

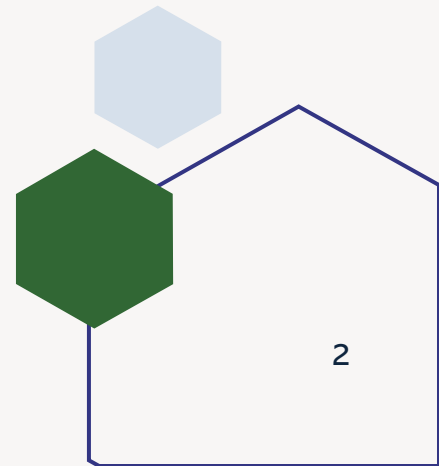
A Slice of SLEIS: Serving Up Streamlined Annual Emissions Reporting, with a Side of Online Fee Payment

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Emissions Inventory Section

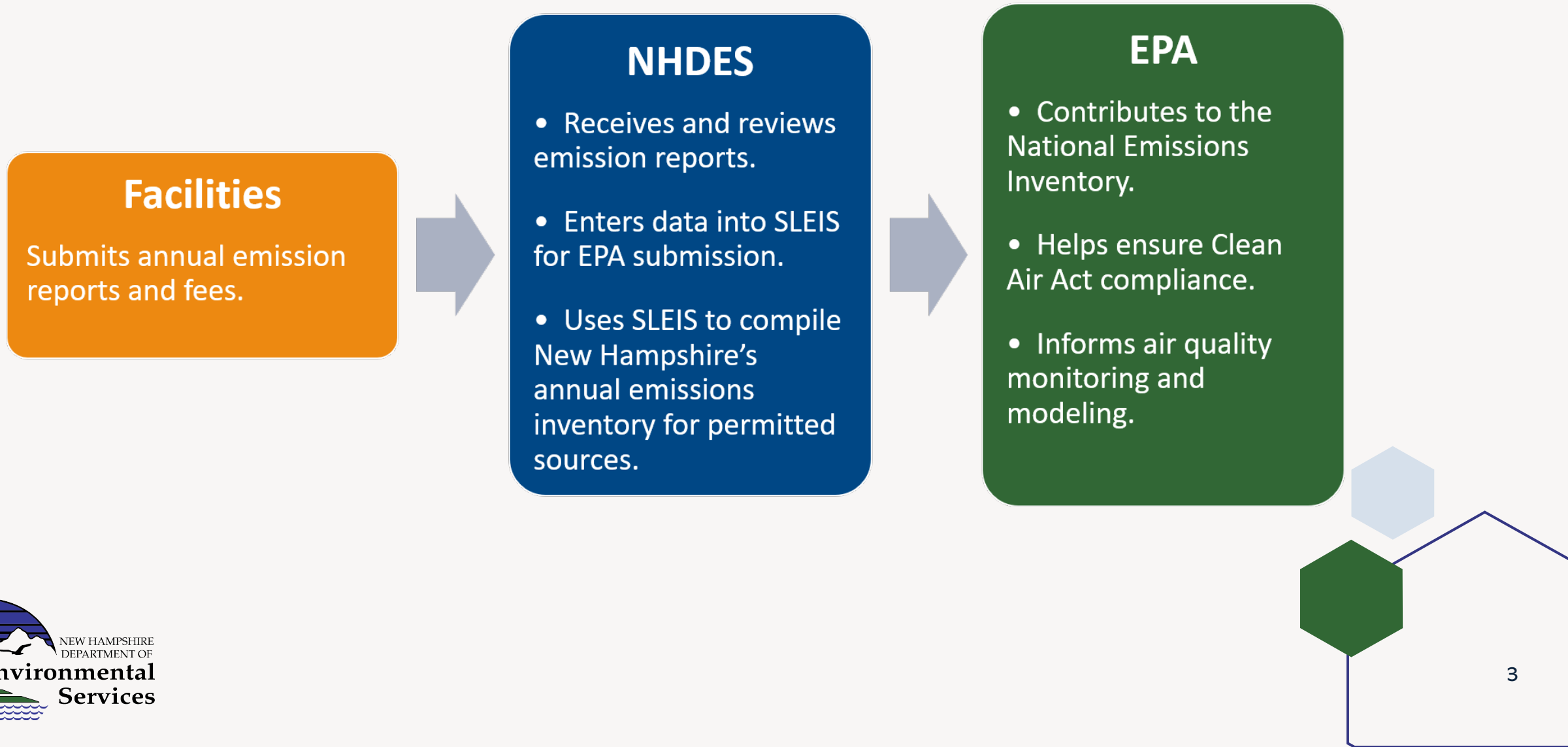


What is covered in the presentation:

- Emissions Data: Reporting Requirements and End Uses
- What is SLEIS?
- Benefits of Using SLEIS
- How SLEIS Works (Highlights)
- Steps to Register for SLEIS and NH Forms
- Online payment of the Annual Emission Fee (New)
- Timeline
- Resources
- Questions

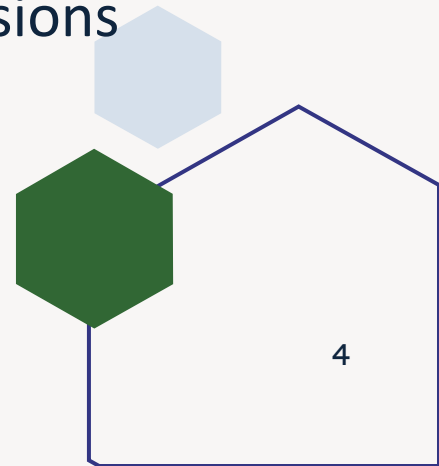


Emissions Data: Reporting Requirements and End Uses



What is SLEIS?

- SLEIS = State and Local Emissions Inventory System (SLEIS).
- Secure, web-based platform for submitting and managing annual emissions reports.
- Used by multiple state agencies across the U.S.:
 - Alabama, Arkansas, Hawaii, Iowa, Kansas, Kentucky, Michigan, Nebraska, Nevada, New Hampshire, North Dakota, Oklahoma, South Carolina, Utah and West Virginia.
- Requires verified electronic signature to submit emission reports.
- Optional (not yet required): you may use SLEIS to submit your annual emissions reports going forward.



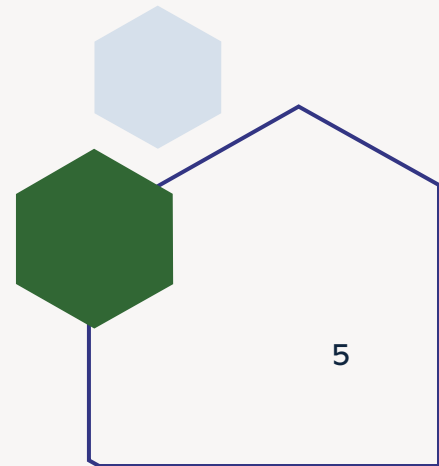
Benefits of Using SLEIS

Without SLEIS

- Paper and scanned forms submitted by mail or email.
- Manual data entry by NHDES staff into SLEIS.
- Higher risk of calculation errors.
- Longer report processing, review, and feedback.
- Time-consuming emission fee reconciliation.

With SLEIS

- Secure, web-based reporting portal.
- Facilities enter data directly into SLEIS.
- Built-in validation checks catch issues instantly.
- Faster reporting, review, and error alerts.
- Integrated emissions calculations supports accurate, timely fee calculation.



How SLEIS Works: Data Entry Into SLEIS

- Facilities enter monthly throughputs and either emission factors or emissions, depending on the calculation method selected for each required pollutant.

2024 Emissions Report Under Review

Process Emissions

Records 1 through 9 of 9. Showing 9.

