Annual Emissions Statement
Online Entry Guide

This is a checklist for entering Air Emissions via the Department of Environmental Protections' *AES*Online* system. It is found on the web at **www.depgreenport.state.pa.us**

Username: _____ Password: _____

The reporting application is called "AESOnline", and my access level is (reader/editor/submitter).

Select the appropriate facility

Verify the Facility Details

Click on the 'Sub Facilities' link

Open each Fuel Material Location (FML), if any, and enter test results.

Open each subsequent Combustion Unit (CU), Incinerator (INC), Process (PROC), or Control Device (CD), and:

Open the first fuel or material 'SCC' link

Add fuel test results if not supplied by an FML

Enter an Operating Schedule and Throughputs

Repeat for every fuel or material used by the sub facility

Enter Manual Emissions

Enter any Miscellaneous Emissions for the entire facility

Enter a Site Pollutant Summary for each pollutant

Enter a Fuel Usage Summary for each type of fuel used in the facility

Attach any supplemental Documents and enter any Notes

Submit with the following in mind:

An error checklist will display. Print this page!
Verify everything in the PDF report before continuing!
Only a 'Submitter' can complete the process.