




SAAELIP FREQUENTLY ASKED QUESTIONS

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FAQs


Q1: How to update primary emission inventory contact information?

Tags 	[Emission Inventory Reporting], [NAEIS], [User Account]
Answer	<ul style="list-style-type: none"> ▪ 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	SAELIP Facility User Manual <i>Section 2.3</i>


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

Tags 	[Emission Inventory Reporting], [NAEIS], [User Account]
Answer	<ul style="list-style-type: none"> ▪ 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	SAELIP Facility User Manual <i>Section 2.3</i>


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

Tags 	[Emission Inventory Reporting], [NAEIS], [User Account]
Answer	<ul style="list-style-type: none"> ▪ 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	SAELIP Facility User Manual <i>Section 2.3</i>



Q4: Why is the “Submittal Authorization” form locked?

Tags 	[Emission Inventory Reporting], [NAEIS], [User Account]
Answer	<ul style="list-style-type: none"> ▪ 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	SAELIP Facility User Manual <i>Section 2.3</i>


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

Tags 	[Emission Inventory Reporting], [NAEIS]
Answer	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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]
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Answer	<ul style="list-style-type: none"> ▪ Steps to follow: <ul style="list-style-type: none"> ○ 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	<p>There may be a few reasons on why the information you have entered on a form did not save:</p> <ol style="list-style-type: none"> 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]
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Answer	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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 <i>Section 2.2</i>

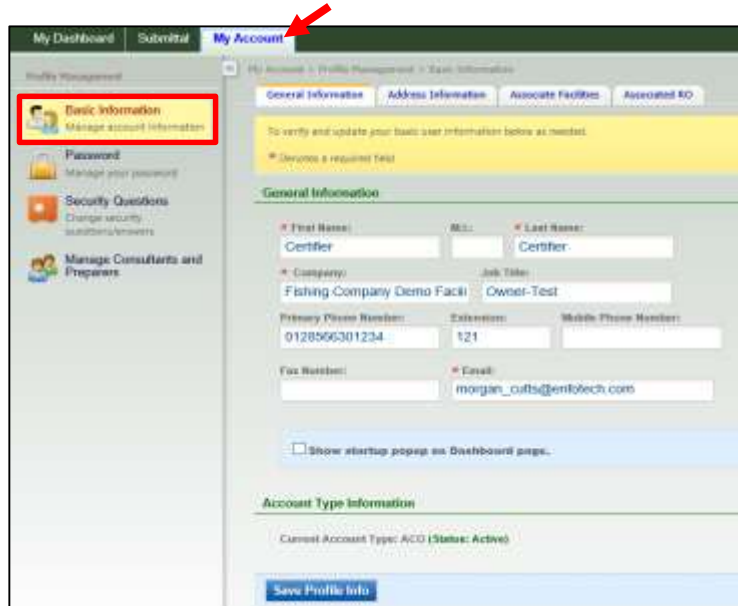
Step-by-Step Instructions

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.*

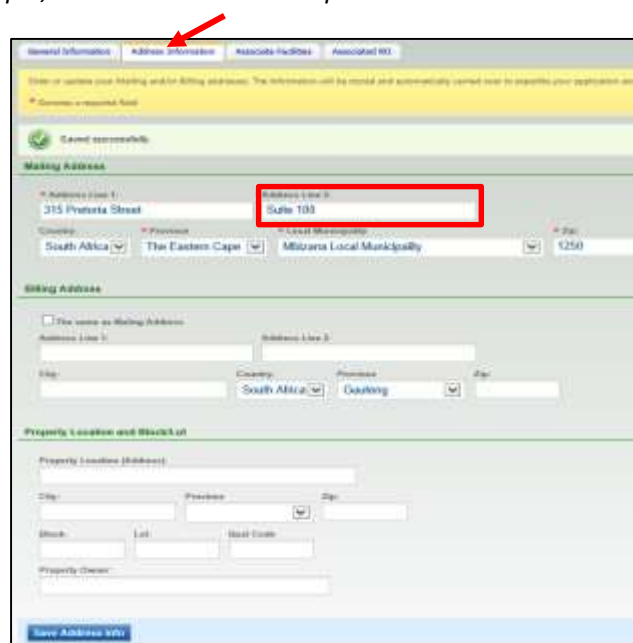
1. Navigate to the ‘My Account’ module in the SAAELIP Portal.

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.



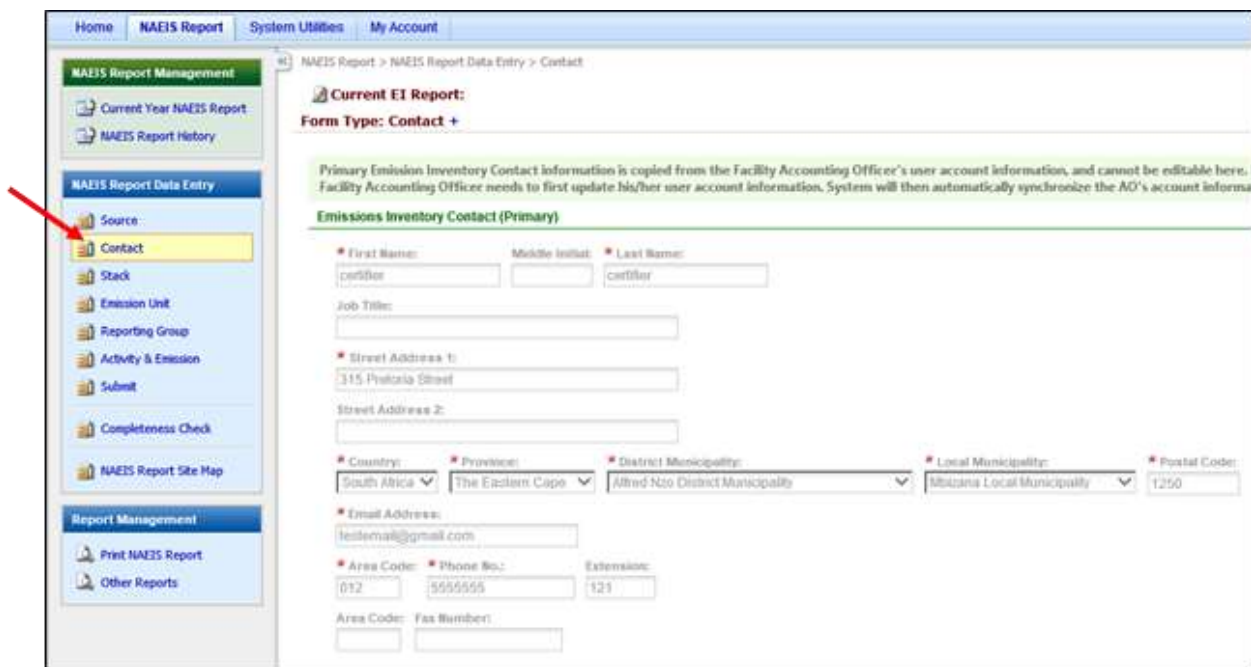
3. Access your NAEIS Emission Inventory Reporting obligations from the SAAELIP Dashboard.



