Division of Air Resource Management

Electronic Annual Operation Report (eAOR)
Facility User Guide

Updated: February 20, 2026

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1. Introduction

Welcome to the Electronic Annual Operating Report (eAOR) Facility Version User Guide. This has been created by the Florida Department of Environmental Protection's Division of Air Resource Management (DARM) to aid in navigating the eAOR system and submitting AOR data electronically to the Department.

1.1 Scope of this guide

This guide describes the basic functionality of the eAOR application for the Facility User.

1.2 Acronyms and Definitions

Acronym/Abbreviation	Definition
AC	Air Construction Permit
AirCom	Air Compliance System
AirInfo	Public Interface for Air Compliance and Emissions Data
AirWalk	Replacement for the Air Resource Management System
AOR	Annual Operating Report
ARMS	Air Resource Management System
APDS	Air Permit Document Search
BACT	Best Available Control Technology
BART	Best Available Retrofit Technology
CAA	Clean Air Act
CD	Central District
CDOR	Orange County Local Program
CEMS	Continuous Emission Monitoring Systems
CFR	Code of Federal Regulations
COMET	Compliance and Enforcement Tracking
CO2	Carbon Dioxide
CM	Continuous Monitor
CRA	Cash Receiving Application
DARM	Division of Air Resource Management
DEP	Department of Environmental Protection
DepPortal	DEP's public portal for registration for access to DEP public applications
eAOR	Electronic Annual Operating Report
EIS	EPA's Emissions Inventory System
EPA	Environmental Protection Agency
ESSA	Enterprise Self Service Authorizations
F.A.C.	Florida Administrative Code
F.S.	Florida Statutes
HAPS	Hazardous Air Pollutants
ICIS	EPA's Integrated Compliance Information System
MW	Mega Watts
NED	Northeast District

NESHAP	National Emission Standards for Hazardous Air Pollutants
Nexus	Public Document Search interface for document retrieval from OCULUS
NO2	Nitrogen dioxide (NAAQS and PSD – increment pollutant)
NOx	Nitrogen oxides (NO2 and ozone precursor pollutant)
NSPS	New Source Performance Standards
NSR	New Source Review
NWD	Northwest District
O3	Ozone
OCULUS	DEP's enterprise document management system
OGC	Office of General Counsel
OTIS	Office of Technology and Information Services
PA	Permitting Application
Pb	Lead
PIN	Personal Identification Number
PM	Particulate Matter
PM10	Atmospheric particles with aerodynamic diameters less than or equal to 10 microns
PM2.5	Fine particles with aerodynamic diameters less than or equal to 2.5 microns
PPB	Parts per Billion
PPM	Parts per Million
PSD	Prevention of Significant Deterioration
SD	South District
SEBR	Broward County Local Program
SED	Southeast District Office
SEDA	Miami-Dade County Local Program
SEPB	Palm Beach County Local Program
SO2	Sulfur dioxide (NAAQS and PSD – increment pollutant)
SWD	Southwest District
SWHI	Hillsborough County Local Program
SWPN	Pinellas County Local Program
SWSA	Sarasota County Local Program
TAL	Tallahassee Headquarters
VE	Visible Emissions
VOCs	Volatile Organic Compounds

2. Getting Started

2.1 Accessing eAOR application

To ensure the best experience with this system, it is recommended to use Google Chrome or Microsoft Edge. If you are using a different browser (like Safari or Firefox) and encounter issues, switching to Chrome or Edge may resolve those problems.

This section covers the basic information for accessing the eAOR application. It provides the steps needed to login to the DEP Business Portal and launch the eAOR application. Note that a DEP Business Portal account is required to access the eAOR application. If you do not have an account, see Appendix 4.2 for instructions on creating one.

2.2 Login to DEP Business Portal and Access the eAOR application

1. Go to the DEP Business Portal and sign in using your account information.

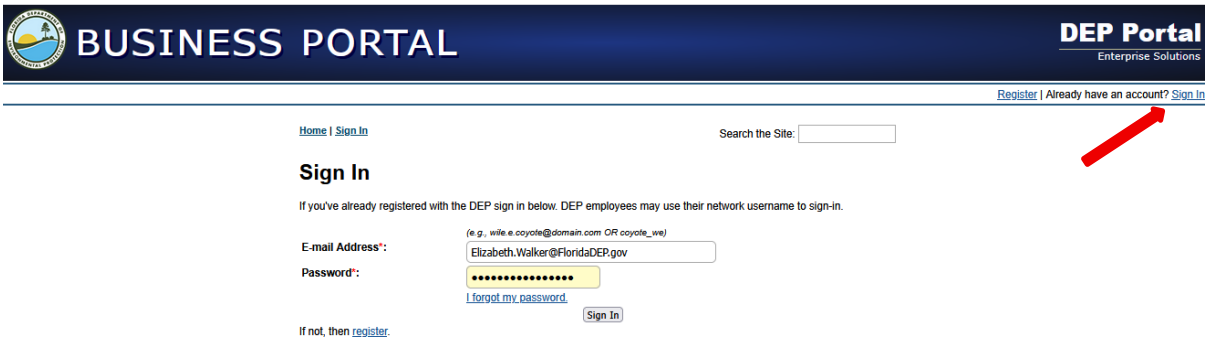


Figure 1: DEP Business Portal -Login page

2. The DEP Business Portal Home page will be displayed.

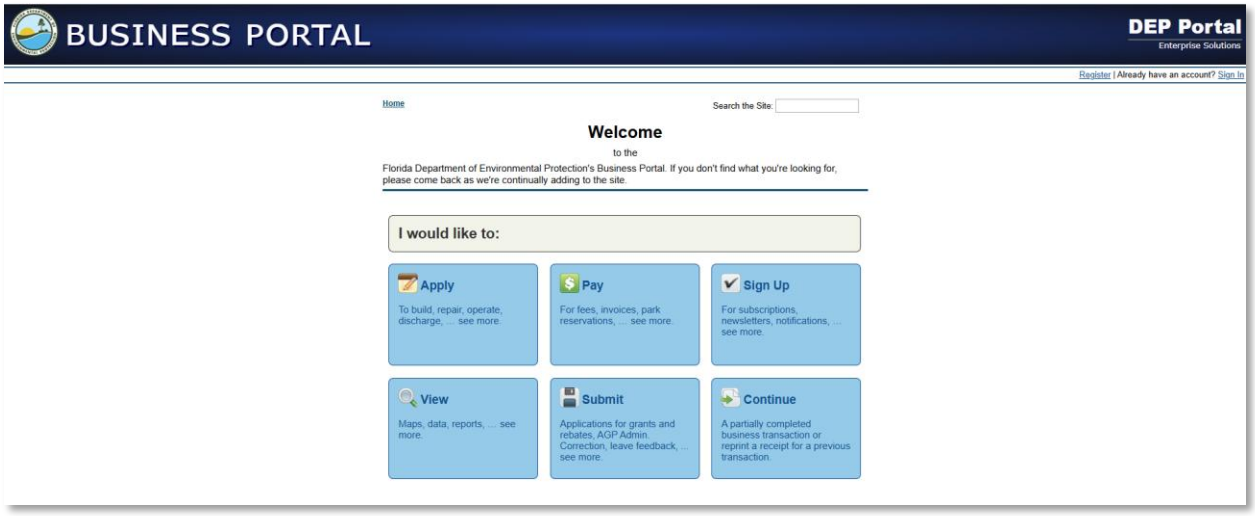


Figure 2: DEP Business Portal -Welcome

3. Select the **Submit** tile.

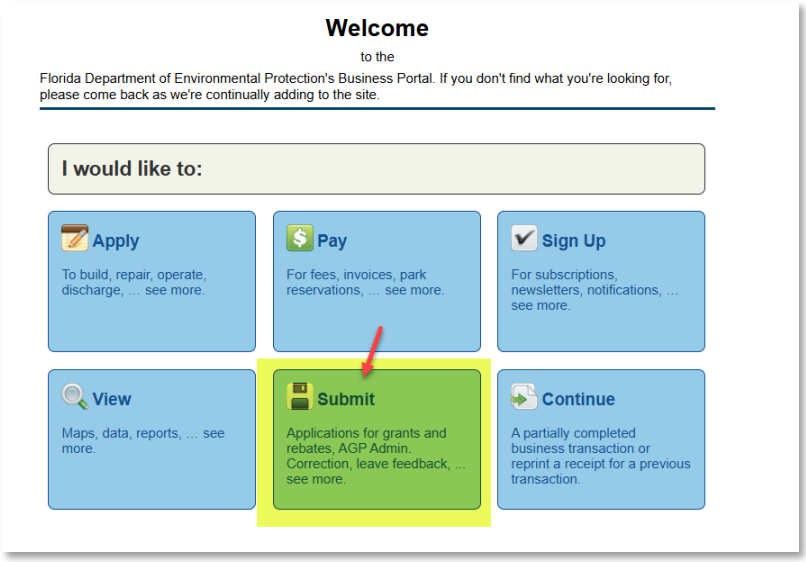


Figure 3: DEP Business Portal -Submit Tile

4. Select the **Annual Report** tile.

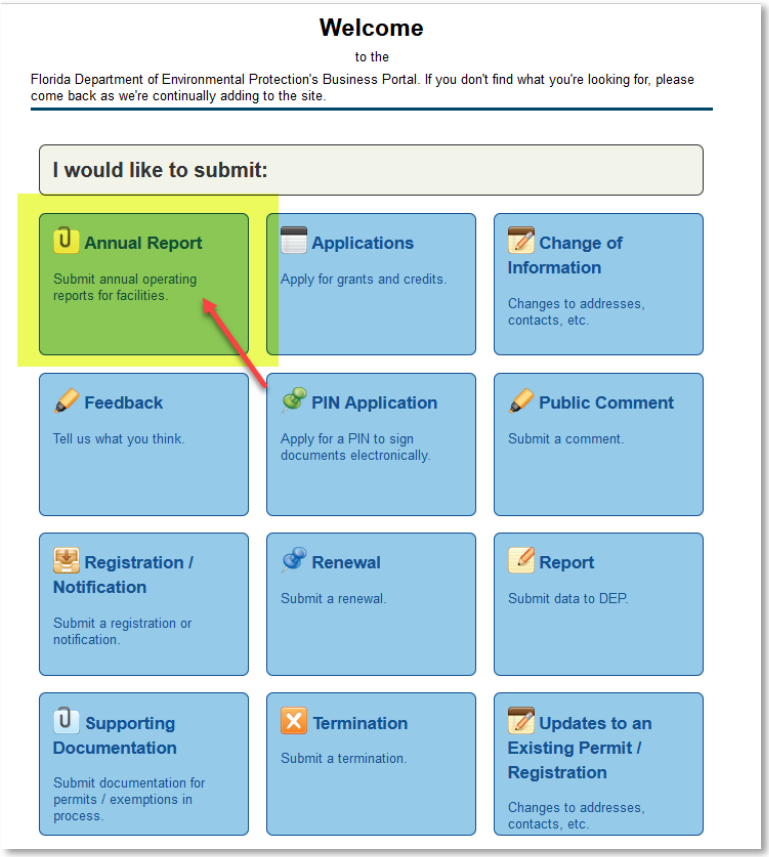


Figure 4: DEP Business Portal -Annual Report Tile

5. Select the **Air Electronic Annual Operating (eAOR)** tile.

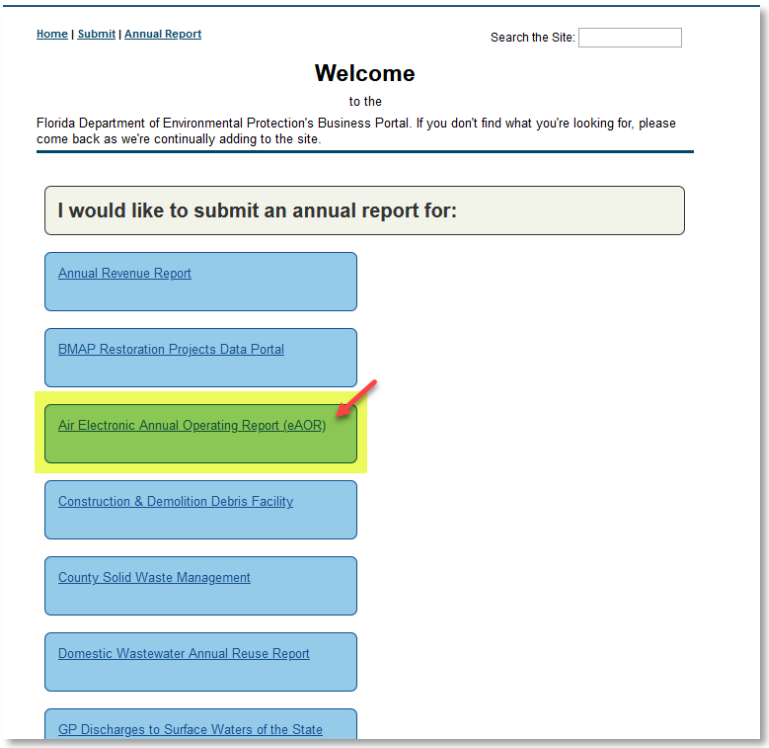


Figure 5: DEP Business Portal -Air Electronic Annual Operating Report (eAOR) Tile

6. The eAOR Facility Home Page will then be displayed.

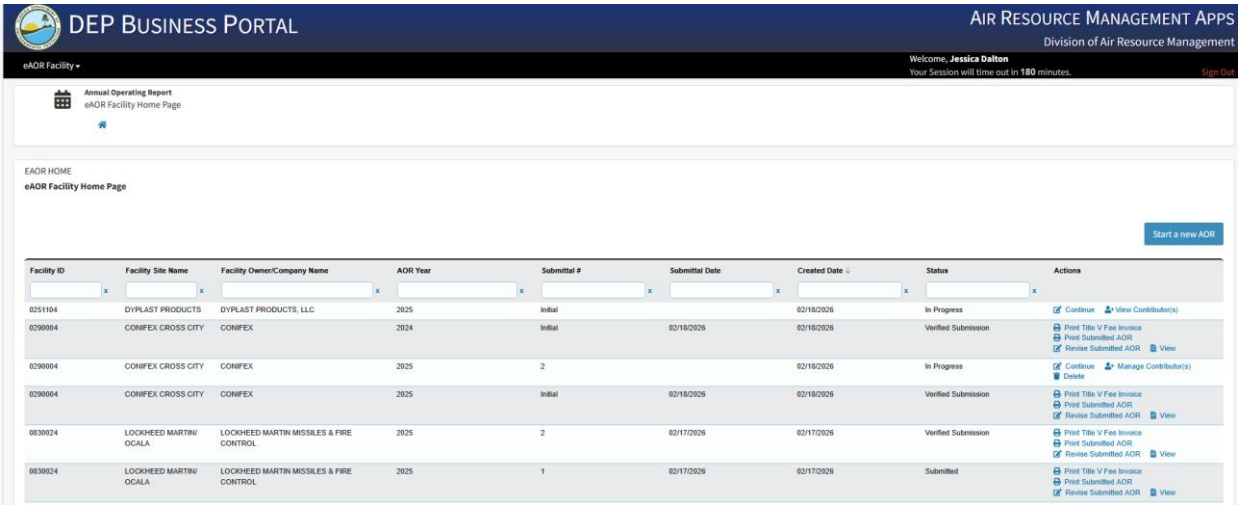


Figure 6: eAOR Facility Home Page

3. Facility eAOR

The Facility Electronic Annual Operating Report (eAOR) is the method by which facilities can electronically report their annual pollutant emissisons data to the Division of Air Resource Management. This section provides information on the eAOR application.

3.1 Facility Home Page

The user will log into the eAOR application through the DEP Business Portal. Upon completing the navigation through the Business Portal, the user is presented with the Facility Home Page.

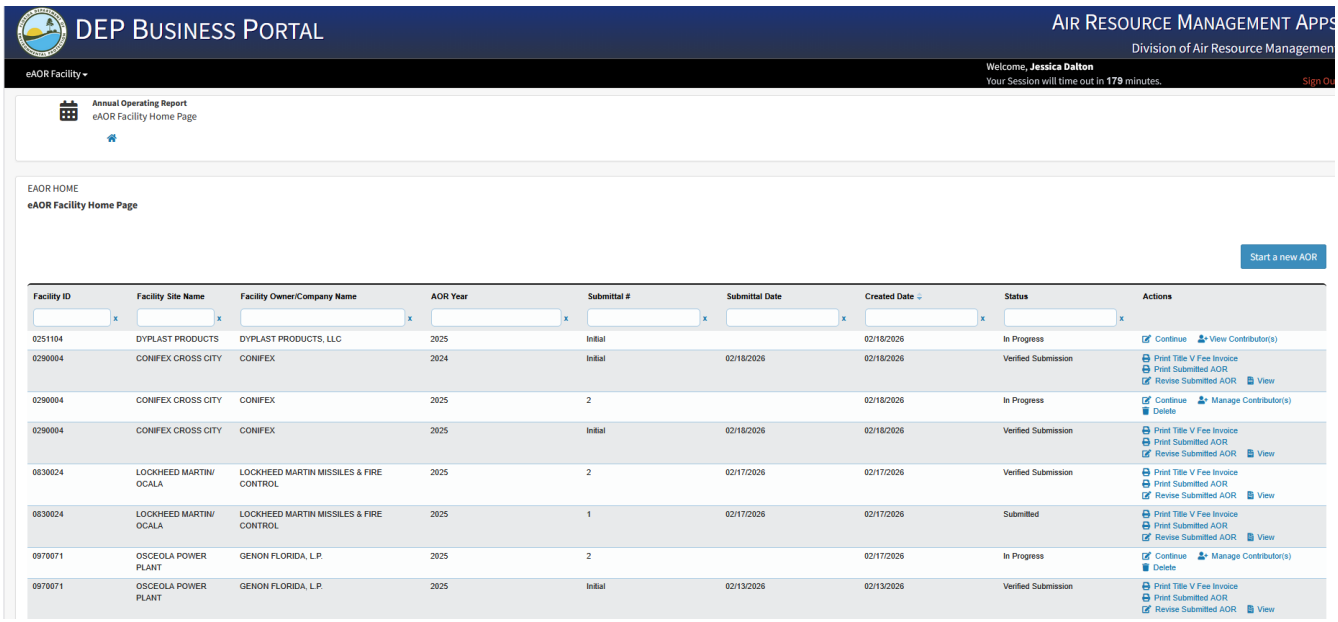


Figure 7: eAOR Facility Home Page

1. Start a New AOR button– starts a new AOR
2. The grid consists of the following
    a. Facility ID
    b. Facility Site Name
    c. Facility Owner/Company Name
    d. AOR Year
    e. Submittal #
    f. Submitted Date
    g. Create Date
    h. Status
    i. Actions (Note these are only applicable for the AOR Manager User Role. See User Roles in next section.)
        1. If the Status is In Progress, the following action icons are displayed:
            a. Continue – Selecting this will take you to the in-progress AOR for editing.

b. Manage Contributor(s) - Search and assign a contributor who can access the AOR from their Facility Home Page (they must also have a DEP Business Portal account).
c. Delete - Will remove the selected AOR from the List of AORs on the Facility Home Page.

2. If the status is Submitted, the following actions icons are displayed:
   a. Print Title V Fee Invoice – Create and print a PDF of the generated Invoice for the selected AOR.
   b. Print Submitted AOR – Create and print a PDF copy of the submitted AOR form.
   c. Revised Submitted AOR – Opens a new copy of the AOR which contains the same information as the previously submitted AOR that can be edited.
   d. View – Select view to review a submitted AOR in eAOR. This will be view-only and not editable. To edit a submitted AOR, you must select the Revised Submitted AOR action icon.

3.1.1 User Roles

1. AOR Manager
   a. Single role that defaults to the person who started the AOR.
   b. Able to edit the AOR.
   c. Only role able to delete the AOR, assign/unassign Contributors, or assign a new AOR Manager.
2. Contributor
   a. AOR can have multiple Contributors assigned.
   b. Must be assigned by the AOR Manager.
   c. Able to edit the AOR and view existing Contributors.
3. Signee
   a. Single role that is automatically assigned to the Owner/Authorized Representative or Responsible Official entered on the AOR.
   b. Able to edit the AOR and view existing Contributors.
   c. Only role able to sign/submit the AOR (must have a PIN).
   d. In some cases, the Signee may also be the AOR Manager OR a Contributor. If so, their Role will be displayed as AOR Manager, Signee OR Contributor, Signee, respectively.
4. User Roles are displayed under the Currently Assigned Contributors grid upon clicking on the Manage Contributor(s) action icon from the eAOR Facility Home Page.

Currently Assigned Contributors

First Name	Last Name	Address	Email	Phone	Role	Actions
Elizabeth	Walker_EXT	2600 Blair Stone Road Tallahassee, FL 32399	ewok624@yahoo.com	(850) 717-9008	Contributor, Signee	Unassign Assign As AOR Manager
Jessica	Dalton	2002 Chuli Nene Tallahassee, FL 32301	jjd032181@yahoo.com	(850) 339-2838	AOR Manager	

Figure 8: Currently Assigned Contributors Grid

3.1.2 Start New AOR

1. To start a new AOR, select the **Start a New AOR** button

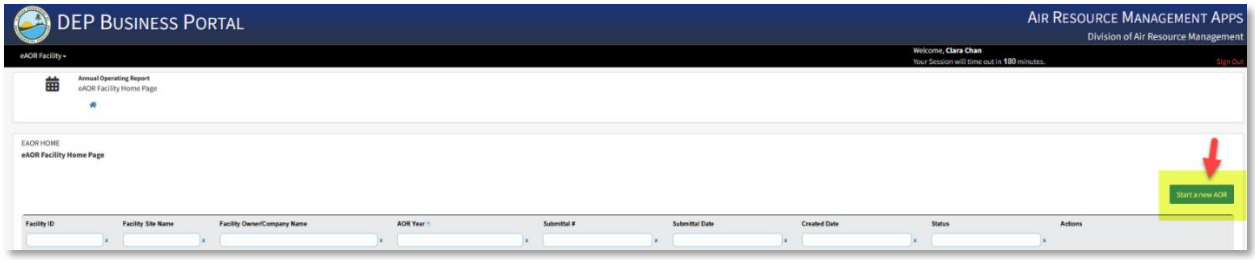


Figure 9: Modal Window: Start New AOR

2. The **Start New AOR** modal window is displayed.

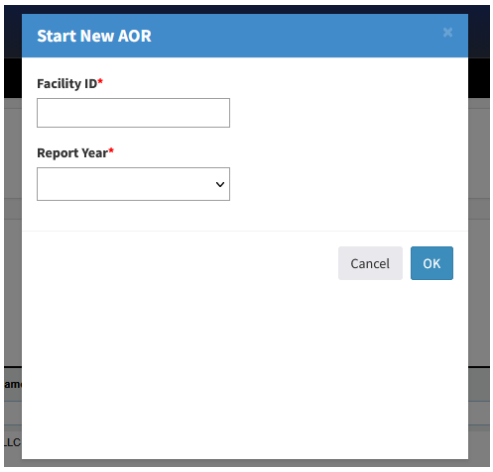


Figure 10: Modal Window: Start New AOR

The following are displayed on the Start New AOR modal window.

a. **Facility ID**: The seven-digit number assigned to your facility.
b. **Report Year**: The year in which the data is being reported.
c. **OK Button**: This will start the new AOR and proceed you to the AOR form.
d. **Cancel Button:** This will close the Start New AOR modal window.

3.1.3 Managing Contributors

1. Select the **Manage Contributor(s)** action icon and the following screen is displayed.

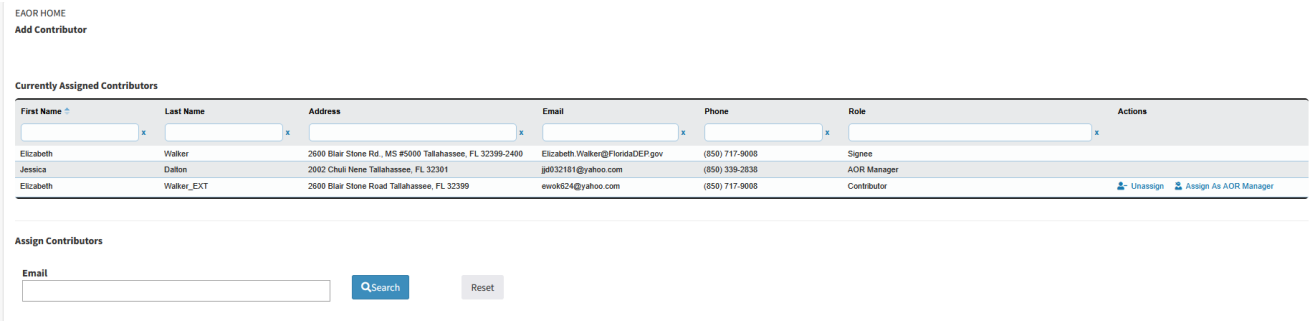


Figure 11: Manage Contributor(s) screen

2. The following are displayed on the **Currently Assigned Contributor** grid:
   a. **First Name**: Identifying the individual contributor.
   b. **Last Name**: Identifying the individual contributor.
   c. **Address:** Physical address of the contributor.
   d. **Email:** Contact email for communication purposes.
   e. **Phone:** Telephone number for additional contact methods.
   f. **Role**: Specifies the contributor's user role.
   g. **Actions**
      i. **Unassigned**: To remove the contributor from the AOR.
      ii. **Assign AOR Manager**: To reassign the owner of the AOR.

