

# Flowchart Depicting the Arkansas Department of Energy and Environment, Division of Environmental Quality (DEQ) Process for Completing Emissions Inventory

Is the facility required to report according to [§40 CFR 51.50](#) (Type A – Annually or Type B – Triennially)?

No

No report is required and no further action is necessary.

Yes

Has the facility's Responsible Official completed and submitted a hardcopy of the DEQ Electronic Signature Agreement form? (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).

No

Facility's Responsible Official must complete and submit a hardcopy of the DEQ Electronic Signature Agreement form available on the DEQ SLEIS website at

<https://sleis.adeq.state.ar.us/File/Download>

Per instructions on the form, hardcopy of this form must be received by DEQ and the facility's Responsible Official must be contacted (in person, by telephone, or by e-mail) before "Submitter" status can be assigned in SLEIS.

Yes

Has the facility completed and submitted a SLEIS Application Form?

No

Yes

Facility must complete and submit the Facility SLEIS Application Form available on the DEQ SLEIS website at

<https://sleis.adeq.state.ar.us/File/Download>.

SLEIS Application Forms can be submitted electronically [via e-mail](#) – See Form Instructions.

\* Please note that the Responsible Official will have to set up challenge questions for their SLEIS account prior to submitting the emission inventory report as those questions will be asked during the submission process.

Is all of the information that was submitted with the last SLEIS Application Form still current? (Things to consider:

View the facility's users in SLEIS to see if all of the same personnel are still involved in emission reporting. Do their roles need to be changed in the SLEIS system?)

No

Yes

Once the SLEIS Application Form is received and processed at DEQ, each new user will be entered into the SLEIS system. Each new user will then receive an e-mail with a temporary password (valid for 24 hours) that must be used to sign into SLEIS at <https://sleis.adeq.state.ar.us/> and set up a new account. \* Once signed into SLEIS, the Responsible Official should go into the "My Profile" section and set up their Challenge questions that will need to be answered during the submittal process.

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Once a user account has been set up and a report has been created by DEQ in the SLEIS system, the report will be available to enter data. If the facility has reported emissions through SLEIS before, the report will already be populated with some information based on previous reporting. Users with “Editor” roles assigned to them will then enter the facility’s emission data into SLEIS. Please be as accurate and detailed as possible. Please see the “Training Videos” and “Helpful Hints” documents available on the DEQ SLEIS homepage at <https://sleis.adeg.state.ar.us/> for further assistance, and also remember that you can always contact the DEQ Emission Inventory team with any questions you may have.



Once data entry is complete, a user with an “Editor” role will validate the report to make sure that no errors have occurred. This is done using the “Validate Report” button in SLEIS.



Has the Responsible Official completed the Arkansas Point Source Inventory Facility General Information Form and attached it to the SLEIS Emission Inventory Report using the “Report Attachments” tab? Please make sure that all contact information is updated and consistent with what has been entered into SLEIS as well as all other inventory-related forms (previously submitted SLEIS applications and Electronic Signature Agreement forms, etc.)

No

Yes

Responsible Official must complete and submit the Arkansas Point Source Inventory Facility General Information Form available on the DEQ SLEIS website at <https://sleis.adeg.state.ar.us/File/Download> and electronically attach the completed form to the SLEIS Emission Inventory Report using the “Report Attachments” tab. (Responsible Official should review the report prior to electronically signing and attaching this form to the report)



Once all editing of the report has been completed, facilities must notify DEQ by marking the report as “Ready for Submission” in SLEIS. This notification must be completed **prior to the data entry deadline (due date)** and **before** final submittal so that a preliminary review can be completed by a DEQ Emission Inventory team member. Once DEQ review is complete and any issues found in the report have been addressed, the Responsible Official will be given a “Submitter” role in SLEIS and will be contacted via e-mail to advise them that the report is ready for their submittal.



Responsible Official with “Submitter” role will **submit the report**. This is done using the “Initiate Submission” button in SLEIS. Once the **Initiate Submission** button is selected, the user will be submitted with a **View Electronic Document** button that must be selected (for review of the document). Once that step has been completed, the user will be asked to agree to various conditions (Submission Agreements). The next step in the process is to submit the electronic signature by correctly answering a selected Challenge Question from the user’s profile and reentering the user’s password. The user is then presented with a “**View official copy of record**” button to view the report and a unique confirmation number. Once the **Done** button is selected the status of the report will be changed to “Submitted” and the user will no longer be able to edit the report.



Thank you for submitting your Emission Inventory