ID	NAEIS	Source Name	Source Type	Work Group	MF Code	NAEIS	Report Status
1012	AE002	A QA Data - AE002	Section 25	City of Cape Town Metropolitan Municipality	Gathering of wild growing materials, salts (for growing of wafers, see 0120)	Y	Multi-Phase Planning
1014	AE006	A QA Data - AE006	New Industry	West Coast District Municipality	Drawing of concrete, granulation	X	None
1015	AE00002	ISO 14001 Testing System 25/6/2014 - 2	New and Existing	West Coast District Municipality	Plastics injection & video production	X	Multi-Phase Planning

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.



Home | NAEIS Report | System Utilities | My Account

NAEIS Report Management
 Current Year NAEIS Report
 NAEIS Report History

NAEIS Report Data Entry
 Source
Contact
 Stack
 Emission Unit
 Reporting Group
 Activity & Emission
 Submit
 Completeness Check
 NAEIS Report Site Map

Report Management
 Print NAEIS Report
 Other Reports

NAEIS Report > NAEIS Report Data Entry > Contact

Current EI Report:
 Form Type: Contact +

Primary Emission Inventory Contact information is copied from the Facility Accounting Office's user account information, and cannot be editable here. Facility Accounting Office needs to first update his/her user account information. System will then automatically synchronize the AO's account information.

Emissions Inventory Contact (Primary)

* First Name: carlton Middle Initial: Last Name: carlton

Job Title:

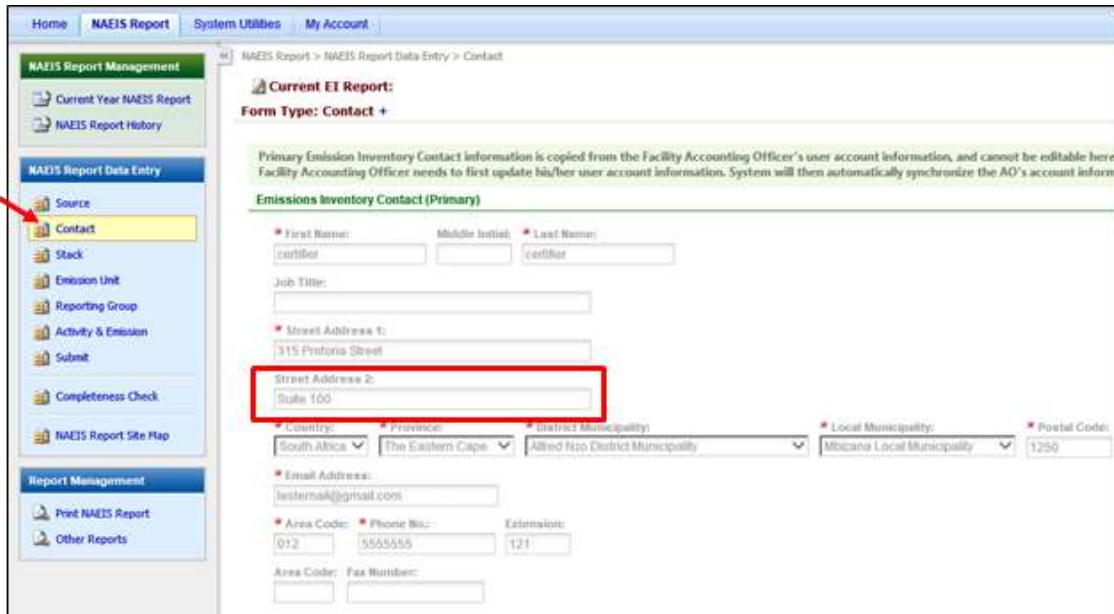
* Street Address 1: 315 Pretoria Street
 Street Address 2:

* Country: South Africa * Province: The Eastern Cape * District Municipality: Alfred Nzo District Municipality * Local Municipality: Mbitana Local Municipality * Postal Code: 1250

* Email Address: teilemail@gmail.com

* Area Code: 012 * Phone No.: 5555555 Extension: 123
 Area Code: Fax Number:

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



Home NAEIS Report System Utilities My Account

NAEIS Report Management

- Current Year NAEIS Report
- NAEIS Report History

NAEIS Report Data Entry

- Source
- Contact**
- Stack
- Emission Unit
- Reporting Group
- Activity & Emission
- Submit
- Completeness Check
- NAEIS Report Site Map

