

Website User Guide:

Collecting Information on Mercury Emissions from Electric Utility Steam Generating Units

Changes from the last revision are highlighted and dated.

December 7, 1999

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Preface

Purpose of the Manual

The purpose of this manual is to guide users of EPA's Electric Utility Mercury Information Collection Request website. The following handbook contains a step-by-step guide on how to enter and edit necessary data.

Important Definitions

In this handbook, *shipments* mean the coal or other fuel (petroleum coke, tires, etc.) delivered to your plants.

Samples refer to the samples taken from a certain frequency of shipments for analysis.

Attention: Facilities sampling their coal/fuel onsite: In this website, *as-fired samples* refer to coal or other fuel samples taken onsite (e.g., piles, conveyors, sample ports before the furnaces).

Entering the EPA's Mercury Information Collection Request (ICR) Web Site

Finding the Web Site and Logging On

1. Open your web browser (Netscape or Internet Explorer, Version 3.0 or higher). Type the following in the location space at the top:

<http://utility.rti.org/>

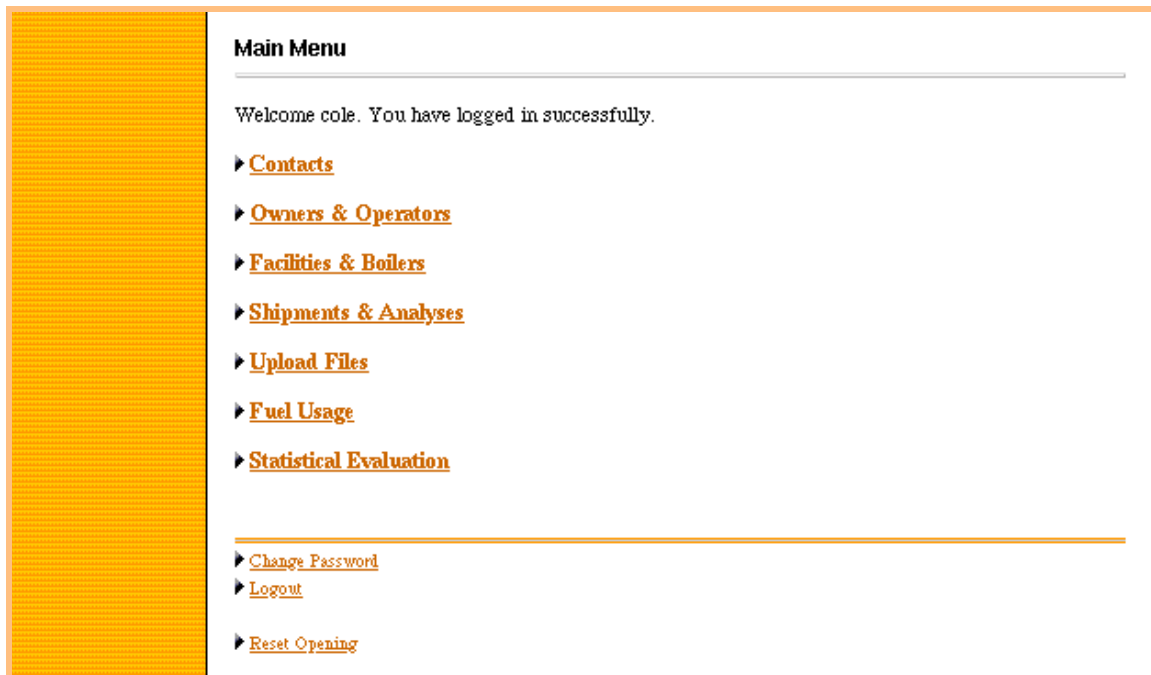
Press enter or return. This action takes you to EPA's Mercury Information Collection Effort Web page.

2. Click on the "Login" button (at left) to encounter the **Data Entry Login** screen.

The screenshot displays the web interface for the EPA's Mercury Information Collection Effort. At the top, it reads "Electric Utility Steam Generating Unit Mercury Emissions Information Collection Effort". The left sidebar contains the EPA and RTI logos, and a navigation menu with buttons for "Overview", "Part I Summary", "Part I FAQ", "Part II Summary", "Part II Status", "Part II FAQ", "Part III Summary", "Part III Status", and "Part III FAQ". The main content area is titled "Data Entry Login" and features a "User Login" form. The form prompts the user to "Please enter your username and password." and includes input fields for "Username" (containing "cole") and "Password" (containing "*****"), along with a "Login" button.

3. Type in the username and password that were either mailed or e-mailed to your facility contact person.
4. Click on the “**Login**” button.

You are now at the Web site’s **Main Menu**.



Note: As a security measure for preventing unauthorized access to the site, users are automatically logged out after **30 minutes** of inactivity.