3.1.3.1 Assign Contributors

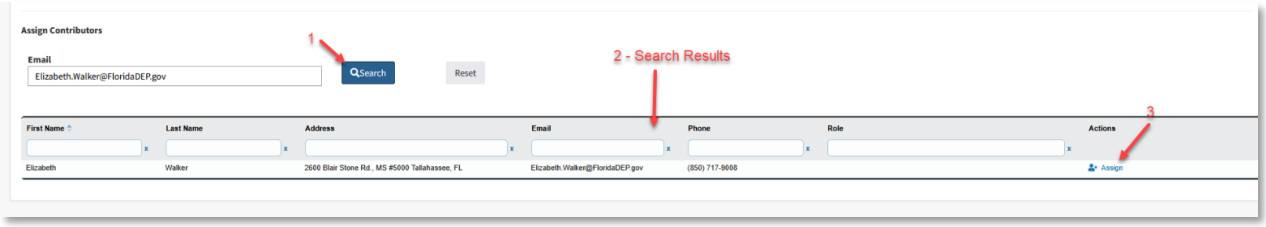


Figure 12: Assign Contributor

1. To add a new Contributor to the AOR, complete the Assign Contributor Form by entering the **contributor email address** in the **Email** field. The following are displayed for the search form:
   a. **Email**: Contact email
   b. **Search**: Complete a search to locate the individual contributor
   c. **Reset:** This will reset the search selection

2. Select the **Search** button. A grid will display below the search form, and the list of matching contributors is displayed in a grid. The following columns are displayed:
   a. **First Name**: Identifying the individual contributor.
   b. **Last Name**: Identifying the individual contributor.
   c. **Address**: Physical address of the contributor
   d. **Email**: Contact email for communication purposes.
   e. **Phone**: Telephone number for additional contact methods
   f. **Role**: Specifies the contributor's role
   g. **Assign:** On the selection of the Assign icon, the selected contributor is updated to the Currently Assigned Contributor grid.

3.1.4 Revised Submitted AOR

If an AOR has already been submitted but needs to be modified, the 'Revised Submitted AOR' icon can be used to make the updates / modifications.

1. On the eAOR Facility Home page grid, select the **Revise Submitted AOR** icon.

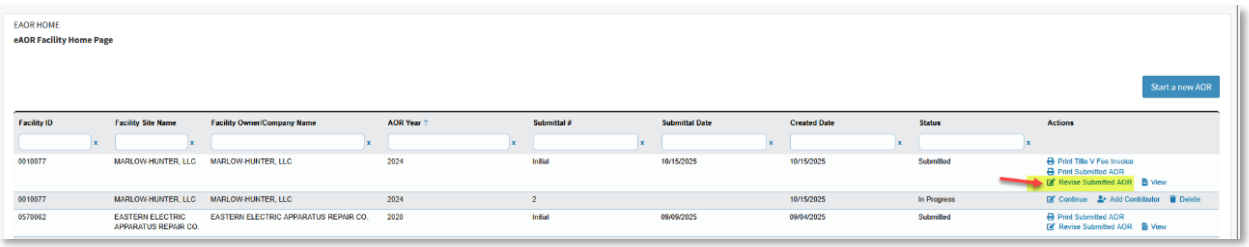


Figure 13: Revise Submitted AOR

2. The **Revise AOR Submission** modal window is displayed. A grid displaying all the AORs submitted for the same year as the AOR for which the Revise link has been selected.

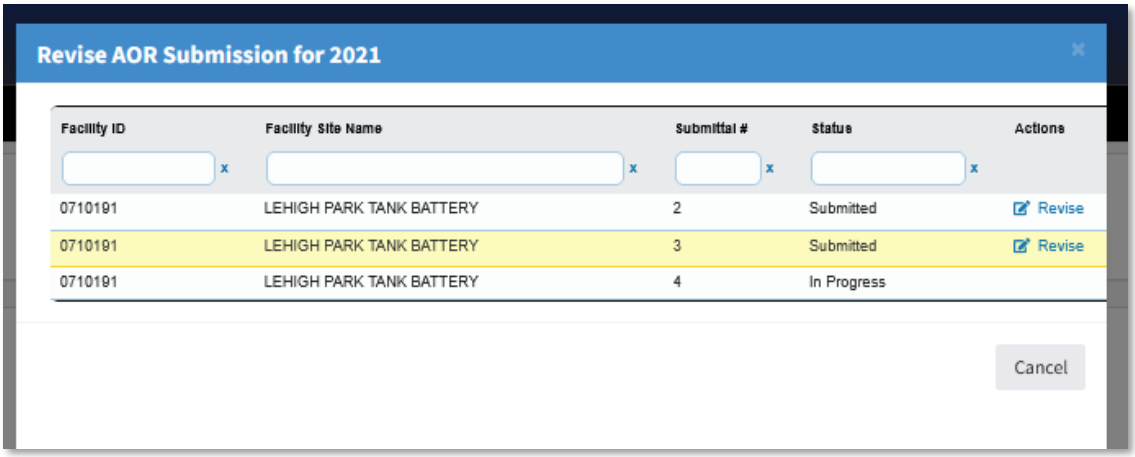


Figure 14: Revise Submitted AOR

The grid displays the following:

a. **Facility ID**: The unique identifier assigned to the facility for which the AOR is submitted.
b. **Facility Site Name**: The name of the physical location or site of the facility.
c. **Submittal #**: The number assigned to each individual AOR submission for a given facility and year, indicating its sequence.
d. **Status**: The current state of the AOR, indicating whether it has been Submitted or is still In Progress.
e. **Revise (action icon)**: A submittal may be revised only when its status is *Submitted.*

3. Select an AOR to be revised by selecting the **Revise** icon.

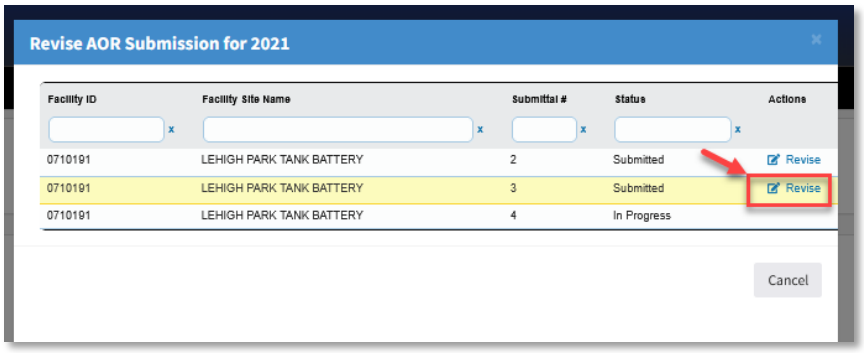


Figure 15: Revise icon

a. If an AOR revision is already in progress, an error message is displayed.

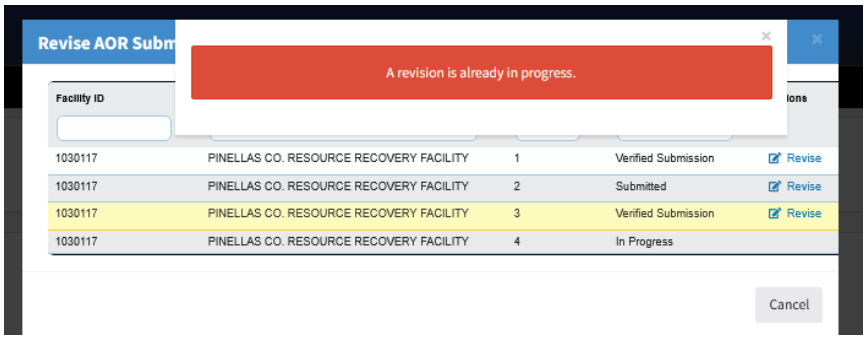


Figure 16: Revision already in progress

b. Revision on a submittal that is NOT the most recent.
   i. A confirmation message is displayed indicating that the most recent submittal was not selected.

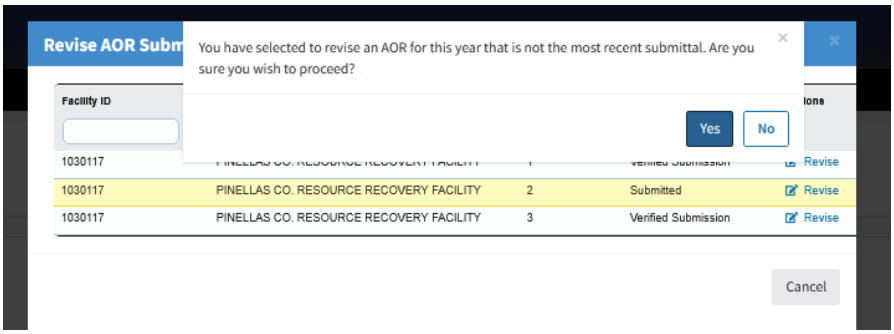


Figure 17: Revise – Not most recent submittal selected

   ii. Select **Yes** to continue, or **No** to close the confirmation message.

4. A confirmation message is displayed for the eAOR revised record.

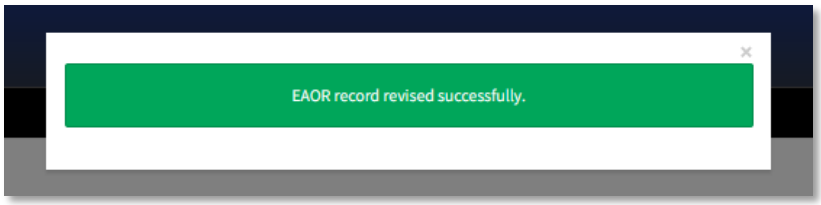


Figure 18: Revise icon

The AOR with a new submission number should then show as “In Progress” on the eAOR Facility Home Page.

3.2 AOR Navigation Menu

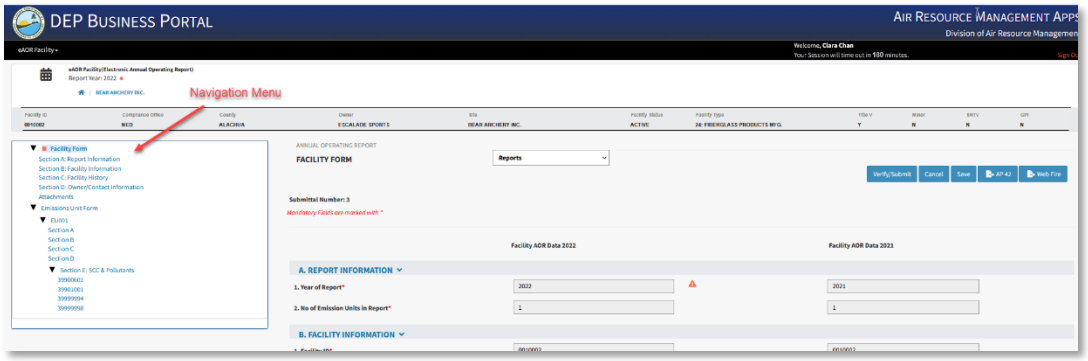


Figure 19: Navigation Menu

The Navigation Menu is located on the left side of the screen, as soon as the AOR form is displayed. The menu consists of all of the following components for the AOR form.

1. **Facility Sections**: All data related to the facility, such as location, contacts, and operational status.
2. **EU Sections**: For inputting and adjusting information on Emissions Units.
    a. **SCC and Pollutant Info**: Focuses on documenting the SCCs and related Pollutants as assigned to the specific EU.

3.3 Facility Form

When the selected AOR is loaded, the Facility Form is displayed. The AOR Facility screen consists of three columns:

1. **Navigation Menu** - Located in the Left column
2. **Current AOR Data** – Displayed in the center column
3. **Previous year AOR Data** - Displayed in the right column

The Facility Form has a comparative view of the current Facility AOR Data and the previous year AOR data.

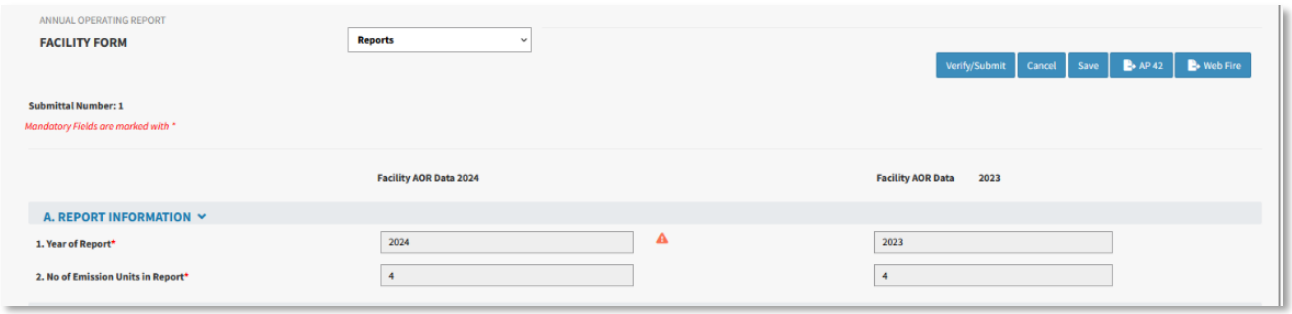


Figure 20: Facility Form Comparative view

The Facility Form consists of the following sections:

1. Report Information
2. Facility Information
3. Facility History
4. Owner/Contact Information
    a. Owner/Authorized Representative or Title V Responsible Official
    b. Report Contact
    c. Facility Contact
5. Attachments

3.3.1 Section: A. Report Information Section

Report information for the AOR

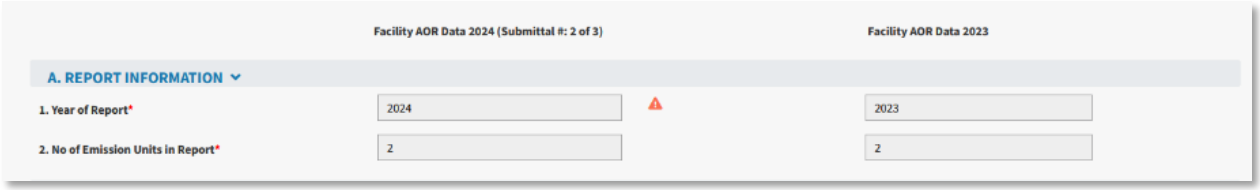


Figure 21: Facility Form - Section: A. Report Information

The following fields are displayed for the Report Information section:

1. **Year of Report**: The year of the data given in the report (the “reporting year”).
2. **Number of Emissions Units in Report**: The number of emission units included in the report.

3.3.2 Section: B. Facility Information

Facility information section is the detailed information on the Facility.

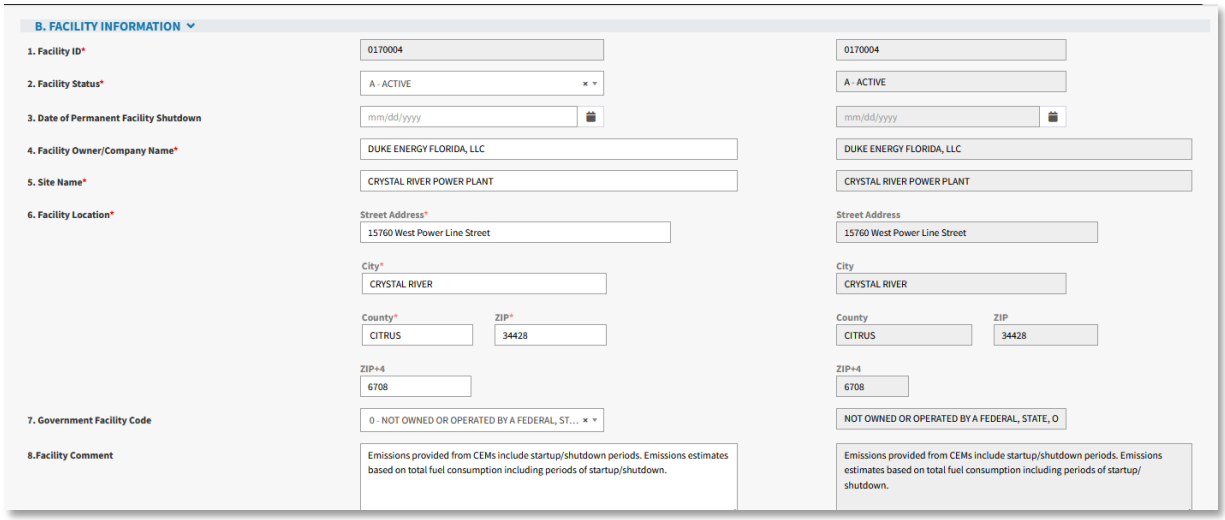


Figure 22: Facility Form - Section: B. Facility Information

The following fields are displayed for the Facility Information section:

1. **Facility ID**: The DEP seven-digit facility identification number.
2. **Facility Status**: Facility Status code valid as of December 31 of the reporting year.

Code	Status
A	Active - One or more emissions units in operation, on standby status, temporarily shut down (including any shutdown while undergoing modification), or is in long-term reserve shutdown. This code indicates an existing facility which has not been permanently shut down, though it may not be operating at the time of this report.
C	Construction - All emissions units in planning stage or undergoing initial construction, including reconstruction. This code indicates a proposed new facility, or an existing facility which has been or will be shut down in its entirety for reconstruction.
I	Inactive - All emissions units permanently shut down; permit(s) surrendered or expired

3. **Date of Permanent Facility Shutdown**: If applicable, provide the date the facility ceased operations.
4. **Facility Owner/Company Name**: The name of the corporation, business, governmental entity, or individual that has ownership or control of the facility. Common abbreviations should be used with blanks left between each word to insure readable entries (e.g., Fla. Electric Co., U.S. Pulp Inc., Dept. of Health, etc.).
5. **Site Name**: The common name, if any, of the facility site addressed in this report (e.g., Okeechobee Plant, Fernandina Mill, Fla. State Hospital, etc.).

6. **Facility Location**: The physical address of the facility—street address, city, county, and ZIP code.
7. **Government Facility Code**: If the owner or operator of the facility is a unit of government, enter, from the list below, the code for such unit of government. If the owner or operator is not a unit of government, enter "0".

Code	Status
0	Non (non-governmental facility)
1	Federal
2	State
3	County
4	Municipality

3.3.3 Section: C. Facility History

To update a change in Facility Owner/Company Name during the reporting year.

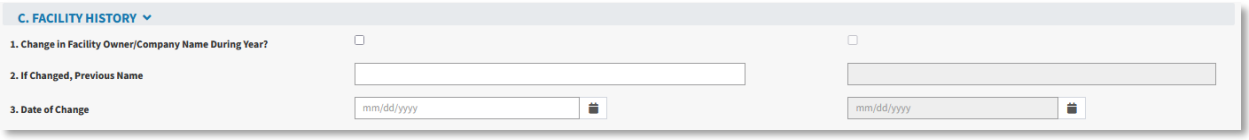


Figure 23: Facility Form - Section: C. Facility History

The Facility History displays the following fields:

1. **Change in Facility Owner/Company Name during Year? -checkbox:** Select the checkbox if there was a change in Facility Owner / Company Name change.
2. **If changed, Previous Name:** If the name of the individual or corporate owner of the facility was changed during the reporting year, enter the name by which the facility was previously known. If the facility also changed ownership during the reporting year and an application for transfer of permit has not been previously submitted, submit such form as soon as possible.
3. **Date of Change**: The date of change of facility owner/company name.

3.3.4 Section: D. Facility Owner/Contact Information

The Facility Owner / Contact Information section consists of three sections:

1. D.1 Facility Owner/Authorized Representative or Title V Representative Official Information Section
2. D.2 Report Contact
3. D.3 Facility Contact

3.3.4.1 D.1 Facility Owner/Authorized Representative or Title V Responsible Official Information

(Non-Title V Source) Owner or Authorized Representative

Import the information requested for the facility's individual owner or for the representative authorized to sign this report for the facility's corporate or governmental owner. In the case of a non-Title V source, this is typically the person to whom the

department will direct correspondence related to air pollutant emissions units at the facility.

OR

(Title V Source) Responsible Official

Import the information requested for the Title V source's Responsible Official that will be signing this report.

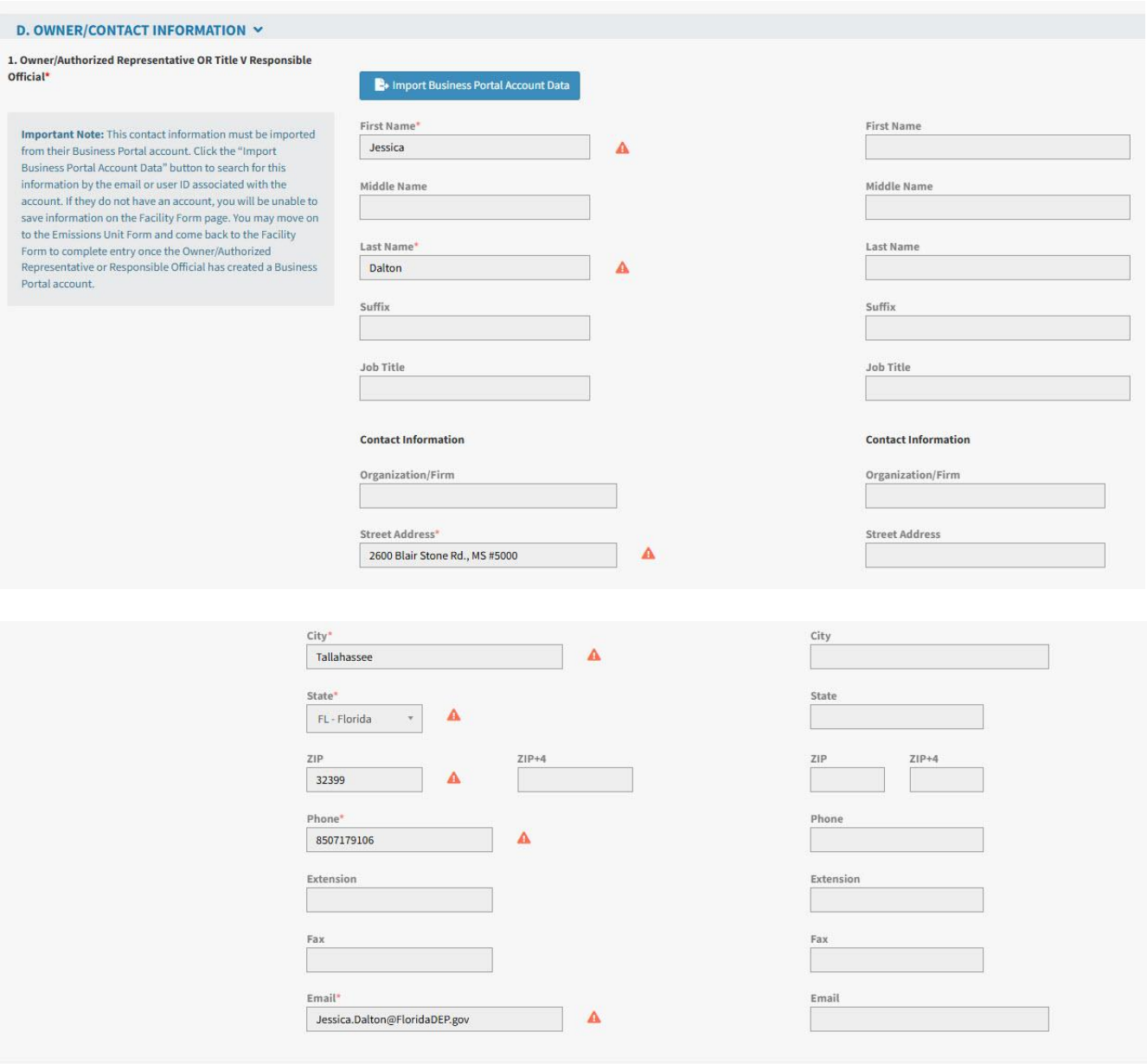


Figure 24: Facility Form - Section: D, 1. Owner/Authorized Representative OR Title V Responsible Official

1. Owner/Authorized Representative OR Title V Responsible Official information fields:
    a. **First Name, Middle Name, Last Name, Suffix**: The full name of the individual responsible.

b. **Job Title**: The official title of the contact within the organization.
c. **Contact Information**:
   i. **Organization / Firm**: The name of the entity they represent.
   ii. **Street Address**: The physical location of the entity.
   iii. **City, State, Zip, Zip+4**: Full postal details for mail correspondence.
   iv. **Phone, Ext, Fax**: Communication numbers.
   v. **Email**: The email address for electronic correspondence.

