

WebFIRE Spreadsheet Template Instructions

Instructions for entering information into the WebFIRE_Template_revised_Nov_07.xls spreadsheet file.

- The spreadsheet template is to be used for source test reports that do not use the Electronic Reporting Tool (ERT, ERT available at http://www.epa.gov/ttn/chief/ert/ert_tool.html).
- The minimum data element requirements include: 1) SCC code, 2) NEI Pollutant code, 3) Air Pollutant Control Device code, 4) Process description, 5) Control device description, 6) Numerical emissions factors and associated units, 7) Quality rating of the test program, 8) Justification for the quality rating, 9) Description of the test program (test methods, test location, problems encountered etc.), 10) Reference citation (Facility name, location, unit identifier, source test contractor date of test and date of report), and 11) Filename of PDF test report. Additional fields are available for supplementary information. The required data element fields are identified with an X in the first column of the below table. The spreadsheet column name is provided in the second column. The column names in the spreadsheet template are not to be changed as this will prevent importing this information into WebFIRE.
- In addition to supplying EPA with the completed WebFIRE spreadsheet template file, an electronic copy (PDF) copy of the entire report documenting the source test and other documentation supporting information incorporated into the WebFIRE spreadsheet fields (columns) is required. It is recommended that when the PDF copy of the test report is created, that you use the “Recognize Text Using OCR” command using the “Searchable Image (Exact)” setting. The use of the “Recognize Text “ option will allow you to cut text from the test report for pasting into the appropriate cell of the template and then edit any identified errors in the conversion of the text.
- Send the files to EPA on CD or DVD to Mike Ciolek or Ron Myers in the Measurement Policy Group. The package should be addressed to:

US EPA
Attn: Mike Ciolek (or Ron Myers)
Measurement Policy Group, OAQPS
Mail Code D243-05
RTP, NC 27711
- For questions, contact the Info CHIEF Help Desk at 919.541.1000 or send an email to info.chief@epa.gov

	Column Name	Contents
	INDEX	Optional , This column may contain any information that the stakeholder wishes to place in the cell. It is only intended to help manage large exports such as a single test covering multiple pollutants or multiple emissions tests with multiple pollutants.
X	SCC	Required: Valid 8 digit SCC - valid SCC codes are available by downloading the CSV file for Sourced Classification Codes located near the bottom of the WebFIRE simple search page (http://cfpub.epa.gov/oarweb/index.cfm?action=fire.main).
	APPL_SCCS	Optional: Background test data that was used to calculate an emission factor associated with more than one SCC (apparent from comparison of AP42 section and background document) should be used to create duplicate records in the spreadsheet as necessary for each SCC. In order to associate the records in the spreadsheet as duplicates of each other, list all relevant SCCs in this field (appl_sccs = "applicable SCCs") The format for this field is comma-delimited. SCCs are to be separated by a comma and one space.
	POLL_NAME	Optional: Pollutant name. Used for audit only. Will not be imported to WebFIRE. Valid NEI pollutant names are available by downloading the CSV file for All WebFIRE Pollutants located near the bottom of the WebFIRE simple search page (http://cfpub.epa.gov/oarweb/index.cfm?action=fire.main).
X	NEI_POLLUTANT_CODE	Required: NEI code from the NEI column "NEI_POLLUTANT_CODE" value for the pollutant being tested. Valid NEI codes are available by downloading the CSV file for All WebFIRE Pollutants located near the bottom of the WebFIRE simple search page (http://cfpub.epa.gov/oarweb/index.cfm?action=fire.main).
	CAS_NUMBER	Optional: An alternate field to supplement the NEI pollutant code.
X	TEST_METHOD	Required: The equivalent EPA Federal Register source test method. When there is no EPA FR method, the citation for the test method used can be included.
X	PROCESS_DESCRIPTION	Required: This is the description of the entire process operation being tested. The information in this field should be as thorough of a description of the process as is available to characterize the similarities or differences between the typical process for the specific SCC code presented in the SCC column. Specific process conditions that may be used for future sub classification and assignment of a unique SCC code would be beneficial to include in this field.
	PROCESS_PARAMETER1	Optional: This is the numerical value for the process parameter that is believed to be responsible for the most significant variations of emissions from the process.
	PROCESS_PARAMETER1_DESCRIPTION	Optional: This is the description of the units associated with the numerical value used in the process parameter column. To reduce confusion, and when available, the methodology use to determine the process parameter value should be described. Some examples of process parameter units that are used for existing emissions factors include: percent sulfur in the fuel, percent ash and percent nitrogen in the fuel.

