



# CITY OF PHILADELPHIA

**DEPARTMENT OF PUBLIC HEALTH**  
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*Deputy Mayor for Health & Opportunity*  
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October 18, 2011

Contact  
Title  
Facility  
Mailing Address  
City, State, Zip

**RE: PLID XXXXX Philadelphia Emission Inventory Training (i-STEPS to AES Online)**

Dear Contact:

This letter is being sent to all Philadelphia facilities required to submit annual air emissions inventories. Starting with the 2011 Calendar Year, Air Management Services (AMS) will no longer use i-STEPS to collect and report annual air emissions inventories. AMS will implement the Pennsylvania Department of Environmental Protection's (PADEP) Annual Emission Statement (AES) Online Web Application for the collection of air emissions inventory data from facilities in Philadelphia.

AES Online is a free service for you to do your reporting of 2011 emissions data. You will be able to enter all of your emissions data directly into the AES system and submit it online to AMS. For your convenience, AES Online will automatically complete some fields with applicable data from your previous year's submittal. The system will automatically check the data you enter to ensure accuracy and completeness and will prompt you to correct any problems before it is saved. Additionally, you can add notes to the data and exchange correspondence with AMS staff.

The AES Online system employs a unique navigation system that allows you to move between screen forms and start and stop data entry with ease. After you enter your facility's data and submit your AES, AMS staff will review the data. If data errors or issues are noted, AMS staff will flag the questionable data and notify you through electronic mail so that you can go back online and verify or correct any flagged data.

Seven hands-on training sessions for facilities on the reporting functions of AES Online will be conducted from 10:00 AM until 3:00 PM at the **PADEP, Southeast Regional Office (SERO) at 2 East Main Street, Norristown, PA 19401** (directions enclosed), on the following dates:

Monday, December 5  
Wednesday, December 7  
Thursday, December 8  
Monday, December 12  
Tuesday, December 13  
Thursday, December 15  
Thursday, January 5

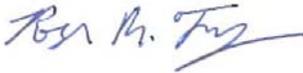
To register for a class, please contact Kathleen Varano from AMS at **215-685-7580** or by email at [DPHAMS\\_service\\_requests@phila.gov](mailto:DPHAMS_service_requests@phila.gov) by November 4, 2011.

This is the sole opportunity to receive group training on the 2011 air emissions inventory requirements. AMS strongly recommends that you or your consultant responsible for air emissions inventory attend and be actively involved in the training. There will be 14 computer seats for the 6 sessions. A second person from a company may attend and double-up at a single computer. Please note that when the air emissions inventory is submitted for a facility, a selected user may enter the data, but a responsible official will need to sign off on the submission.

All users of AES Online must complete a registration form (enclosed). An electronic copy of the form is also available at <http://www.elibrary.dep.state.pa.us/dsweb/View/Collection-9100>. Attendees of the training should complete the form and submit it directly to PADEP by mail or fax as indicated on the form prior to training.

Please call me at 215-685-9494 if you have any questions. Thank you for your time and attention.

Sincerely,

A handwritten signature in blue ink, appearing to read "Roger M. Fey".

Roger M. Fey  
Chief, Facility Compliance and Enforcement

Enclosures (2)