Report Management

- Print NAEIS Report
- Other Reports

NAEIS Report > NAEIS Report Data Entry > Contact

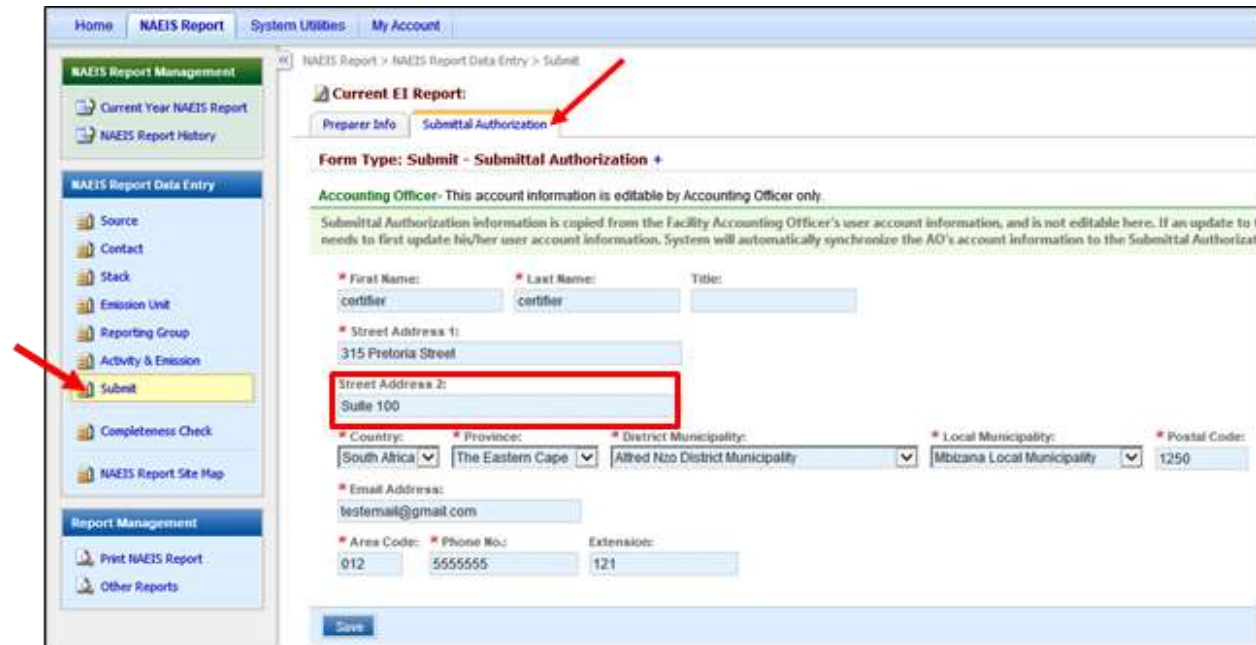
Current EI Report:
Form Type: Contact +

Primary Emission Inventory Contact information is copied from the Facility Accounting Officer's user account information, and cannot be editable here. Facility Accounting Officer needs to first update his/her user account information. System will then automatically synchronize the AO's account information.

Emissions Inventory Contact (Primary)

* First Name: certifier Middle Initial: Last Name: certifier
Job Title:
Street Address 1: 315 Pretoria Street
Street Address 2: Suite 100
* Country: South Africa * Province: The Eastern Cape * District Municipality: Alfred Nzo District Municipality * Local Municipality: Mbitana Local Municipality * Postal Code: 1250
* Email Address: testemail@gmail.com
* Area Code: 012 * Phone No.: 5555555 Extension: 121
Area Code: Fax Number:

Contact Form



Home NAEIS Report System Utilities My Account

NAEIS Report Management

- Current Year NAEIS Report
- NAEIS Report History

NAEIS Report Data Entry

- Source
- Contact
- Stack
- Emission Unit
- Reporting Group
- Activity & Emission
- Submit**
- Completeness Check
- NAEIS Report Site Map

Report Management

- Print NAEIS Report
- Other Reports

NAEIS Report > NAEIS Report Data Entry > Submit

Current EI Report:
Preparer Info **Submittal Authorization**

Form Type: Submit - Submittal Authorization +

Accounting Officer- This account information is editable by Accounting Officer only.
Submittal Authorization information is copied from the Facility Accounting Officer's user account information, and is not editable here. If an update is needed, the user needs to first update his/her user account information. System will then automatically synchronize the AO's account information to the Submittal Authorization form.

* First Name: certifier * Last Name: certifier Title:
Street Address 1: 315 Pretoria Street
Street Address 2: Suite 100
* Country: South Africa * Province: The Eastern Cape * District Municipality: Alfred Nzo District Municipality * Local Municipality: Mbitana Local Municipality * Postal Code: 1250
* Email Address: testemail@gmail.com
* Area Code: 012 * Phone No.: 5555555 Extension: 121
Area Code: Fax Number:

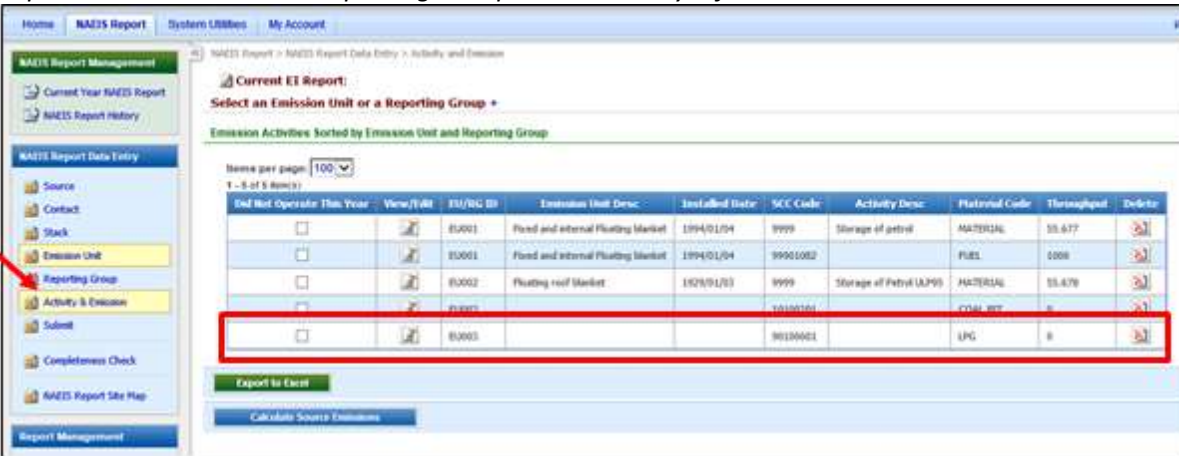
Save

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.