	PROCESS_PARAMETER2	Optional: The Third process parameter used
	PROCESS_PARAMETER2_DESCRIPTION	Optional. This is the description of the units associated with the numerical value used in the process parameter column. To reduce confusion, and when available, the methodology use to determine the process parameter value should be described.
	PROCESS_PARAMETER3	Optional. This is the numerical value for the third process parameter that is believed to be responsible for the next most significant variations of emissions from the process.
	PROCESS_PARAMETER3_DESCRIPTION	Optional. This is the description of the units associated with the numerical value used in the process parameter column. To reduce confusion, and when available, the methodology use to determine the process parameter value should be described.
	PROCESS_PARAMETER4	Optional. This is the numerical value for the fourth process parameter that is believed to be responsible for the next most significant variations of emissions from the process.
	PROCESS_PARAMETER4_DESCRIPTION	Optional. This is the description of the units associated with the numerical value used in the process parameter column. To reduce confusion, and when available, the methodology use to determine the process parameter value should be described.
	PROCESS_PARAMETER5	Optional. This is the numerical value for the fifth process parameter that is believed to be responsible for the next most significant variations of emissions from the process.
	PROCESS_PARAMETER5_DESCRIPTION	Optional. This is the description of the units associated with the numerical value used in the process parameter column. To reduce confusion, and when available, the methodology use to determine the process parameter value should be described.
X	CONTROL_DEVICE_DESCRIPTION	Required: Text description of the entire system. If available, this should provide detailed design, operating and monitoring information on each of the control devices identified in the five control code fields.
X	CONTROL_CODE1	Required: WebFire ID value for the Primary control. WebFIRE Control Device Codes and their associated descriptions are located in the drop down menu on the WebFIRE detailed search page (http://cfpub.epa.gov/oarweb/index.cfm?action=fire.detailedSearch).
	CONTROL_CODE1_DESCRIPTION	Primary control description for Quality Assurance.
	CONTROL_CODE2	Optional, WebFire ID value for the Second control in series. WebFIRE Control Device Codes and their associated descriptions are located in the drop down menu on the WebFIRE detailed search page (http://cfpub.epa.gov/oarweb/index.cfm?action=fire.detailedSearch).
	CONTROL_CODE2_DESCRIPTION	Optional, Second control description for Quality Assurance
	CONTROL_CODE3	Optional. WebFire ID value for the Third control in series. WebFIRE Control Device Codes and their associated descriptions are located in the drop down menu on the WebFIRE detailed search page (http://cfpub.epa.gov/oarweb/index.cfm?action=fire.detailedSearch).
	CONTROL_CODE3_DESCRIPTION	Optional, Third control description for Quality Assurance
	CONTROL_CODE4	Optional. WebFire ID value for the Fourth control in series. WebFIRE Control Device Codes and their associated descriptions are located in the drop down menu on the WebFIRE detailed search page (http://cfpub.epa.gov/oarweb/index.cfm?action=fire.detailedSearch).
	CONTROL_CODE4_DESCRIPTION	Optional, Fourth control description for Quality Assurance

	CONTROL_CODE5	Optional. WebFire ID value for the Fifth control in series. WebFIRE Control Device Codes and their associated descriptions are located in the drop down menu on the WebFIRE detailed search page (http://cfpub.epa.gov/oarweb/index.cfm?action=fire.detailedSearch).
	CONTROL_CODE5_DESCRIPTION	Optional, Fifth control description for Quality Assurance
X	FACTOR	Required: This is the numerical value of the emission factor in decimal format
X	UNIT	Required: This is the units of the emissions for the factor. Valid Emissions units are available by downloading the CSV file for All WebFIRE Units located near the bottom of the WebFIRE simple search page (http://cfpub.epa.gov/oarweb/index.cfm?action=fire.main). Some of the more typical units of emissions include Kg, Lb, g, grains, mg, ug and ng. Other units of measure are for radionuclide's.
X	MEASURE	Required: This is the units for the process measure of the factor. Valid process measures units are available by downloading the CSV file for All WebFIRE Measures located near the bottom of the WebFIRE simple search page (http://cfpub.epa.gov/oarweb/index.cfm?action=fire.main).
X	MATERIAL	Required: This is the process material associated with the process measure used in the complete description of the emission factor. Valid process materials are available by downloading the CSV file for All WebFIRE Materials located near the bottom of the WebFIRE simple search page (http://cfpub.epa.gov/oarweb/index.cfm?action=fire.main).
X	ACTION	Required: This is the action measured for the emission factor. Valid actions for emissions factors are available by downloading the CSV file for All WebFIRE Actions located near the bottom of the WebFIRE simple search page (http://cfpub.epa.gov/oarweb/index.cfm?action=fire.main).
	UNITID	Optional: WebFire ID value for the unit of the factor. This is a numerical value. Valid numerical values for the emissions units are available by downloading the CSV file for All WebFIRE Units located near the bottom of the WebFIRE simple search page (http://cfpub.epa.gov/oarweb/index.cfm?action=fire.main).
	MEASUREID	Optional: WebFire ID value for the measure of the factor. This is a numerical value. Valid numerical values for the process measures units are available by downloading the CSV file for All WebFIRE Measures located near the bottom of the WebFIRE simple search page (http://cfpub.epa.gov/oarweb/index.cfm?action=fire.main).
	MATERIALID	Optional: WebFire ID value for this material. This is a numerical value. Valid numerical values for the process materials are available by downloading the CSV file for All WebFIRE Units located near the bottom of the WebFIRE simple search page (http://cfpub.epa.gov/oarweb/index.cfm?action=fire.main).
	ACTIONID	Optional: WebFire ID value for this action. This is a numerical value. Valid numerical values for emission factor actions are available by downloading the CSV file for All WebFIRE Actions located near the bottom of the WebFIRE simple search page (http://cfpub.epa.gov/oarweb/index.cfm?action=fire.main).
	UNCERTAINTY_LOWER	Optional: A value that expresses the lower end of an uncertainty range for this test source factor
	UNCERTAINTY_UPPER	Optional: A value that expresses the upper end of an uncertainty range for this test source factor