2. Use the **Import the Business Portal User Account Data** link. This will pull the User information from the Business Portal.

   a. Select an existing Owner/Authorized Representative or RO to add. This person must be a DEP Portal user and have a PIN.
   Select the **Import the Business Portal Account Data** button

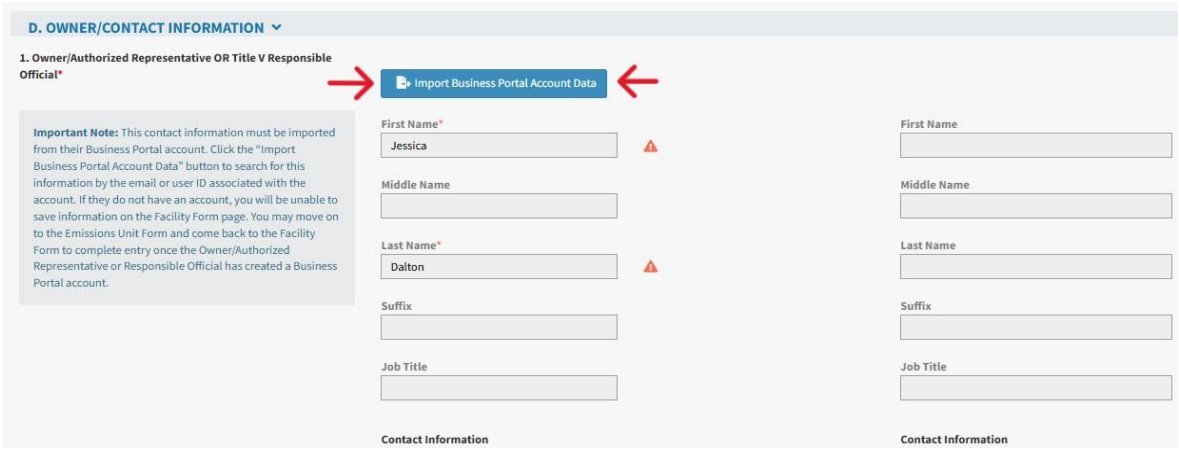


Figure 25: Facility Form - Section: D.1 – Link: Import the Business Portal User Account Data

   b. The **Import Business Portal User Account Data** modal window is displayed. In the Search for User Account form, enter an Email (1) **OR** User ID (2) in the Email field and click on the Search (3) button

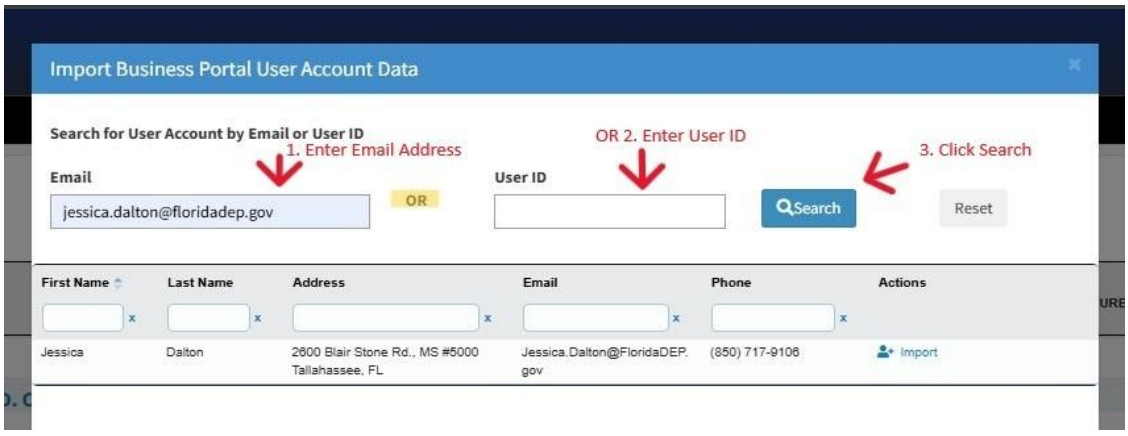


Figure 26: Modal Window: Import Business Portal User Account Data.

c. The search result will display in a grid below the search field.

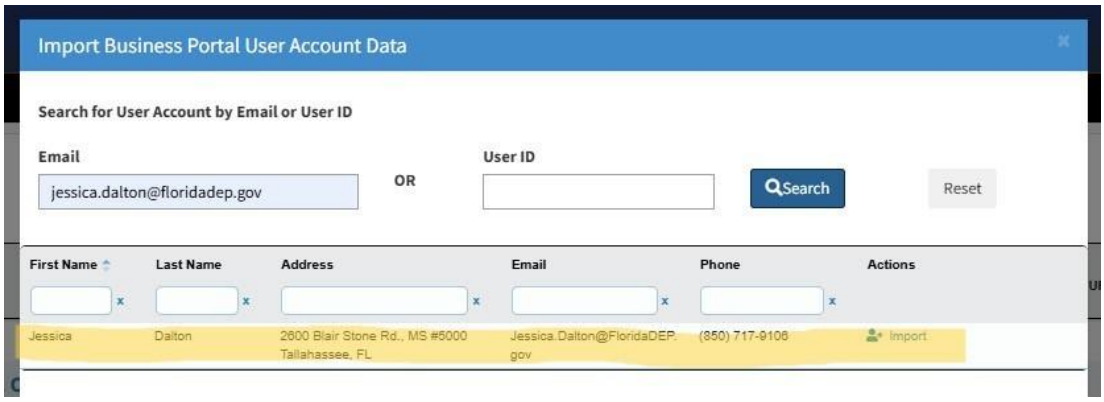


Figure 27: Modal Window: Import Business Portal User Account Data -Search Results

The grid will display the following:

i. First Name
ii. Last Name
iii. Address
iv. Email
v. Phone number
vi. Action (Icon): Import

d. Select the **Import** icon in the search results grid.

e. The contact information will update in the Owner/Authorized Representative OR Title V Responsible Official section.

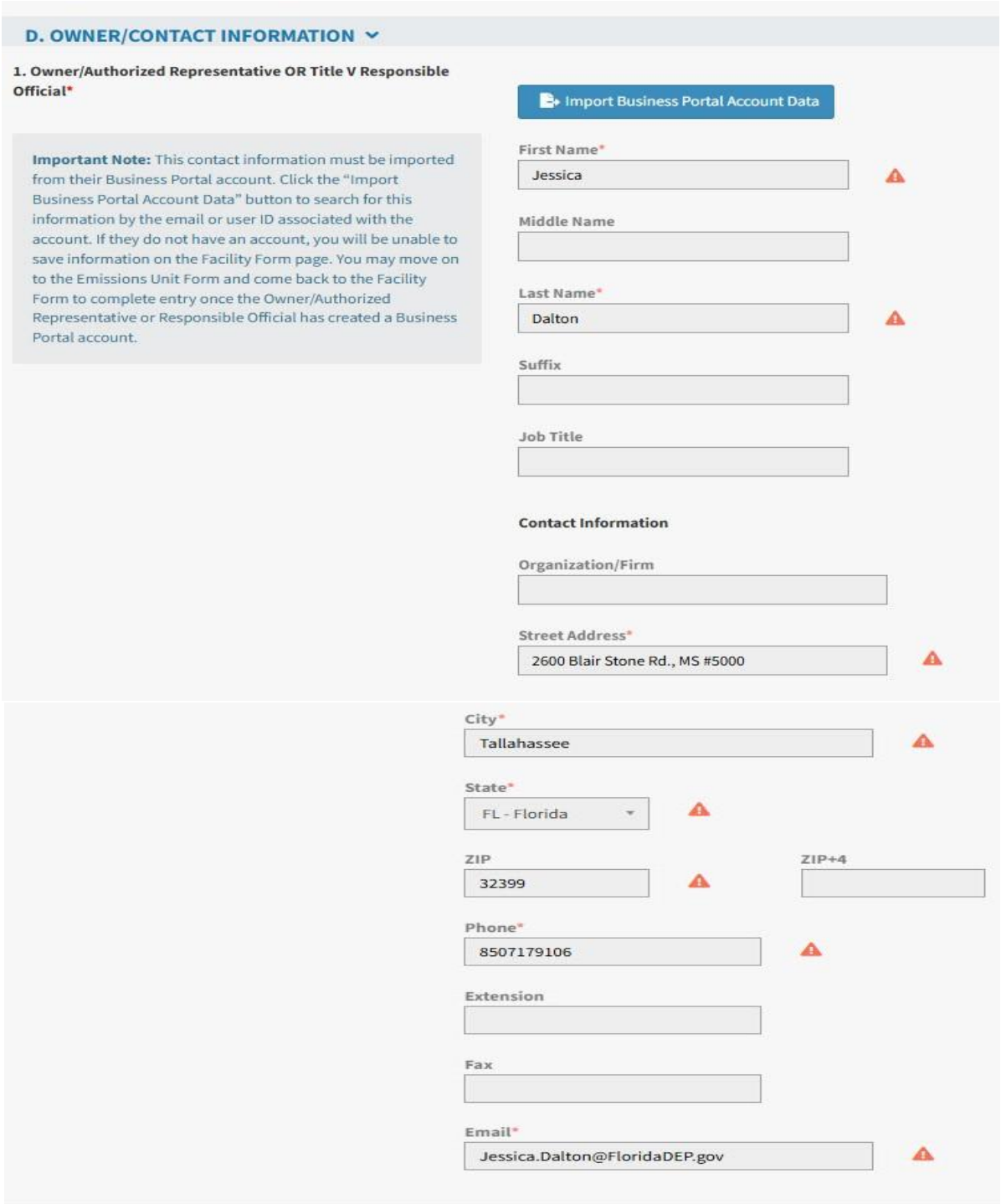


Figure 28: Selected User information populated in Facility form Section D.1

3.3.4.2 D.2 Report Contact

Report Contact - The information requested for the person to be contacted regarding this annual operating report. If the owner or operator used a consultant to complete this report and has no objection to the department contacting the consultant directly, this person may be that consultant. If this section is left blank, the department will contact the Owner/Authorized Representative or Facility Contact identified in AOR.

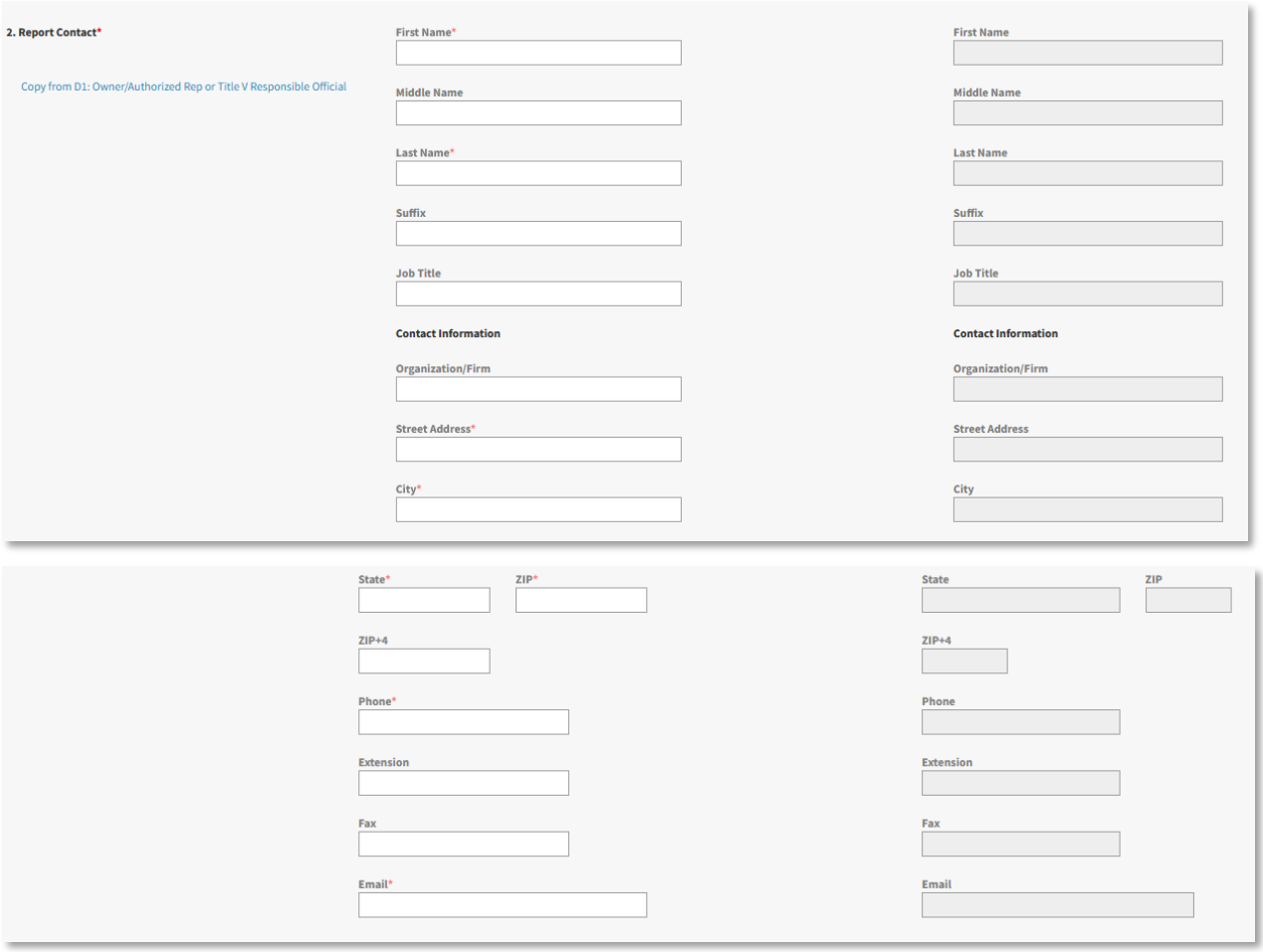


Figure 29: Facility Form - Section: D, 2. Report Contact

1. Report Contact information fields:
    a. **First Name, Middle Name, Last Name, Suffix**: The full name of the individual responsible.
    b. **Job Title**: The official title of the contact within the organization.
    c. **Contact Information**:
        i. **Organization / Firm**: The name of the entity they represent.
        ii. **Street Address**: The physical location of the entity.
        iii. **City, State, Zip, Zip+4**: Full postal details for mail correspondence.
        iv. **Phone, Ext, Fax**: Communication numbers.
        v. **Email**: The email address for electronic correspondence.

2. The Report Contact information can be entered manually.

   OR

3. Select the Link: Copy from D1: Owner/Authorized Rep or Title V Responsible Official.
   a. If the Report Contact is the same as the Owner/Authorized Representative OR Title V Responsible Official, select the Copy from D1: Owner/Authorized Rep or Title V Responsible Official.
   b. This contact information will be copied into the Report Contact section.

3.3.4.3 D.3 Facility Contact

Facility Contact - The information requested for the person to be contacted regarding day-to-day operations at the facility. This is typically, but not necessarily, a person stationed at or in close proximity to the facility, such as the plant manager or environmental coordinator. This is the person the department will contact for access to the facility to conduct compliance inspections or observe stack tests.

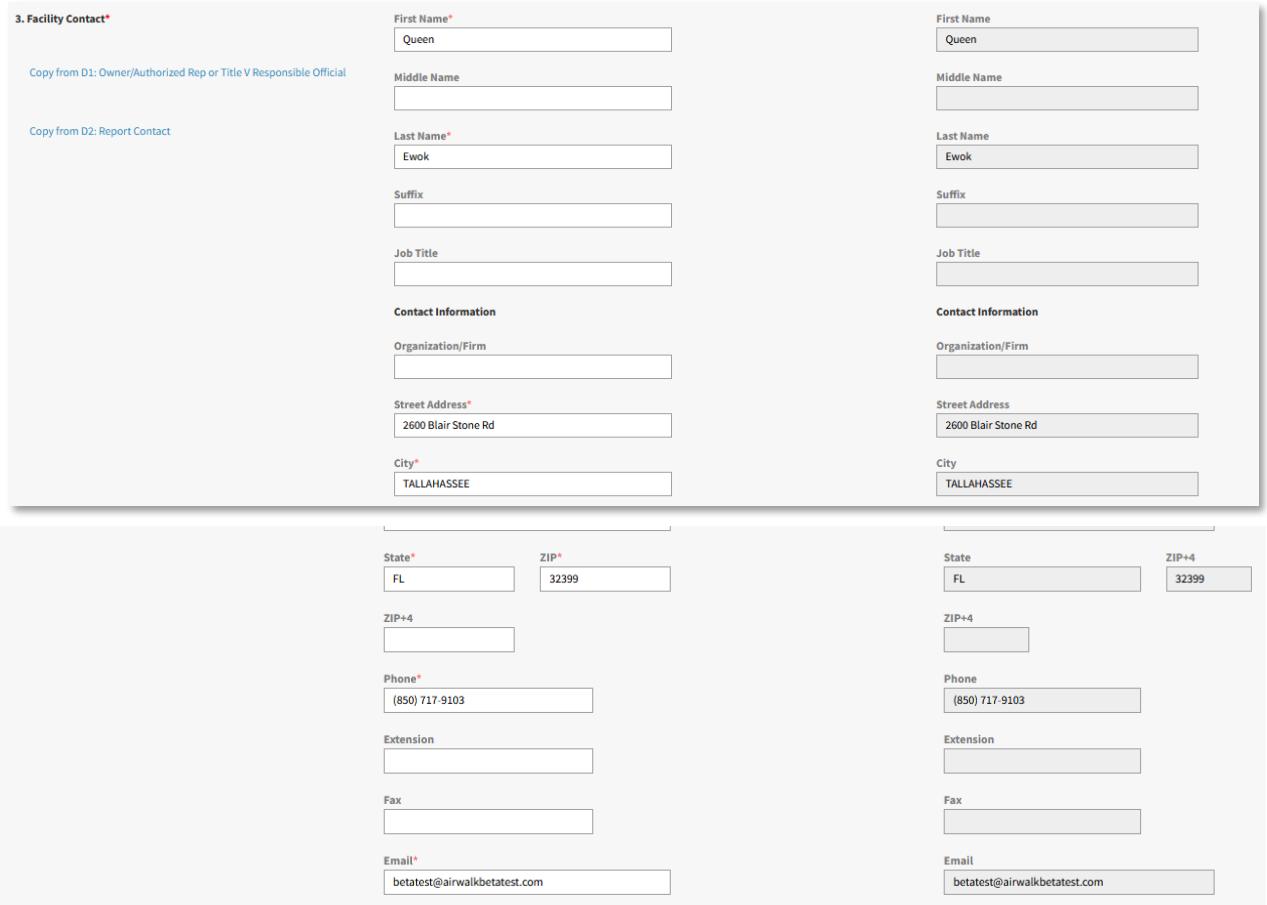


Figure 30: Facility Form -Section: D, 3. Facility Contact

1. Facility Contact information fields:
    a. **First Name, Middle Name, Last Name, Suffix**: The full name of the individual responsible.
    b. **Job Title**: The official title of the contact within the organization.
    c. **Contact Information**:
        i. **Organization / Firm**: The name of the entity they represent.
        ii. **Street Address:** The physical location of the entity.
        iii. **City, State, Zip, Zip+4:** Full postal details for mail correspondence.
        iv. **Phone, Ext, Fax:** Communication numbers.
        v. **Email**: The email address for electronic correspondence.

2. The Facility Contact information is required to be updated; you can manually update the Facility Contact information.

    OR

3. If the Facility Contact is the same as the Owner / Authorized Rep or Title V Representative Official, select the **Copy from D1: Owner/Authorized Rep or Title V Representative Official** link.

    OR

4. If the Facility Contact is the same as the Report Contact, select the **Copy from D2: Report Contact** link.

3.3.5 Section: Attachments

If there are any supporting documentation, such as text documents, spreadsheets, or *signature pages, these documents can be attached in the Attachment section. The document s can be added directly into the EAOR instead of submitting them separately. *Signature pages do not need to be attached when electronically signing the AOR.

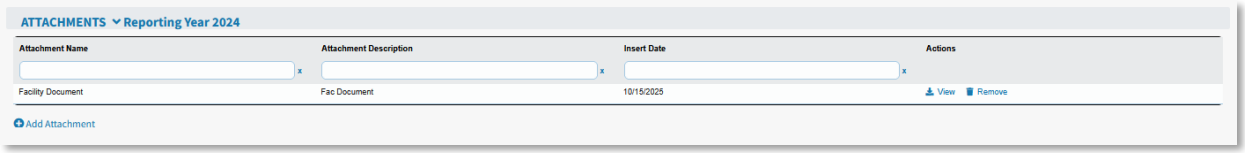


Figure 31: Facility Form - Attachments

Grid will display the following columns:

1. **Attachment Name**: The label of the document.
2. **Attachment Description**: A brief description of the contents.
3. **Insert Date**: The date when the attachment was added to the report.
4. Icons:
    a. **View** - Once a document has been uploaded, the View icon is displayed. By selecting the View icon, the user can view the document that was downloaded.
    b. **Remove** - The remove icon will remove document.
5. Link: **Add Attachment -** To add additional supporting documentation.

3.3.5.1 Link: Add Attachment

To Upload a document, select the **'Add Attachment**' link that is below the Attachment grid. Note: the maximum document size cannot be larger than 200MB.

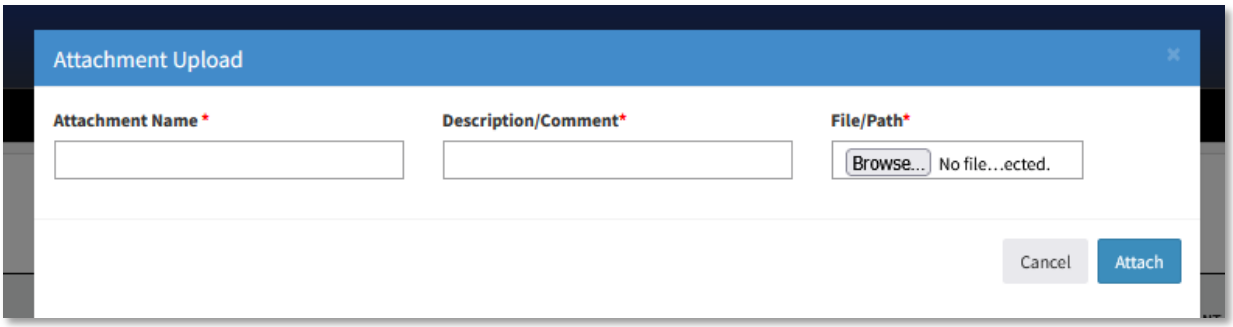


Figure 32: Upload Attachment

1. The Attachment Upload modal window has the following:
   a. **Attachment Name** – The desired identification for the individual file being attached.
   b. **Description/Comment** – A description of the attachment or Comment for the attachment.
   c. **File/Path** – [Select File] Button.
   The 'Select File' button, which will open your computer's file explorer. Navigate through your files to locate the document you wish to upload, select it, and confirm your choice, which will populate the 'File/Path' field with the path to your selected document.
   d. **Button** – Attach
   Once the **Attach** button is selected, a message will display to indicate that the attachment has been saved successfully. And the documents are displayed in the Attachment grid.

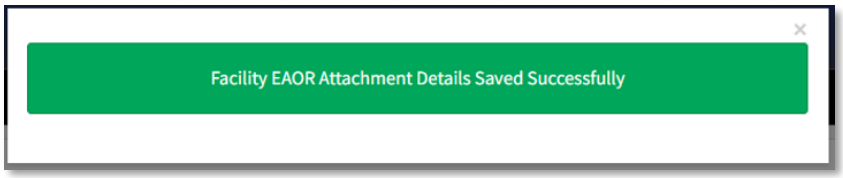


Figure 33: Attachment message

   e. **Button -** Cancel
   On selection of the Cancel button, the modal window will close.

3.4 Select Emission Unit

The Select Emission Unit (EUs) consists of all the available EUs that are downloaded from the facility data into the AOR.

By selecting the Emission Unit form link in the Navigation menu, the Select Emission Unit form is displayed to the right of the Navigation menu.

