environmental affairs
Department:
Environmental Affairs
REPUBLIC OF SOUTH AFRICA

SAAELIP FREQUENTLY ASKED QUESTIONS

TABLE OF CONTENTS

FAQS 2

Q1: HOW TO UPDATE PRIMARY EMISSION INVENTORY CONTACT INFORMATION? 2
Q2: HOW TO UPDATE SUBMITTER'S INFORMATION ON SUBMITTAL AUTHORIZATION FORM? 2
Q3: WHY IS THE "EMISSION INVENTORY CONTACT (PRIMARY)" FORM LOCKED? 2
Q4: WHY IS THE "SUBMITTAL AUTHORIZATION" FORM LOCKED? 3
Q5: HOW TO REPORT SECTION 21 ACTIVITY WHICH DOES NOT HAVE ANY EMISSION FACTOR? 3
Q6: WHY IS THERE NO IPCC CODE OR SCC CODE IN THE DROPDOWN BOX? 3
Q7: HOW CAN I CREATE A REPORTING GROUP AND REPORT ITS ACTIVITY & EMISSION INFORMATION? 3
Q8: WHY IS THE ACTIVITY & EMISSION INFORMATION I ENTERED GONE? 4
Q9: I'VE ENTERED THE CORRECT INFORMATION, WHY AM I STILL GETTING AN ERROR MESSAGE? 4
Q10: HOW TO CONTINUE NAEIS REPORTING UNDER SAAELIP PORTAL? 5

STEP-BY-STEP INSTRUCTIONS 6

INSTRUCTION #1 6
INSTRUCTION #2 9
INSTRUCTION #3 13
INSTRUCTION #4 14
INSTRUCTION #5 16

TAGS 17

FAQs

Q1: How to update primary emission inventory contact information?

Tags	[Emission Inventory Reporting], [NAEIS], [User Account]
Answer	▪ The Contact Form, Submittal Authorization Form, and Account Officer Account information are synchronized. ▪ If any updates are made to the Accounting Officer's account information, the updates will be reflected in both the Contact form and the Submittal Authorization Form. ▪ If you need to update Primary Emission Inventory Contact information, please ask the facility's Accounting Officer to update his/her account information.
Step-by-Step Instruction	Please see Instruction #1
Published Date	15 September, 2015
Other Reference	SAAELIP Facility User Manual *Section 2.3*

Q2: How to update submitter's information on Submittal Authorization form?

Tags	[Emission Inventory Reporting], [NAEIS], [User Account]
Answer	▪ The Contact Form, Submittal Authorization Form, and Account Officer Account information are synchronized. ▪ If any updates are made to the Accounting Officer's account information, the updates will be reflected in both the Contact form and the Submittal Authorization Form. ▪ If you need to update Primary Emission Inventory Contact information, please ask the facility's Accounting Officer to update his/her account information.
Step-by-Step Instruction	Please see Instruction #1
Published Date	15 September, 2015
Other Reference	SAAELIP Facility User Manual *Section 2.3*

Q3: Why is the "Emission Inventory Contact (Primary)" form locked?

Tags	[Emission Inventory Reporting], [NAEIS], [User Account]
Answer	▪ The Contact Form, Submittal Authorization Form, and Account Officer Account information are synchronized. ▪ If any updates are made to the Accounting Officer's account information, the updates will be reflected in both the Contact form and the Submittal Authorization Form. ▪ If you need to update Primary Emission Inventory Contact information, please ask the facility's Accounting Officer to update his/her account information.
Step-by-Step Instruction	Please see Instruction #1
Published Date	15 September, 2015
Other Reference	SAAELIP Facility User Manual *Section 2.3*

Q4: Why is the "Submittal Authorization" form locked?

Tags	[Emission Inventory Reporting], [NAEIS], [User Account]
Answer	▪ The Contact Form, Submittal Authorization Form, and Account Officer Account information are synchronized. ▪ If any updates are made to the Accounting Officer's account information, the updates will be reflected in both the Contact form and the Submittal Authorization Form. ▪ If you need to update Primary Emission Inventory Contact information, please ask the facility's Accounting Officer to update his/her account information.
Step-by-Step Instruction	Please see Instruction #1
Published Date	15 September, 2015
Other Reference	SAAELIP Facility User Manual *Section 2.3*

Q5: How to report Section 21 activity which does not have any emission factor?

Tags	[Emission Inventory Reporting], [NAEIS]
Answer	▪ Some Section 21 activities in NAEIS are not tied to any emission factor ▪ In this case, instead of the system auto-populating material and pollutants on the form, the user needs to specify the throughput material used in the activity, and the pollutants being emitted. ▪ To specify a throughput material, select one from the "Material" drop-down list ▪ Based on the selected material, NAEIS automatically populates the material unit code. If user needs to change the material unit code, please select another one from the "Unit" drop-down list. ▪ To report a pollutant emission, add pollutant(s) to the "Emissions" tab, and enter the annual emission
Step-by-Step Instruction	Please see Instruction #2
Published Date	15 September, 2015
Other Reference	None

Q6: Why is there no IPCC Code or SCC Code in the dropdown box?

Tags	[Emission Inventory Reporting], [NAEIS]
Answer	▪ Some Section 21 activities in NAEIS are not tied to any IPCC or SCC code ▪ In this case, instead of the system auto-populating these codes and descriptions in the dropdown, the user needs to specify the IPCC and SCC code by clicking on the corresponding signs. ▪ The User can select the IPCC Code and the SCC Code similarly to how they selected the SEC21 code.
Step-by-Step Instruction	Please see Instruction #2
Published Date	24 September, 2015
Other Reference	None

Q7: How can I create a Reporting Group and report its Activity & Emission information?

Tags	[Emission Inventory Reporting], [NAEIS]

Answer	▪ Steps to follow: ○ Create the Reporting Group ○ Associate Emission Units to the Reporting Group ○ Enter Activity & Emission information for the Reporting Group ▪ Reporting groups are required to have at least two emission units associated. ▪ Activity & Emission information can be entered for Emission units that are not associated to a reporting group ▪ If Activity & Emission information is entered for an Emission Unit before it is associated to a Reporting group, the Activity & Emission information will be overwritten once it is associated to the Reporting Group.
Step-by-Step Instruction	Please see Instruction #3
Published Date	24 September, 2015
Other Reference	None

Q8: Why is the Activity & Emission information I entered gone?