Options on the Main Menu

The options you are offered here are as follows:

Website Users Guide

This is a step-by-step users guide on how to enter and edit data in the website.

Contacts (No user entry necessary; based on Part I information.)

This page lists information for the facilities contact person:

- ◆ contact name
- ◆ e-mail address

- ◆ facilities for which the contact person is responsible for filling out the ICR

The contact person is the one who responds to questions about the plant, but not necessarily the one who enters the data into the Website—although having the same person perform both functions is preferable. In any case, EPA needs to know which individual(s) is/are responsible for entering the data into the Web page so that any discrepancies can be resolved. If the contact person changes, please submit the new information to help@utility.rti.org.

Owners and Operators (No user entry necessary; based on Part I information.)

This page contains the name and the street or post office address of the owner/operator of every facility for which the person who logged on is responsible.

Facilities and Boilers (No user entry necessary; based on Part I information.)

For each facility for which the person who logged on is responsible, this page contains:

- ◆ facility name/code
- ◆ facility street address
- ◆ contacts
- ◆ owner/operator
- ◆ individual unit configuration data (available through the *show boilers* link)

Shipments & Analyses

This page is the main site for entering and editing information on all shipments and analyses conducted for each facility for which you are responsible. Detailed instructions for data entry appear in the section titled “**Entering Data**” on page 8 of this manual.

Upload Files

This page is for entering information (bulk data file spreadsheets) on all shipments and analyses conducted for each facility for which you are responsible.

Note: Uploading spreadsheets with over 300 rows of data, especially at quarterly deadlines, can lead to messages stating that a timeout error occurred. Please keep your spreadsheets to sizes of 500 rows or less. This could result in large

units splitting their spreadsheets into 2 or 3 pieces. As long as the same row of data isn't entered more than once this is not a problem. (7/1/99)

Note: It is very important that you do not alter the spreadsheet column names, move columns, or combine these two spreadsheets into one. They are ordered the way they are for uploading purposes. You may alter the width of columns or shade/color rows so that you can better visualize your data. The act of saving the spreadsheet(s) to a tab-delimited text file will remove this type of formatting.

The two bulk data file spreadsheets and the spreadsheet guide, downloadable here and on the main web site <http://utility.rti.org/download.cfm> (5/3/99), allow you to enter bulk information about shipments and suppliers and analyses and laboratories.

- ◆ The first step is to assemble the data you wish to enter into the spreadsheets mentioned above
- ◆ Use the "Save As" menu option in your spreadsheet program to create two separate tab-delimited text files
- ◆ In the Electric Utility Tools page, click on the "**Upload File**" link
- ◆ In the upload page, click on the "**Browse**" button to search for the tab-delimited text file you wish to load (the pop-up menu at the bottom of the browse dialog box must be set to "text" to see your text file).
- ◆ Click on either the "**Shipment File**" or the "**Analysis File**" radio button depending on which file you wish to load (the shipment file must be entered first)
- ◆ Click on the "**Upload the File**" button to upload the file
- ◆ The file will attempt to load and will succeed if there are no errors in the spreadsheets
- ◆ If errors are found the upload will stop and an error message will be displayed
- ◆ Once each file is uploaded using this procedure, **Please** do not enter the same set of data more than once.

Fuel Usage (7/1/99).

This page allows you to enter your plant's monthly coal/fuel consumption by unit. In speaking with industry personnel, the EPA has found that most plants record unit coal/fuel usage by month. This quantity of total fuel burned by each unit (per month) can be entered into the Fuel Usage pages. The EPA realizes that it inadvertently omitted the request for this information in its discussions with the Office of Management and Budget. However, actual fuel use data is key to determining annual mercury emissions and, therefore, as this information is similar to that reported to

the DOE/EIA, it is hoped that this information will be provided voluntarily by each company submitting coal analyses data.

Note: These unit fuel consumptions **cannot** be entered using bulk data file spreadsheets as they are unit-based and not facility-based, so you **must** manually enter the fuel usage tonnages in the Fuel Usage Calendar page.

The first step is to assemble the data on tons of coal/fuel usage by month and by unit. Click on the *Fuel Usage* link and you will be presented with the Fuel Usage Calendar Page (see below). This page displays all fuel usage data that you have entered so far but does not allow you to edit the tonnages.

Here is an example of a Fuel Usage Calendar page:

Fuel Usage Calendar - Gamma Plant

January 1999				
	Unit 1	Unit 2	Unit 3	Total Number of As-Received Tons
Bituminous/None	5235.2 (12.00%)	3455.4 (12.00%)		8690.6
Bituminous/Subbituminous			10012.0 (15.34%)	10012
Subbituminous/None	5235.9 (23.45%)			5235.9
Petroleum coke/None		150.0 (25.4%)		150

In this example, Unit 1 fires a blend of bituminous and subbituminous coal (blended onsite). Unit 2 fires a blend bituminous coal and petroleum coke (blended onsite). Unit 3 fires a blend of bituminous and subbituminous coal (blended by the coal supplier prior to shipment).

