

## SLEIS: State & Local Emissions Inventory Reporting System

### Application for SLEIS Account – Facility Users

Please complete the following form to set up SLEIS user accounts for your facility. Each account must be associated with a valid email address, which will be the user name and cannot be changed. Accounts can be set to one of two different roles: Viewers, who can only read the facility's information, and Editors, who can make changes. Additionally, accounts can be given a submitter role that allows electronic submission of emission inventory data. Arkansas Department of Energy and Environment, Division of Environmental Quality (DEQ) Emission Inventory personnel will only make changes to inventory reports on behalf of a facility if given authorization from a facility representative with a SLEIS account. Email addresses provided on this application will be used by DEQ to disseminate Emissions Inventory information.

The primary user must be an owner, operator, or employee of the facility, must be the facility's responsible official, and will be the only user assigned a "Submitter" role. Full contact information (including a physical address) must be provided for the primary user. For additional facility users and authorized consultants, please provide their Email address, name, title, organization, phone number, and role.

Due to Environmental Protection Agency security requirements, responsible officials must submit a signed hard copy of the Electronic Signature Agreement to DEQ for identity verification. This is a one-time process and once verification has been completed for a specific responsible official at a particular facility, no further Electronic Signature Agreement submissions are necessary for that responsible official (even in future reporting years).

Once a responsible official completes the identity verification process, SLEIS allows all emission inventory data to be submitted electronically. DEQ requires the responsible official to complete the Arkansas Point Source Inventory Facility General Information form (writeable PDF format) and to add the completed form as an attachment to each annual SLEIS report submitted (Please note that Emission Inventory reports will not be considered complete unless the Arkansas Point Source Inventory Facility General Information form is attached).

For facilities that have previously submitted emission inventories, the system will be pre-populated with facility information, release points, emission units, and emission processes. The user-friendly system not only allows easy entry of throughputs, operating schedules, and emissions, but also includes the ability to calculate emissions from throughputs and emission factors. Once a report has been completed and reviewed by DEQ, a SLEIS user with the submitter role is able to electronically submit emission inventory data.

Please complete the following information to request SLEIS user accounts for your facility (multiple copies of pages three and four should be used if requesting additional accounts). Submit the completed form to [emissioninventory@adeq.state.ar.us](mailto:emissioninventory@adeq.state.ar.us) or mail a copy to:

Division of Environmental Quality  
ATTN: Steve Tune, Office of Air Quality  
5301 Northshore Drive  
North Little Rock, AR 72118-5317

Form Rev. 23.4

### **Division of Environmental Quality**

5301 Northshore Drive, North Little Rock, AR 72118  
[adeq.state.ar.us](http://adeq.state.ar.us)

SLEIS: State & Local Emissions Inventory Reporting System

Application for SLEIS Account – Facility Users

Facility Details

AFIN: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Facility Location:  
\_\_\_\_\_  
\_\_\_\_\_

The primary user must be an owner or operator of the facility and must be the facility's responsible official. The primary user will be the only user with a submitter role. Please list additional facility users and authorized consultants on the following pages.

Primary User

Email: \_\_\_\_\_

Your Email address will be your user name and cannot be changed after registering.

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Street 1: \_\_\_\_\_

Street 2: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate (Cell, Remote Work, etc.) Phone: \_\_\_\_\_

Role: Viewer  Editor  (choose only one)

Are you the facility's "Responsible Official," per the definition listed in [Arkansas Pollution Control & Ecology Commission Rule 19, Chapter 2 \(Page 2-5\)](#) who will submit an emission inventory accompanied by a certifying statement? Yes  No  !

! If you are **not** the facility's "Responsible Official", you will **not** be the Primary User. Please enter your information as an Additional Facility User instead.

DEQ: SLEIS Application Form – Facility Users

AFIN: \_\_\_\_\_

Additional Facility User

Email: \_\_\_\_\_

Your Email address will be your user name and cannot be changed after registering.

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate (Cell, Remote Work, etc.) Phone: \_\_\_\_\_

Roles: Viewer  Editor  (choose only one)

Additional Facility User

Email: \_\_\_\_\_

Your Email address will be your user name and cannot be changed after registering.

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate (Cell, Remote Work, etc.) Phone: \_\_\_\_\_

Roles: Viewer  Editor  (choose only one)

Additional Facility User

Email: \_\_\_\_\_

Your Email address will be your user name and cannot be changed after registering.

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate (Cell, Remote Work, etc.) Phone: \_\_\_\_\_

Roles: Viewer  Editor  (choose only one)

DEQ: SLEIS Application Form – Facility Users

AFIN: \_\_\_\_\_

Authorized Consultant

Email: \_\_\_\_\_

Your Email address will be your user name and cannot be changed after registering.

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate (Cell, Remote Work, etc.) Phone: \_\_\_\_\_

Roles: Viewer  Editor  (choose only one)

Authorized Consultant

Email: \_\_\_\_\_

Your Email address will be your user name and cannot be changed after registering.

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate (Cell, Remote Work, etc.) Phone: \_\_\_\_\_

Roles: Viewer  Editor  (choose only one)

Authorized Consultant

Email: \_\_\_\_\_

Your Email address will be your user name and cannot be changed after registering.

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate (Cell, Remote Work, etc.) Phone: \_\_\_\_\_

Roles: Viewer  Editor  (choose only one)