Tags	[Emission Inventory Reporting], [NAEIS]
Answer	There may be a few reasons on why the information you have entered on a form did not save: 1. ***Did not Save Entered or Updated Information*** Make sure you always click save after you have entered or updated any information in the forms. 2. ***Information not Valid*** If there is a system validation error when you try to save, the information will not save successfully until these errors are fixed. Always address error messages as soon as they appear and remember to click 'Save' once you have made the necessary changes. You will see a green 'Saved Successfully' banner after the information entered passes the system validation. 3. ***Entered Activity & Emission information for an Emission Unit that was later associated to a Reporting Group*** If Emission Units are to be associated to a Reporting Group, make sure to associate the Emission Units to the Reporting Group before entering the Activity & Emission information. If information is entered for an Emission Unit before it is associated to a Reporting Group, the entered information will be overwritten. 4. ***Entered Activity & Emission information for a Reporting Group that was later divided into multiple Reporting Groups or Emission Units*** If you no longer need a Reporting Group, or are going to create multiple Reporting Groups for your Emission Units, any Activity & Emission information that has already been entered will be overwritten. Please make sure that after the different Reporting Groups are created or the Emission Units are disassociated from a Reporting Group, that new Activity & Emission information is entered for each.
Step-by-Step Instruction	Please see Instruction #3
Published Date	24 September, 2015
Other Reference	None

Q9: I've entered the correct information, why am I still getting an error message?

Tags	[Emission Inventory Reporting], [NAEIS]

Answer	▪ Review the Error message to make sure that the correct information has been entered ▪ Make sure that the correct information has been saved by clicking the 'Save' button at the bottom of the form. ▪ Re-run the 'Completeness Check' on the NAEIS Report. Once the correct information has been saved to the form, verify the information by clicking on the 'Completeness Check.'
Step-by-Step Instruction	Please see Instruction #4
Published Date	24 September, 2015
Other Reference	None

Q10: How to continue NAEIS reporting under SAAELIP Portal?

Tags	[Emission Inventory Reporting], [NAEIS], [Single Sign-on], [User Account], [Login]
Answer	▪ Go to SAAELIP home page ▪ If you have been registered on NAEIS before, log in using your NAEIS username, and password; ▪ If you do not have a NAEIS account previously, or have not been registered on SAAELIP yet, please click "Create New Account" to start self-registration; ▪ Accounting Officer needs to be approved by AQO to be associated with their facilities/companies ▪ After logging into SAAELIP, you will find your NAEIS reporting obligation(s) shown on your dashboard. ▪ Click on "Edit" to zoom into your NAEIS reports.
Step-by-Step Instruction	Please see Instruction #5
Published Date	2 October, 2015
Other Reference	SAAELIP Facility User Manual *Section 2.2*

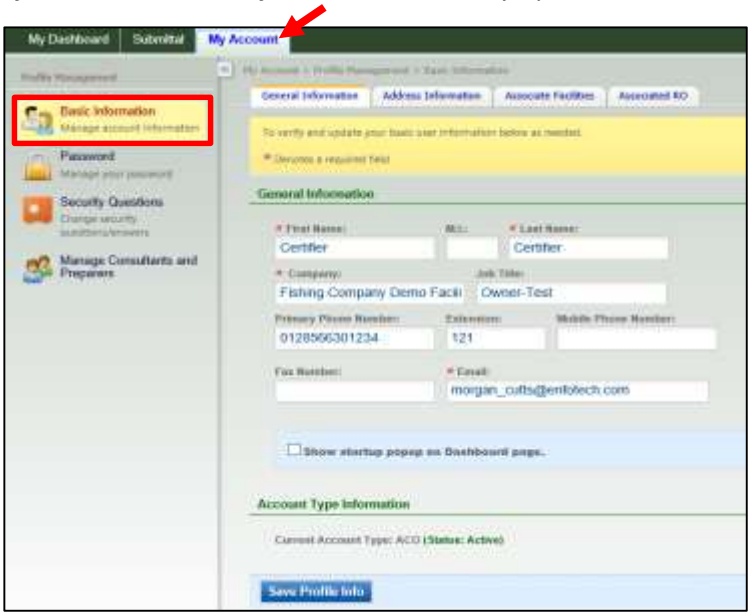
Step-by-Step Instructions

Instruction #1

***Please refer to the SAAELIP Facility User Manual Section 2.3: "Managing Account Settings." You may access the SAAELIP Facility User Manual through the SAAELIP Facility portal login page.*

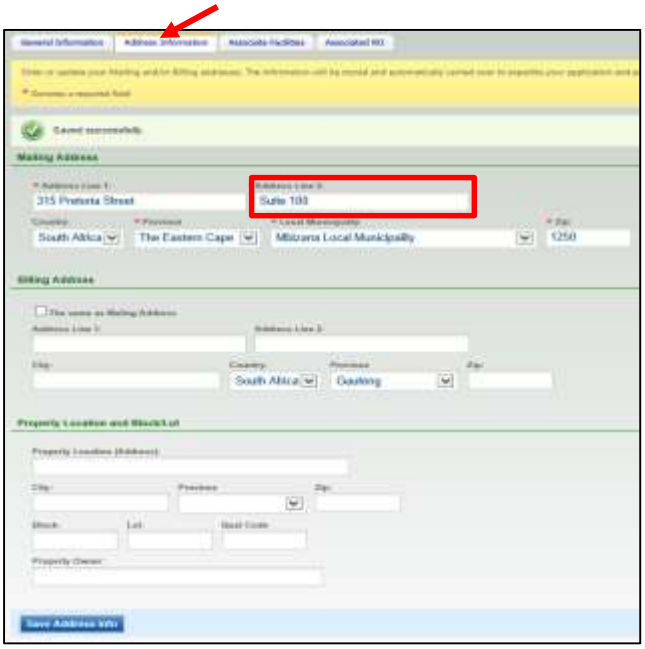
1. **Navigate to the 'My Account' module in the SAAELIP Portal.**

   The User can update their necessary account information under the 'General Information' tab. Click the 'Save Profile Info' button once all information is correctly updated.