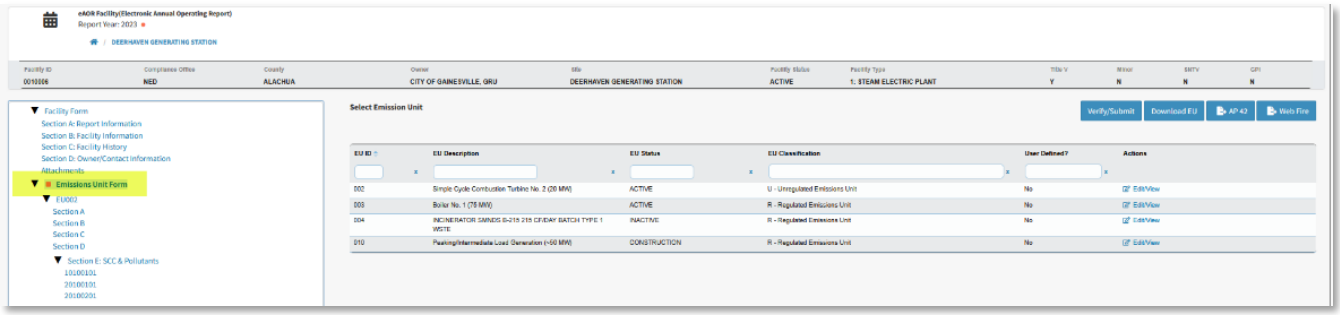


Figure 34: Navigation Menu -Emission Unit Form - Select Emission Unit

The Select Emission Unit grid consists of the following columns:

1. **EU ID**: Identification number of the EU.
2. **EU Description**: Description or name of the EU.
3. **EU Status**: Current status of the EU, indicating whether it is active, construction or inactive.
4. **EU Classification**: Regulatory classification of the EU.
5. **User Defined**: Indicates whether the EU was added manually by the user.
6. **Action**: **Edit / View** icon, allows for View / Edit of the EU.

At the top corner:

1. **Button: Verify Submit** – This displays the Verification Report **see 3.7 Verify Data for additional information.
2. **Button: Download EU** – Allows for the addition of EUs that was not previously loaded from DARM's database.
3. **Button: AP 42** - Selects the "AP 42" button, a new browser tab opens and displays the EPA AP-42 webpage.
   URL: EPA AP-42
   https://www.epa.gov/air-emissions-factors-and-quantification/ap-42-compilation-air-emissions-factors-stationary-sources
4. **Button: Web Fire -** Selects the "Web Fire" button, a new browser tab opens and displays the EPA WebFire webpage.
   URL: EPA Webfire
   https://cfpub.epa.gov/webfire/index.cfm?action=fire.main

3.4.1 Download EU

Additional EUs can be downloaded that were not previously loaded from DARM's database, by selecting the "Download EU" button, at the top right corner,

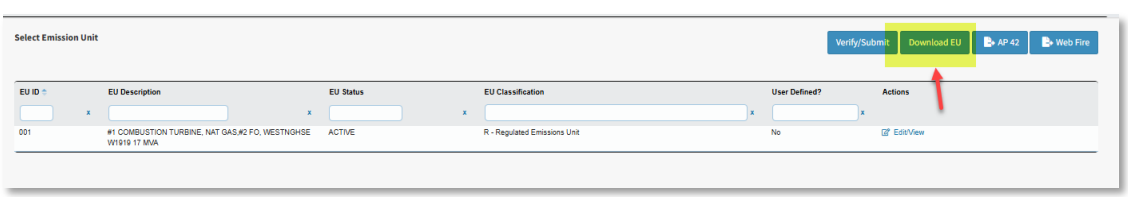


Figure 35: Select Emission Unit - Download EU

After selecting the “Download EU” button, a modal window is displayed.

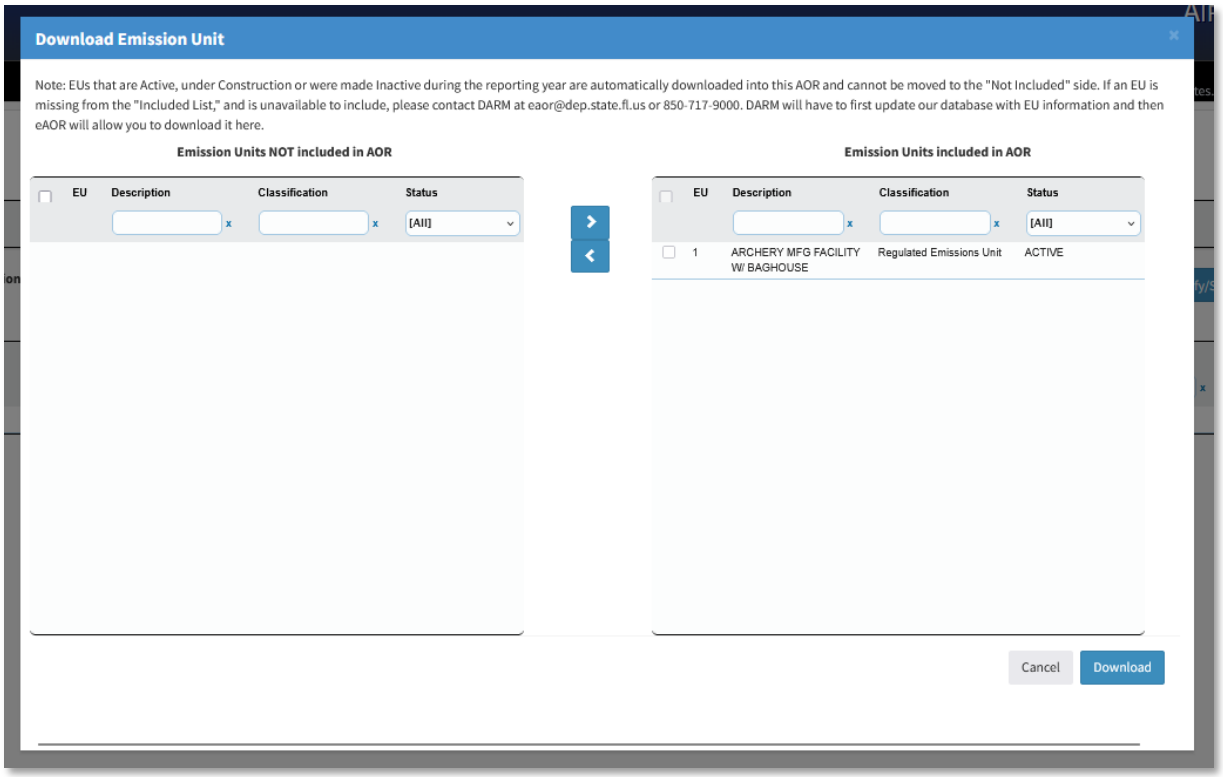


Figure 36: Modal Window: Download Emission Unit

The Download Emission Unit modal window displays two grids.

1. Emission Units NOT included in AOR
2. Emission Units included in AOR

The columns in each of the grids consist of:

1. Checkbox -This will select all, deselect all or select individual EUs
2. EU
3. Description
4. Classification
5. Status

At the bottom right-hand corner of the modal window:

6. Button: Cancel - By selecting the Cancel button, the modal window will close.
7. Button: Download - By selecting the Download button, the modal window will close, the EU will be added to the EU form

All grid columns have:

1. The ability to Sort
   i. Select the Column heading and two arrows (up and down) will be displayed.
   ii. By selecting the up or down arrow, the data is sorted in ascending and descending order in the grid for that column.

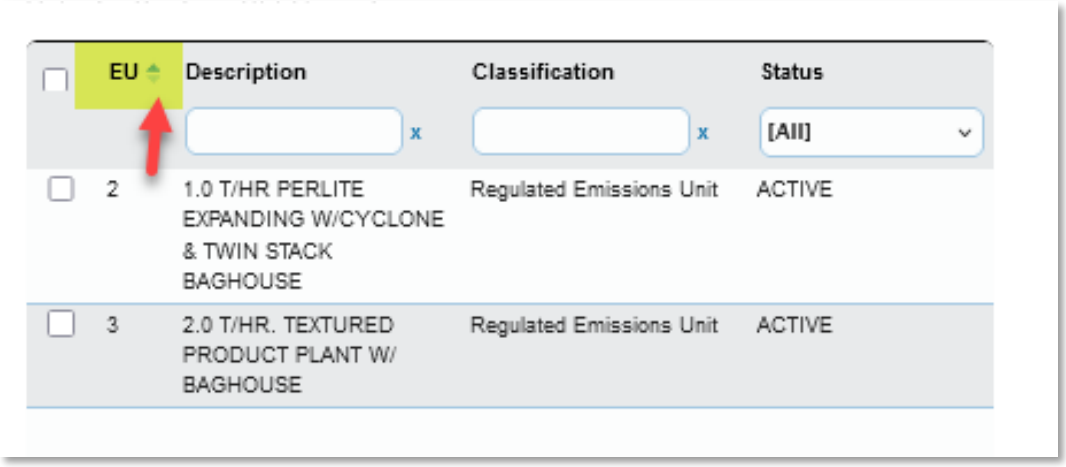


Figure 37: Example: Grid: Sorting Arrows

iii. Filter by entering a value in the Filter for the Description or Classification field or selecting a value in the Status filter, the data returns a match of what is displayed in the filter.

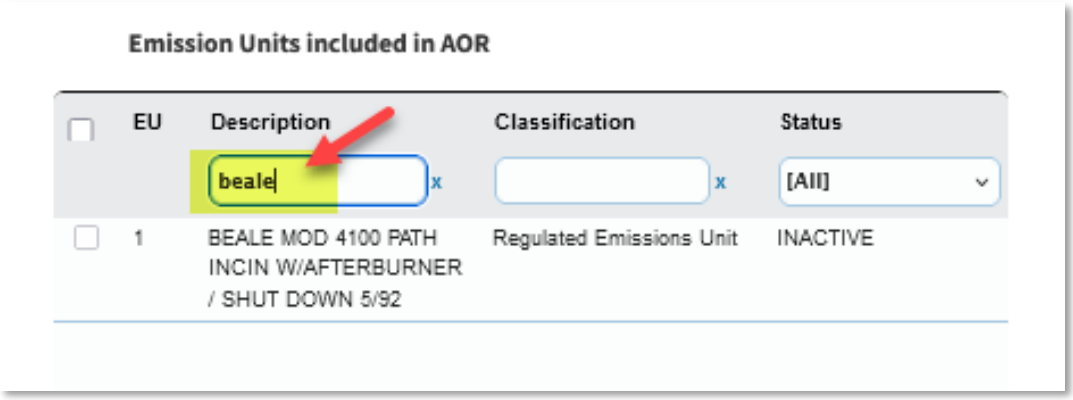


Figure 38: Example: Grid: Filters

3.5 Emission Unit Form

The Emission Unit Form must be completed for each emissions unit at the facility, except emissions units at non-Title V sources that are exempt from permitting pursuant to Rule 62-4.040 or 62-210.300(3), F.A.C., insignificant emissions units at Title V sources, and units for which emissions reporting is not practical such as units that emit only radionuclides or units that emit only fugitive emissions that are not reasonably quantifiable. If units, for which emissions reporting is not required, appear in eAOR, please contact the Division of Air Resource Management at eAOR@FloridaDEP.gov. Note: this section of the form must be completed for all "unregulated" emissions units, as defined in the instructions of DEP form number 62-210.900(1), except any such units for which emissions reporting is not practical as set forth above.

An Emissions Unit Report must be completed for any reportable emissions unit that had active status during any part of the reporting year, even if it was permanently shut down during the year. If a reportable emissions unit operated during the reporting year, but had no reportable emissions (i.e., no pollutants subject to emission limiting standards and no pollutants emitted at or above threshold levels), only Subsections II.A. through II.E.(1) must be completed. However, if applicable, note that the pollutant emissions are "Below Threshold".

The most appropriate breakdown of process and production operations, and other pollutant-emitting activities, at a facility into separate emissions units is normally determined through the permitting process and once established, shall be adhered to in completing this report. Permitting offices may establish separate "emissions units" solely for the purpose of reporting emissions on the annual operating report, especially fugitive emissions. For example, an emissions unit may be defined as representing facility-wide fugitive emissions resulting from equipment leaks or maintenance painting. Similarly, an emissions unit may be defined as representing those emissions that escape capture by a primary emissions unit's vent hood and are released directly to the atmosphere without passing through the primary unit's control equipment. Any questions regarding the manner in which emissions units have been defined by the department should be discussed with the appropriate permitting office.

In the case of a relocatable facility which operated at more than one site during the reporting year, one Section II of the form should be completed for the total operation, for each emissions unit.

ANNUAL OPERATING REPORT

EMISSIONS UNIT FORM: 001

*Mandatory Fields are marked with **

Reports

Verify/Submit | Cancel | Save | AP 42 | Web Fire

	Emissions Unit AOR Data 2022	Emissions Unit AOR Data 2021
A. EMISSIONS UNIT INFORMATION		
1. Emissions Unit Description*	#1 COMBUSTION TURBINE, NAT GAS,#2 FO, WESTNGHSE W1919 17 MVA	#1 COMBUSTION TURBINE, NAT GAS,#2 FO, WESTNGHSE W1919 17 MVA
2. Emissions Unit ID*	001	001
3. Emissions Unit Classification	R - Regulated Emissions Unit	R - Regulated Emissions Unit
4. Operated During Year?*	YES NO	YES NO
5. DEP Permit or PPS Number, if known (Optional)	Permit Number: 0010005001AV, 0010005003AV, AO01083885, AO01158797, AO01241346 (Page 1 of 1, View 1 - 5 of 5)	Permit Number: 0010005001AV, 0010005003AV, AO01083885, AO01158797, AO01241346

	PPS Number (Page 1 of 1, No records to view)	PPS Number
6. Emissions Unit Status*	A - ACTIVE	I - INACTIVE
7. Emissions Unit Startup Date	mm/dd/yyyy	mm/dd/yyyy
8. Long-term Reserve Shutdown Date	mm/dd/yyyy	mm/dd/yyyy
9. Permanent Shutdown Date	mm/dd/yyyy	mm/dd/yyyy

B. EMISSION POINT/CONTROL EQUIPMENT		
1. Emissions Point Type	1 - SINGLE POINT SERVING A SINGLE EMISSIONS	1 - SINGLE POINT SERVING A SINGLE EMISSIONS
2. Control Equipment Code & Description	Code / Description (Page 1 of 0, No records to view)	Code / Description
C. OPERATING SCHEDULE INFORMATION		
1. Average Annual Operation	Hours/Day: 24; Days/Week: 5	Hours/Day: 24; Days/Week: 7
2. Total Operation During Year (hours/year)	4444	
D. EMISSIONS UNIT COMMENT	200/207 MMBTU GAS/FO BLACK OUT DIESEL STARTS **GENERALLY C3 NATURAL GAS**	200/207 MMBTU GAS/FO BLACK OUT DIESEL STARTS **GENERALLY C3 NATURAL GAS**

Figure 39: Emission Unit Form

3.5.1 A. Emission Unit Information

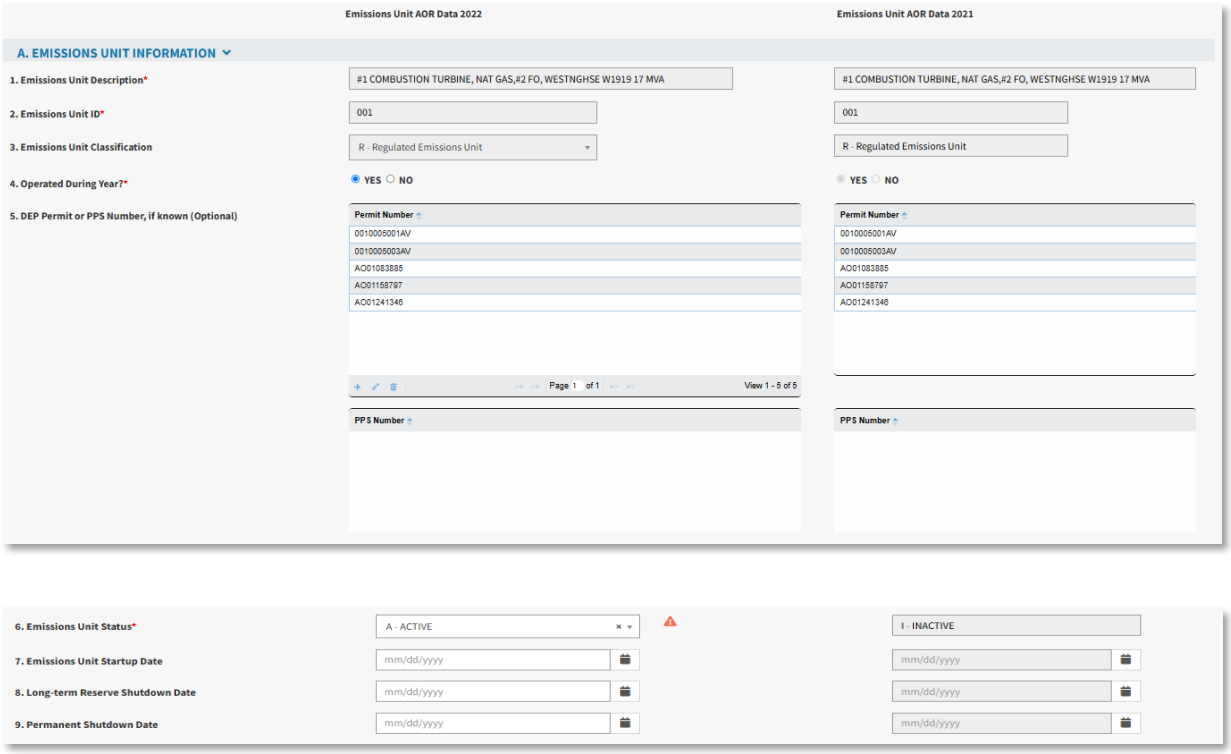


Figure 40: Emissions Unit Form -Section: Emissions Unit Information

This section captures information about each emission unit:

- **Emission Unit Description**: Brief description of the emissions unit addressed in this Emissions Unit Report. Include any unit designations and other information helpful in describing the emissions unit and differentiating it from other emissions units at the facility.
- **Emission Unit ID**: The DEP three-digit emissions unit identification number assigned by the department to the emissions unit addressed in this report.
- **Emission Unit Classification**: DEP Use Only
- **Operated During Year?**: - Enter a "Y" if the emissions unit operated during any part of the reporting year (January 1 - December 31); an "N" if it did not. If the emissions unit did not operate, the remaining subsections of the Emissions Unit Report need not be completed.
- **DEP Permit or PPS Number**: If the emissions unit is currently permitted, please enter the DEP Permit Number or Power Plant Siting (PPS) Number, if known.
- **Permit Number**: Specific permit number.
- **Actions**: Actions related to the permit (e.g., add, edit).
- **Actions**: Actions related to the PPS number (e.g., add, edit).
- **Emission Unit Status**: The emissions unit status code is valid as of December 31 of the reporting year.

Code	Status
A	Active - Emissions unit in operation, on standby status, temporarily shut down (including any shutdown while undergoing modification), or on long-term reserve shutdown. This code indicates an existing emissions unit which has not been permanently shut down, though it may not be operating at the time of this report.
C	Construction - Emissions unit in planning stage or undergoing initial construction; including reconstruction. This code indicates a proposed new emissions unit, or an existing emissions unit which has been or will be shut down in its entirety for reconstruction.
I	Inactive - Emissions unit permanently shut down; permit surrendered or expired.

- **Emission Unit Startup Date**: If, during the reporting year, the emissions unit commenced operation following construction or reconstruction, enter the startup date. Do not enter, as a startup date, the date on which the emissions unit resumed operations following a temporary shutdown, such as a long-term reserve shutdown. If the emissions unit commenced operation prior to the reporting year but the startup date is missing, enter the startup date, if known.
- **Long-term Reserve Shutdown Date**: If the emissions unit has been placed on long-term reserve shutdown, enter the shutdown date. Do not enter, as a long-term reserve shutdown date, the date on which an emissions unit ceased operations for a planned temporary shutdown period or unplanned outage.
- **Permanent Shutdown Date**: If, during the reporting year, the emissions unit permanently ceased operation, enter the shutdown date. Do not enter, as a permanent shutdown date, the date on which an emissions unit ceased operations for a long-term reserve shutdown, planned temporary shutdown period, or unplanned outage, unless that date also turned out to be the permanent shutdown date.

3.5.2 B. Emission Point/Control Equipment

The Emission Point / Control Equipment displays the Emission Point Type and the associated Control Equipment for each unit.

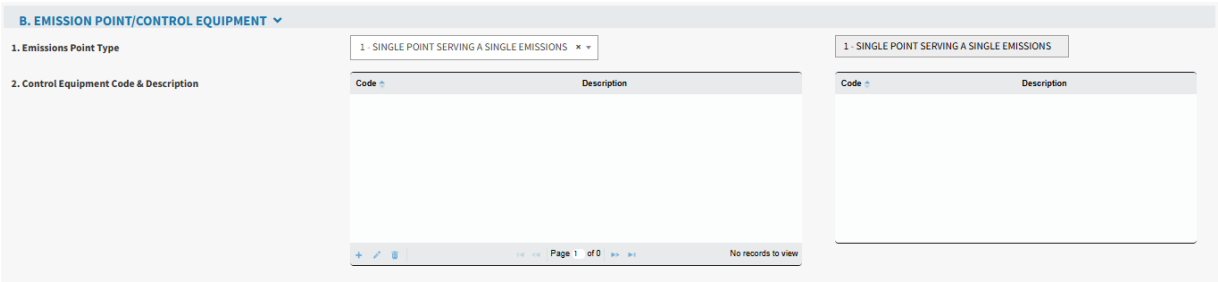


Figure 41: Emissions Unit Form -Section: Emission Point / Control Equipment

The following are displayed:

- **Emission Point Type**: An emission point is a stack, vent, or other identifiable location at which air pollutants are discharged into the atmosphere. The emissions unit addressed in this Emissions Unit Report may have a single emission point, share an emission point with one or more other emissions units, have multiple emission points, or have no true emission point (e.g., an emissions unit with fugitive emissions only).

Type	Description of Emission Point
1	A single emission point serving a single emissions unit (e.g., a single stack serving a single boiler). The emission point is not shared with another emissions unit, nor does the emissions unit have other emission points.
2	An emission point serving two or more emissions units capable of simultaneous operation (e.g., a single stack serving two boilers).
3	A configuration of multiple emission points serving a single emissions unit (e.g., a series of building vents serving a single enclosed process operation, a group of exhaust stacks serving a collectively regulated bank of combustion turbines, or a collection of roof vents serving a collectively regulated group of volatile organic liquid storage tanks).
4	No true emission point (e.g., fugitive emissions from a coal pile or equipment leaks)

- **Grid: Control Equipment Code & Description**
  1. **Code:** Code of the control equipment. If not applicable, leave blank.
  2. **Description:** A brief description of each emission control device or system associated with the emissions unit addressed in this report (e.g., centrifugal wet scrubber, type N roto-clone, etc.). That is associated with the Code.
  3. **Add Control Equipment:** Select link to open the 'Add Control Equipment' modal.

3.5.2.1 Adding Additional Control Equipment

When adding additional control equipment, users can specify the code and provide a description. This feature allows for the precise tracking and management of control measures associated with each emission unit.

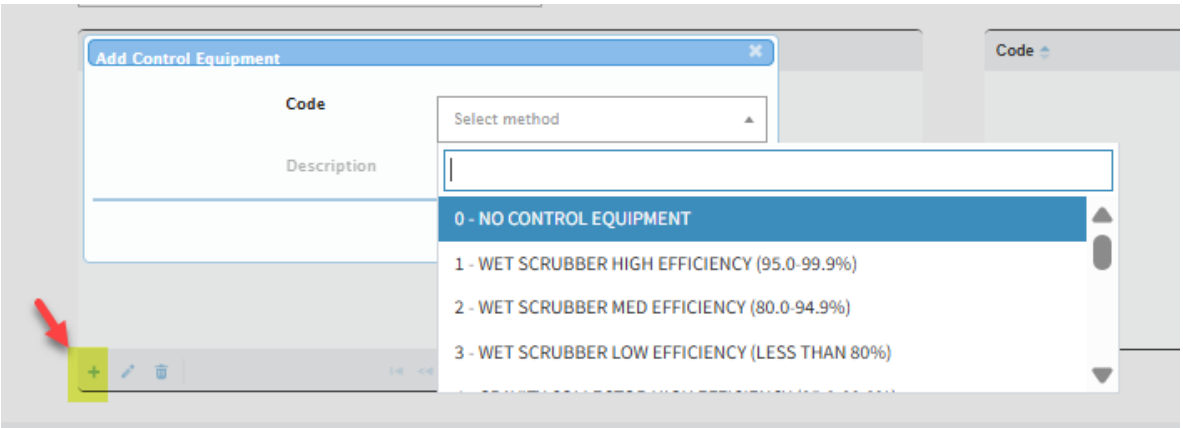


Figure 42: Add Control Equipment

Complete the following fields and select the 'OK' to add Control Equipment to the AOR.

- **Code:** Select the code for the control equipment.
- **Description:** A description of the control equipment will auto-populate.

3.5.3 C. Operating Schedule Information

This section provides details about the operational hours of each emission unit. It includes information on daily and weekly operational hours as well as the total operational time for the year. Accurate data in this section is essential for calculating emissions and ensuring comprehensive reporting.