SAEELIP Report > SAEELIP Report Data Entry > Activity and Emission

Current EI Report:
Select an Emission Unit or a Reporting Group +

Emission Activities Sorted by Emission Unit and Reporting Group

Items per page: 100

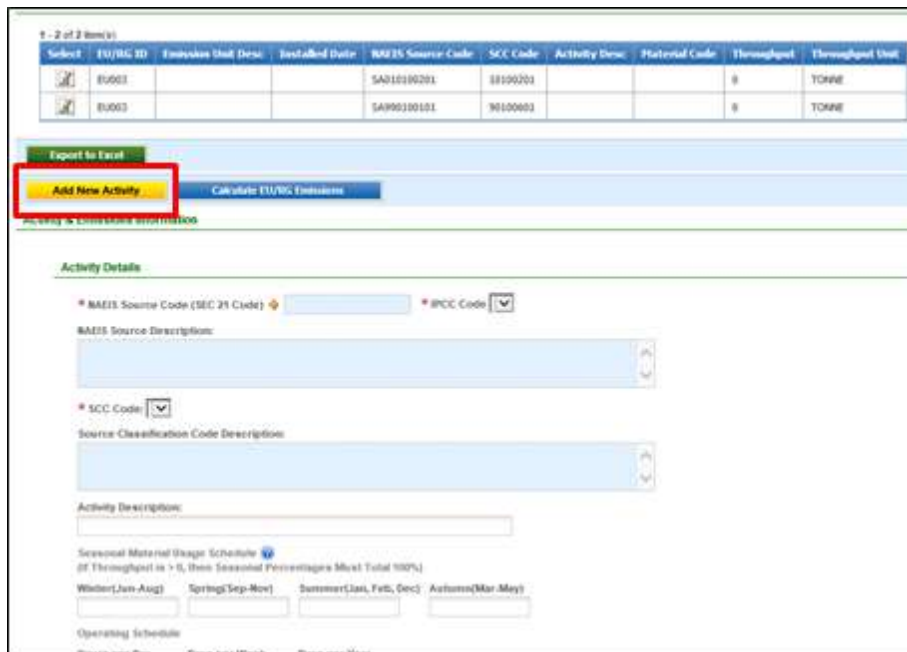
1 - 8 of 8 items

Unit Not Operate This Year	View/Edit	EU/EG ID	Emission Unit Desc	Installed Date	SCC Code	Activity Desc	Material Code	Throughput	Defecto
<input type="checkbox"/>		EU001	Flood and internal Floating Market	1994/01/04	9999	Storage of petrol	MATERIAL	15.677	
<input type="checkbox"/>		EU001	Flood and internal Floating Market	1994/01/04	99991002	FUEL	0008		
<input type="checkbox"/>		EU002	Floating roof Market	1826/01/03	9999	Storage of Petrol (LPG)	MATERIAL	15.478	
<input type="checkbox"/>		EU003			10100101		COAL 000	0	
<input type="checkbox"/>		EU003			90100001		LPG	0	

Export to Excel

Calculate Source Emissions

2. Click on the 'Add New Activity' button



1 - 2 of 2 items

Select	EU/EG ID	Emission Unit Desc	Installed Date	SAEELIP Source Code	SCC Code	Activity Desc	Material Code	Throughput	Throughput Unit
<input type="checkbox"/>	EU003			SA01010201	01000201			0	TONNE
<input type="checkbox"/>	EU003			SA99010101	90100003			0	TONNE

Export to Excel

Add New Activity Calculate EU/EG Emissions

Activity & Emission Information

Activity Details

* SAEELIP Source Code (SEC 21 Code) * IPCC Code

SAEELIP Source Description:

* SCC Code:

Source Classification Code Description:

Activity Description:

Seasonal Material Usage Schedule (If Throughput is > 0, then Seasonal Percentages Must Total 100%)

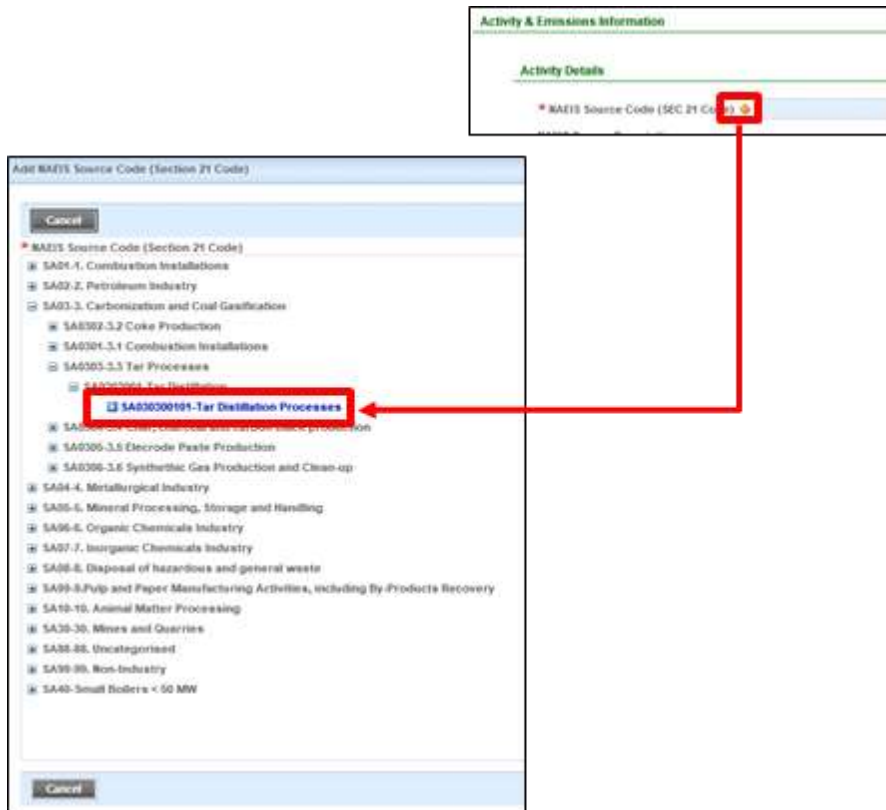
Winter(Jan-Aug) Spring(Sep-Nov) Summer(Jan, Feb, Dec) Autumn(Mar-May)

Operating Schedule

Source use Desc: Days per Week: Days per Year:


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

+ sign.