2. **Go to the 'Address Information' tab to continue updating the User information.**

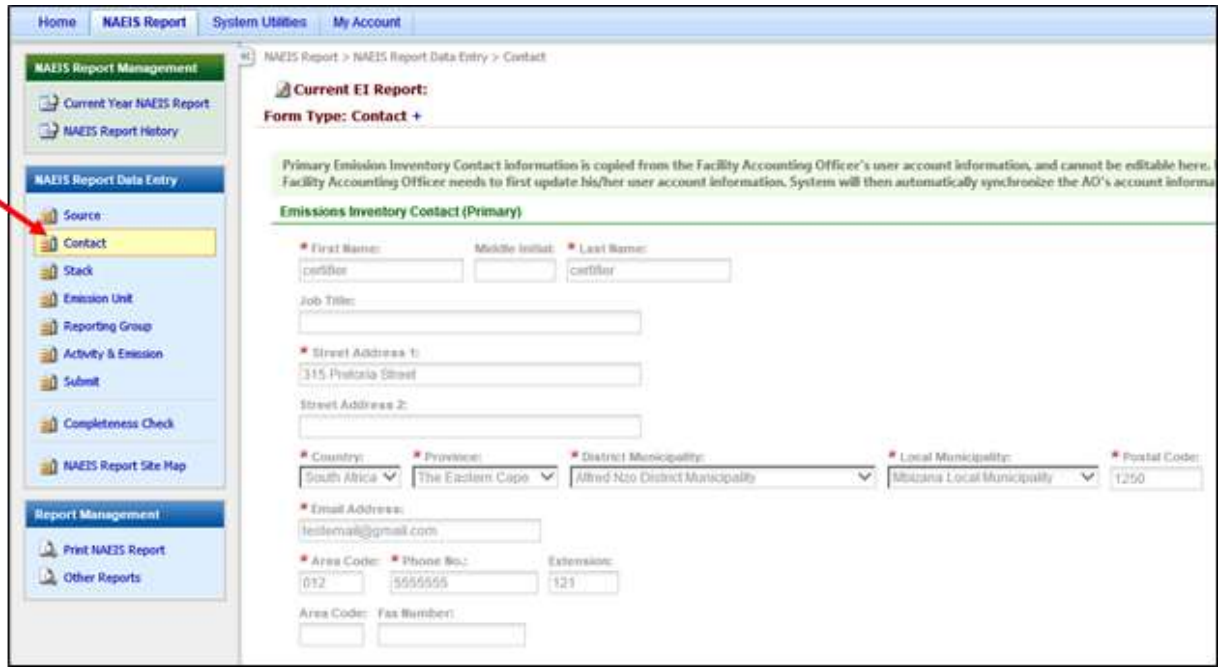
Click the 'Save Address Info' button when all information that is entered is correct. If you have an ACO account, you will be able to request to have facilities associated to your account through the 'Associate Facilities' tab. In this example, "Suite 100" has been updated in the 'Address Line 2' field.



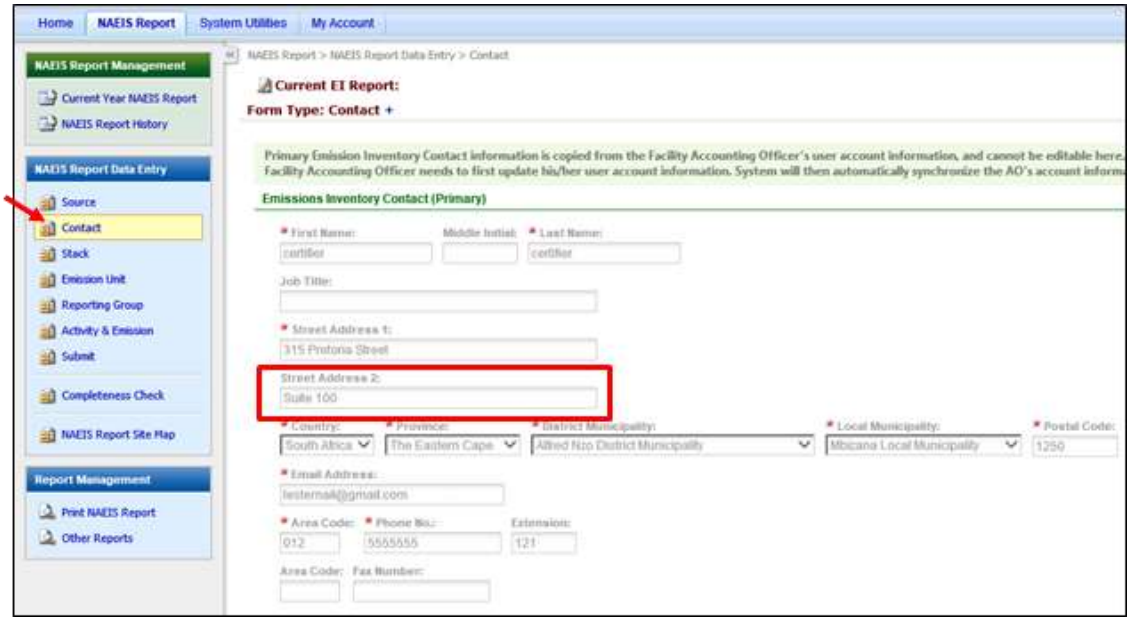
3. Access your NAEIS Emission Inventory Reporting obligations from the SAAELIP Dashboard.

4. Navigate to the Contact form of the EI Report

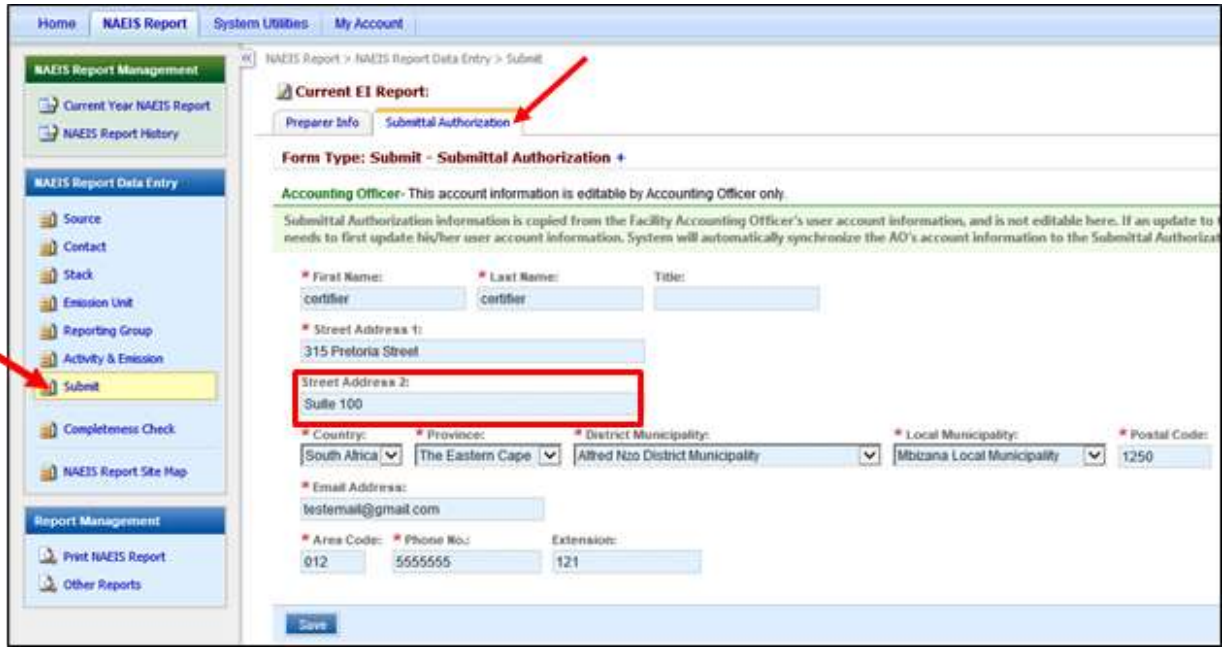
Data found on the Contact Form is copied directly from the ACO's Account Information. If the information shown on the Contact Form needs to be updated, the Facility's ACO must login and change their information on the 'My Account' screen of the SAAELIP portal. Please refer to Steps 1 & 2 for more information.