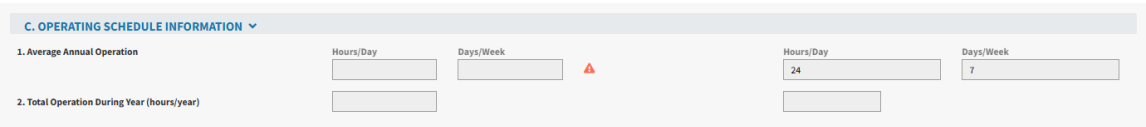


Figure 43: Emissions Unit Form - Section: C - Operating Schedule Information

The Operating Schedule Information section displays the following fields:

1. Average Annual Operation
    a. Hours/Day: Refers to the AOR General Instruction Average operational hours per day.
    b. Days/Week: Refers to the AOR General Average operational days per week.
2. Total Operation During Year (hours/year): Total operational hours during the year.

3.5.4 D. Emissions Unit Comment

The Emissions Unit Comment section allows users to add any extra information or notes regarding the emission unit. This can include helpful comments explaining any information entered in or updated in the report, including operational information, maintenance notes, or any other relevant details that do not fit into the predefined fields

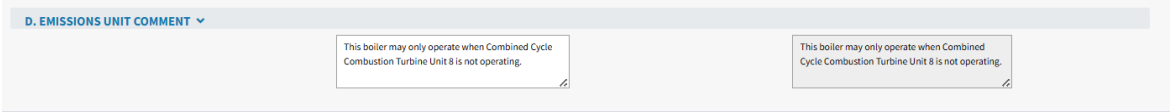


Figure 44: Emissions Unit Form - Section: D Emissions Unit Comment

3.5.5 E. SCC & Pollutant

The SCC and Pollutant data for each Emissions Unit is found under **Section E: SCC & Pollutant** in the **Navigation menu**.

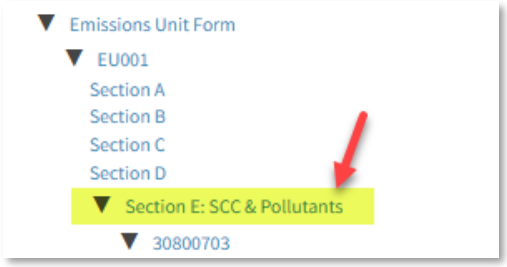


Figure 45: Emissions Unit Form - Section E: SCC & Pollutant

3.5.6 Emission Unit Form: EU - SCC

In the Navigation menu, by selecting an **SCC** under the **Section E: SCC & Pollutant**, the Emission Unit Form -SCC screen would be displayed.

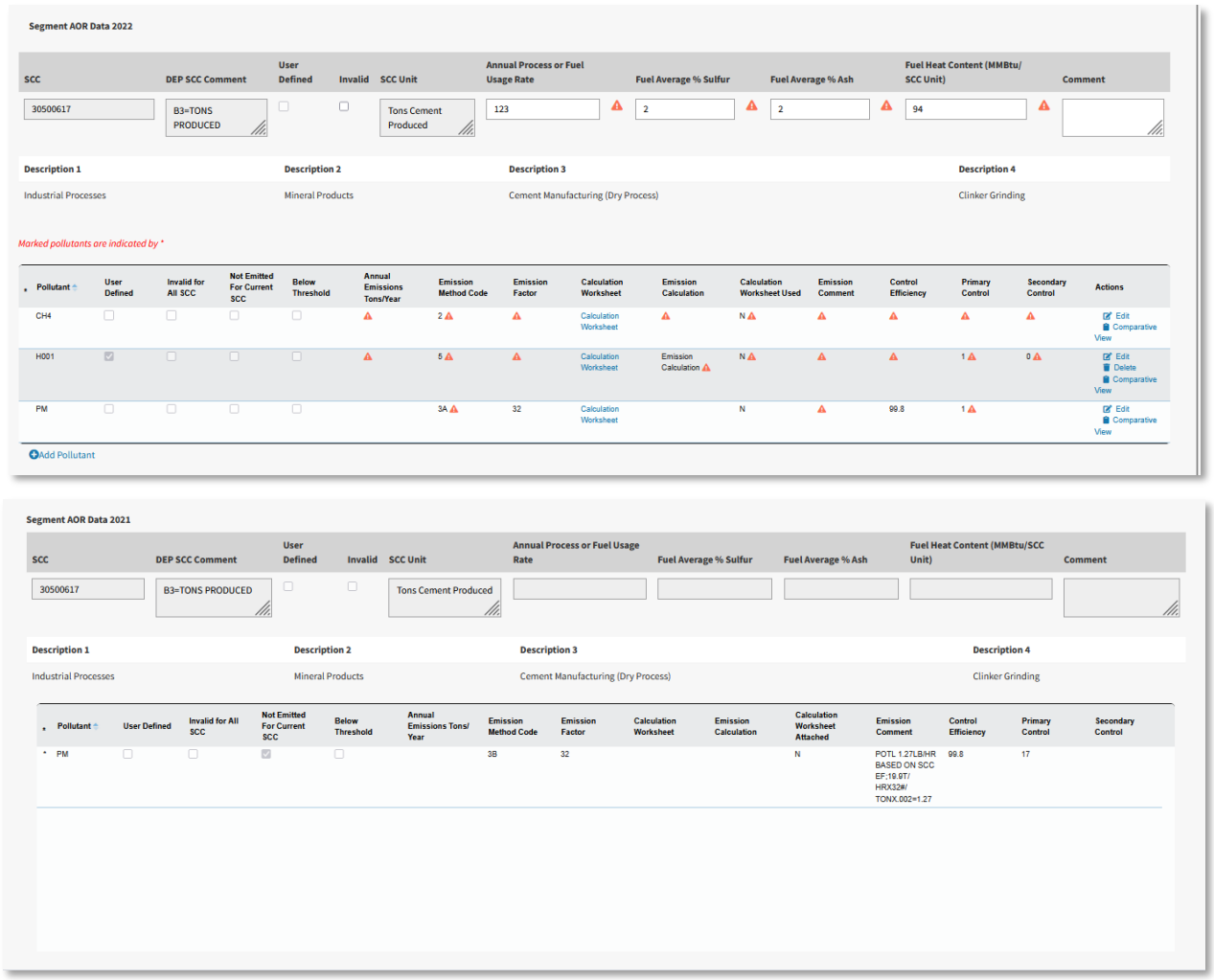


Figure 46: SCC and Pollutant Form

The SCC data is located in the upper grid and the pollutant data is in the lower grid.

3.5.7 Button: Recalculate Emission

This is a quick way to update pollutant emissions without having to open each individual pollutant calculation worksheet to save your changes. For easy recalculation of emissions, use this button. There are two situations in which you may want to use Recalculate Emissions:

a. You made some additional changes that affect the formula results in the Calculation Worksheets after you have completed the AOR. Use the Recalculate Emissions feature to update the results displayed in the pollutant grid.
   For example: If you made updates to certain fields that are used by a formula to calculate emissions, like the Emission Factor or Annual Process or Fuel Usage Rate fields, then you should use the recalculate feature. This will prevent you from having to open each pollutant's calculation worksheet in order to update the data in the pollutant grid. This will only recalculate those pollutants that have formulas affected by the change(s) you made.
b. All the calculation worksheet data are carried over from the previous year. After entering operational data in Sections C and E, you may use this function to calculate your pollutant emissions so they are reflected in the Pollutant grid.

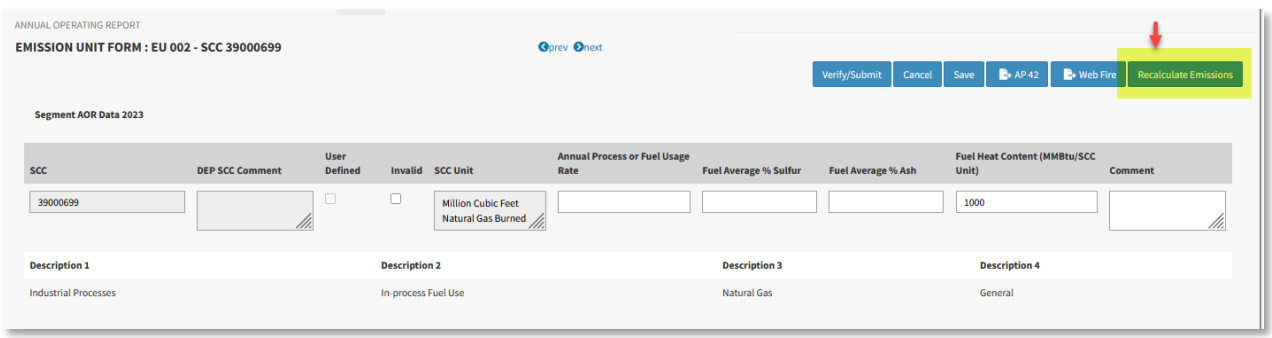


Figure 47: Button: Recalculate Emissions

3.5.8 SCC Information

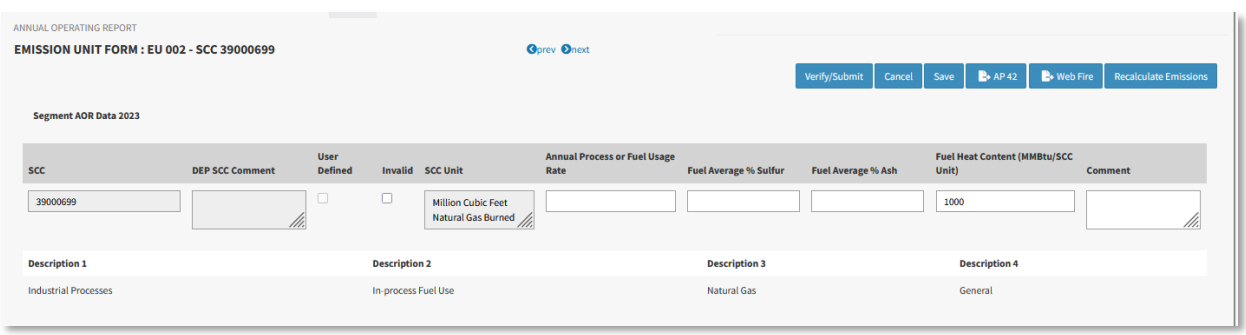


Figure 48: SCC Section

This section captures the details about each SCC, including descriptions and emission factors. This information is used to calculate and report emissions data.

1. **SCC ID**: Unique identifier for the Source Classification Code.
2. **SCC Unit**: The SCC Unit of measurement for the annual SCC rate information.

3. **Description 1**: First descriptive field for the SCC.
4. **Description 2**: Second descriptive field for the SCC.
5. **Description 3**: Third descriptive field for the SCC.
6. **Description 4**: Fourth descriptive field for the SCC.
7. **Annual Process or Fuel Usage Rate**: Annual process, fuel, or raw material usage rate fuel type. Numeric entries up to 11 digits with 4 to the right of the decimal place.
8. **Fuel Average %Sulfur**: If the SCC relates to combustion of coal, oil, process gas or LPG, enter on a weight-percent basis the average fuel sulfur content used during the year to the nearest 0.01 percent accuracy (or greater accuracy if available). Numeric entries up to 6 digits with 4 to the right of the decimal place.
9. **Fuel Average %Ash**: If the SCC relates to combustion of coal, enter on a weight-percentage basis the average fuel ash content used during the year, to the nearest 0.1 percent. If ash measurements are not available, a typical value is acceptable. Numeric entries up to 4 digits with 2 to the right of the decimal place.
10. **Fuel Heat Content (MMBtu/SCC Unit)**: The average as-fired heat content of the fuel used during the e year in million Btu per ton (solid fuels), per thousand gallons (liquid fuels), or per million cubic feet (gaseous fuels). The fuel quantity unit should correspond to the SCC unit. If heath content measurements are not available, a typical value is acceptable. Numeric entries up to 10 digits.
11. **Comment**: Only required if a pre-filled SCC is invalidated or if an SCC is added

3.5.8.1 Adding a New SCC

1. To Add a new SCC:
   a. Select the **'+Add New SCC for this EU'** link

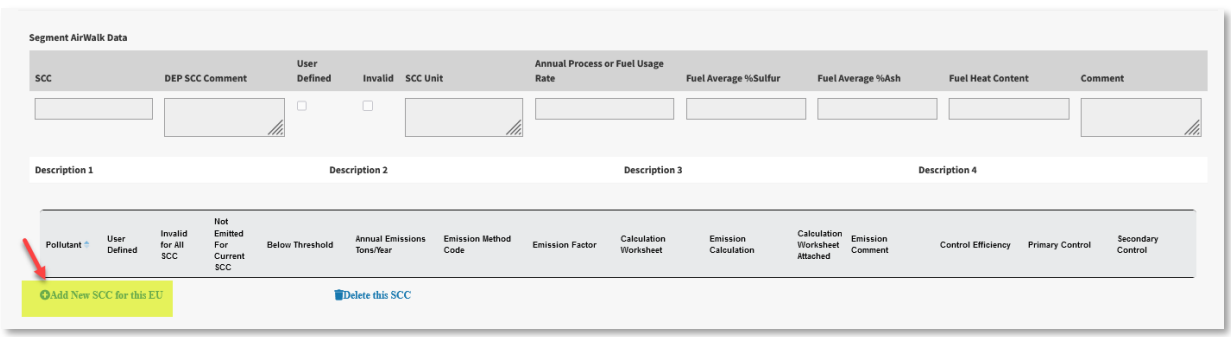
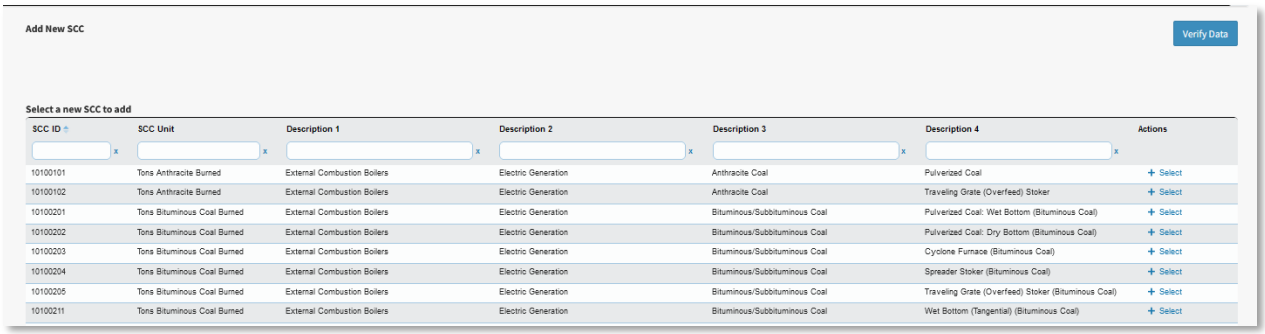


Figure 49: +Add New SCC for this EU

   b. The **Add New SCC** screen is displayed



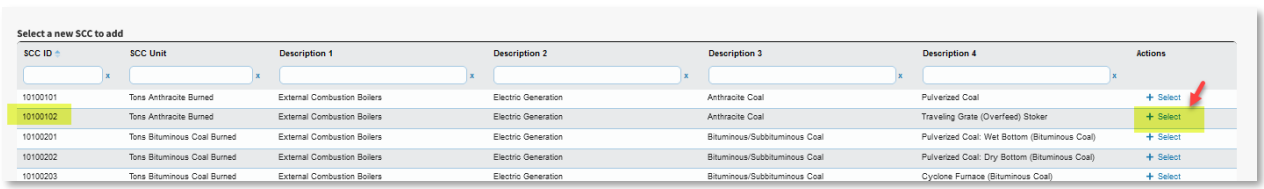
SCC ID	SCC Unit	Description 1	Description 2	Description 3	Description 4	Actions
10100101	Tons Anthracite Burned	External Combustion Boilers	Electric Generation	Anthracite Coal	Pulverized Coal	+ Select
10100102	Tons Anthracite Burned	External Combustion Boilers	Electric Generation	Anthracite Coal	Traveling Grate (Overfeed) Stoker	+ Select
10100201	Tons Bituminous Coal Burned	External Combustion Boilers	Electric Generation	Bituminous/Subbituminous Coal	Pulverized Coal: Wet Bottom (Bituminous Coal)	+ Select
10100202	Tons Bituminous Coal Burned	External Combustion Boilers	Electric Generation	Bituminous/Subbituminous Coal	Pulverized Coal: Dry Bottom (Bituminous Coal)	+ Select
10100203	Tons Bituminous Coal Burned	External Combustion Boilers	Electric Generation	Bituminous/Subbituminous Coal	Cyclone Furnace (Bituminous Coal)	+ Select
10100204	Tons Bituminous Coal Burned	External Combustion Boilers	Electric Generation	Bituminous/Subbituminous Coal	Spreader Stoker (Bituminous Coal)	+ Select
10100205	Tons Bituminous Coal Burned	External Combustion Boilers	Electric Generation	Bituminous/Subbituminous Coal	Traveling Grate (Overfeed) Stoker (Bituminous Coal)	+ Select
10100211	Tons Bituminous Coal Burned	External Combustion Boilers	Electric Generation	Bituminous/Subbituminous Coal	Wet Bottom (Tangential) (Bituminous Coal)	+ Select

Figure 50: Select a new SCC to add

The Select a New SCC grid displays the following columns:

1. **SCC ID**: Select the unique identifier for the SCC.
2. **SCC Unit**: Verify the unit associated with the SCC.
3. **Description 1**: Ensure the first descriptive field for the SCC is correct.
4. **Description 2**: Verify the second descriptive field for the SCC.
5. **Description 3**: Ensure the third descriptive field for the SCC is correct.
6. **Description 4**: Verify the fourth descriptive field for the SCC.
7. **Action**: Icon - + Select

c. Select '**+ Select**' icon for a SCC ID on the Select a new SCC to add gird.



SCC ID	SCC Unit	Description 1	Description 2	Description 3	Description 4	Actions
10100101	Tons Anthracite Burned	External Combustion Boilers	Electric Generation	Anthracite Coal	Pulverized Coal	+ Select
10100102	Tons Anthracite Burned	External Combustion Boilers	Electric Generation	Anthracite Coal	Traveling Grate (Overfeed) Stoker	+ Select
10100201	Tons Bituminous Coal Burned	External Combustion Boilers	Electric Generation	Bituminous/Subbituminous Coal	Pulverized Coal: Wet Bottom (Bituminous Coal)	+ Select
10100202	Tons Bituminous Coal Burned	External Combustion Boilers	Electric Generation	Bituminous/Subbituminous Coal	Pulverized Coal: Dry Bottom (Bituminous Coal)	+ Select
10100203	Tons Bituminous Coal Burned	External Combustion Boilers	Electric Generation	Bituminous/Subbituminous Coal	Cyclone Furnace (Bituminous Coal)	+ Select

Figure 51: Add New SCC

d. The selected SCC, will now be displayed in the Navigation menu under E: SCC & Pollutant for the EU

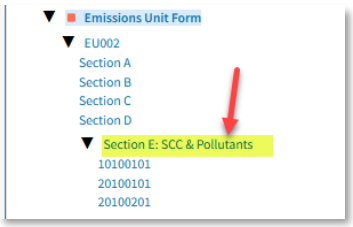


Figure 52: Navigation Menu: Section E: SCC & Pollutant

3.5.8.2 Delete this SCC

1. Only User Defined SCC may be deleted. Verify that the SCC is User Defined, the field is checked on those SCC added by the User. Only User Defined SCC may be deleted.

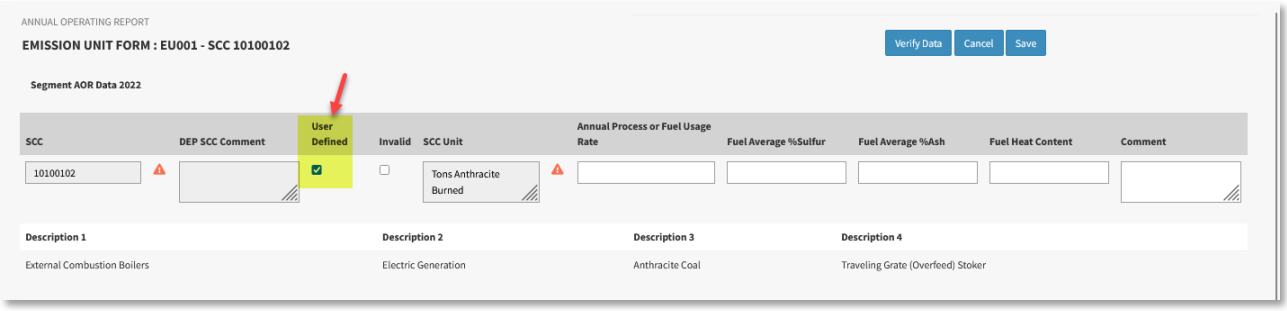


Figure 53: User Defined SCC

a. Select the **'Delete this SCC'** link

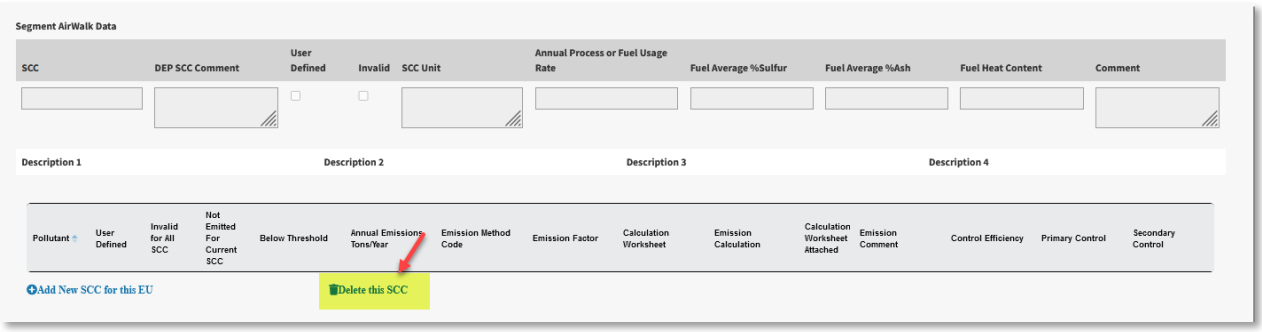


Figure 54: Delete this SCC hyperlink

b. A confirmation message will be displayed to confirm that the SCC Code will be deleted and is ok to process?
-Select Yes to confirm

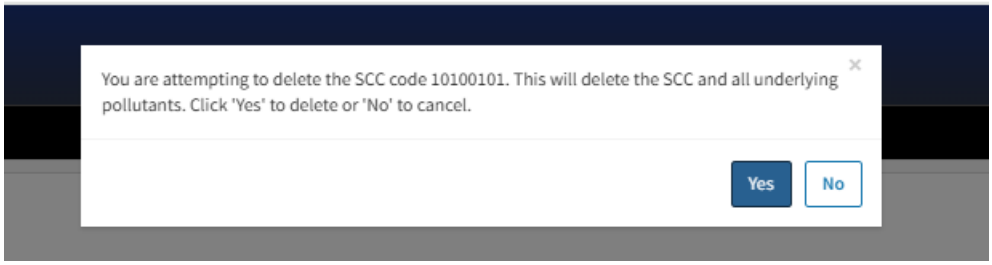
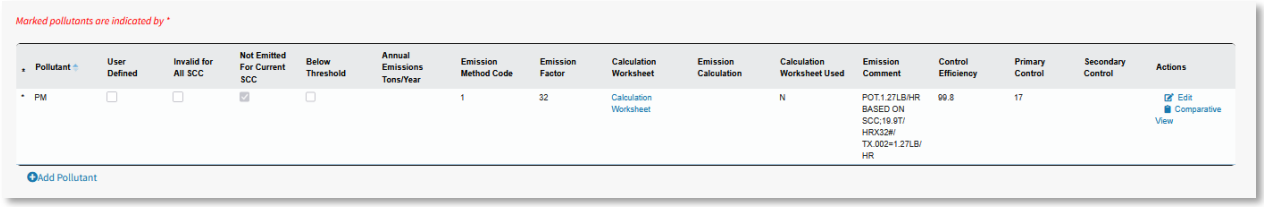


Figure 55: SCC Code Confirmation Message

c. The SCC Code is no longer displayed under Section E: SCC & Pollutant.

Figure 56: SCC no longer displayed in the Navigation Menu

3.5.9 Pollutant Information



Marked pollutants are indicated by *

* Pollutant	User Defined	Invalid for All SCC	Not Emitted For Current SCC	Below Threshold	Annual Emissions Tons/Year	Emission Method Code	Emission Factor	Calculation Worksheet	Emission Calculation	Calculation Worksheet Used	Emission Comment	Control Efficiency	Primary Control	Secondary Control	Actions
* PM	☐	☐	☑	☐		1	32	Calculation Worksheet		N	POT.1.27LB/HR BASED ON SCC;19.9T/ HRX32#/ TX.002=1.27LB/ HR	99.8	17		Edit Comparative View

Add Pollutant

Figure 57: Pollutant Section

The Pollutant grid displays the pollutants that are related to the SCC including emission calculations and control efficiencies.

