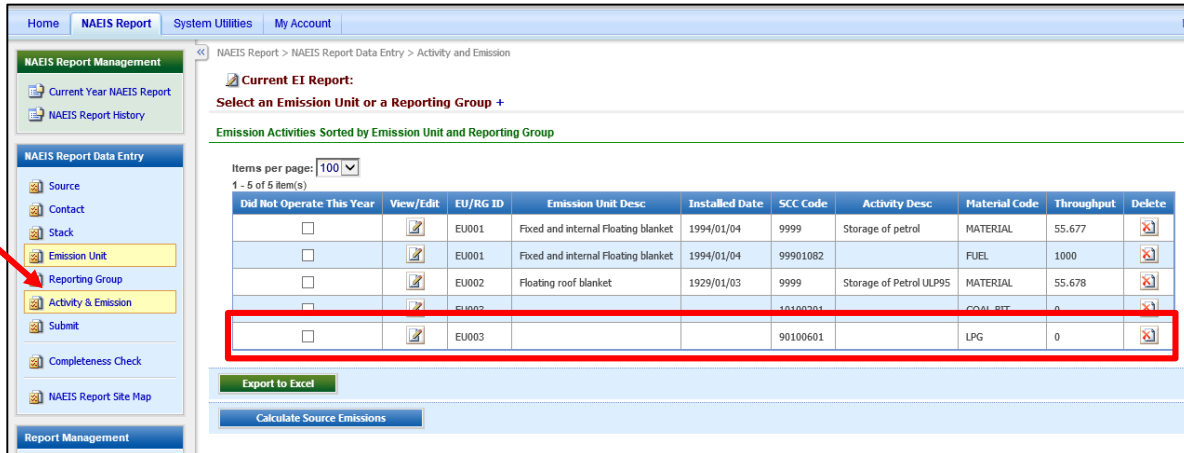
Save

Submittal Authorization

Instruction #2

1. Navigate to the 'Activity & Emission' form of the EI Report.

Open an Emission Unit or Reporting Group to add activity information.



Home NAEIS Report System Utilities My Account

NAEIS Report Management

- Current Year NAEIS Report
- NAEIS Report History

NAEIS Report Data Entry

- Source
- Contact
- Stack
- Emission Unit
- Reporting Group**
- Activity & Emission
- Submit
- Completeness Check
- NAEIS Report Site Map

Report Management

NAEIS Report > NAEIS Report Data Entry > Activity and Emission

Current EI Report:
Select an Emission Unit or a Reporting Group +

Emission Activities Sorted by Emission Unit and Reporting Group

Items per page: 100

1 - 5 of 5 Item(s)

Did Not Operate This Year	View/Edit	EU/RG ID	Emission Unit Desc	Installed Date	SCC Code	Activity Desc	Material Code	Throughput	Delete
<input type="checkbox"/>		EU001	Fixed and internal Floating blanket	1994/01/04	9999	Storage of petrol	MATERIAL	55.677	
<input type="checkbox"/>		EU001	Fixed and internal Floating blanket	1994/01/04	99901082		FUEL	1000	
<input type="checkbox"/>		EU002	Floating roof blanket	1929/01/03	9999	Storage of Petrol ULP95	MATERIAL	55.678	
<input type="checkbox"/>		EU003			10100201		COAL BITT	0	
<input type="checkbox"/>		EU003			90100601		LPG	0	

Export to Excel

Calculate Source Emissions

2. Click on the 'Add New Activity' button

1 - 2 of 2 Item(s)

Select	EU/RG ID	Emission Unit Desc	Installed Date	NAEIS Source Code	SCC Code	Activity Desc	Material Code	Throughput	Throughput Unit
	EU003			SA010100201	10100201			0	TONNE
	EU003			SA990100101	90100601			0	TONNE

Export to Excel

Add New Activity Calculate EU/RG Emissions

Activity & Emissions Information

Activity Details

* NAEIS Source Code (SEC 21 Code) * IPCC Code

NAEIS Source Description:

* SCC Code:

Source Classification Code Description:

Activity Description:

Seasonal Material Usage Schedule
(If Throughput is > 0, then Seasonal Percentages Must Total 100%)

Winter(Jun-Aug) Spring(Sep-Nov) Summer(Jan, Feb, Dec) Autumn(Mar-May)

Operating Schedule
Hours per Day Days per Week Days per Year

3. First, Select the NAEIS SEC 21 code by clicking on the  sign.

Add NAEIS Source Code (Section 21 Code)

Cancel


* NAEIS Source Code (Section 21 Code)

- SA01-1. Combustion Installations
- SA02-2. Petroleum Industry
- SA03-3. Carbonization and Coal Gasification
 - SA0302-3.2 Coke Production
 - SA0301-3.1 Combustion Installations
 - SA0303-3.3 Tar Processes
 - SA0303001-Tar Distillation
 - SA030300101-Tar Distillation Processes**
 - SA0304-3.4 Char, charcoal and carbon black production
 - SA0305-3.5 Electrode Paste Production
 - SA0306-3.6 Synthetic Gas Production and Clean-up
- SA04-4. Metallurgical Industry
- SA05-5. Mineral Processing, Storage and Handling
- SA06-6. Organic Chemicals Industry
- SA07-7. Inorganic Chemicals Industry
- SA08-8. Disposal of hazardous and general waste
- SA09-9. Pulp and Paper Manufacturing Activities, including By-Products Recovery
- SA10-10. Animal Matter Processing
- SA30-30. Mines and Quarries
- SA88-88. Uncategorised
- SA99-99. Non-Industry
- SA40-Small Boilers < 50 MW

Cancel

Activity & Emissions Information

Activity Details

* NAEIS Source Code (SEC 21 Code) 

4. Once selected, click the  sign to add an IPCC code.



Add IPCC Code

Cancel

* IPCC Code

- 1. Energy
 - 1A. Fuel Combustion Activities
 - 1B. Fugitive emissions from fuels
 - 1C. Carbon Dioxide Transport and Storage
 - 1C1. Transport of CO2
 - 1C2. Injections and Storage
 - 1C2a. Injection
 - 1C2b. Storage
 - 1C3. Other
- 2. Industrial Processes and Product Use
- 3. Agriculture, Forestry, and Other Land Use
- 4. Waste
 - 4A. Solid Waste Disposal
 - 4B. Biological Treatment of Solid Waste
 - 4C. Incineration and Open Burning of Waste
 - 4D. Wastewater Treatment and Discharge
 - 4E. Other
- 5. Other

Cancel

* IPCC Code  

5. The User can select the assigned SCC Code for that NAEIS Source code.

Activity & Emissions Information

Activity Details

* NAEIS Source Code (SEC 21 Code)
 * IPCC Code

NAEIS Source Description:

[SA03] ; [SA0303] Processes in which tar, creosote or any other product of distillation of tar is distilled or heated in any manufacturing process.; [SA0303001] Processes in which tar, creosote or any other product of distillation of tar is distilled or heated in any manufacturing process.; SA030300101 Processes in

* SCC Code:

Source Classification Code Description:

[3] Industrial Processes; [306] Petroleum Industry; [306034] Sulphur Recovery Units; [30603405] Average Sulphur Recovery - 96.5; [9] Others; [99] Others; [999] Others; [9999] Others; [99901001] Others - Tar Distillation Processes

Activity Description:

Seasonal Material Usage Schedule ⓘ
 (If Throughput is > 0, then Seasonal Percentages Must Total 100%)

6. The User can then select from all Material Codes.

Material Information

* Material Code:
 * Material Throughput:
 * Unit Code:
 * Net Calorific Value: TJ/KG
 Range: 0.0000241-0.0000361

Material Description:

VOC Content (Coatings or solvent) Density:

% by Mass

* Sulphur Content (fuel): % by Mass Range: 0.02-7

Ash Content (fuel): % by Mass Range: 19.01-55


The Unit Code will default based on the Material Code. The User may choose to select a different Unit code from the dropdown list.