5. Once saved, the updated information will be seen in both the Contact Form and the Submittal Authorization Form.



Contact Form

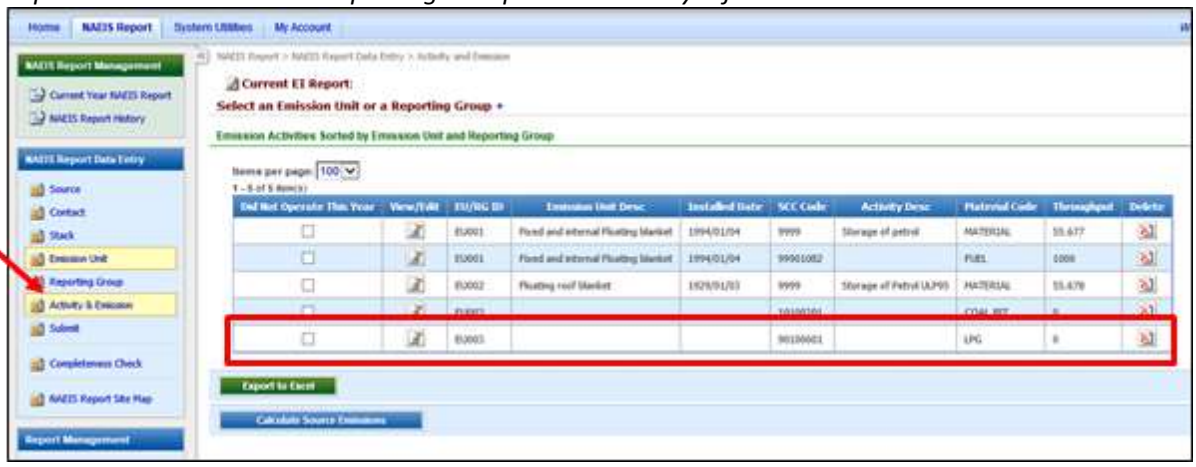


Submittal Authorization Form

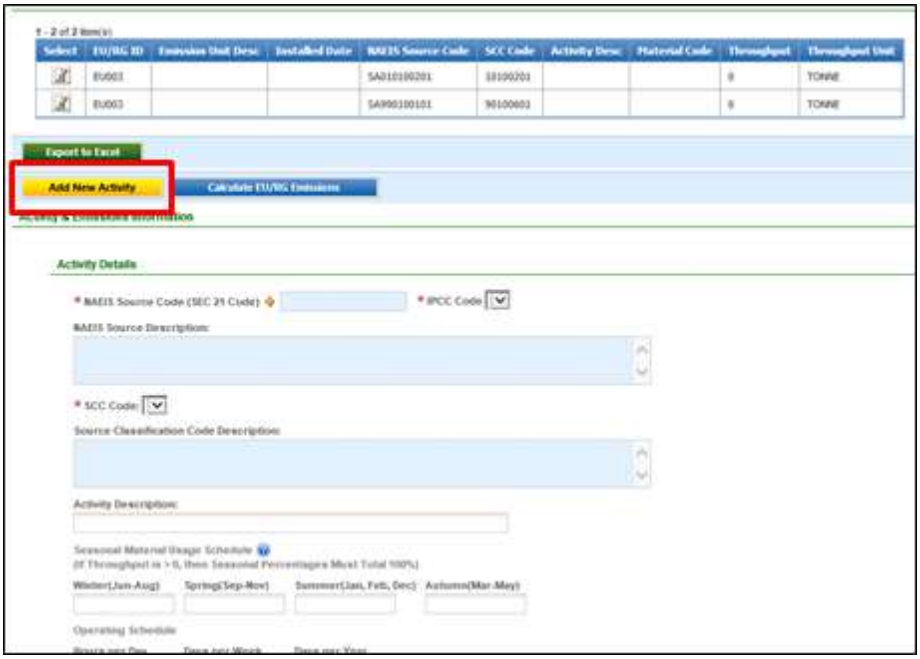
Instruction #2

1. **Navigate to the 'Activity & Emission' form of the EI Report.**

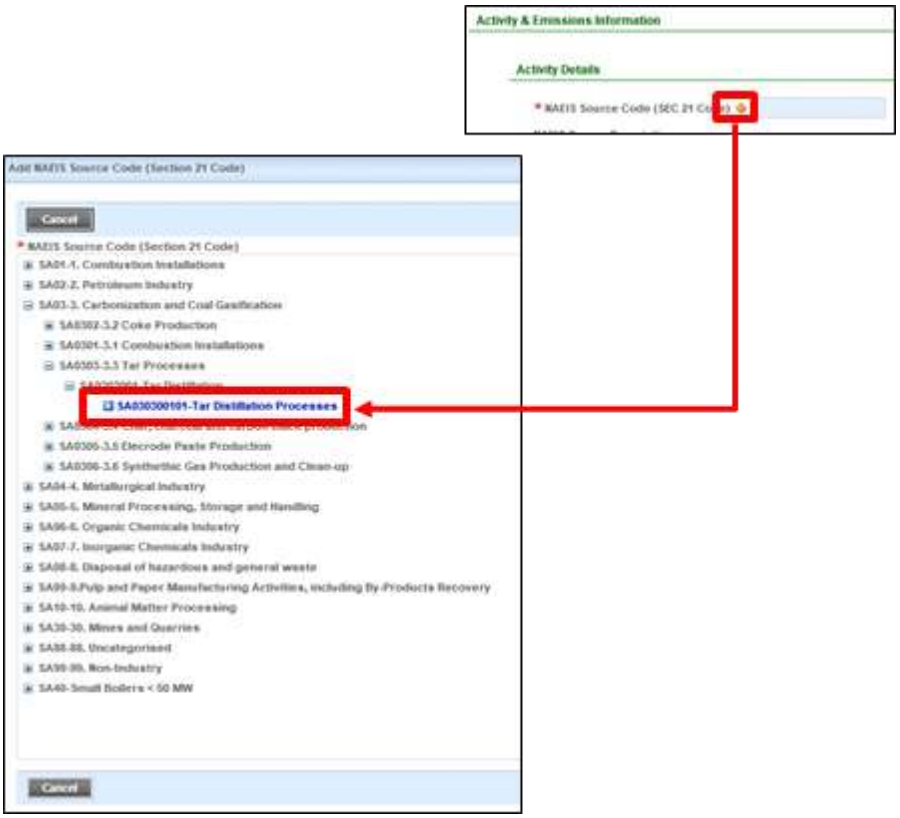
