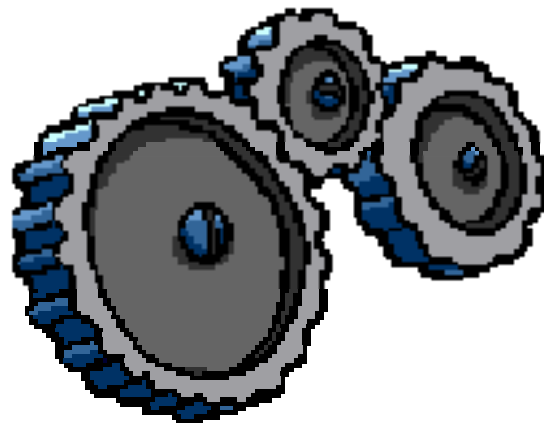


CHAPTER 9

The Reporting Group Form: RG-101

In This Chapter:

- Form Overview
- Form Relationship
- Form Completion Instructions
- Chapter Lesson: Adding and Deleting Reporting Groups



CHAPTER 9: The Reporting Group Form

(This is an optional form. Complete after the EU-101 form, and before the A-101 form.)

FORM REFERENCE Record 2 of 2

Form Type: RG-101 AQD Source ID (SRN): Z9999

OPERATOR'S SECTION GROUP IDENTIFICATION

AQD Reporting Group ID: RG00019 Operator's Reporting Group ID: RGPROCESS

Remove from MAERS: No

Operator's Reporting Group Description: 2 WIDGET PRODUCTION LINES

REPORTING GROUP EMISSION UNITS Unit 1 of 2

Operator's Emission Unit ID: EUPROCESS1
EUPROCESS2

FORM OVERVIEW

The Reporting Group Form, RG-101, is used to combine emission units into reporting groups to simplify emission calculations. **THIS IS AN OPTIONAL FORM** – facilities are not required to create reporting groups. However, for some facilities, reporting emissions at the reporting group level may be easier than at the emission unit level if multiple emission units have common emission limits and recordkeeping requirements. If this form is used, the Activity A-101 form and Emissions E-101 form must be completed at the reporting group level. For information about identifying reporting groups, see Chapter 2.

FORM RELATIONSHIP



For each reporting group created, an A-101 form will be automatically generated. If a reporting group is deleted, A-101 forms will automatically be created for all the emission units that were included in the group.

**NEED
HELP?**

For assistance with identifying reporting groups, contact your AQD district office or the Environmental Assistance Program at (800) 262-9278.

FORM COMPLETION INSTRUCTIONS

If a reporting group was created during a previous reporting year, the fields in this form should be pre-filled. Check to make sure all the information is accurate. If any information needs to be changed, follow the instructions below and edit the appropriate fields. If you would like to add or delete a reporting group see the Chapter Lesson on page 9-5.

Form Reference Section (There are no editable fields in this section)

FORM REFERENCE		Record 1 of 1
Form Type	AQD Source ID (SRN)	
RG-101	Z9999	

This section identifies the reporting group record currently displayed in the upper right corner. On this form, “Record 1 of 1” indicates that reporting group record 1 of 1 is currently displayed on the screen. If more than one reporting group exists, the counter will keep track of the record displayed (e.g. Record 2 of 3). To move to a different record, use the arrow buttons on the tool bar, or click on the browse button and select the reporting group of interest.

Operator’s Section Group Unit Identification

Complete the fields in this section for new reporting groups or to make changes to the previous year’s report. Follow the steps below.

OPERATOR'S SECTION GROUP IDENTIFICATION	
AQD Reporting Group ID RG00003	Operator's Reporting Group ID
Remove from MAERS	Operator's Reporting Group Description

- AQD Reporting Group ID:** This is a unique ID assigned to the reporting group by the software. This number is automatically assigned and cannot be edited.
- Operator’s Reporting Group ID:** Enter a unique ID for this reporting group. Reporting Group IDs must begin with a “RG” prefix plus any combination of up to 14 letters, numbers, or keyboard characters. Spaces are not allowed within the ID. Make the reporting group ID specific and easy to associate with the reporting group it represents (e.g. RGBOILERS).
- Remove from MAERS:** Click on this field and a drop-down list will appear. Select “Yes” if this is an existing reporting group and you would like it removed from your MAERS database. The default is “No.”

Note: If a reporting group is removed from MAERS, all activities associated with the reporting group must also be removed from MAERS on the A-101 form. In addition, for all emission units that were represented in that reporting group, an A-101 form must now be completed.

- Operator’s Reporting Group Description:** Provide a brief narrative description of the reporting group.

Reporting Group Emission Units Section

The screenshot shows a software interface for 'REPORTING GROUP EMISSION UNITS'. At the top right, it indicates 'Unit 1 of 1'. Below the title bar, there is a label 'Operator's Emission Unit ID:' and a drop-down menu. The menu is open, displaying a list of emission unit IDs: EUBOILER, EUCOATING1, EUCOATING2, EUPROCESS1, and EUPROCESS2.

