Electronic Reporting Information System (ERIS)

ERIS is a website that allows regulated entities to submit required reports electronically rather than on paper to various regulatory programs of the Health Departments Environmental Health Section (EHS).

Logging into ERIS

The ERIS web page [https://secure.apps.nd.gov/doh/eris/login.aspx](https://secure.apps.nd.gov/doh/eris/login.aspx) has a login page to allow users to access the ERIS system. From this page, enter the username and password for the State account that you will use to access ERIS.

![Figure 1 - ERIS Login](https://secure.apps.nd.gov/doh/eris/login.png)
Once a user is logged into ERIS you will see the main login page. See Figure 2.

Figure 2 - ERIS Main Page

Be sure to check that you are at the right facility, which is located in the middle of the page, if you are not, click on the “Switch Facility/Dataflow Type” link shown in Figure 3.

Figure 3 - Facility and Dataflow Type
Once you click the “Switch Facility/Dataflow Type” link, you will see the page in Figure 4. Select the correct Regulatory ID, which will be your permit number. Then make sure the right Facility is selected, and the Dataflow Type is set to Annual Report (T5AnnualRpt).

![Figure 4-Switch Facility/Dataflow Type page](image)

**Entering Title V Semi-Annual Monitoring Report**

To add a Title V Semi-Annual Monitoring Report, go to the top left under Main Menu, in the Dataflows section click the “Add Dataflow” link. This will take you to a page where you can submit the Semi-Annual Monitoring Report.

**Reporting Period**

To submit your Title V Semi-Annual Monitoring Report, you must select the period corresponding to the report that you wish to submit. Once the reporting period is selected, you will proceed to supply contact information on section 2. See Figure 5.
Add TITLE V SEMI-ANNUAL MONITORING REPORT

Permit: 3342002
Facility: Red Trail Energy, LLC-Richardton Ethanol Plant
3652 Highway 6 South
Richardton, ND 58652

Reporting Period
*Period: July-December 2015

Contact Information
Contact Method: - Populate from ERIS Login - Select from Existing Contacts Tracked by Air Quality - Enter Contact Information

*First Name: (First Name)
*Last Name: (Last Name)
Job Title: Environmental Scientist
*Phone: (Phone)
*Business Name: North Dakota Department of Health
Mailing Address: PO Box 1021, Bismarck, ND 58502

Deviations reported on an Excess Emissions Report?
* No + Yes

Part 1. Description of Permit Deviation(s) from Monitoring Requirement(s)

Figure 5 - ERIS Add Dataflow for Title V Annual Compliance Certification Report

Contact Information
To select a contact to enter, choose between the three options available. The contact details could be populated from the information provided to the Department to create the ERIS account. Another option is to fill the information from an existing contact already tracked by the Air Quality Division. If the contact details are not available thru the first two alternatives, you could select the “Enter contact Information” option, and submit the contact information on the boxes provided. See Figure 6.

Figure 6 - ERIS Add Contact Information
Deviations reported on an Excess Emissions Report?

The first item to fill in is answering the above question. For permit deviations previously reported in excess emissions (quarterly or semi-annual) report(s), make reference to the excess emissions (quarterly or semi-annual) report(s) in Parts 1 and 2. See figure 7.

<table>
<thead>
<tr>
<th>Deviations reported on an Excess Emissions Report?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

Figure 7 - Deviations reported on an Excess Emissions Report.

Part 1. Description of Permit Deviation(s) from Monitoring Requirement(s)

To add a permit deviation from monitoring requirements expand the Part 1 form by clicking on the “Add Monitoring Deviation” link. See figure 8.

Figure 8 – Add Monitoring Deviations.

Once the form is expanded, proceed to enter the deviation information. If your “Emission Unit ID” or “Pollutant/Parameter Monitored” is not in the drop-down menu, then select the “other” option and type the desired “Emission Unit ID No. “ or “Pollutant/Parameter.” If you want to remove a deviation that is already entered click on the “Remove Monitoring Deviation” link. If you need to enter a deviation which values are similar to an already entered deviation, you can click on the “Duplicate Monitoring Deviation” link. This will create a new deviation that includes the values of a previously entered deviation. Save all the deviations already entered by pressing the “Save” button. See figure 9.

Figure 9- Add Monitoring Deviations Expanded.
Part 2. Description of Permit Deviation(s) from Emission Limit(s) / Parameter(s)

To add a permit deviation from emission limits / parameters, expands the Part 2 form by clicking on the “Add Emission Limit Deviation” link. See figure 10.