Open an Emission Unit or Reporting Group to add activity information.



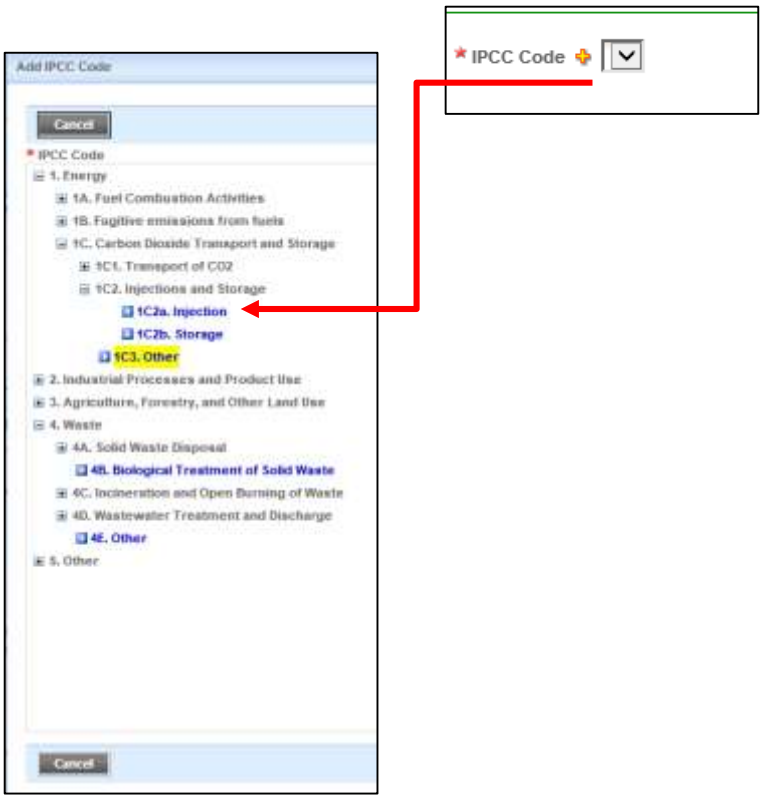
2. **Click on the 'Add New Activity' button**



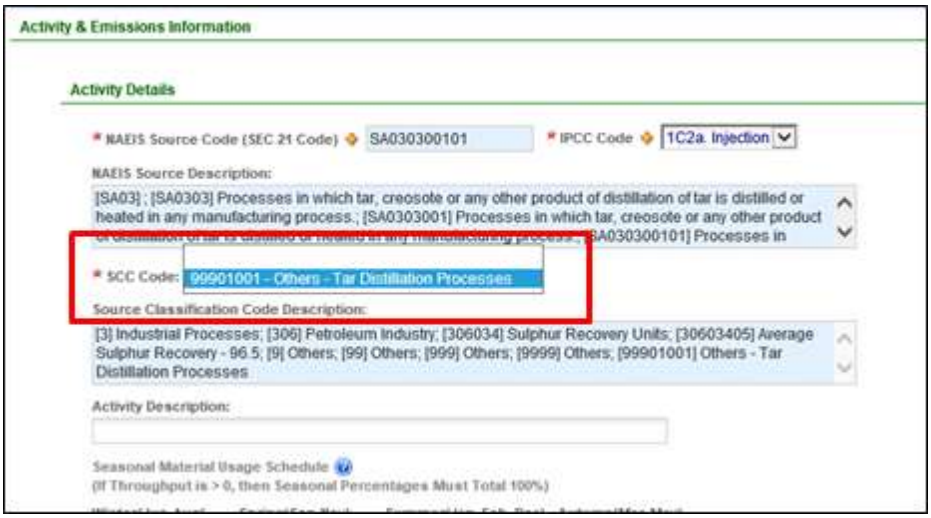
3. **First, Select the NAEIS SEC 21 code by clicking on the sign.**



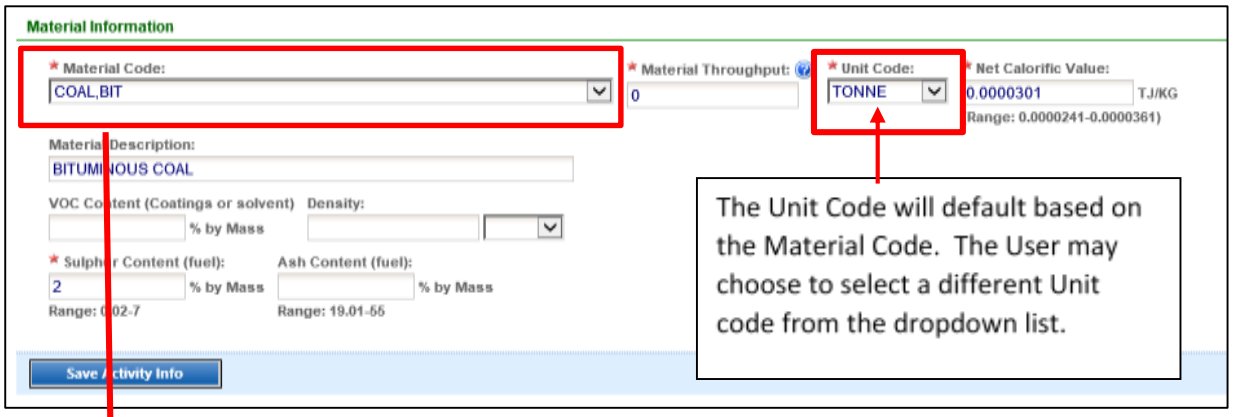
4. **Once selected, click the sign to add an IPCC code.**