The Pollutant grid consists of the following columns:

1. **Pollutant**: Pollutant associated with the SCC. Pollutants that must be addressed should be included on the eAOR. If a pollutant is not listed on the eAOR but is subject to an emission limiting standard or has the potential to be emitted in a reportable amount (even if the actual emissions for the reporting year were less than such amount), it must be entered and reported. If no estimate of annual pollutant emission is provided, a reason needs to be selected by one of the following:
    - Below Threshold
    - Not Emitted for Current SCC
    - Invalid for all SCC
2. **User Defined**: Indicates if the pollutant is added by the User. Only User Defined pollutants may be deleted.
3. **Invalid for All SCC**: If the pollutant is no longer emitted by this emission unit. In the eAOR database, all emission factor information, except the comment, will be erased for this pollutant.
4. **Not Emitted for Current SCC**: The emissions unit has the potential to emit the listed pollutant, but the addressed SCC did not emit this pollutant during the Report Year.
5. **Below Threshold**: The emission unit has the potential to emit the listed pollutant in an amount equal to or greater than the reporting threshold, but the actual emissions for the reporting year for the SCC were less than the threshold.
6. **Annual Emissions (Tons/Year)**: Ton per year, a best estimate of the actual quantity of the pollutant that was emitted by the emission unit, for the SCC reporting year. Numeric entries up to 13 digits with 6 to the right of the decimal place.
7. **Emission Method code**: A code from the following list that best describes the method by which the actual emissions in Field 2 were determined. The methods are listed in rank order of required use in accordance with Rule 62-210.370, F.A.C.

Code	Description of Emission Method
1A	This entry indicates that the emissions were determined based on emissions measurement using a continuous emissions monitoring system (CEMS).
2	This entry indicates that the emissions were calculated by the use of materials balance and knowledge of the process.
3A	This entry indicates that the emissions were calculated using an emission factor based on site-specific data such as stack test data.

3B	This entry indicates that the emissions were calculated using a directly applicable emission factor from AP-42 (see https://www.epa.gov/air-emissions-factors-and-quantification/ap-42-compilation-air-emission-factors), the EPA WebFIRE system (see https://cfpub.epa.gov/webfire/) or other published emissions calculation source.
4	This entry indicates that the emissions were determined based on a similar, but different, process in AP-42, the WebFIRE system or other published emissions calculation source. Code 4 should only be used when no directly applicable emission factor is included in these documents.
5	This entry indicates that the emissions were calculated using an emission factor other than one listed above.

8. **Emission Factor**: A representative value that attempts to relate the quantity of a pollutant released to the atmosphere with an activity associated with the release of that pollutant.
9. **Calculation Worksheet**: Provides the calculation for the emission reported.
10. **Emission Comment**: Comments related to the emission calculations.
11. **Calculation Worksheet Attached**: Calculation Worksheet attached
12. **Control Efficiency**: Efficiency of the control equipment for the pollutant. Numeric entries up to 3 digits and 1 to the right of the decimal place.
13. **Primary Control**: Primary control equipment for the pollutant. Select a primary control from the drop-down list.
14. **Secondary Control**: Secondary control equipment for the pollutant. Select a secondary control from the drop-down list.
15. **Action**: Icon
    - ***Edit:*** Select the Edit icon to enable editing for the row.
    - ***Delete***: The Delete icon will only be available if the User Defined is flagged with a Y.
    - ***Comparative View***: Display a comparative view of the pollutant. This read-only view displays the pollutant in a form layout, enabling comparison with the previous year.

3.5.9.1 Link: Add Pollutant

1. To Add a Pollutant:
2. Select the **'+Add Pollutant'** link

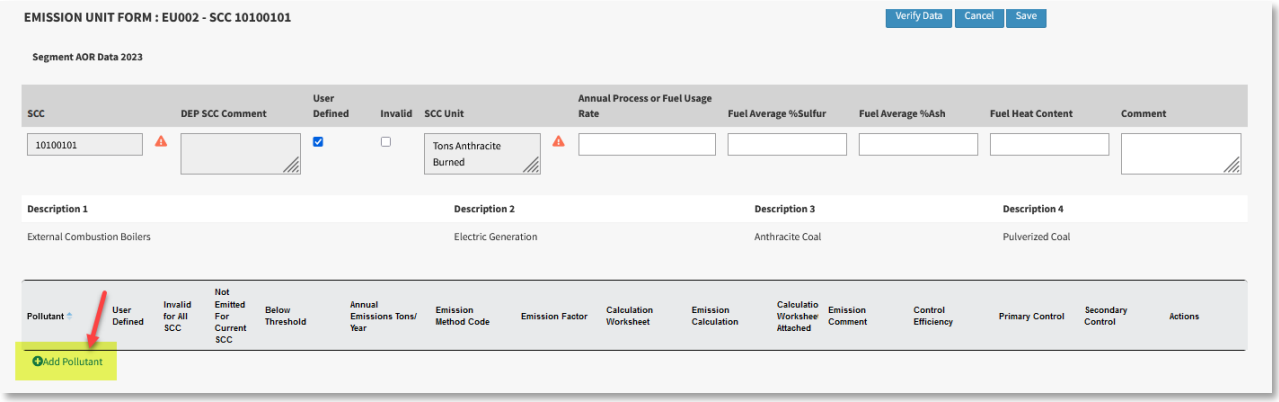
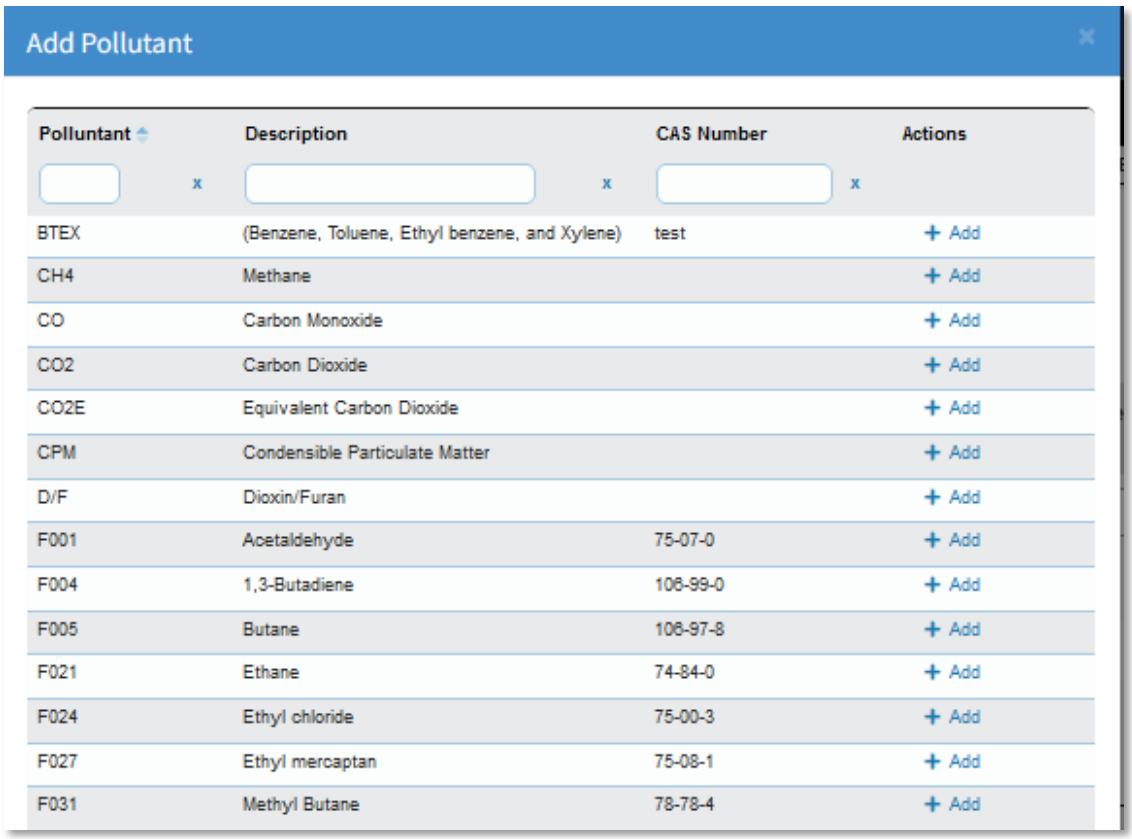


Figure 58: +Add Pollutant hyperlink

3. The **Add Pollutant** modal window is displayed



Add Pollutant

Polluntant	Description	CAS Number	Actions
BTEX	(Benzene, Toluene, Ethyl benzene, and Xylene)	test	+ Add
CH4	Methane		+ Add
CO	Carbon Monoxide		+ Add
CO2	Carbon Dioxide		+ Add
CO2E	Equivalent Carbon Dioxide		+ Add
CPM	Condensible Particulate Matter		+ Add
D/F	Dioxin/Furan		+ Add
F001	Acetaldehyde	75-07-0	+ Add
F004	1,3-Butadiene	106-99-0	+ Add
F005	Butane	106-97-8	+ Add
F021	Ethane	74-84-0	+ Add
F024	Ethyl chloride	75-00-3	+ Add
F027	Ethyl mercaptan	75-08-1	+ Add
F031	Methyl Butane	78-78-4	+ Add

Figure 59: Modal Window: Add Pollutant

4. The Add Pollutant grid displays the following columns:
   a. **Pollutant**: Code of the Pollutant
   b. **Description**: Description of the Pollutant
   c. **CAS Number**: Chemical Abstract Service (CAS) registry number
   d. **Action**: Icon - + Add

5. Select '+ Add' icon for a Pollutant to add it to the grid.

3.5.10 Calculation Worksheet

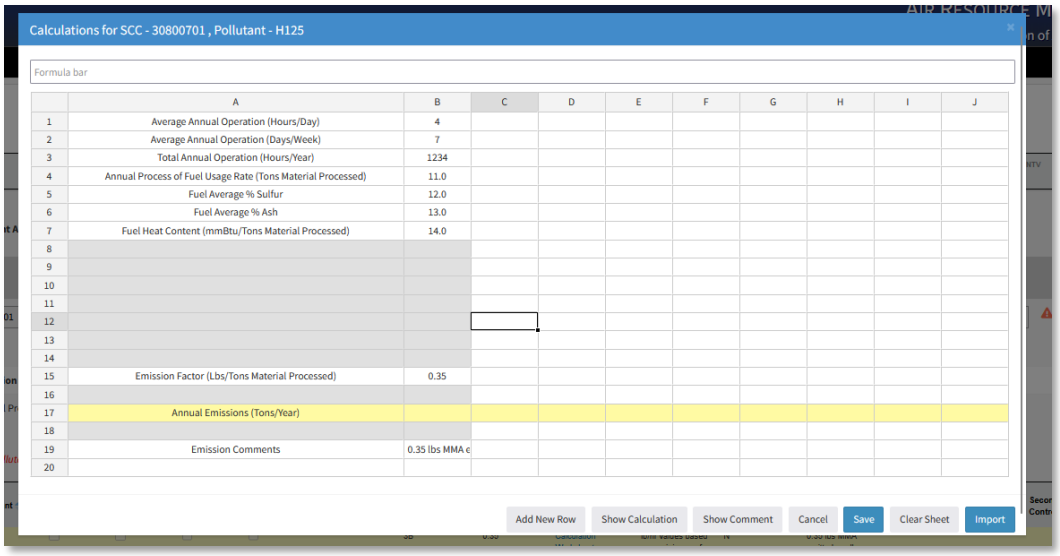


Figure 60: Calculation Worksheet

The calculation worksheet provides a detailed interface for calculating emissions based on the entered data. The following fields are displayed fields:

1. **Average Annual Operation (Hours/Day)**: The average number of hours per day the unit operates.
2. **Average Annual Operation (Days/Week)**: The average number of days per week the unit operates.
3. **Total Annual Operation (Hours/Year)**: The total number of hours the unit operates annually.
4. **Annual Process or Fuel Usage Rate**: Annual process, fuel, or raw material usage rate fuel type.
5. **Fuel Average % Sulfur**: If the SCC relates to a combustion of coal, oil, process gas or LPG, enter on a weight-percent basis the average fuel sulfur content used during the year to the nearest 0.01 percent accuracy (or greater accuracy if available).
6. **Fuel Average % Ash**: If the SCC relates to combustion of coal, enter on a weight-percentage basis the average fuel ash content used during the year, to the nearest 0.1 percent. If ash measurements are not available, a typical value is acceptable.
7. **Fuel Heat Content (MMBtu/Unit)**: The average as-fired heat content of the fuel used during the e year in million Btu per ton (solid fuels), per thousand gallons (liquid fuels), or per million cubic feet (gaseous fuels). The fuel quantity unit should correspond to the SCC unit. If heath content measurements are not available, a typical value is acceptable.
8. **Emission Factor**: The emission factor for the pollutant (e.g., lbs/MMBtu for Natural Gas Burned).
9. **Annual Emissions (Tons/Year)**: The calculated annual emissions for the pollutant.
10. **Emission Comments**: Any comments or notes related to the emission calculations.

Below the calculation worksheet the following buttons are displayed:

1. **Add New Row**: This will allow for the addition of new rows of information to the calculation worksheet.
2. **Show Calculation**: This will display the formula that is being used.
3. **Show Comment**: This will display the comment.
4. **Cancel**: This will clear any modification and close the worksheet.
5. **Save**: This will save any updates / modification to the worksheet.
6. **Clear Sheet**: This will clear any modification and reset the worksheet
7. **Import**: This will import any saved formulas.

3.6 Verify / Submit

Before submitting an AOR, the system verifies the completeness and correctness of the data. You will need to verify your data after you have finished entering all information for the reporting year. If eAOR detects any problems, make the necessary corrections or add any missing data then select the Verify/Submit action again.

1. Select the **Verify / Submit** button at the top right corner of the Facility form.

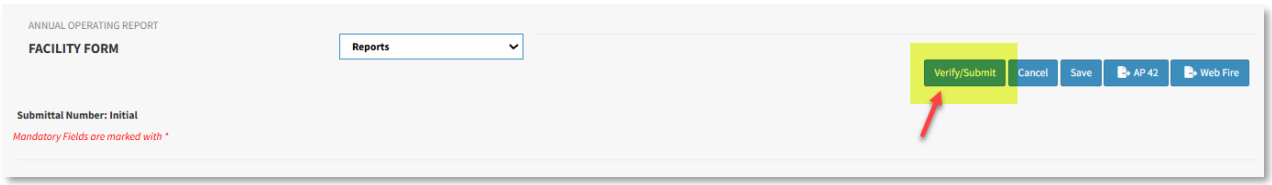


Figure 61: Button: Verify Submit

2. The **Verification Check / Report** will be displayed.

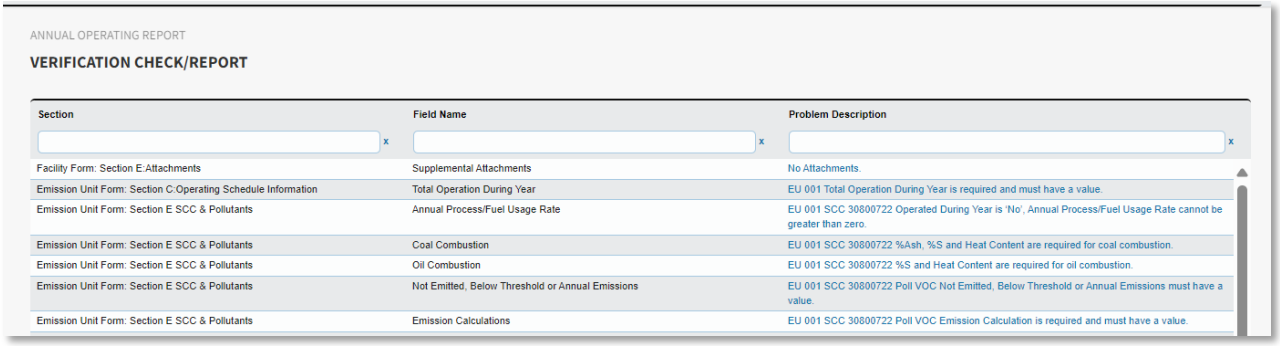


Figure 62: Verification Check/Report

The following Verification Check / Report grid will display the following:

a. **Section**: Display the location of the issue and where in the EAOR form.
b. **Field Name**: Display the location of the issue and where in the EAOR form.
c. **Problem Description**: A short description and suggested solution for the problem as well as link that will direct you to the location of the issue.

3. Select the **Problem Description** link, the location of the issue will be displayed.
4. Make corrections or add missing data, according to the description in the Verification Check / Report.

5. **Save** your changes.
6. Select the **Verify/Submit** button. The issue should not be displayed.
7. Repeat the above steps until all of the Problem Descriptions have been corrected and changes have been saved.

3.6.1 Possible Duplicate Annual Emissions

The Possible Duplicate Annual Emission Check is designed to help users identify and manage pollutants that may have been duplicated across different SCCs with the same emission values. This process involves checking each SCC for potential duplicates, noting them, and allowing the user to review and resolve these duplicates.

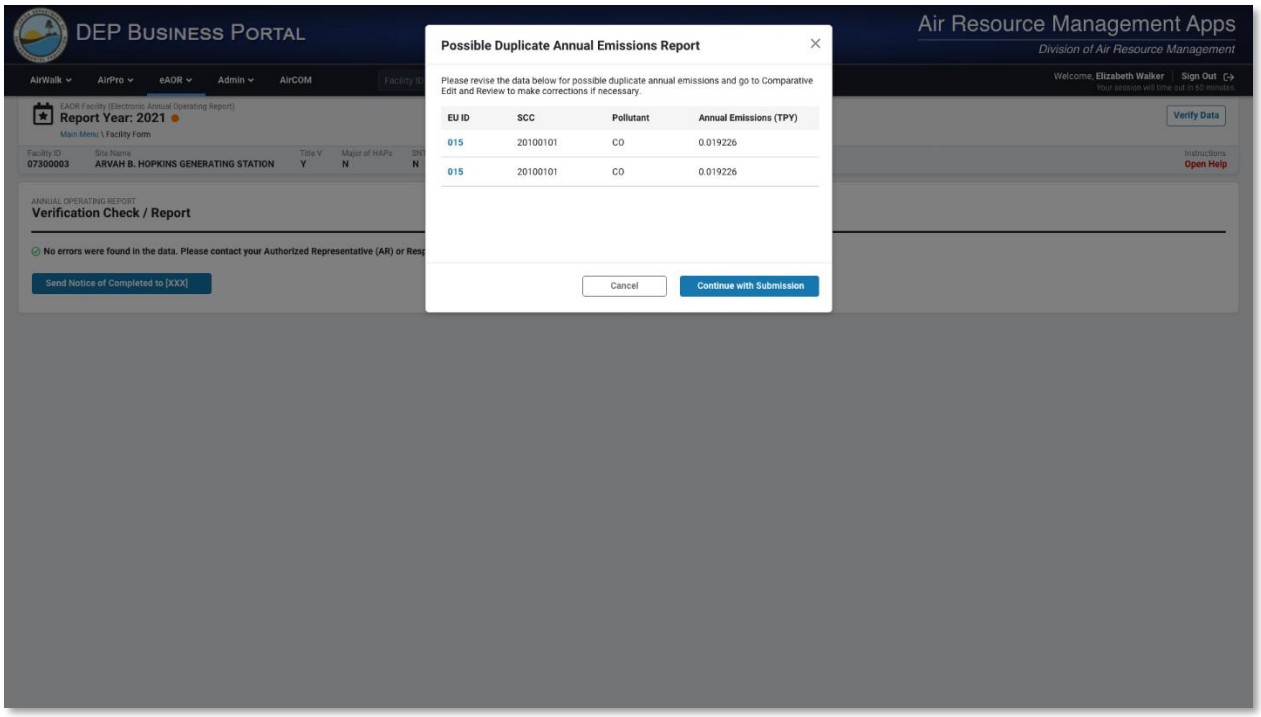


Figure 63: Possible Duplicate Annual Emissions

When checking for Possible Duplicate Annual Emissions Report the system performs a comprehensive overview of potential duplicate pollutants across different SCCs. This list displays pollutants that have identical emission values and appear on more than one SCC. The modal window will be showing the following fields:

- **EU ID**: The unique identifier for the Emission Unit.
- **SCC**: The Source Classification Code associated with the emission unit.
- **Pollutant**: The name of the pollutant that may be duplicated.
- **Annual Emissions (TPY)**: The emission value that is identical across multiple SCCs, measured in TPY).

The Possible Duplicate Annual Emissions Report modal lists the Pollutants which meet the parameters which present a possible duplication of Pollutant values. Select the Pollutant to

open the SCC and Pollutant form for the selected Pollutant. Review the details and determine whether it is a duplicate, then select the Verification Check button to launch the Verification Check.

After reviewing the Potential Duplicate modal window select the 'Continue with Submission' button to move to the Notice of Completion, Signature and Submission processes.

3.6.2 Completing the Verification with the DEP PIN

1. Once all issues have been addressed, the Verification Check/Report screen will display upon selecting Verify/Submit.

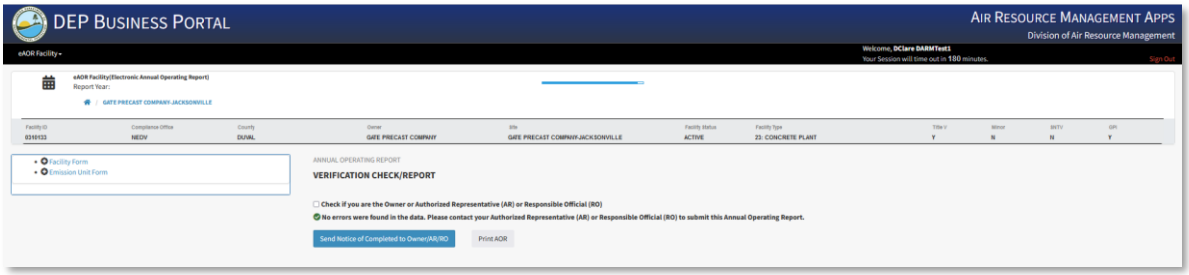


Figure 64: Verification Check/Report

3.6.2.1 AOR Signatory

The signature process ensures that the AOR is reviewed and authenticated by the appropriate representatives before being officially submitted to the Compliance Office.

The required Signatory for the AOR, is the Owner/Authorized Representative or Responsible Official entered on the Facility Form.

3.6.2.2 Report Preparer is NOT the Owner/Authorized Representative or Responsible Official

1. If the Report Preparer is **NOT** the Owner/Authorized Representative or Responsible Official.

This step will notify the relevant representative that the AOR is ready for review and signature.

   a. Select the **check box** - No errors were found in data. Please contact your Owner/Authorized Representative or Responsible Official to submit this AOR.
   b. Select the **Send Notice of Completed to Owner/AR/RO** button.

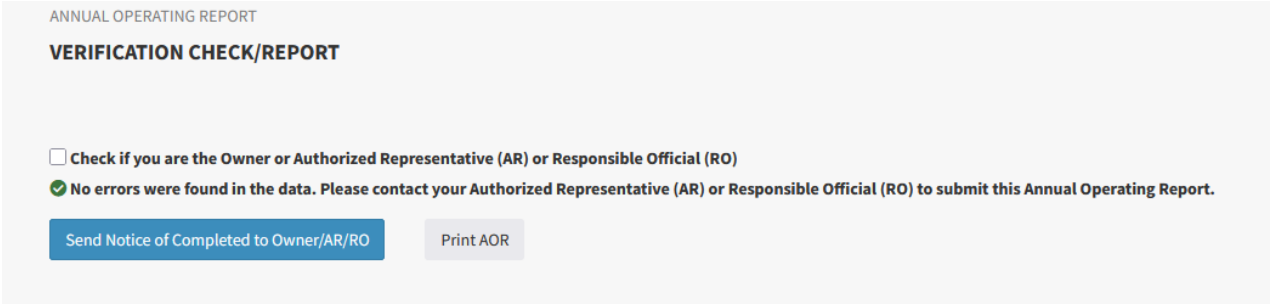


Figure 65: Verification Check/Report -Button: Send Notice of completed to Owner/AR/RO

c. The Compose Email will be displayed. Make any modification to the email and select the **Preview Message** button.

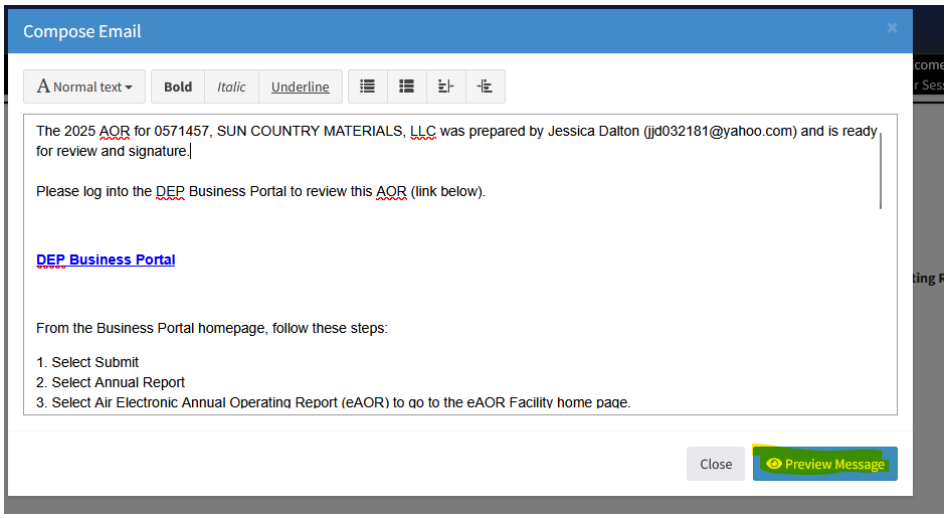


Figure 66: Compose Email

d. Review the Preview Email message. Then select the **Send Message** button.