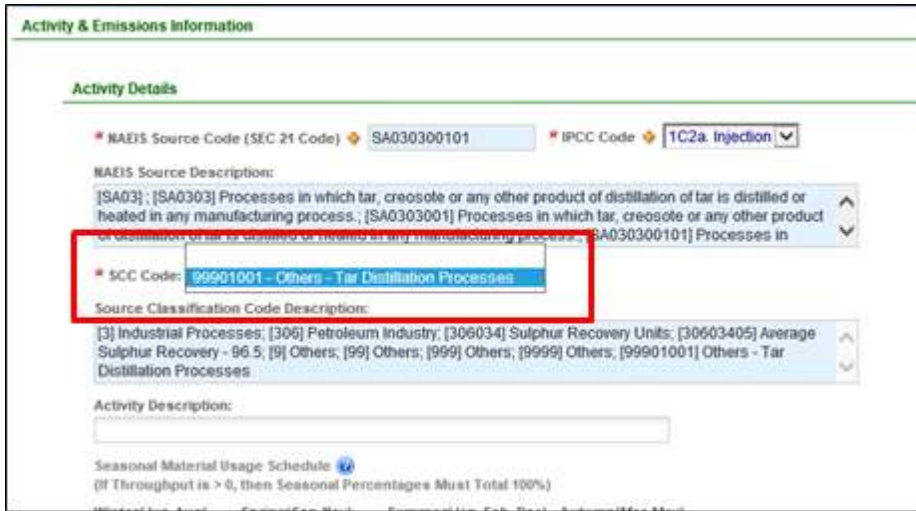
The screenshot shows two overlapping windows. The top window, titled 'Activity & Emissions Information', has a section for 'Activity Details' containing a dropdown menu for 'NAEIS Source Code (SEC 21 Code)'. A red box highlights the dropdown arrow. The bottom window, titled 'Add NAEIS Source Code (Section 21 Code)', displays a tree view of codes. The code 'SA03000101-Tar Distillation Processes' is selected and highlighted with a red box. A red arrow points from the dropdown arrow in the top window to this selection.

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



The screenshot shows two overlapping windows. The top window has a dropdown menu for 'IPCC Code' with a red box highlighting the dropdown arrow. The bottom window, titled 'Add IPCC Code', displays a tree view of codes. The code '1C2a. Injection' is selected and highlighted with a red box. A red arrow points from the dropdown arrow in the top window to this selection.

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



Activity & Emissions Information

Activity Details

* NAEIS Source Code (SEC 21 Code) SA030300101 * IPCC Code 1C2a. Injection

NAEIS Source Description:
[SA03] ; [SA0303] Processes in which tar, creosote or any other product of distillation of tar is distilled or heated in any manufacturing process.; [SA0303001] Processes in which tar, creosote or any other product of distillation of tar is distilled or heated in any manufacturing process.; [SA030300101] Processes in which tar, creosote or any other product of distillation of tar is distilled or heated in any manufacturing process.

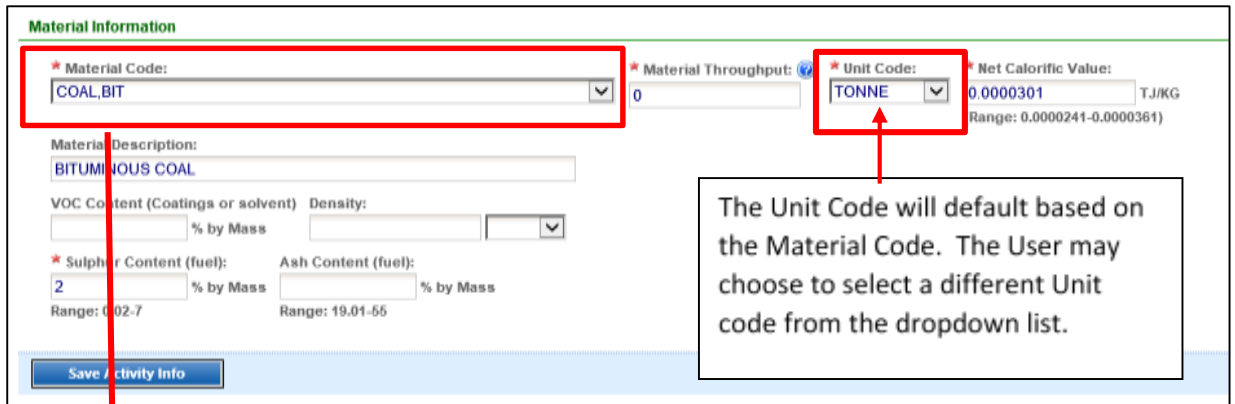
* SCC Code: 99901001 - Others - Tar Distillation Processes

Source Classification Code Description:
[3] Industrial Processes; [306] Petroleum Industry; [306034] Sulphur Recovery Units; [30603405] Average Sulphur Recovery - 96.5; [9] Others; [99] Others; [999] Others; [9999] Others; [99901001] Others - Tar Distillation Processes.

Activity Description:

Seasonal Material Usage Schedule (If Throughput is > 0, then Seasonal Percentages Must Total 100%)

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



Material Information

* Material Code: COAL_BIT * Material Throughput: 0 * Unit Code: TONNE * Net Calorific Value: 0.0000301 TJ/KG
Range: 0.0000241-0.0000361

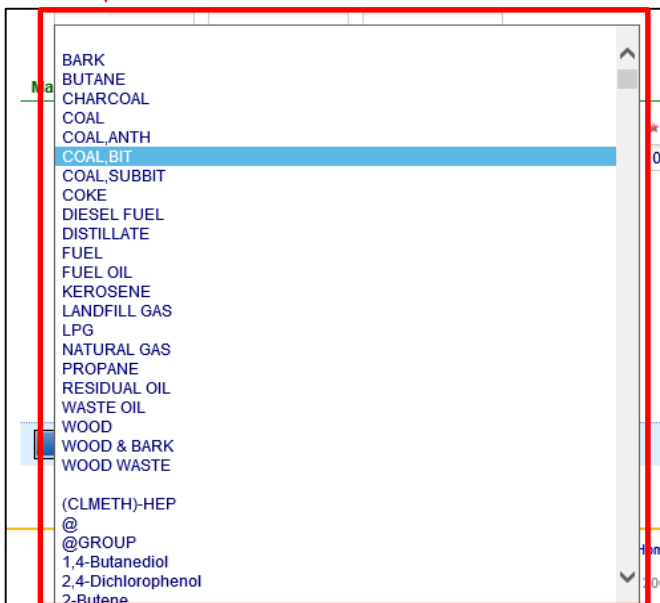
Material Description: BITUMINOUS COAL

VOC Content (Coatings or solvent) Density: % by Mass

* Sulphur Content (fuel): 2 % by Mass Ash Content (fuel): % by Mass
Range: 0.02-7 Range: 19.01-55