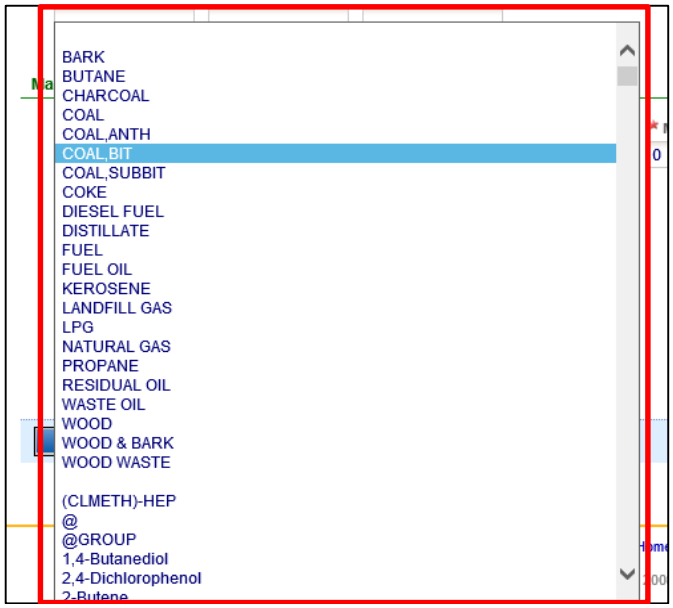


5. **The User can select the assigned SCC Code for that NAEIS Source code.**



6. **The User can then select from all Material Codes.**

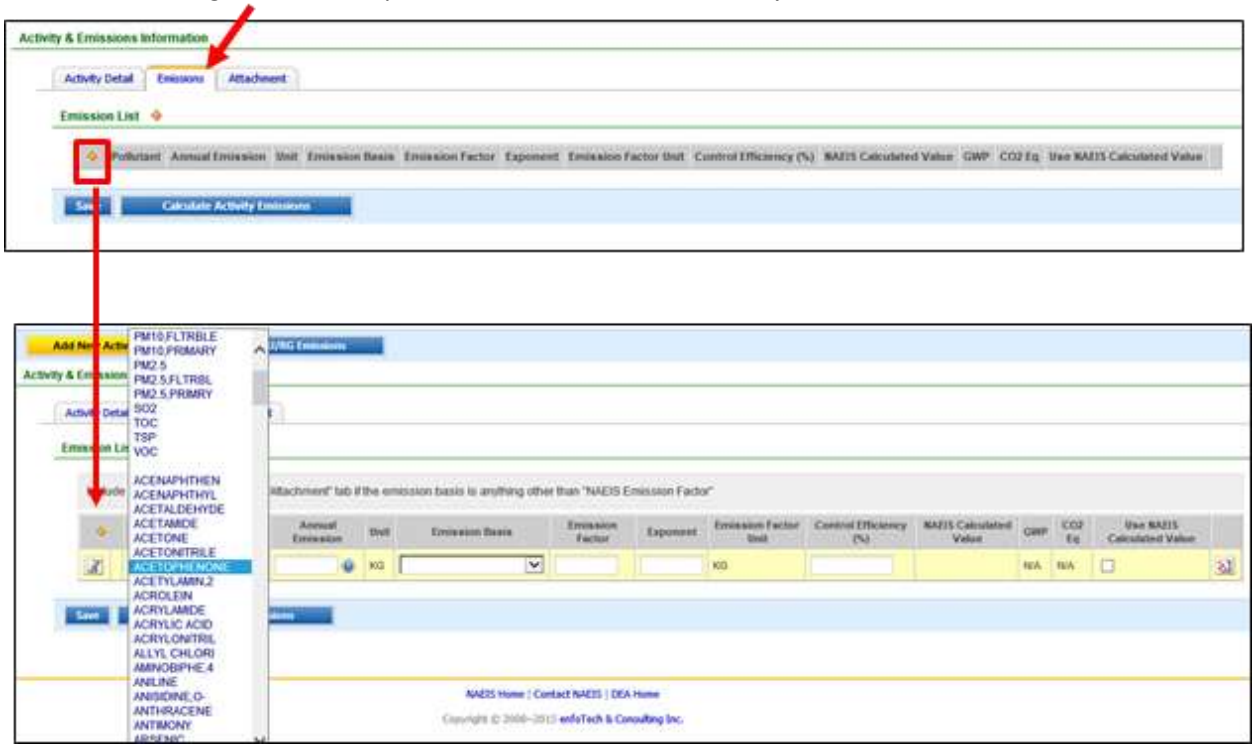




7. **Click the** Save Activity Info **when all information has been entered.**

8. **Once saved, navigate to the 'Emissions' tab.**

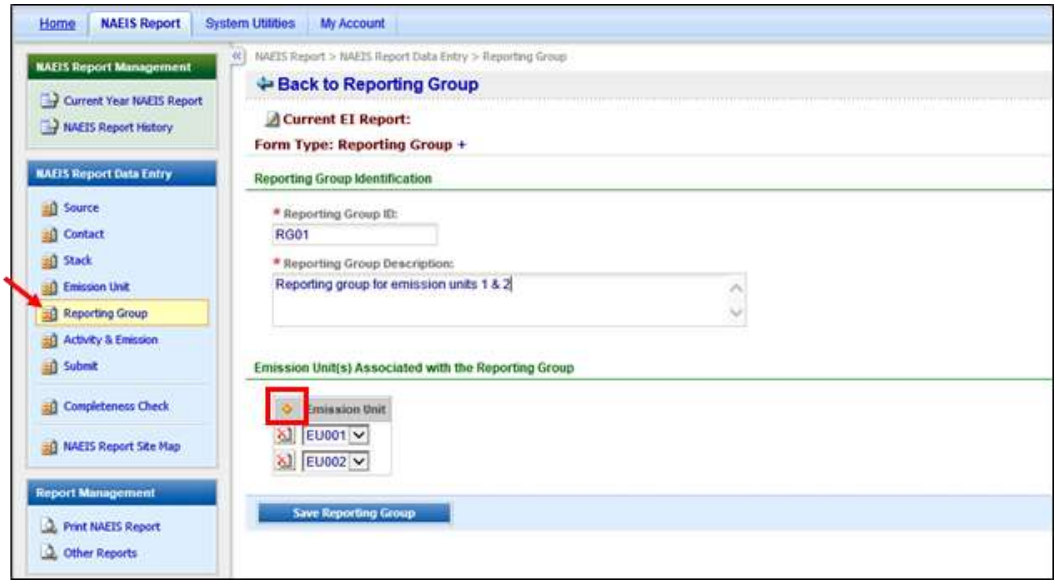
Click on the + *sign to add new pollutants to the Emission Activity.*