5. **Operator's Emission Unit ID:** Click on this field and a drop-down list containing all the emission unit operator IDs created on the EU-101 form will appear. Select the first ID to be included in this reporting group.

After the first ID has been entered, add the other emission units included in the reporting group. Go to **Edit** on the menu bar and select **Add Emission Unit**. Another field will appear. Choose the second operator ID to be included in the reporting group. Each reporting group must contain at least two operator IDs. You can use this procedure to add new emission units to an existing reporting group as well (e.g. if you added a new emission unit during the reporting year and want to add it to a reporting group created during a previous year).

Note: To delete an emission unit ID from a reporting group:

- (a) Select the ID to be deleted, it will be highlighted.
- (b) Go to **Edit** on the menu bar and select **Delete Emission Unit**.
- (c) The operator ID will be deleted from the reporting group.
- (d) Save the changes.
- (e) If the emission unit still exists, an A-101 and E-101 form must be completed for the emission unit. To delete the emission unit record as well, see the Chapter Lesson in Chapter 8.

- SAVE THE CHANGES AND CLOSE THE RG-101 FORM -

**NEED
HELP?**

For assistance with completing the RG-101 form, contact your AQD district office (see Appendix D) or the Environmental Assistance Program at (800) 662-9278.



CHAPTER LESSON: ADDING & DELETING REPORTING GROUP RECORDS

ADDING REPORTING GROUPS

If you would like to create another reporting group, use the following procedure:

1. Click anywhere in the Operator's Section Group Identification section. The title bar should appear blue.
2. Go to the **Edit** on the menu bar and select **Add Reporting Group**.
3. A blank RG-101 form will be created.
4. Follow steps 1-5 in the Form Completion Instructions.

DELETING REPORTING GROUPS

To remove an existing reporting group (i.e., a reporting group created during a previous reporting year):

1. In the "Remove from MAERS" field select "Yes." This will remove the reporting group from your MAERS database. The record will remain during this reporting year, but will not appear in your database next year.
2. Save the changes and close the RG-101 form.
3. Open the A-101 form and find the activity record(s) this reporting group is linked to. The reporting group Operator's ID will appear in the Form Reference section of the A-101 form.
4. In the Activity Information section, find the field "Remove from MAERS" and select "Yes." If more than one activity record is linked to this reporting group, repeat this step for each record.
5. Save the changes and close the A-101 form. Any emissions information linked to the removed activity record(s) will be automatically removed from MAERS. The emission information will still appear on the E-101 form for that emission unit; however, a remove date will be automatically entered in the "Remove Date" field in the Form Reference section.
6. The reporting group record and associated activity and emissions records will be removed from MAERS. The Operator's ID will still appear on this year's report, but will be removed for the next reporting year.
7. Complete A-101 forms for each of the emission units that were included in the removed reporting group. If any of the emission units no longer exist or do not need to be reported, remove these emission units from the EU-101 form (see the Chapter Lesson in Chapter 8 to remove an existing emission unit).

To delete a reporting group that was created during this reporting year:

1. Choose **Edit** on the menu bar and select **Delete Reporting Group**. This will delete the reporting group record that was created. If the reporting group is linked to an A-101 form(s), a message will appear instructing you to delete all activity records associated with the reporting group (Figure 9-1). If this message appears, close the RG-101 form, save any changes, and proceed to Step 2.



Figure 9-1

2. Open the A-101 form and find the activity record(s) the reporting group is linked to. The reporting group ID will appear in the Form Reference section of the A-101 Form.
3. Choose **Edit** on the menu bar and select **Delete Activity**. The activity record will be deleted. Save the changes, close the A-101 form, and return to Step 1. If the activity is linked to an E-101 form, a message will appear instructing you to remove all the actual emission records associated with the activity (Figure 9-2). If you get this message, save any changes, close the A-101 form, and proceed to Step 4.

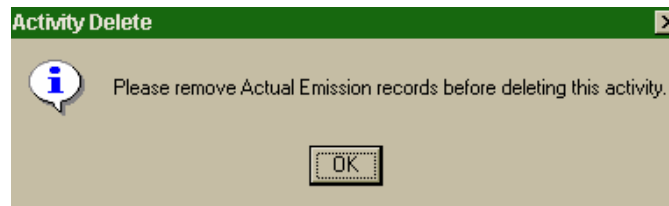


Figure 9-2

4. Open the E-101 form and find the emission record(s) the reporting group is linked to. The Operator's Reporting Group ID will appear in the Form Reference Section of the E-101 Form.
5. Choose **Edit** on the menu bar and select **Delete Emission**. Delete all the data in the Emission Information section that is linked to this Operator's Reporting Group ID (*see Chapter 12 for more information about deleting emission records*).
6. Once you have deleted all the emission records associated with the reporting group, save the changes, close the E-101 form, and return to Step 2.