Once the form is expanded, proceed to enter the deviation information. If your “Emission Unit ID” or “Applicable/Permit Condition” is not in the drop-down menu, then select the “other” option and type the desired “Emission Unit ID No.” or “Applicable/Permit Condition”. If you want to remove a deviation that is already entered click on the “Remove Emission Limit Deviation” link. If you need to enter a deviation which values are similar to an already entered deviation, you can click on the “Duplicate Emission Limit Deviation” link. This will create a new deviation that includes the values of a previously entered deviation. Save all the deviations already entered by pressing the “Save” button. See figure 11.
Part 3. Description of Cam Excursion(s) or Exceedance(s)

To add a permit deviation from emission Limits / parameters, expands the Part 3 form by clicking on the “Add CAM Excursion or Exceedance Data” Link. See figure 12.

Figure 12 – Add CAM Excursion or Exceedance.

Once the form is expanded, proceed to enter the deviation information. If your “Emission Unit ID” or “Applicable/Permit Condition” is not in the drop-down menu, then select the “other” option and type the desired “Emission Unit ID No. / Control Device” or “Pollutant Monitored”. If you want to remove a excursion / exceedande that is already entered click on the “Remove CAM excursion or Exceedance Data” link. If you need to enter a excursion or exceedance which values are similar to an already entered excursion or exceedance, you can click on the “Duplicate CAM Excursion or Exceedance Data” link. This will create a new excursion or exceedance that includes the values of a previously entered excursion or exceedance. Save all the excursion or exceedance already entered by pressing the “Save” button. See figure 13.

Figure 13- Add Monitoring Deviations Expanded.
Part 4. Other Permit Deviations (not reported in Section 3 or 4)

Answer each question on “Part 4.” by selecting any of the 3 options, “No”, “N/A” or “Yes”. See figure 14.

![Figure 14 – Add CAM Excursion or Exceedance.](image)

Part 5. Excess Emissions Report(s)

Answer question on “Part 5.” question on excess emissions reports by selecting any of the 3 options, “Yes”, “No” or “Not required”. See figure 15.

![Figure 15 – Excess Emissions Reports](image)
Part 6. Portable Analyzer and Stack Testing Data

The Department requires that test reports be submitted within 60 days for emission units where the method of compliance monitoring is demonstrated by either an EPA Reference Method, a portable analyzer test or an equivalent EPA Reference Method. Choose between “Test results have been submitted as required”, “No testing was required” or “Test results have not been submitted”. See figure 16.

Figure 16 – Portable Analyzer and Stack Testing Data

Additional Information

Please provide any additional information that is pertinent to the Semi Annual Compliance Report (information can include facility changes, staff changes, or other information that you would like to highlight for the compliance manager of the facility). See Figure 17.

Figure 17 - Additional Information

Section 4. Attach Document (.pdf) and Saving the Report

System is limited to uploading and attaching ONE PDF document. Attached document can be any supplemental information you wish to attach to this semiannual report. Do not attach any excess emission reports that you have previously submitted. Files from your computer can be selected by using the “Browse” button located on the lower left side of the section; only pdf files can be attached. Once you click the “Check For Errors” or “Save” button, your selected document will be attached and listed in the section; this will allow you to view the document by clicking the “View Attached Document” button or remove the document by clicking the “Remove Attached Document” button. See Figure 18.
When done, there are four red buttons at the bottom that give options for saving the data. Their function is described below:

**Cancel** – closes the form, does not save any data and takes you back to the Title V Annual Compliance Certification Report search page

**Finish later** – Saves the data, marks it as Draft and takes you back to the Title V Annual Compliance Certification Report search page

**Check For Errors** – Does a data quality check on the data entered and will provide warning and error messages for fields where the data may not be entered correctly or if data is missing.

**Upload** – Does the same data quality checks as the Check for Errors button. If there are errors, it will give you any error messages as well as warning messages and will not save the data or leave the page. If there are no errors, it will save the data and will take you to a page where you can submit the Title V Annual Compliance Certification Report form.

Errors and warnings are displayed in red letters at the top of each section. See Figure 9 for examples of Errors and warnings.

Error messages mean there is some critical value that is not correct, and the Title V Annual Compliance Certification Report cannot be uploaded until this error is corrected.

Warning Messages are prefixed with the phrase “Please resolve the following errors:” and indicates that some data may be suspect, and you may want to check on the data. However, it will allow you to upload and submit the reports without changing the data that is causing the warning message.
Uploading and submitting Title V Semi-Annual Monitoring Reports

When you have determined the data be correct, the next step is to upload the Title V Annual Monitoring Report. Uploading means the data is final and is ready for submission to the Department’s Air Quality Division permits program. To upload the reports press the Upload Button at the bottom of the page, below Attach Document (.pdf). Figure 19 has a picture of the Upload button.

When you press the upload button, you will be taken to a page that lists the details of the report that you have uploaded and gives you the option to submit the form right away or to return to the main menu to enter data for other Title V Semi-Annual Monitoring Reports. See figure 20.