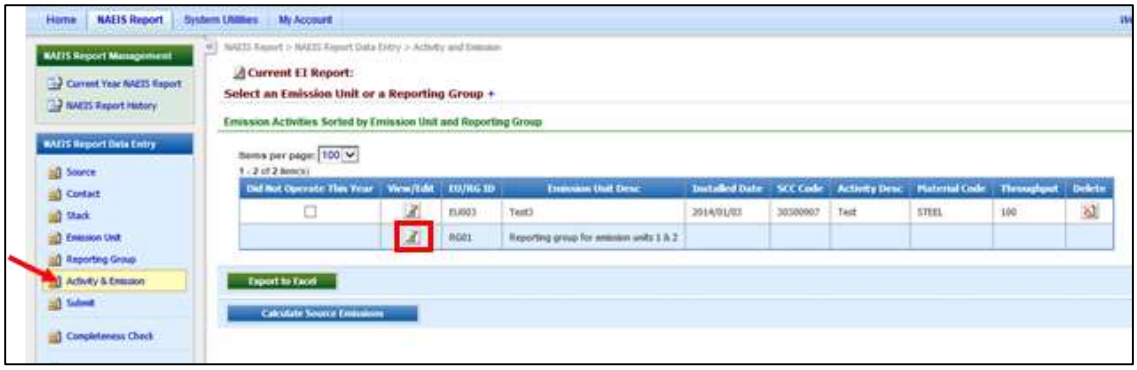
Instruction #3

1. Create a reporting group by navigating to the Reporting Group module and clicking on the **Add New Reporting Group** button.

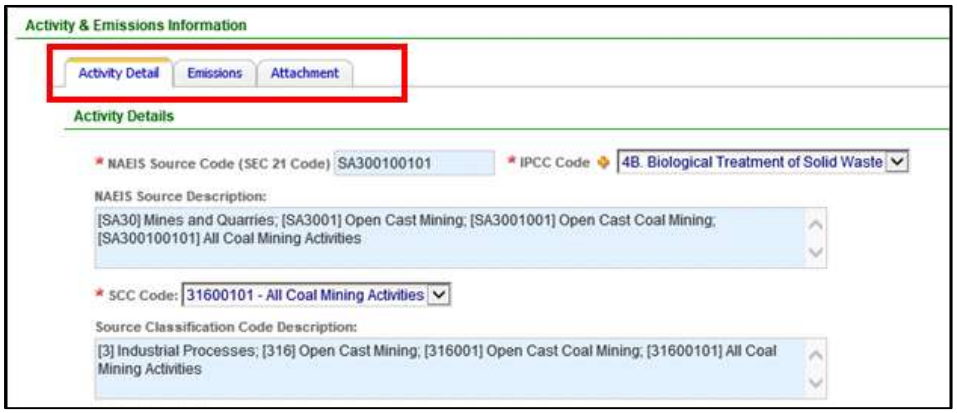
   You may add emission units by clicking on the sign. You will only be able to select emission units that have not yet been assigned to another reporting group.



2. Once the reporting group is created and saved, go to the Activity & Emission module.



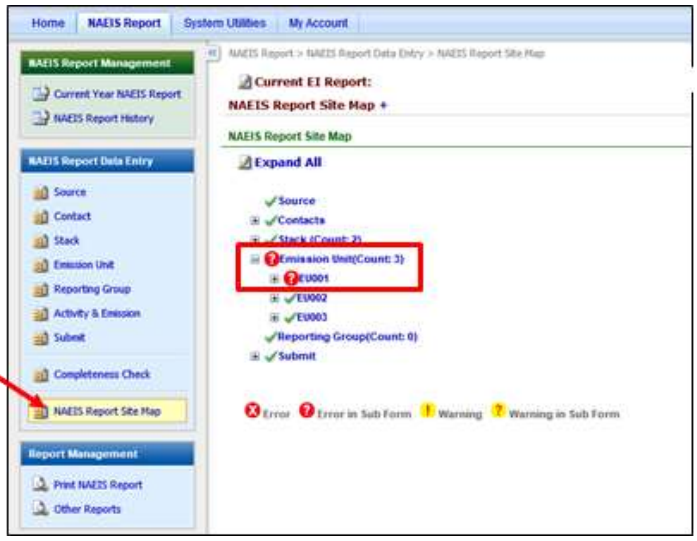
3. Activity Detail and Emission information can be entered here for the reporting group.