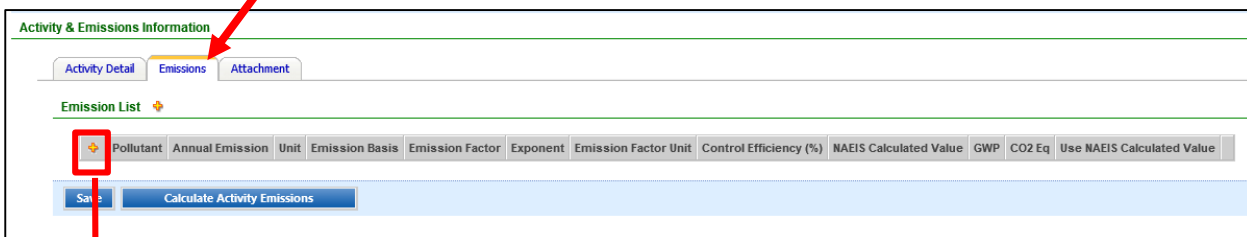
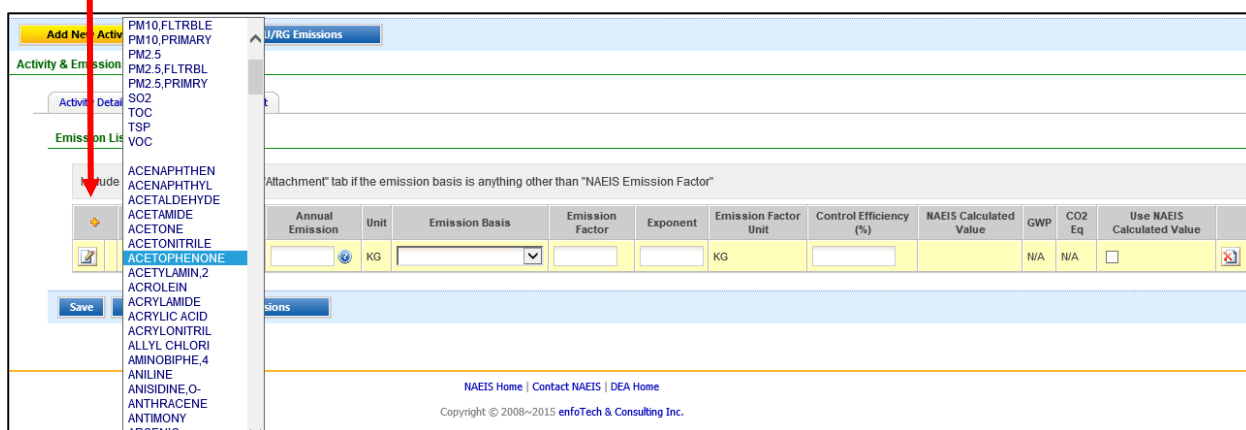
Material Code Selection List:

- BARK
- BUTANE
- CHARCOAL
- COAL
- COAL,ANTH
- COAL,BIT
- COAL,SUBBIT
- COKE
- DIESEL FUEL
- DISTILLATE
- FUEL
- FUEL OIL
- KEROSENE
- LANDFILL GAS
- LPG
- NATURAL GAS
- PROPANE
- RESIDUAL OIL
- WASTE OIL
- WOOD
- WOOD & BARK
- WOOD WASTE
- (CLMETH)-HEP
- @
- @GROUP
- 1,4-Butanediol
- 2,4-Dichlorophenol
- 2-Butene

7. Click the **Save Activity Info** when all information has been entered.

8. Once saved, navigate to the 'Emissions' tab.

Click on the  sign to add new pollutants to the Emission Activity.



Tags

Tag	Description
[Emission Inventory Reporting]	Questions related to data entry on NAEIS emission inventory report
[NAEIS]	General questions related to NAEIS system