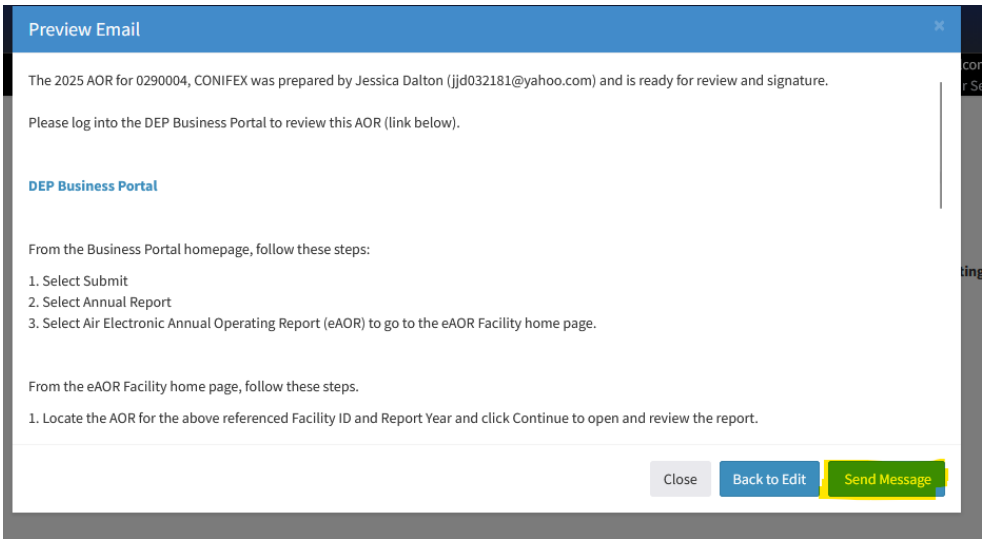


Figure 67: Preview Email

e. After the selection of the Send Message button, the system will send an email to the Owner/Authorized Representative or Responsible Official.

3.6.2.3 Report Preparer is the Owner/Authorized Representative or Responsible Official

1. If the report preparer is the Owner/Authorized Representative or Responsible Official.

   a. Select the **check box** - Check if you are the Owner/Authorized Representative or Responsible Official.
   b. Select the Submit to Compliance Authority button.

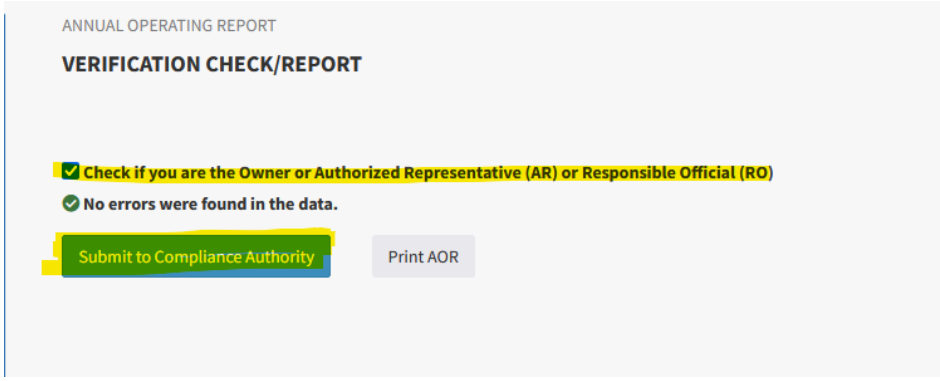


Figure 68: Verification Check / Report – Submit to Compliance Authority

3.6.2.4 Sign/Submit the AOR with PIN

The signature function ensures that the AOR is authenticated by the appropriate representatives before submission. After completion of the review of the AOR data, the secure authentication is done through the DEP Business Portal credentials and PIN.

See Appendix 4.3 to request a DEP Business Portal PIN if you are an Owner/Authorized Representative or Responsible Official and do not have a PIN.

1. The AOR Submission Signature screen is displayed after verification is completed.
   a. Select the I Acknowledge this statement check box
   b. Select the **Sign AOR** button

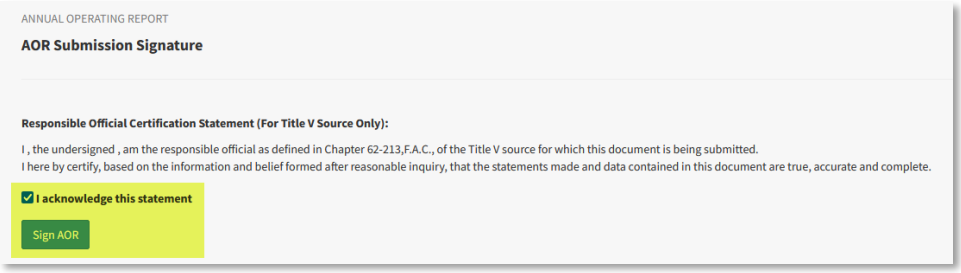


Figure 69: Verification Check / Report – AOR Submission Signature

2. The Electronically Sign screen is displayed next.

a. Complete the security question.
b. Enter the PIN.
c. Select the Sign button.

Figure 70: Electronically Sign Screen

3. The AOR Submission screen is displayed next.

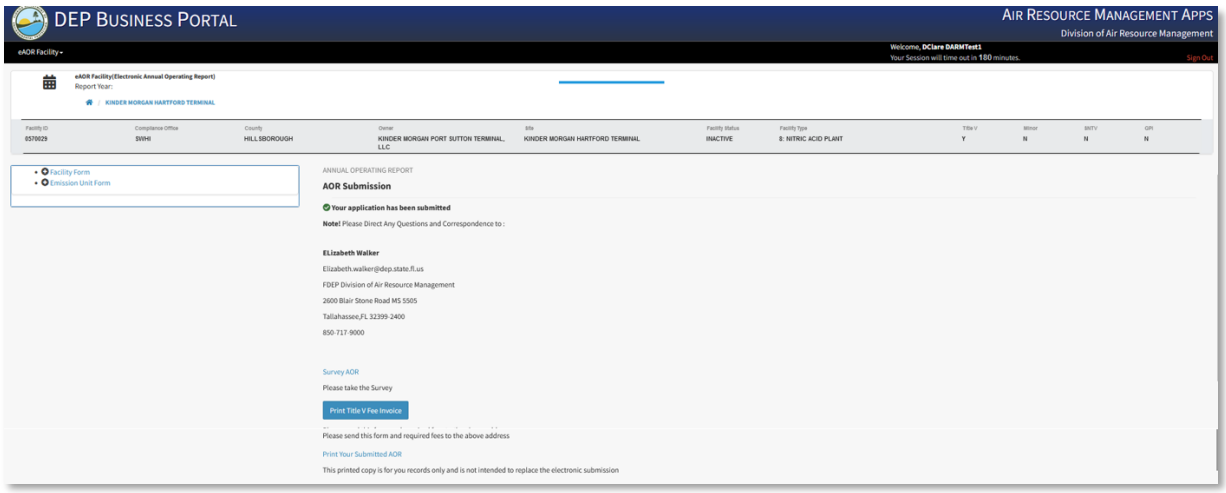


Figure 71: AOR Submission

4. Once the AOR has been signed and successfully submitted, an email notification is sent to the Signee (Owner/AR or RO) and any contributors assigned to the AOR.

BETA: New AOR is Submitted (0690008, WOLVERINE ADVANCED MATERIALS)

The AOR for 0690008, WOLVERINE ADVANCED MATERIALS is submitted.
Report Year: 2023
Facility ID: 0690008
Owner/Company Name: WOLVERINE ADVANCED MATERIALS
Site Name: WOLVERINE ADVANCED MATERIALS
Submission Number: 1
Electronic AOR Received: 12/23/2025 12:00 AM
Electronically Signed By: Jessica Dalton
URL: https://betaenv.dep.state.fl.us/darm-arms

Please reply to this email with any questions or concerns.

Figure 72: Sample email sent to the signee (AR or RO)

4. Appendix

4.1 Annual Operating Report Form and INSTRUCTIONS

The Annual Operating Report (DEP Form No 62-210.900(5)) can be obtained from this web page: https://floridadep.gov/air/permitting-compliance/forms/annual-operating-report-air-pollutant-emitting-facility

4.2 DEP Business Portal Account

To access eAOR, a DEP Business Portal account is required. First-time users must register for an account following the instructions below.

1. Go to the DEP Business Portal and select the Register Link

   https://www.fldepportal.com/DepPortal/go/home

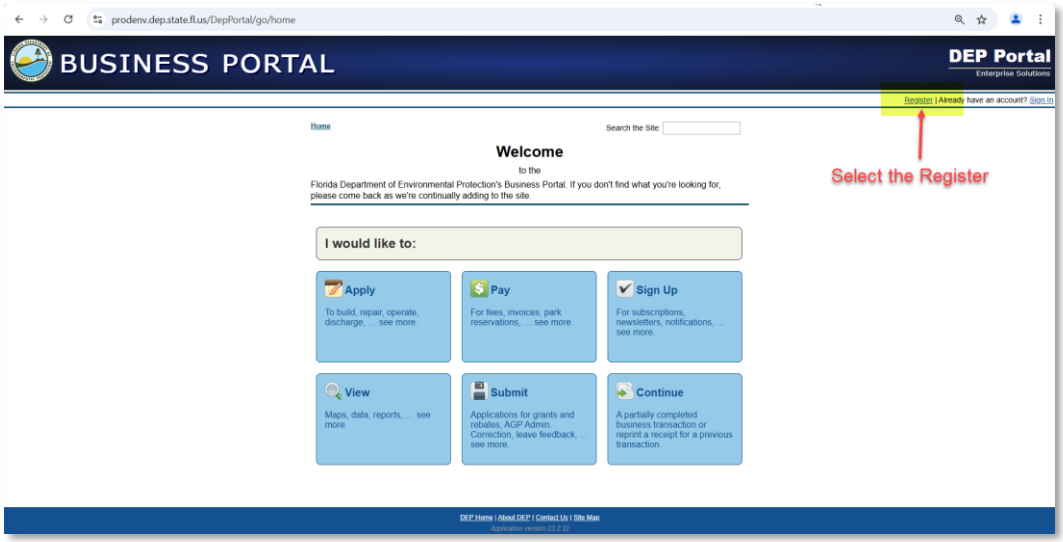


Figure 73: DEP Business Portal

2. Complete the **Registration form** and click on the **Register** button
   Note: All required fields are indicated with an Asterisk.

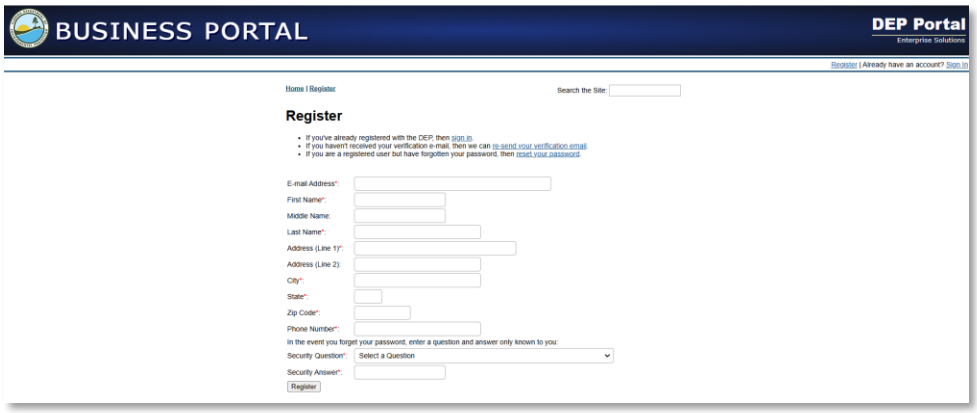


Figure 74: DEP Business Portal – Registration form

3. An acknowledgement is displayed to indicate the email address that is registered to account.

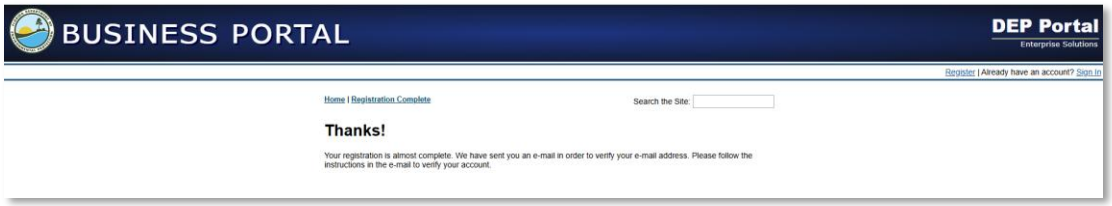


Figure 75: DEP Business Portal – Registration form -

4. Check for the email. If the email is not received within 15 minutes, check the junk and spam folders.

   a. Select the link that is located in the email

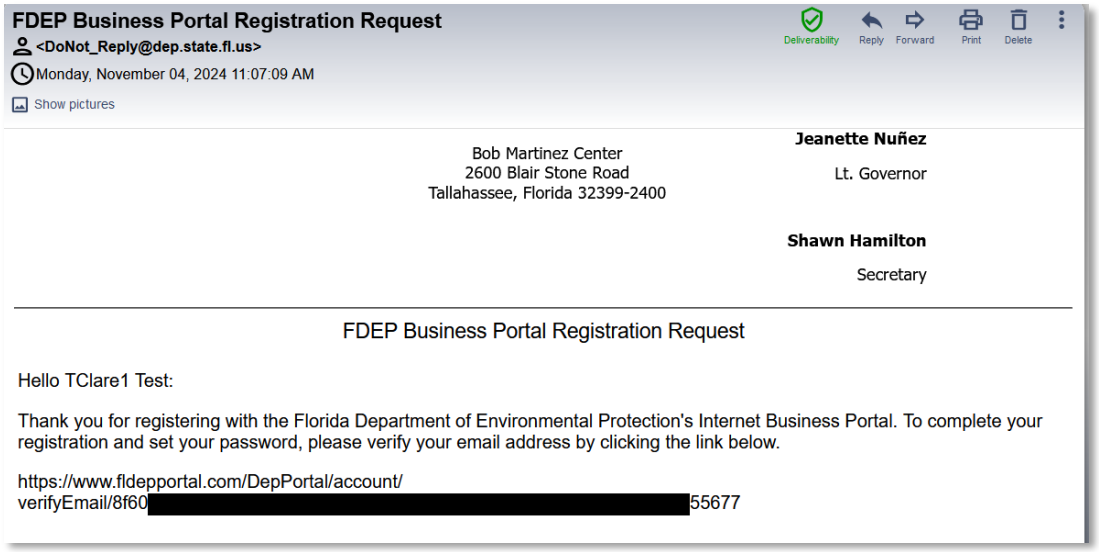


Figure 76: DEP Business Portal – Registration Request email

5. The link in the email will display the Verify E-mail screen

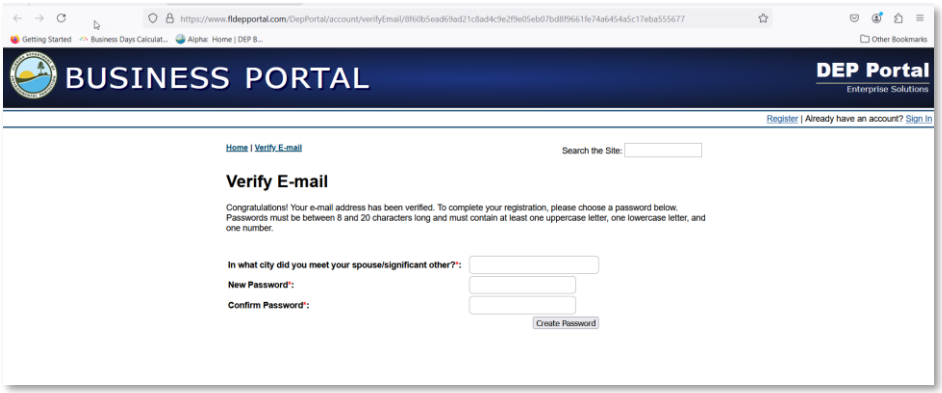


Figure 77: DEP Business Portal – Registration Request email

6. Complete the **Verify E-mail** form and select the **Create Password** button.

7. The Sign In screen will be displayed. Complete the Sign In with the Email address and password.

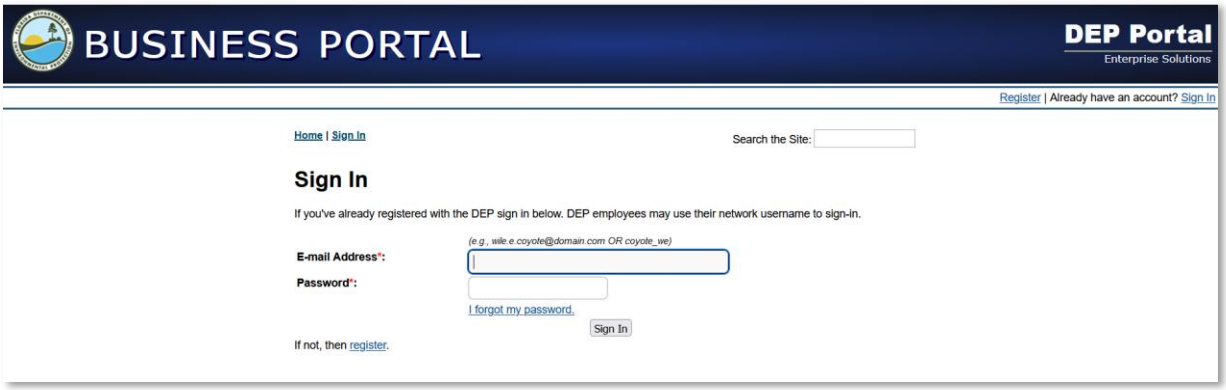


Figure 78: DEP Business Portal – Sign In screen

8. After successfully completing the log in, the Your Account Details will be displayed. If you need a DEP PIN, select the **apply for a PIN** link

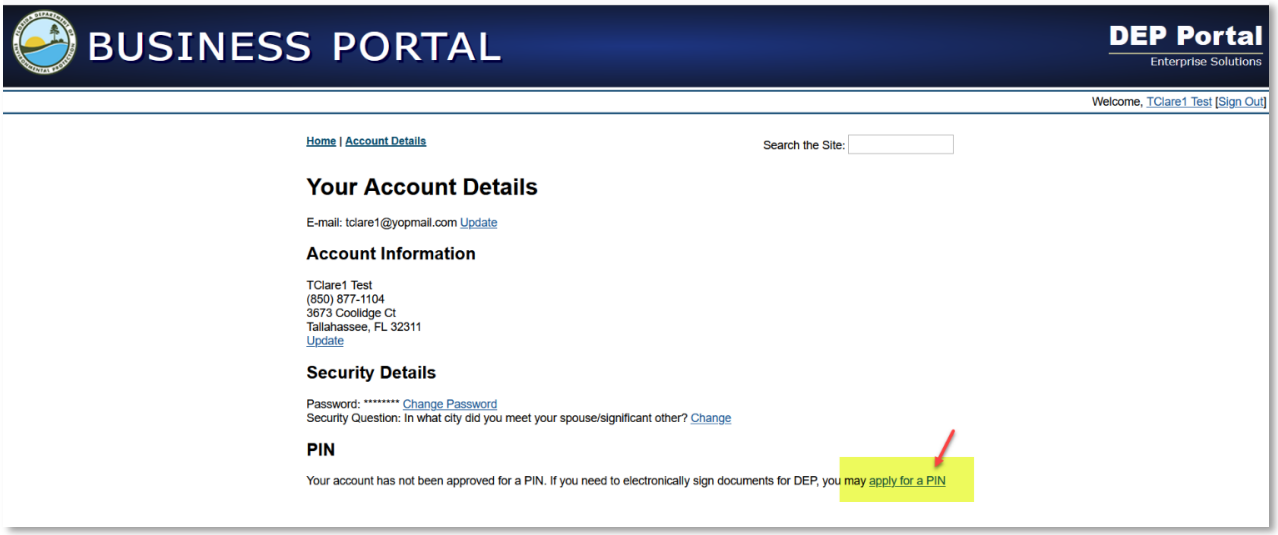


Figure 79: Account Details – Link: Apply for a PIN

4.3 DEP Business Portal PIN

The AOR must be electronically signed/submitted by the Owner/Authorized Representative or Responsible Official indicated on the report by using their PIN. The PIN request process is now done through the DEP Business Portal. If you do not have an existing Business Portal account, you will need to register and sign in under your account to initiate a PIN request. If you have an old PIN that was issued by DARM, it will not work in the Business Portal. You will need to obtain a new one through the Business Portal.

Instructions for requesting a PIN can be found in the DEP Business Portal Guide.

If you have questions or need assistance with PIN requests, you'll have to contact our IT Service Desk as DARM does not handle this process anymore.

IT Service Desk contact Information:
Phone: 850-245-7555
Email: ServiceDesk@FloridaDEP.gov

4.4 Navigating the Application Screens

4.4.1 Screen Headers and Footers

All screens will contain a header and footer. The Header will contain the DEP Business Portal banner, and on the right side, the username, role, and session timer. The breadcrumb navigation permits navigation to higher menu items without using the Menu navigation. The left side of the Header will contain the main menu items opening to submenu items based on your assigned user role.

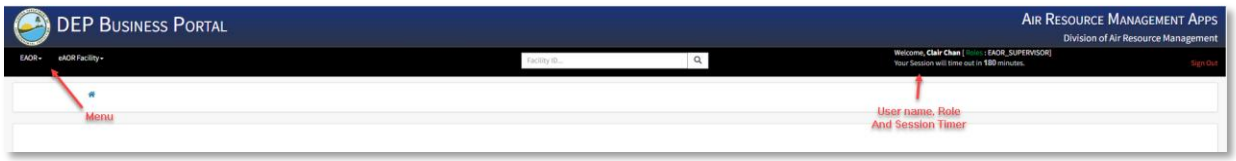


Figure 80: Application Header

The Footer contains two hyperlinks. The Application Map link displays the entire system map with all starting points, branches, and hyperlinks. The Contact Us hyperlink provides you with contact information, phone number and email, to obtain assistance.

Figure 81: Application Footer

4.4.2 Navigating the Menu

The Main menu contains tiered menus contingent on your role. When an option on the main menu is selected by the mouse, a list of screens is displayed. When the mouse hovers over one of the screens names the cursor changes from an arrow to a finger. The finger indicates that you are now able to select the option.

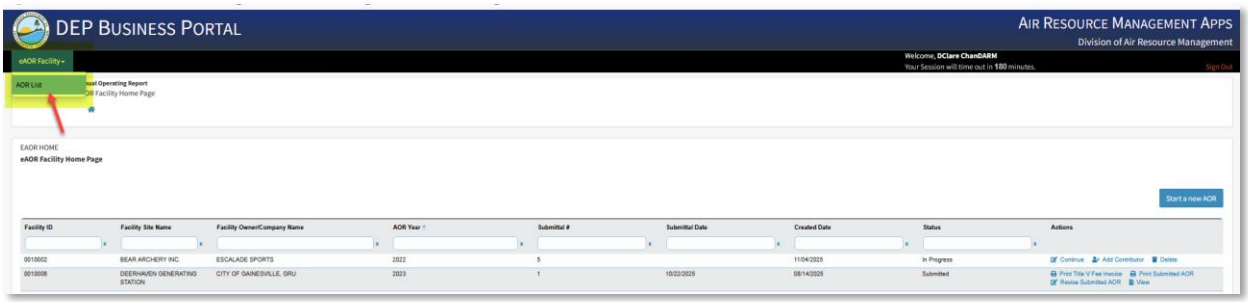
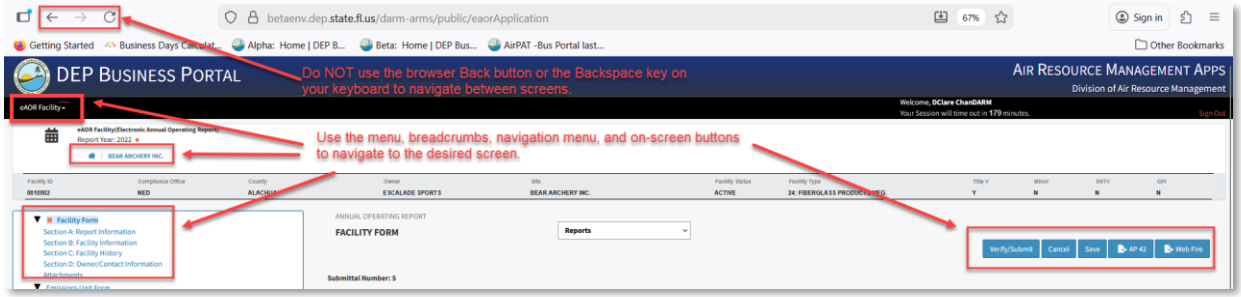


Figure 82: Navigating the Menu

4.4.3 Navigating between screens

As you move through the application screens, it is important that you use the menu, breadcrumbs, buttons, and icons on the screens to navigate from one screen to another.