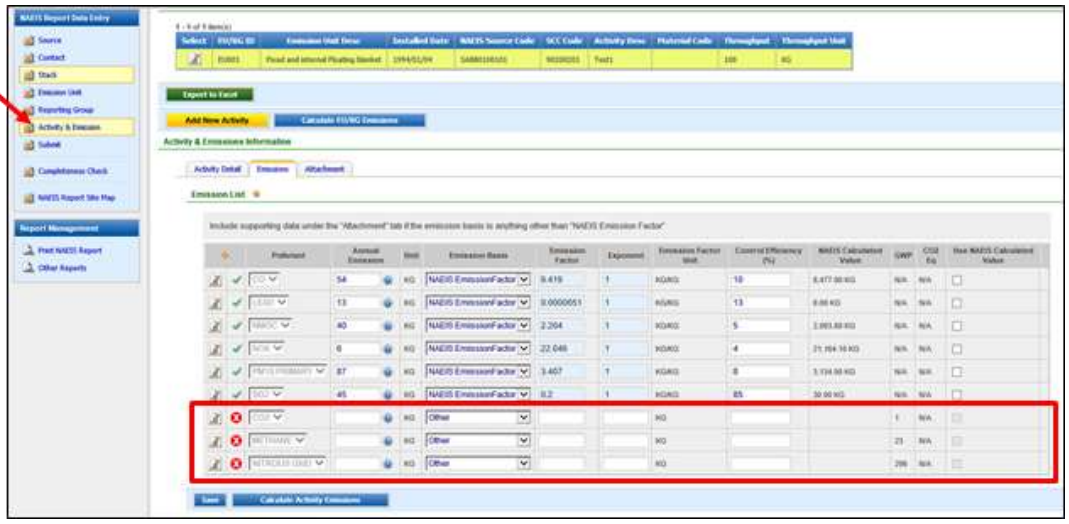
Instruction #4

1. **Go to the Completeness Check to verify that all information is entered.**

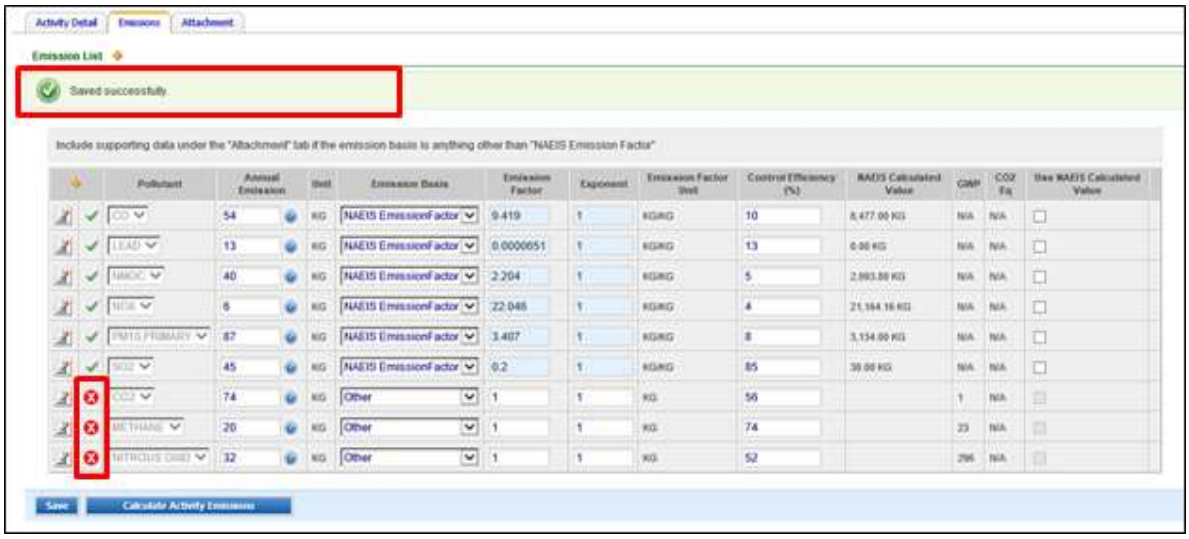
2. **You will receive a 'Failed Completeness Check' message if any necessary information in your forms is missing.**
   Go to the 'NAEIS Report Site Map' to see where the forms are not passing validation.



3. **Address and fix the errors in the forms.**



4. **Make sure that you receive a 'Saved Successfully' message once the data has been entered the you click the 'Save' button.**
   The symbol will still appear on the screen until you run the 'Completeness Check' on the NAIES Report again.

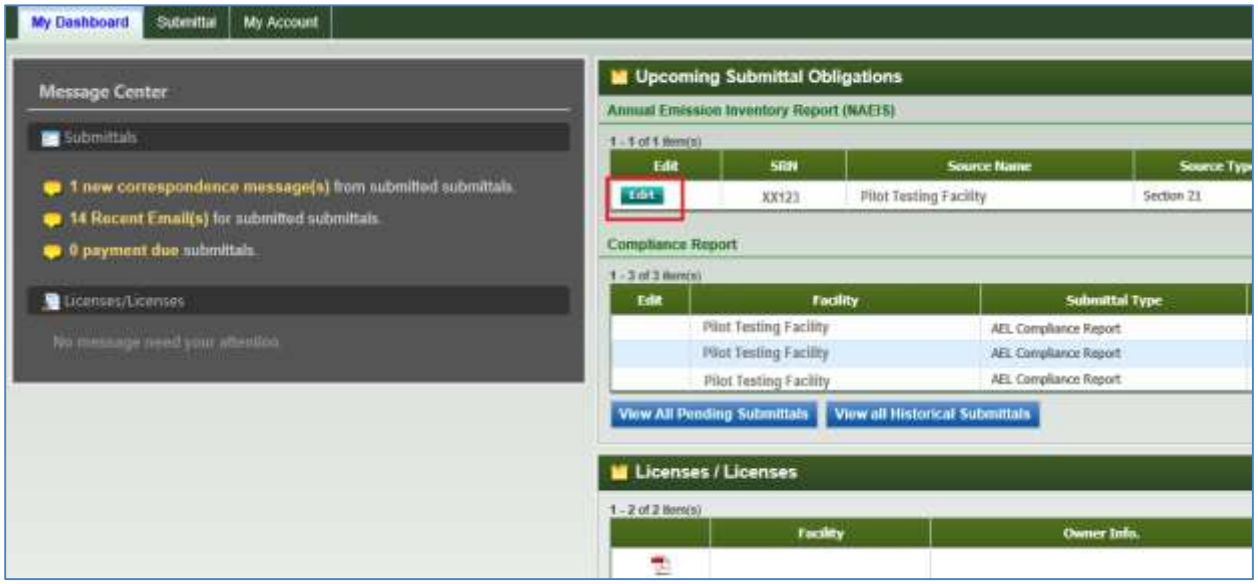


5. **Run 'Completeness Check' on the updated information.**
   Once all information entered passes the validation check, the NAEIS Report will be ready for submittal.

Instruction #5

1. **Log into SAAELIP – Facility portal:**
    a. With NAEIS username and password, if you have previously registered on NAEIS;
    b. Create a new account, if you have not yet registered on SAAELIP or NAEIS.

2. **After your account is approved by licensing authority, log into SAAELIP. You will see a dashboard similar as below.**
   Click on "Edit" under "Annual Emission Inventory Report (NAEIS)" to start / continue your emission reporting.



Tags

Tag	Description
[Emission Inventory Reporting]	Questions related to data entry on NAEIS emission inventory report
[NAEIS]	General questions related to NAEIS system
[Single Sign-on]	Questions related to signing into SAAELIP Portal, which contains both NAEIS and SNAEL components
[User Account]	Questions related to user account information, and security settings
[Login]	Questions related to user account credential and login