

# ADEQ

ARKANSAS  
Department of Environmental Quality

January 1, 2018

Dear Environmental Manager:

The Arkansas Department of Environmental Quality (ADEQ) is required to submit an annual point source emissions inventory to the United States Environmental Protection Agency (EPA) under 40 CFR Part 51. As the owner or operator of a permitted air quality facility that may be defined as either a Type A or a Type B source by the Air Emissions Reporting Requirements, you are required to submit a 2017 Emissions Inventory (EI) to ADEQ. This data will be forwarded to the EPA for inclusion in the National Emissions Inventory (NEI) and used to support air quality modeling and planning.

SLEIS (State and Local Emissions Inventory System) is the web-based emissions inventory reporting system that is currently being used for ADEQ emission inventory reporting. This system allows Responsible Officials to electronically submit their 2017 EI to ADEQ. Reports should be reviewed for content accuracy as ADEQ Emission Inventory personnel may make changes to the report structure in order to more accurately reflect the permit(s) active during the reporting period. The primary user listed on the SLEIS application 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 in SLEIS.

Due to EPA security requirements, Responsible Officials must submit a signed hard copy of the Electronic Signature Agreement form to ADEQ 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). The Arkansas Point Source Inventory Facility General Information Form must be completed and electronically attached to each SLEIS report or the report will not be considered acceptable. Reporting facilities are strongly encouraged to review their SLEIS report and complete/submit all necessary forms as early as possible since updates to the report structure may be required (in order to reflect newer permit criteria) prior to emission data entry. Facilities should submit all applicable forms (updated SLEIS application forms, Electronic Signature Agreements, etc.) by March 1, 2018. All required forms are located on the ADEQ SLEIS website at <https://sleis.adeq.state.ar.us/>. All report changes, data entry, and attachment of the completed Arkansas Point Source Inventory Facility General Information Form to the SLEIS report must be completed by the official due date of April 15, 2018. Extensions may be granted for special circumstances only if a request is made in writing and approval is granted by ADEQ.

Emission 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 emission 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 ADEQ policy (see Arkansas Pollution Control & Ecology Commission Regulation 19.413 for instructions concerning these submittals). Various SLEIS training resources are available via the SLEIS and ADEQ websites. Additional training and assistance will be available upon request from each facility as it is needed throughout the submission period.

If you have any questions about SLEIS or the 2017 Emission Inventory, please contact Steve Tune at 501-682-0537 or [tune@adeq.state.ar.us](mailto:tune@adeq.state.ar.us).

Sincerely,



Stuart Spencer  
Associate Director, Office of Air Quality

ARKANSAS DEPARTMENT OF ENVIRONMENTAL QUALITY

5301 NORTHSHORE DRIVE / NORTH LITTLE ROCK / ARKANSAS 72118-5317 / TELEPHONE 501-682-0744 / FAX 501-682-0880

[www.adeq.state.ar.us](http://www.adeq.state.ar.us)