Filter:

Emission Unit Identifier:	Identifier:	SCC:	Annual Throughput:	Actions
004 EU04 - EMERGENCY ENGINE PHASE II	1 Distillate Oil (Diesel)	20300101	8.45 MILLION BTUS (Distillate Oil) (Input)	
005 EU06 - EMERGENCY ENGINE OIT LIFE SAFETY	1 Distillate Oil (Diesel)	20300101	37.62 MILLION BTUS (Distillate Oil) (Input)	
006 EU07 - EMERGENCY ENGINE OIT COMPUTERS	1 Distillate Oil (Diesel)	20300101	108.68 MILLION BTUS (Distillate Oil) (Input)	

2024 Emissions Report

Process Emissions

Process Operations **Emissions**

Filter:

Pollutant:	Emis. Factor (Lbs/Unit):	Emis. Factor UOM:	Calculation Method:	Estimated Emis. (Tons):
PM-FIL	0.31	E6BTU	8 - USEPA EF (post-control)	0.001309749999999

Pollutant Code: (Required)
PM-FIL - PM Filterable

Calculation Method: (Required)
8 - USEPA EF (post-control)

Emission Factor (Lbs/Unit): (Required)
0.31

Emission Factor Unit: (Required)
E6BTU - MILLION BTUS

Estimated Emissions (Tons): (Required)
0.001309749999999

2024 Emissions Report

Process Emissions

Process Operations **Emissions**

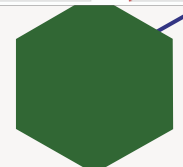
Throughput Unit of Measure: (Required)
E6BTU - MILLION BTUS

Throughput Type: (Required)
I - Input

Throughput Material: (Required)
56 - Distillate Oil

Monthly Throughput Totals:

January	February	March
0	0	0
April	May	June
0	0	0
July	August	September
0	8.45	0
October	November	December
0	0	0



How SLEIS Works: Validate, Download, and Submit Report

- Report templates can be downloaded, filled with throughput and emissions data, and imported back into SLEIS instead of entering data through the online interface.
- An annual emissions report can be created and downloaded.

2024 Emissions Report

Facility Inventory



Facility



Release Points



Control Devices



Emission Units



Unit Processes

Emissions



Process Emissions



Attachments

[Download Template](#) [Import Data](#)

More Actions

[Validate](#) [Initiate Submission](#) [Print](#)

NH DAS HAZEN DRIVE COMPLEX

Facility Identifier:
3301300023

Location Address:
29 HAZEN DR
CONCORD, NH 03301

Your roles at this facility are:
Administrator, Editor, Submitter

[View Master Facility Inventory - PDF](#)

Submission Status

This has not been submitted.

[Resync Facility Inventory with Master](#)

Summary Reports

Total Emissions by Source - [PDF](#) | [CSV](#)
Total Emissions by Emission Unit - [CSV](#)
Total Emissions by Release Point - [CSV](#)
Process Emissions Summary - [CSV](#)

Detail Reports

Emissions Report (w/ Review Comments and History) - [HTML](#) | [PDF](#)

Comparison Reports

Compare Report to Master Inventory - [CSV](#)
Compare Report to Previous Report - [CSV](#)
Compare Report to Internal Report - [CSV](#)

2024 Emissions Inventory Report			
NH DAS HAZEN DRIVE COMPLEX (3301300023)			
Emissions Summary			
CRITERIA AIR POLLUTANT (CAP) EMISSIONS TOTALS			
Pollutant Code/CAS #	Pollutant Name		Total Emissions (tons)*
PM-FIL	PM Filterable		0.21537
SO2	Sulfur Dioxide		0.11222
NOX	Nitrogen Oxides		1.39338
VOC	Volatile Organic Compounds		0.09164
CO	Carbon Monoxide		2.69025
HAZARDOUS AIR POLLUTANT (HAP) and/or OTHER POLLUTANT EMISSIONS TOTALS			
Pollutant Code/CAS #	Pollutant Name	Is VOC/PM?	Total Emissions (tons)*



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DEPARTMENT OF
Environmental
Services

7

How SLEIS Works: Calculate Annual Emission-Based Fee

- Download the Total Emissions by Source report as a CSV file from SLEIS to calculate the annual emissions-based fee.
- Fees must still be paid separately from SLEIS by check, money order, or online through NH Forms by credit card or e-check.