<p>TEST_REPORT_RATING</p>	<p>Required unless uncertainty_lower and uncertainty_upper are provided. WebFIRE Letter grade of "A, B, C, D or U".</p> <p>A ratings are assigned to reports that are fully documented and use test methods that are appropriate for the pollutant measured where the process was operated at conditions representative for the source category identified by the SCC code.</p> <p>B ratings are assigned to reports where some useful documentation is missing but the evaluator is confident that the methods are appropriate, the test program was conducted as specified by the appropriate method and the process was representative of the source category.</p> <p>C ratings are assigned to reports with significant documentation missing, where methods used are not ideal for the pollutant measured or where the process operation may not be representative of the overall source category.</p> <p>D ratings are assigned to reports with little documentation, where methods used are inappropriate for the pollutant measured or where the process operation is not representative of the overall source category.</p> <p>To receive a WebFIRE quality letter grade of "A" the source test supplied to EPA must contain a complete process description, process records and descriptions of relevant process information, records of air pollution control device design and operations, sampling location descriptions, detailed sampling and analyses information including all field data, pre and post sampling equipment calibrations, laboratory analyses reports and associated QA documentation. The source should have been operated at a condition that is within the normal and typical range of operations using typical feedstock's and producing products of acceptable quality, the test method used to measure the emissions must be valid for the pollutant measured and did not encounter problems that would significantly bias the emissions measured. An "A" rated source test would include documentation of an independent assessment of the performance of the test program.</p> <p>A source test that meets a significant portion of the quality measures associated with an "A" rated test would qualify for a "B" rating. A source test that contains less than half of the quality measures associated with an "A" rated test, or that used test methods that are deemed to be questionable for the pollutant measured, or that encountered difficulties that cast doubt on the precision and accuracy of the measurements or representativeness of the process would qualify for a "C" rating. Source test that are missing a significant amount of measures associated with an "A" rated test, that represent process conditions atypical of representative operations or that use test methods that are not appropriate for the pollutants or the gas matrix of the source should receive a "D" rating.</p>
<p>FACTORID</p>	<p>Optional: WebFire ID value for the current factor, if known</p>

	NOTES	Optional: Tester, field assessor or test report reviewer notes about this test source that address issues not covered by another field.
	SOURCETESTDESCRIPTION	Optional: Any information in the test report that provides detailed descriptions of the performance of the source test. It may include information on the test location, number of attempted and completed test runs, details about the test method employed, the pollutants quantified, procedures outside those required by the published test method used to adapt the method for the source, test run duration if different than one hour or as specified in the method.
	REFERENCE_TEXT	Required: Reference citation for this test source. Sufficient information must be supplied to uniquely identify the report from all other reports. Reference citations should include: 1) the name of the facility and process tested, 2) the location of the facility tested (city and State) 3) the name of the company responsible for the emissions test, 4) the dates of the emissions test, 5) the name of the person supplying the test report and 6) the date of the test report.
	REF_ID	Required: For submissions, this is the filename of the Adobe Acrobat file of the source test report containing the information in this record. The file must accompany this spreadsheet file. This file will be renamed to a WebFIRE specific format which will be used to "hot-link" to the appropriate AP42 reference. Please note that the AP42 document reference number should be used, NOT the background document reference number. In order to determine what to enter for this field, first determine which reference from the background document is relevant to the test data point, then locate that same reference in the actual AP42 section. The corresponding reference number in the AP42 section should be entered in this field. Multiple references should be listed in comma-delimited format (comma and one space between references).
	EVALUATION	Required: This text field is for documenting the individual evaluators' basis for assigning the uncertainty values or test quality ratings to the source test. This includes notes about the presence or absence of key documentary information available in the source test report.
	DATE_SUBMITTED	To be assigned at time of acceptance: Date and time this source test record was created. It may be changed to the date that the test report record is added to WebFIRE.