Save Activity Info

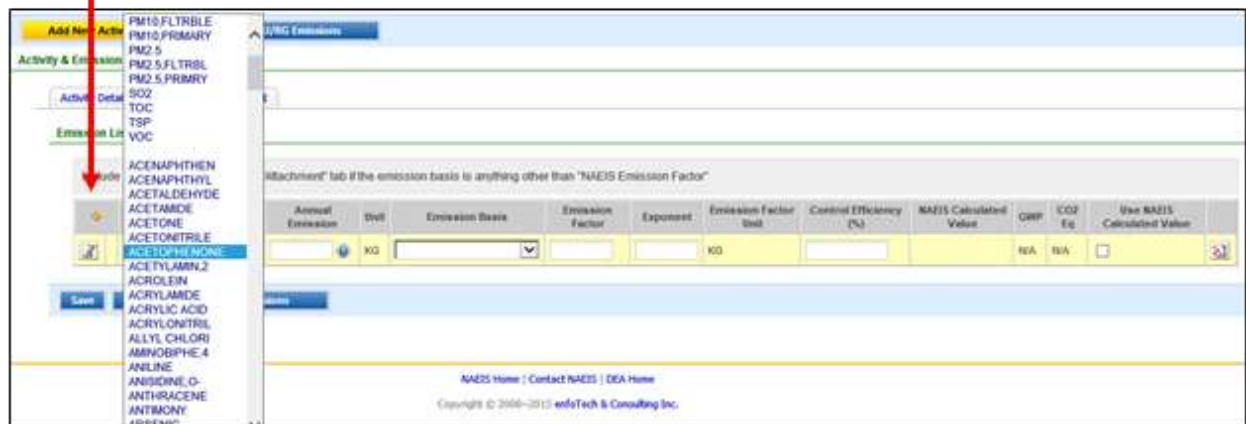
The Unit Code will default based on the Material Code. The User may choose to select a different Unit code from the dropdown list.

- 
- BARK
 - BUTANE
 - CHARCOAL
 - COAL
 - COAL_ANTH
 - COAL_BIT
 - COAL_SUBBIT
 - COKE
 - DIESEL FUEL
 - DISTILLATE
 - FUEL
 - FUEL OIL
 - KEROSENE
 - LANDFILL GAS
 - LPG
 - NATURAL GAS
 - PROPANE
 - RESIDUAL OIL
 - WASTE OIL
 - WOOD
 - WOOD & BARK
 - WOOD WASTE
 - (CLMETH)-HEP
 - @GROUP
 - 1,4-Butanediol
 - 2,4-Dichlorophenol
 - 2-Butene

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


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

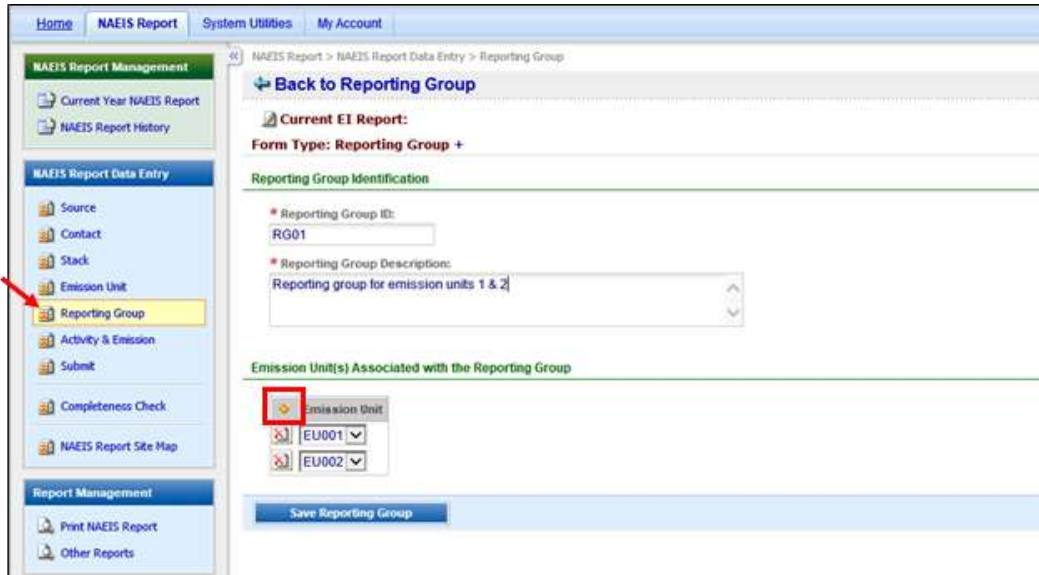
Click on the  sign to add new pollutants to the Emission Activity.



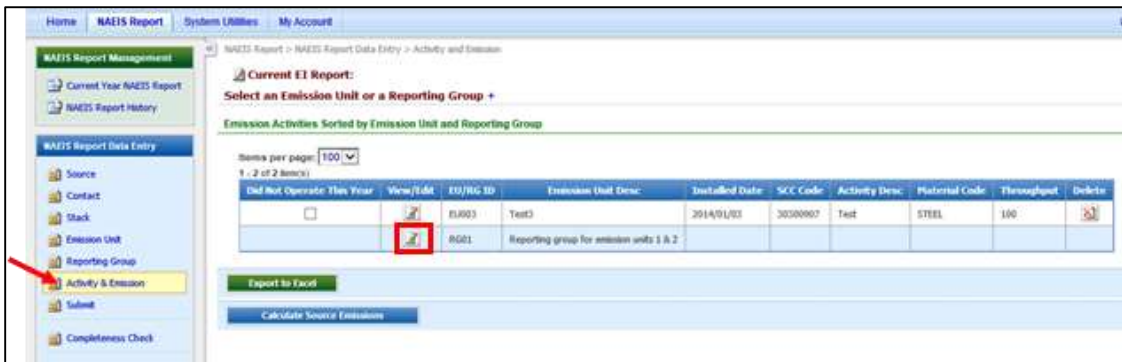
Instruction #3



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.