**SLEIS** State & Local Emissions Inventory System

Welcome James.Tilley@des.nh.gov
[Home](#) | [My Facilities](#) | [My Profile](#) | [Help](#) | [Logout](#)

2024 Emissions Report

Facility Inventory

Facility

Release Points

Control Devices

Emission Units

Unit Processes

Emissions

Process Emissions

Attachments

[Download Template](#) [Import Data](#)

More Actions

[Validate](#) [Initiate Submission](#) [Print](#)

NH DAS HAZEN DRIVE COMPLEX

Facility Identifier:
3301300023

Location Address:
29 HAZEN DR
CONCORD, NH 03301

Your roles at this facility are:
Administrator, Editor, Submitter

[View Master Facility Inventory - PDF](#)

Submission Status

This has not been submitted.

[Resync Facility Inventory with Master](#)

Summary Reports

Total Emissions by Source - [PDF](#) | [CSV](#)
Total Emissions by Emission Unit - [CSV](#)
Total Emissions by Release Point - [CSV](#)
Process Emissions Summary - [CSV](#)

Detail Reports

Emissions Report (w/ Review Comments and History) - [HTML](#) | [PDF](#)

Comparison Reports

Compare Report to Master Inventory - [CSV](#)
Compare Report to Previous Report - [CSV](#)
Compare Report to Internal Report - [CSV](#)

Other Reports

Agency Review Comments - [CSV](#)

	A	B	C	D	E	F
	Reporting Period	Facility Identifier	Facility Name	Pollutant Description	Total Emissions (Tons)	Emissions Fee (\$425 per ton)
1						
2	2024	3301300023	NH DAS HAZEN DRIVE COMPLEX	PM2.5 Filterable	0.25067	
3	2024	3301300023	NH DAS HAZEN DRIVE COMPLEX	PM10 Filterable	0.28106	
4	2024	3301300023	NH DAS HAZEN DRIVE COMPLEX	PM Filterable	0.36677	\$ 155.88
5	2024	3301300023	NH DAS HAZEN DRIVE COMPLEX	Sulfur Dioxide	0.17757	\$ 75.47
6	2024	3301300023	NH DAS HAZEN DRIVE COMPLEX	Nitrogen Oxides	2.20509	\$ 937.16
7	2024	3301300023	NH DAS HAZEN DRIVE COMPLEX	Volatile Organic Compounds	0.16346	\$ 69.47
8	2024	3301300023	NH DAS HAZEN DRIVE COMPLEX	Carbon Monoxide	4.37025	\$ 1,857.36
9					Total:	\$ 3,095.33

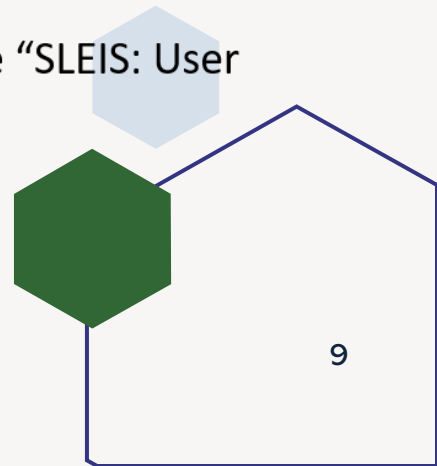
Steps to Register for SLEIS

1. Submit CROMERR Forms to NHDES ([NH Online Forms System - CROMERR Signature Process](#)).

- [Reporter Certificate of Authority \(NHDES-C-05-003\)](#) – Certifying Officer designates an Authorized Official, who can designate Signatories for electronic submissions.
- [Signatory Subscriber Agreement \(NHDES-C-05-002\)](#) – Authorized Official designates a Signatory, and the Signatory accepts the electronic-signature responsibilities.
- The Certifying Officer, Authorized Official, and Signatory can all be the same individual.
- For Title V sources only, the Signatory must be a “Responsible Official” for the facility that has been certified in accordance with Env-A 605.04.

2. NHDES reviews the forms and activates your SLEIS account.

- You will receive an automated email from AirEmissions@des.nh.gov with the with the subject line “SLEIS: User Account Created” and a link to create your account password.
- NHDES will follow up to confirm whether you plan to use SLEIS for your annual emissions report.



Paying the Annual Emission Fee Online

- Beginning in 2027, annual emission fees for 2026 emissions can be paid online through the NH Online Forms System (nForms).
- Two forms are available – Title V or State. Facilities choose the one that matches their permit.
- The form calculates the annual emission fee, which is the baseline emission fee plus the emission-based fee.
- A previous submission number can be entered to prefill the form in later years.