If you only have to submit one report for this reporting period, it would make sense to submit the report. However if you have multiple Title V Semi-Annual Monitoring Reports forms to submit, it may be more efficient to return to the main menu and enter the data for the remainder of the Title V Semi-Annual Monitoring Reports that must be submitted for this reporting period so all of the reports can be submitted at one time.
Once all of the reports are uploaded and are ready to be submitted, you can go to the search page which displays a list of all of the data flow records that are in the ERIS system for the current facility and Dataflow Type.

**Submitting Title V Semi-Annual Monitoring Reports**

While on the Main Menu page, you can see the list of reports ready to be submitted by going to the “Search” Link in the Dataflows area at the top left side of the page under Main Menu. This will take you to the Dataflow Search page, See Figure 21. This page has a search function at the top of the page that allows you to display a limited list of dataflow records. At the bottom of the page, all of the dataflow records that match your search criteria area displayed. The Search Criteria section can be filtered by Status, Dataflow ID and Date Range. The data range will default to records for the last two months.

Only records that have a status of “Uploaded” can be submitted. Draft records must be finalized and uploaded before they can be submitted. Records with a status of Deleted, Retracted or Submitted cannot be submitted. When a record has a status of Uploaded, the “Submit” column in the Search Results Grid will
have a checkbox. To select a record to submit, click on this checkbox, See Figure 22. You can click the Submit check box on multiple records so that all of the records to be submitted can be done at one time.

![Figure 22- Check box marked for Submission of record](image)

When all of the records to be submitted are checked, press the red “Submit (All Checked)” button located at the bottom of the Search Results grid. This will take you to the Submit Dataflow(s) page, See Figure 23. At the top of this page is a grid with a list of the records that you have selected to submit. Below this is the username and a place to enter the PIN number. Please enter the correct PIN number.

Below this is a Security Question. One of the questions that you answered when you setup your account in ERIS will be displayed. You must type in the answer to the security question to continue with the submit process. The system will then verify if the PIN and Security Question match the values stored for the current user. If the values match, you will be allowed to continue with the Submit Process. If one of the values does not match, you will be given the option to try again.

![Submit Dataflow(s) Page](image)

You can also have notification emails sent to others. If you would like to notify someone that a report was being submitted, you can go to the “Notification Email” section and click on the link “Add Email.” You can enter the email address, and then click the Select Button to the left of the address. When the submit process is completed, and you are sent the notification emails, the address you added will receive a copy of this notification email.

Press the Continue button to go to the next step. If the PIN and Security Question are correct it will take you to a Confirm Dataflow Submit page – see figure 25.
The Confirm Dataflow Submit page displays a grid with the list of dataflows that you chose to submit. Below this is a certification statement. There is a checkbox to the Left of the certification statement. To continue with the submission process, you must click the certification check box to accept the certification. Then press the Submit button at the bottom of the page to continue.

When the Submit Button is clicked, the dataflow records will be marked as submitted and you will receive notification emails indicating the data flow record was submitted. The data will be sent to the Department of Health, Air Quality Division permits program, and you have successfully submitted your reports for this reporting period.

You can return to the Search page and check the status of the dataflow records. They should be marked with a status of Submitted.

**Deleting Uploaded Dataflow**

Dataflow may only be deleted if they have been uploaded to ERIS but not submitted to the department. See Figures 26 and 27.
If you have dataflows that have been uploaded, but not submitted to the department, they can be viewed by clicking the “Search” link under Dataflows on the Main Menu page. See Figure 28.
By clicking on the “Search” link, you will reach the Dataflow Search page. On this page, it will show all dataflows by default. You can search by Status, Dataflow ID, or Date to find the dataflow, and all dataflows meeting your search criteria will appear in the Search Results section. See Figure 29.

Once you locate the dataflow, you are looking to delete, click the “Delete” link under the Action header. This will only be available if you have not yet submitted the dataflow to the department. You will see the status listed as Uploaded or Submitted.

After clicking the “Delete” link, you will be taken to the Delete Dataflow page. See Figure 30. This page shows the information for the dataflow that was selected for deletion. Before you are allowed to delete the dataflow, you need to check the box next to the statement “I affirm the above information to be true
and delete the uploaded Dataflow as a matter of record.” Once the box has been checked, you may click the “Delete” button.

**Figure 30-Delete Dataflow**

After you have clicked the “Delete” button, you will be returned to the Dataflow Search page. The status for the dataflow will have been changed to Deleted. See Figure 31.

**Figure 31-Deleted Status**

Once the dataflow has been deleted, it is removed from the ERIS database. There will be a record of the dataflow existing and that it has been deleted. You may make edits to the dataflow by re-adding the dataflow when you return to the main menu. When the dataflow is re-added, the hyperlink on the left column will read “Edit” instead of “add.” Data that was entered in the deleted data flow will still be present when you click “edit.”