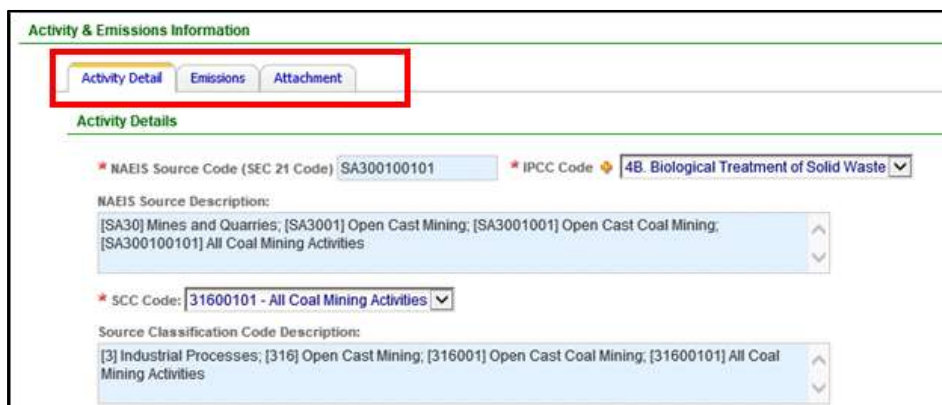


2. Once the reporting group is created and saved, go to the Activity & Emission module.



Did Not Operate This Year	View/Edit	EU/RG ID	Emission Unit Desc	Installed Date	SCC Code	Activity Desc	Material Code	Throughput	Delete
<input type="checkbox"/>		EU001	Test3	2014/01/01	30200007	Test	STEEL	100	
		RG01	Reporting group for emission units 1 & 2						

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



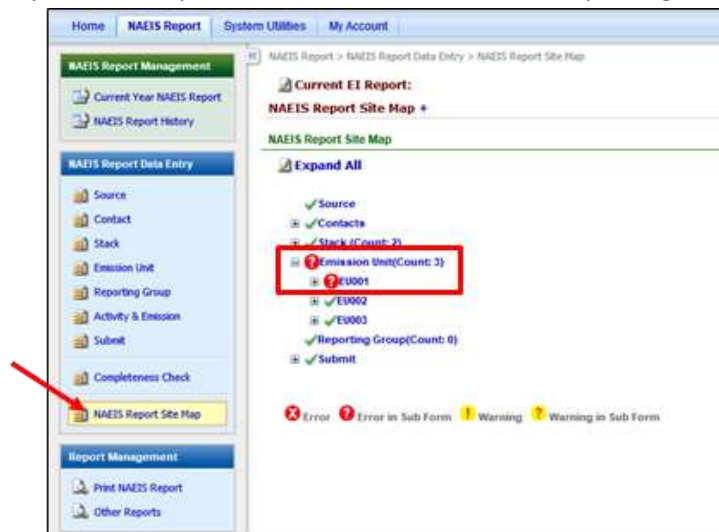
Instruction #4

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

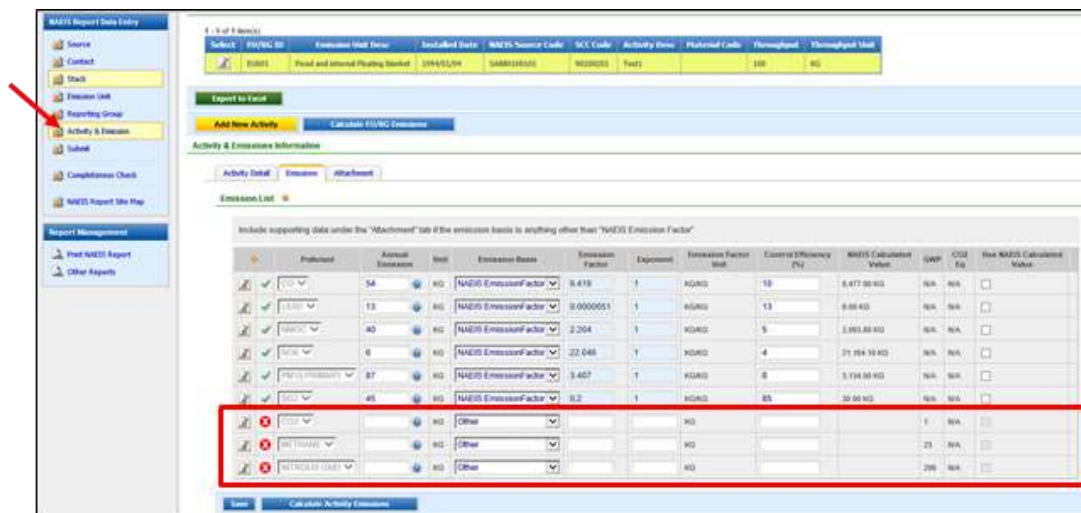


2. You will receive a 'Failed Completeness Check' message if any necessary information in your forms is missing.


Go to the 'NAEIS Report Site Map' to see where the forms are not passing validation.

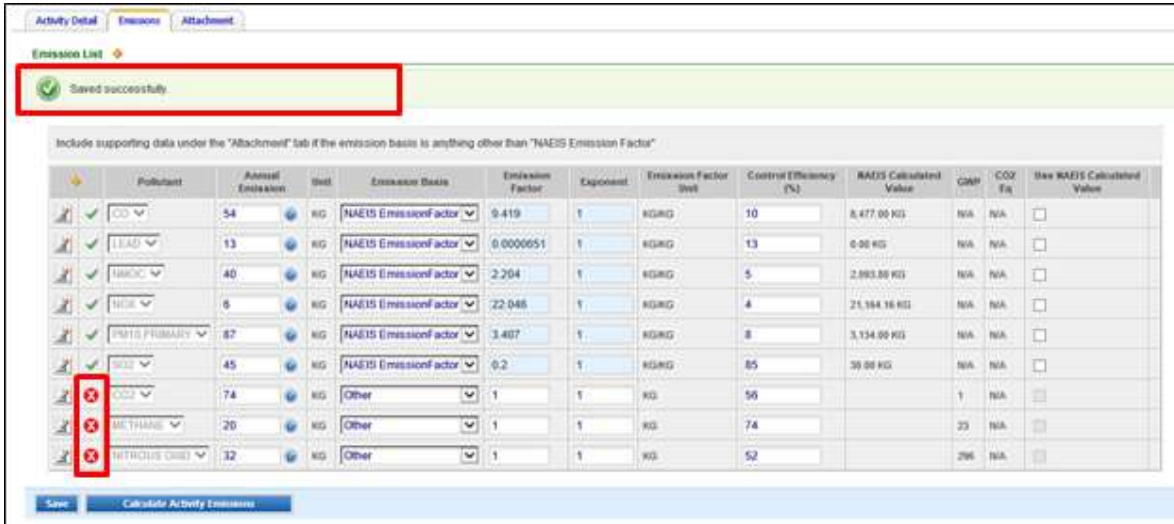


3. Address and fix the errors in the forms.



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 NAEIS Report again.