The diagram illustrates the structure of the NHDES online payment form. It consists of two main sections separated by an "OR" indicator. The top section is titled "NHDES Title V Air Emissions Fee Payment" (VERSION 4.4) and is intended for facilities issued, or required to hold, a Title V operating permit. The bottom section is titled "NHDES State Air Emissions Fee Payment" (VERSION 3.5) and is intended for facilities issued, or required to hold, a temporary or state permit.

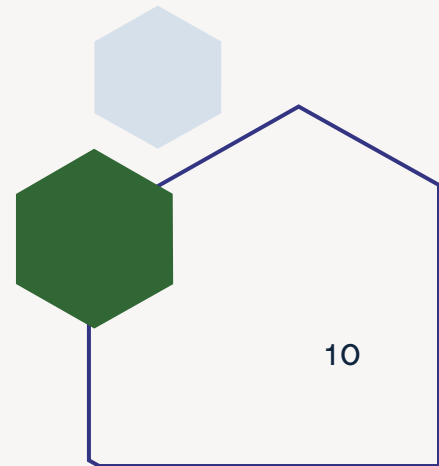
NHDES Title V Air Emissions Fee Payment
VERSION 4.4

Facilities issued, or required to hold, a Title V operating permit.

OR

NHDES State Air Emissions Fee Payment
VERSION 3.5

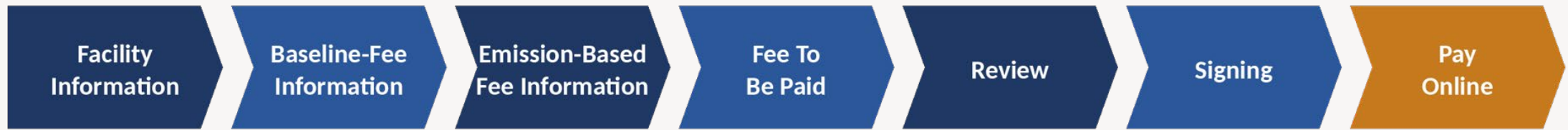
Facilities issued, or required to hold, a temporary or state permit.



Steps to Create a NH Forms Account

1. Go to <https://onlineforms.nh.gov/nform/> and select “Create Account”.
2. Enter your name, email address, phone number, and password, then submit.
3. NH Online Forms (BusinessOneStop@nh.gov) will email you a confirmation code.
4. Enter the confirmation code, then sign in with your username and password.
5. Use “Form Search” to find the appropriate payment form:
 - NHDES Title V Air Emissions Fee Payment; or
 - NHDES State Air Emissions Fee Payment.

How the Online Payment Form Works



- Sign electronically to certify the submission.
- Select Pay Online to complete the submission.
 - Bank eCheck (EFT) - no processing fee.
 - Credit card - 2.7 percent non-refundable processing fee.
- The third-party processor sets and collects the credit card fee, not NHDES. Transactions are limited to \$500,000.
- Receipt is sent to user via email.

Pay Online	
Agency Amount	\$6,730.00
LexisNexis Service Fee	\$181.71
Total Payment Amount	\$6,911.71

2.7% credit card fee

First Name* [] Last Name* []

Billing Address Line 1 [] Billing Address Line 2 []

Billing City [] Billing State [v]

Billing Zip Code [] Email Address* []

Phone Number* []

