

## SLEIS 2015 Emissions Inventory Submittal Instructions

### SLEIS Emissions Inventory Submittals

- a. All facilities subject to Air Emissions Reporting Requirements (AERR) must submit emissions inventory reports to the Clean Air Branch (CAB) electronically using SLEIS by **April 30, 2016**.
- b. SLEIS will be available on **March 1, 2016** for electronic reporting of your 2015 emissions.
- c. Please note that SLEIS version 1.4.1 has replaced the prior version, 1.2.1.28622. This new version includes additional checks in the *Validation Report* part of SLEIS to better match those used by EPA when CAB makes its post review submission. This new version of SLEIS includes the option of exporting *Summary Report* information in comma separated variable (CSV) format and includes *Process Emissions* functions that were not available in the prior version.
- d. After successfully submitting an emissions inventory report electronically to CAB through SLEIS, responsible officials will receive a confirmation email. Attached to the email will be an emissions report from SLEIS with signature page. Please note that the electronic copy of the emissions report is no longer required because the SLEIS electronic receiving system application is now certified under the Cross-Media Electronic Reporting Regulation (CROMERR).
- e. Because the SLEIS application is now CROMERR certified, the **SLEIS Electronic Certification Form** is no longer required and has been removed from the SLEIS homepage.

### Reminder – Other Submittals

Each year, you are responsible for submitting other items, including the following:

- Annual fee forms;
- Annual fee payment (for operation in calendar year 2014);
- An electronic copy of the Greenhouse Gas Summary Report from e-GGRT to: [CABemissions@doh.hawaii.gov](mailto:CABemissions@doh.hawaii.gov); and
- Annual Emission Reports, Semi-annual Monitoring Reports (for 2<sup>nd</sup> reporting period), and Annual Emission/Monitoring Reports sixty (60) days after the end of each calendar year in accordance with your covered source permit.

Please fill out the forms completely, make copies of the documents for your records, and mail the original signed forms with associated documents to:

Clean Air Branch  
Hawaii Department of Health  
919 Ala Moana Boulevard, Room 203  
Honolulu, Hawaii 96814