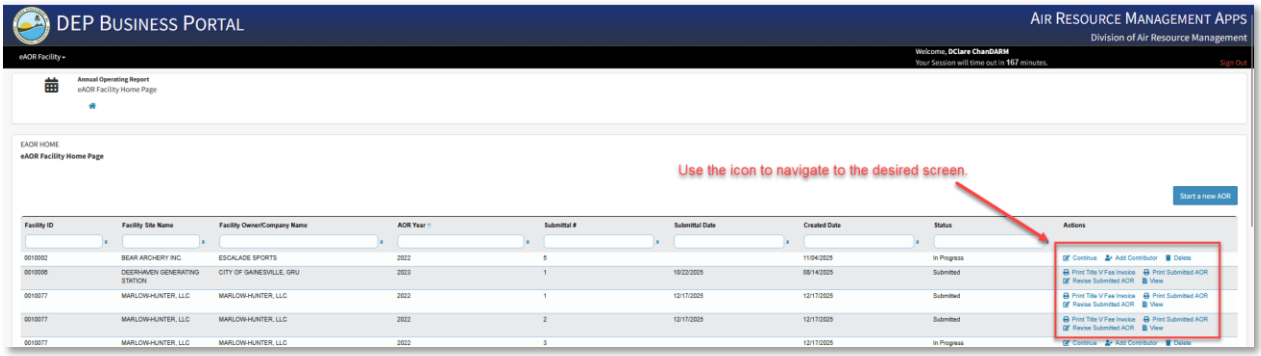


Figure 83: Navigating between screens.

4.4.4 AOR Menu Navigation

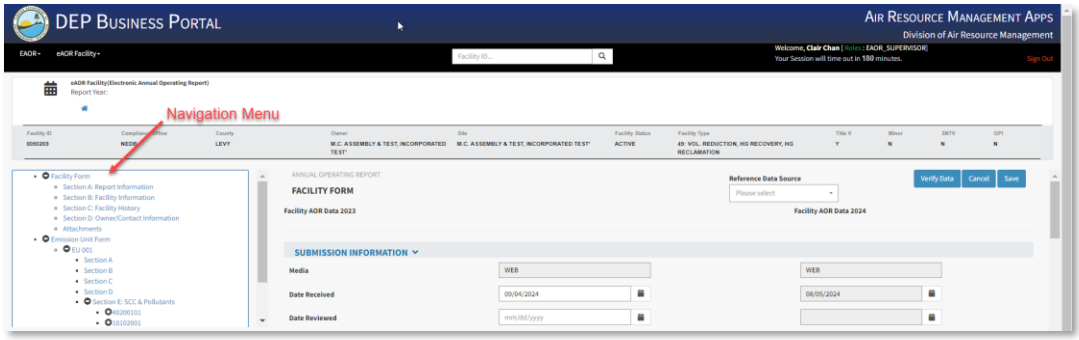


Figure 84: Navigation Menu

The Navigation Menu is located on the left side of the screen, as soon as the AOR form is displayed.

The menu consists of the following components for the AOR form.

1. **Facility Sections**: All data related to the reporting facility, such as location, contacts, and operational status.
2. **EU Sections**: For inputting and adjusting information on Emissions Units, pivotal in calculating and reporting emissions.
    a. **SCC and Pollutant Info**: Focuses on documenting the SCCs and related Pollutants as assigned to the specific EU.

4.4.4.1 Menu: Facility Form

1. To collapse or expand the Facility Menu, select the ‘ ▼ ’.

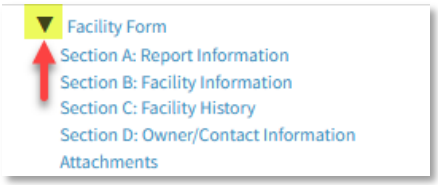


Figure 85: Navigation Menu - Facility Form

   a. By selecting the **Section A: Report Information (1)** link or **any of the other sections** under the Facility form, the section **(2)** will be displayed to the right of the Navigation menu.

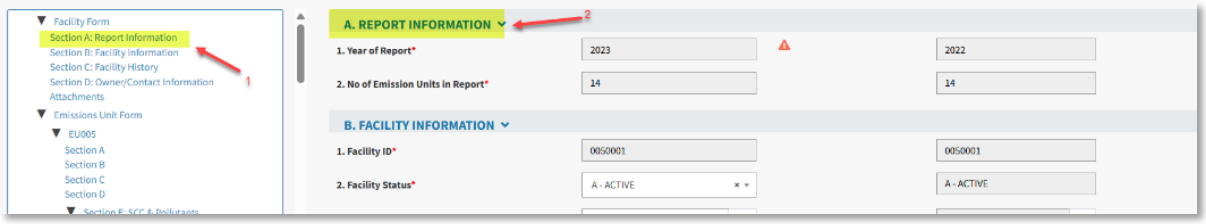


Figure 86: Navigation Menu -Section A: Report Information

4.4.4.2 Menu: Emission Unit Form

1. To collapse or expand the **Emission Unit Form Menu**, select the ‘ ▼ ’ that is beside the **Emission Unit Form** link, it will collapse the sections for the Emission Unit form.

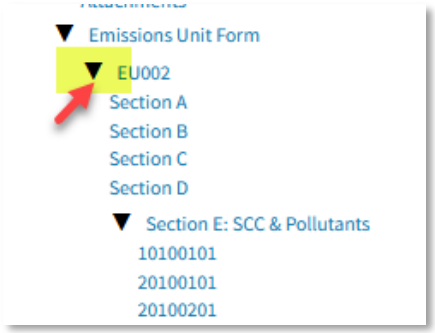


Figure 87: Navigation Menu: Emission Unit Form

a. On selection of the Emission Unit Form link (1), the following will be displayed:

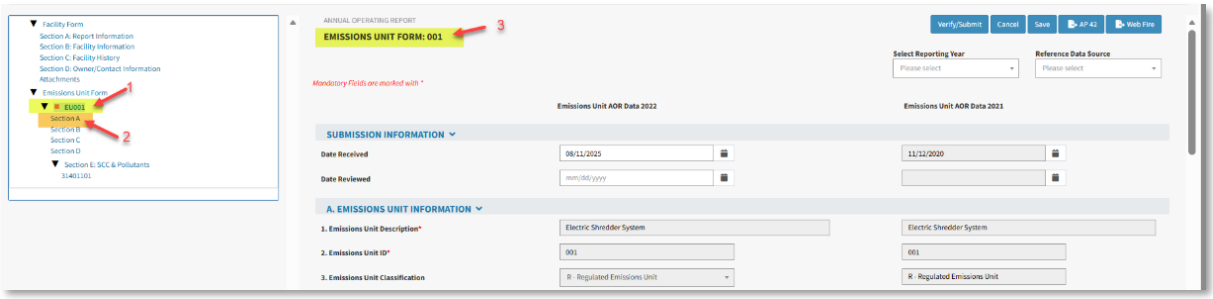


Figure 88: Navigation Menu – Emission Unit Form – EU number

i. In the Navigation menu, the **EU numbers** (2) that are associated with the Facility ID for the AOR.
ii. To the right of the Navigation menu, the **Emission Unit form** (3) screen would be displayed.

4.4.4.2.1 Menu: EU Number & Sections A to E

1. To collapse or expand the **EU number**, select the ‘ ▼ ’ that is beside the **EU number** link.

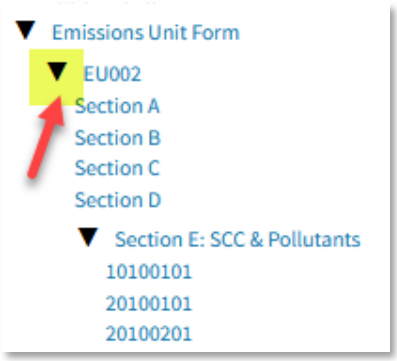


Figure 89: Navigation Menu – EU number

a. By selecting any of the Sections, Section A to Section D links

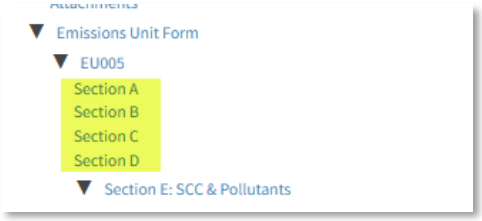


Figure 90: Navigation Menu –Emission Unit form selections: Section A to Section D

i. The section that was selected will be displayed to the right of the Navigation menu.

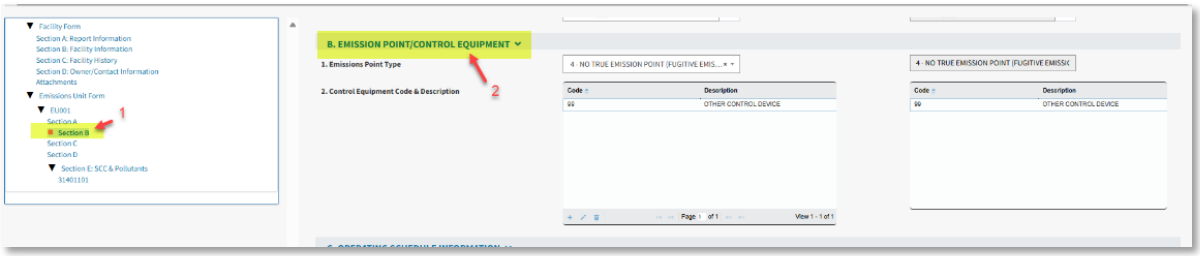


Figure 91: Navigation Menu – EU Section B

4.4.4.2.2 Menu: Section E: SCC & Pollutant

1. To collapse or expand Section E: SCC & Pollutants, select the ‘ ▼ ’ that is beside the **Section E: SCC & Pollutants** link.

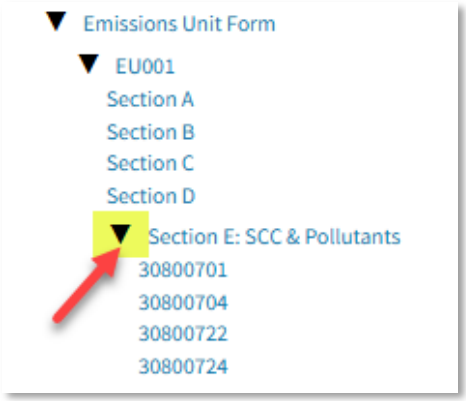


Figure 92: Navigation Menu - Section E: SCC & Pollutant

4.5 Screen Components

The application screens have been designed to have a common look and feel so that once you learn to use the basic screen functions you can easily use the remaining screens. This section briefly describes the common screen features and provides some tips for using them effectively.

There are several different field types and features on the application screens: drop down boxes (single and multi-select), free text data entry fields, read-only fields, required fields, radio button fields, check boxes, and grid sort and filter header fields. This section describes their use.

4.5.1 Free Text Data Entry Fields

A free text data entry field sounds just like what it is. These fields allow you to type 'freely' any text you want into the field. The two limitations to what you may type are the character type and the field length.

If the field is a character field, you may enter either letters or numbers. You are also limited when typing data into free text fields by the length of the field. However, if the field is defined as a numeric-type field, it will only accept numbers. For example, the Facility Owner/Company Name field can be any alphanumeric character but is limited to 40 characters.

You are also limited when typing data into free text fields by the length of the field. For example, the field length of the Facility ID field in the Facility Search screen is 7 numeric characters, thus you may only type a number that cannot exceed 7-digit number. Examples of Free Text Data Entry fields for Facility Owner/Company Name that allows for alphanumeric value.

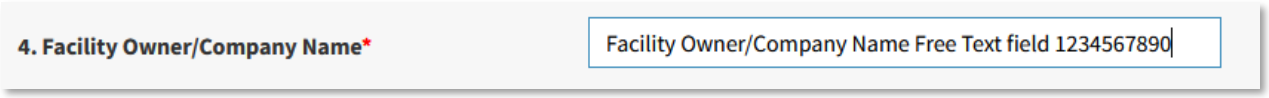


Figure 93: Free Text Data Entry Examples

4.5.2 Read-only Fields

Read-only fields are displayed on screens where access is read-only and they are not editable.

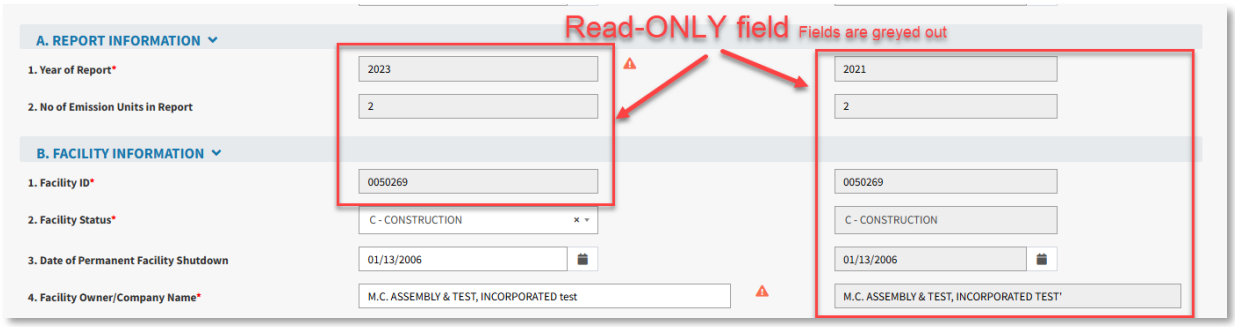


Figure 94: Example: Read-only Fields

4.5.3 Date Fields

Date Fields are used to make it easier to enter dates by allowing you to click on a day on a calendar. Date fields will include the word *Date* in their description.

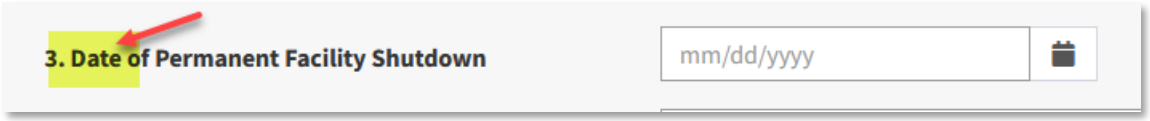


Figure 95 Example: Date field

You can enter a value in the date field in one of two ways.

1. Click on the Calendar icon, which is located in the date field, a calendar of the current month is displayed. Using the arrows on each side of the month name will go back or forward one month at a time. When you pick a date, it will populate the field.

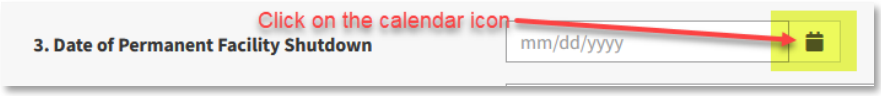


Figure 96: Example: Calendar icon

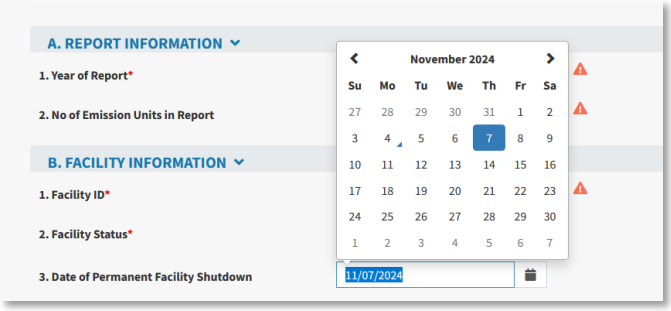


Figure 97: Example: Date Selection using the Calendar Function

2. The date can also be entered by typing in the date. Dates must be entered in month, day and year order and use slashes, in between. For example, the following are both valid formats: 11/3/12, 3/12/2013. To type the date in the date field, click in the box following the date field label, type in the date, then press the Enter key or move to the next field by pressing the tab or clicking on another field with your mouse.

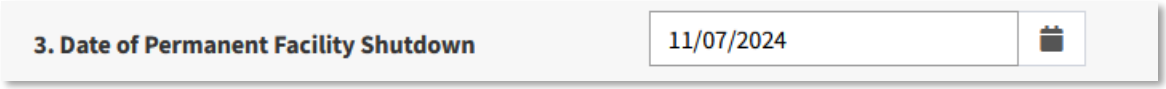


Figure 98: Example: Manual typed date

4.5.4 Hyperlinks and Icons

Hyperlinks and icons will assist in navigating to specific screens and perform various functions.

1. Hyperlinks are highlighted in dark blue or underlined in the grid on the screens.

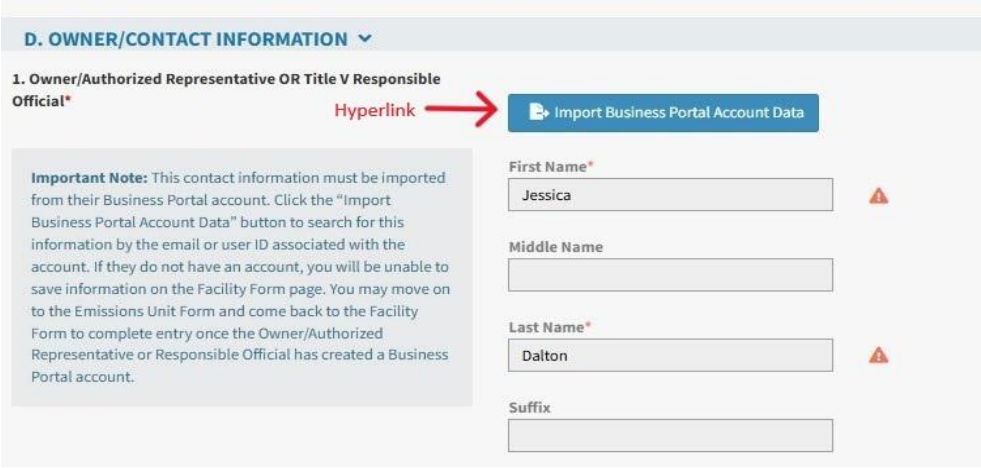


Figure 99: Sample Hyperlink

2. Icons to perform certain functions such as Continue, Delete, View, etc. will usually be in the grids and will look similar to this Save

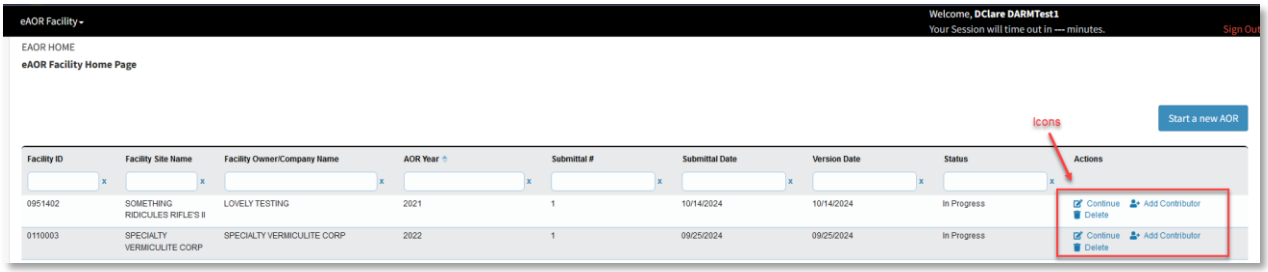


Figure 100: Sample Icons

4.5.5 Required Data Fields

Fields that are required will display an asterisk (*) beside the field label.

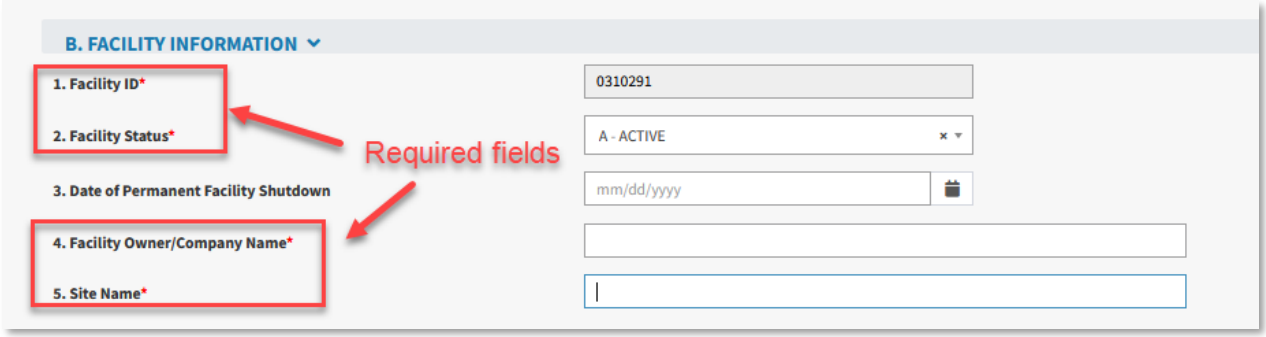


Figure 101: Sample: Required field

The record cannot be saved until all required fields are completed. If you attempt to save without entering values in all required fields, the system will display a red message at the top of the screen:

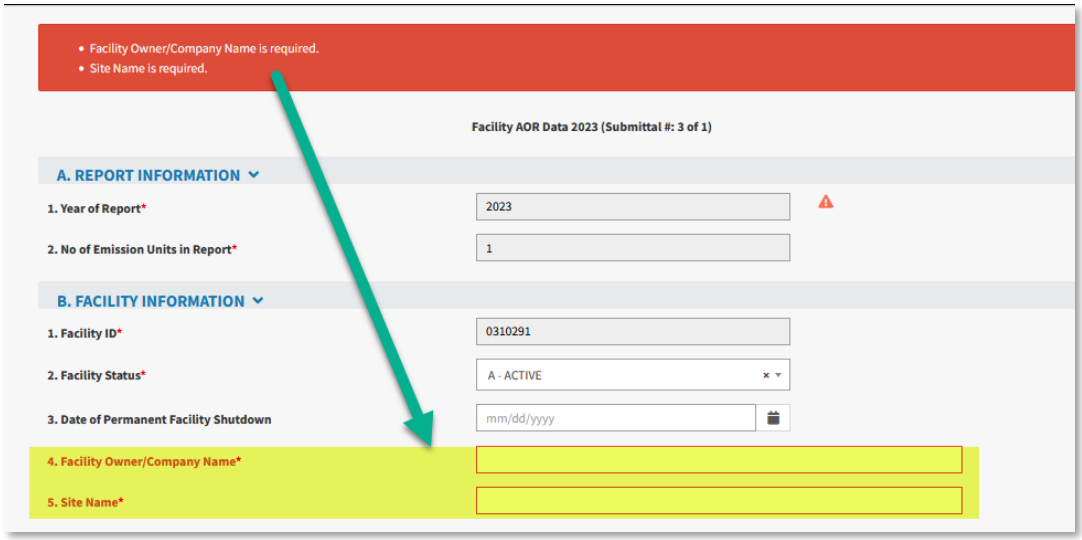


Figure 102: Sample Error Message

The error message will be displayed when the Save button is clicked until the required field is populated.

4.5.6 Tool Tips

Tooltips provide additional information about the fields and icons on the screen. When you hover your mouse over a field or icon, a brief message appears in a box adjacent to the selected item.

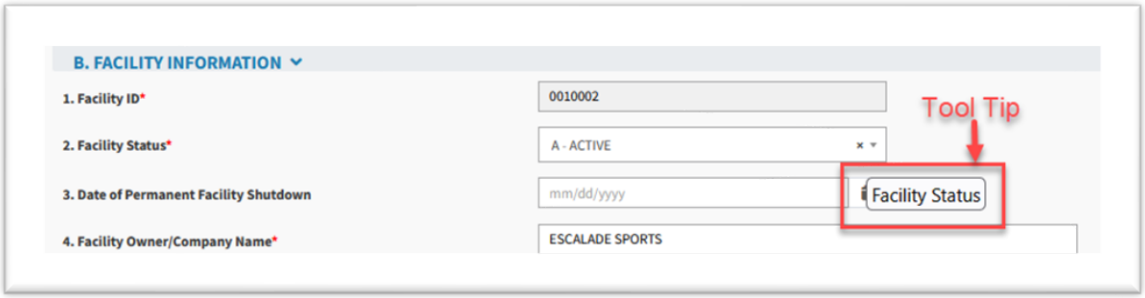


Figure 103: Sample Tool Tip