Activity Detail | Emissions | Attachment

Emission List

✓ Saved successfully

Include supporting data under the "Attachment" tab if the emission basis is anything other than "NAEIS Emission Factor"

Pollutant	Annual Emission	Unit	Emission Basis	Emission Factor	Exponent	Emission Factor Unit	Control Efficiency (%)	NAEIS Calculated Value	GMF	CO2 Eq	Use NAEIS Calculated Value
CO	54	KG	NAEIS Emission Factor	9.419	1	KGKG	10	8,477.00 KG	NA	NA	<input type="checkbox"/>
LEAD	13	KG	NAEIS Emission Factor	0.0000051	1	KGKG	13	0.00 KG	NA	NA	<input type="checkbox"/>
PM10	40	KG	NAEIS Emission Factor	2.204	1	KGKG	5	2,993.00 KG	NA	NA	<input type="checkbox"/>
PM2.5	6	KG	NAEIS Emission Factor	22.046	1	KGKG	4	21,184.16 KG	NA	NA	<input type="checkbox"/>
PM10 FINE FRACTION	87	KG	NAEIS Emission Factor	3.407	1	KGKG	8	3,134.00 KG	NA	NA	<input type="checkbox"/>
SO2	45	KG	NAEIS Emission Factor	0.2	1	KGKG	85	30.00 KG	NA	NA	<input type="checkbox"/>
CO2	74	KG	Other	1	1	KG	50		1	NA	<input type="checkbox"/>
ME THANE	20	KG	Other	1	1	KG	74		33	NA	<input type="checkbox"/>
METHANE	32	KG	Other	1	1	KG	52		296	NA	<input type="checkbox"/>

Save Calculate Activity Emissions

5. **Run ‘Completeness Check’ on the updated information.**

Once all information entered passes the validation check, the NAEIS Report will be ready for submittal.



Home | NAEIS Report | System Utilities | My Account

NAEIS Report Management

- Current Year NAEIS Report
- NAEIS Report History

NAEIS Report Data Entry

- Source
- Contact
- Stack
- Emission Unit
- Reporting Group
- Activity & Emission
- Submit
- Completeness Check

NAEIS Report > NAEIS Report Data Entry > NAEIS Report Completeness Check

Current EI Report

NAEIS Report Completeness Check +

✓ Passed Completeness Check. Your data is ready to be submitted.

Instruction #5

1. Log into SAAELIP – Facility portal:

- With NAEIS username and password, if you have previously registered on NAEIS;
- Create a new account, if you have not yet registered on SAAELIP or NAEIS.

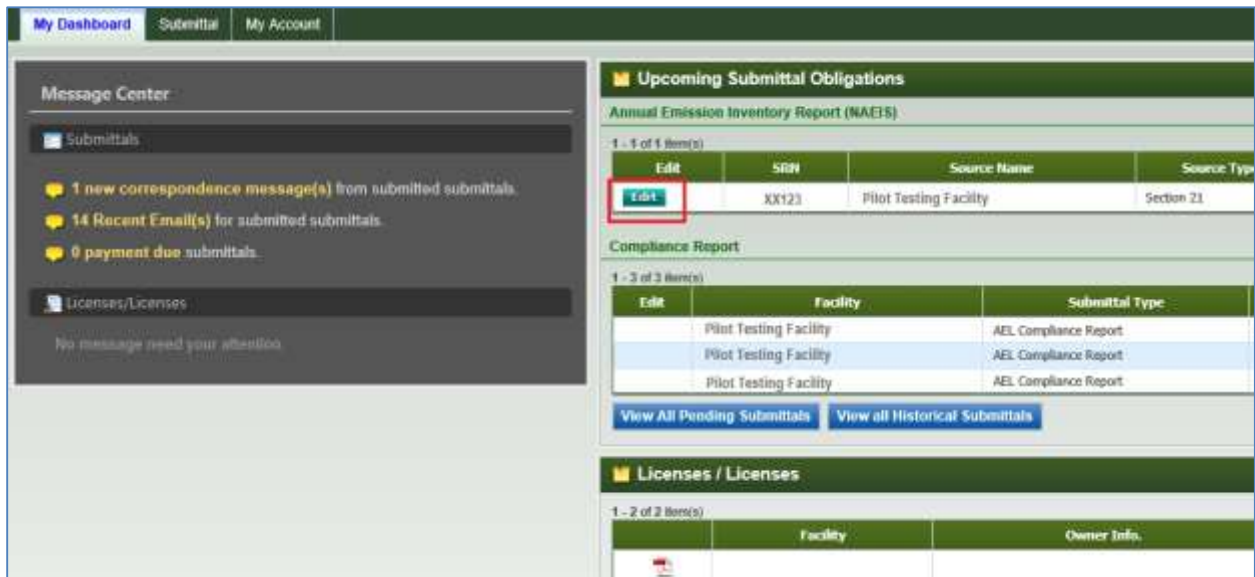


Welcome to South African Atmospheric Emission Licensing & Inventory Portal - SAAELIP

The SAAELIP is an online portal for applying for an Atmospheric Emission License (AEL) in terms of the National

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.



Upcoming Submittal Obligations

Annual Emission Inventory Report (NAEIS)

Edit	SRN	Source Name	Source Type
Edit	XX123	Pilot Testing Facility	Section 21

Compliance Report

Edit	Facility	Submittal Type
	Pilot Testing Facility	AEL Compliance Report
	Pilot Testing Facility	AEL Compliance Report
	Pilot Testing Facility	AEL Compliance Report

Licenses / Licenses

Facility	Owner Info.

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