



# ARKANSAS

## ENERGY & ENVIRONMENT

January 29, 2024

Dear Environmental Manager,

The Arkansas Department of Energy and Environment, Division of Environmental Quality (DEQ) hereby notifies you that your facility is required to submit a 2023 Emissions Inventory (EI) report to DEQ for your facility pursuant to the Air Emissions Reporting Requirements, Part 51, Appendix A to Subpart A, Table 1 and Arkansas Pollution Control and Ecology Commissions (APC&EC) Rule 19.705. This data will be used to support air quality modeling and planning and forwarded to the United States Environmental Protection Agency (EPA) in accordance with requirements under 40 CFR Part 51, Subpart A.

The State and Local Emissions Inventory System (SLEIS) is the web-based emissions inventory reporting system that DEQ uses to collect required EI reports. SLEIS can be accessed at <https://sleis.adeg.state.ar.us/>. There are three types of user roles in SLEIS:

- **Viewer:** Users assigned this role have read-only access to the facility information;
- **Editor:** Users assigned this role can make changes to facility information; and
- **Submitter:** The user assigned this role will submit the EI report to DEQ. The **submitter** role may only be assigned to one user per facility. The user assigned the **submitter** role must be a “Responsible Official” as defined in [Arkansas Pollution Control & Ecology Commission Rule 19, Chapter 2 \(Page 2-5\)](#).

Prior to data entry, the facility user(s) should verify that the report structure in SLEIS accurately reflects permitted emission units, controls, and processes in accordance with all permit(s) that were active during the reporting period. The “Responsible Official” assigned the **submitter** role reviews the report for accuracy and completeness prior to submittal.

**The deadline for completing data entry in SLEIS for the 2023 EI report, including all report changes, data entry, and required attachments, is April 30, 2024.** Extensions may be granted for special circumstances only if a request is made in writing to the mailing address below or [emissioninventory@adeq.state.ar.us](mailto:emissioninventory@adeq.state.ar.us) (Attn: Steve Tune) prior to the April 30, 2024 due date and approval is granted by DEQ.

**Attn: Steve Tune**  
**Division of Environmental Quality**  
**5301 Northshore Drive**  
**North Little Rock, AR 72118-5317**

Various SLEIS training resources are available via the SLEIS and DEQ websites. Additional training and assistance will be available upon request from each facility as needed throughout the submission period.

## REQUIRED FORMS FOR SLEIS USERS:

All required forms are located on the DEQ SLEIS website at <https://sleis.adeg.state.ar.us/>.

- **User Application**

A SLEIS Application Form is required for new SLEIS users. The “Responsible Official” to be assigned the **submitter** role should be listed as the primary user on the application for a SLEIS account. **The deadline to submit user applications is March 31, 2024.**

- **Electronic Signature Agreement**

Due to EPA security requirements, an Electronic Signature Agreement signed by the “Responsible Official” to be assigned the “Submitter” role must be provided to the DEQ Emission Inventory team for identity verification prior to EI report submission. A hard-copy of the signed Electronic Signature Agreement must be mailed to:

**Electronic Signature Agreement Committee  
Division of Environmental Quality  
5301 Northshore Drive  
North Little Rock, AR 72118-5317**

Do not include any other documents in the envelope with the signed Electronic Signature Agreement. **The deadline to submit an Electronic Signature Agreement is March 31, 2024.**

If you have previously submitted an Electronic Signature Agreement to the Emissions Inventory team at DEQ and the “Responsible Official” assigned the “Submitter” role has not changed, you do not need to submit a new Electronic Signature Agreement.

- **Arkansas Point Source Inventory Facility General Information Form**

The Arkansas Point Source Inventory Facility General Information form must be signed and attached to the SLEIS Report for your facility or the report will be considered incomplete.

## CONFIDENTIALITY:

EI reports are typically not subject to protection as confidential documents according to Arkansas law. However, if a facility wishes to claim any part of the EI report as being subject to protection as confidential, that facility must submit both a confidential copy and a redacted copy of the report along with an affidavit per DEQ policy (see APC&EC Rule 19.413 for instructions concerning these submittals).

If you have any questions about SLEIS or the Emission Inventory, please contact Steve Tune at 501-682-0537 or [emissioninventory@adeq.state.ar.us](mailto:emissioninventory@adeq.state.ar.us).

Sincerely,



Heath Cobb  
Deputy Associate Director, Office of Air Quality  
Division of Environmental Quality  
Arkansas Department of Energy & Environment

**ARKANSAS DEPARTMENT OF ENERGY AND ENVIRONMENT**