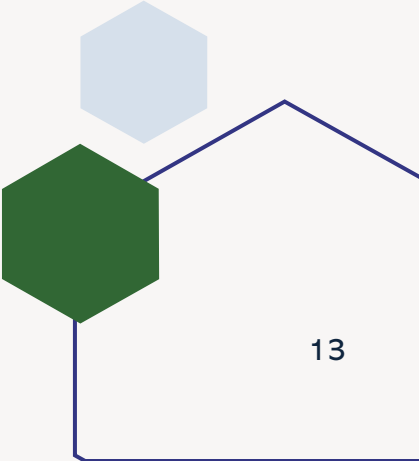
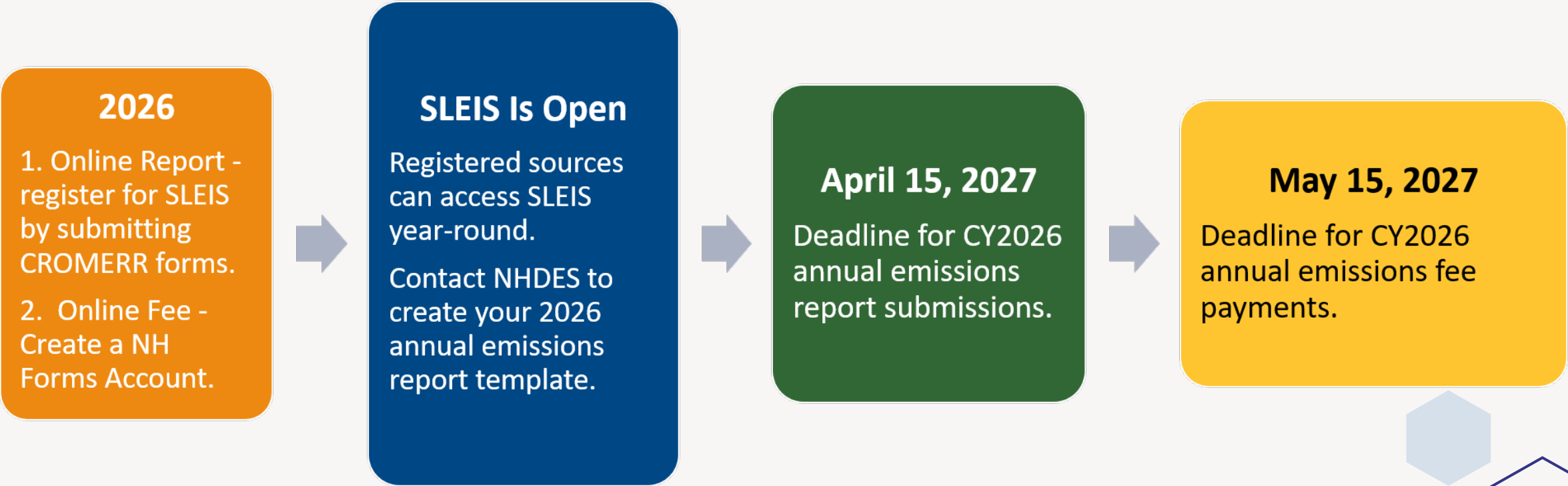
Payment Type* ☒ Credit Card ☐ Personal Check ☐ Business Check

Credit Card Number* [] Card Expiration* [v] 2026 [v]

☐ By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee.

Pay Now

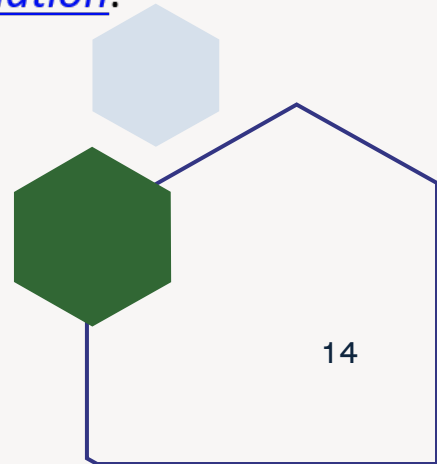
Timeline for 2026 Annual Emissions Reports and Fees



Resources Available on the NHDES SLEIS Website

SLEIS – Home (<https://www4.des.state.nh.us/SLEIS/>)

- SLEIS Facility Training Guide.
- NHDES SLEIS Webinars:
 - Introduction to SLEIS.
 - Submitting an Annual Emissions Report Using SLEIS.
- NHDES Fact Sheets:
 - Fact Sheet ARD-63: Preparing and Submitting an Annual Emissions Report.
 - Fact Sheet ARD-64: Calculating Annual Emission Fees.
 - Fact Sheet ARD-70: Online Annual Emissions Reporting and Emission-Based Fee Calculation.
- U.S. EPA Emission Factors
 - AP-42: Compilation of Air Emissions Factors from Stationary Sources.
 - U.S. EPA WebFIRE Emission Factors.



Questions?

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