The fuel types on these pages are in the same format as the shipment or as-fired analyses data that you entered for each quarter. To edit these tonnages, click on the month you wish to modify. Here you will see the editable table showing Fuel Usage by month for each unit.

On this monthly subpage, enter the type, amount (in as-received tons [moisture included]), and average moisture content (see explanation below) of each coal/fuel that each unit burned in the month selected. As

noted above, if your unit received blended fuel from a supplier then the fuel type will be shown as, for example, "Bituminous/Subbituminous." If you blend your coal onsite, divide the tonnages of the different types of coal amongst the unit(s) that burned them.

Since as-received coal/fuel is moist, you should enter the average percentage of moisture in the Average Moisture Content field along with the amount of fuel being consumed in the As-Received Tonnage field. The average moisture content should be calculated from the shipments required to be analyzed in the ICR (e.g., every sixth shipment, minimum three per month). However, you can and should use its best judgement in those cases where there are relatively few analyzed shipments remaining per month from which to develop the average moisture content. Other analyses may be used in the average on a voluntary basis. If you plan to enter your tonnage on a dry basis, please enter the number zero (0) in the Moisture Content (%) column.

(12/7/99) If any of your units did not operate (burn fuel) for any or all month(s) in 1999, you must choose "nothing burned" in the primary fuel popup and "nothing burned" in the secondary fuel popup as well as "0" in the As-Received Tonnage field and "0" in the Average Moisture Content field in each month's Fuel Usage unit's page. If you burn fuel but do not receive any shipments for that month enter the tonnages burned in the table provided for that month.

When you finish entering the data for a month, the data will be reflected in the Fuel Usage Calendar Page when you click on the **Update Database** button at the bottom of the page, including the total tonnages burned (by coal/fuel and by unit).

Statistical Evaluation

This page allows you to view statistical reports on each of the facilities for which you are responsible. Your options on this page for viewing your statistical evaluation reports are:

- ◆ Current Quarter by Facility
- ◆ All Quarters by Facility
- ◆ All Facilities by Quarter

Only those reports that are available will have active links. Reports for multiple facilities are separated by a horizontal solid divider. The information given in a statistical evaluation report is:

- ◆ Facility Name*

- ◆ Number of Samples
- ◆ Standard Deviation
- ◆ Confidence Interval
- ◆ Lower Confidence Limit
- ◆ Upper Confidence Limit
- ◆ the Results of the Statistical Calculation
- ◆ Your Options Based on the Data Entered

*Clicking on a facilities name takes you to a detailed statistical report that includes:

- ▶ Number of Samples
- ▶ Sample Mean
- ▶ Standard Deviation
- ▶ Degrees of Freedom
- ▶ Student's t-value
- ▶ Confidence Interval
- ▶ Lower Confidence Limit
- ▶ Upper Confidence Limit
- ▶ The Individual Mercury Data on Which the Statistical Analysis Was Performed

Change Password

This page allows you to change your password.

Logout

This page allows you to log out of the EPA's Mercury ICR Web Site.

Reset Opening

This link allows you to turn on the popup information page that you got when you first entered the website.

Entering Data

If you are ready to enter data for individual shipments and samples, proceed as follows:

First, from the **Main Menu**, click on the **Shipments & Analyses** link. If you are responsible for more than one plant, the next page will ask you to choose the plant for which you would like to enter or edit data. After you have chosen the plant from the pulldown menu, click on the **“Proceed”** button. This action will

Shipments & Analyses - Bravo Power Facility

Legend

Click to Edit the Shipment Number of Shipments: 4
Click to Delete the Shipment Number of Analyses: 2

[Add an Analysis for an As-Fired Sample](#)

[Work with Suppliers](#) [Work with Laboratories](#)

Add a New Shipment	Shipment Details			Mercury/ Chlorine Analysis	Coal/Fuel Shipment Method
	Shipment ID	Date Shipment Received	Amount received, dry, in tons		
	AsFired(Web)300	n/a	n/a	EVT-5674	n/a
	JAN001	1/5/99	500	Pending	truck
	JAN002	1/19/99	3,000	No Analysis	rail car (unit train)
	JAN003	1/28/99	10,000	BRAVO-0102-001	barge (barge tow)

[View All Analyses](#)

[Return to Main Menu](#)

take you to the **Shipments & Analyses** page.


You can do five main actions from this page. You can:

1. Add a new shipment and/or analysis
2. Add an Analysis for an As-Fired Sample
3. Add/Edit Sample Analysis Data

4. Add or delete coal/fuel suppliers
5. Add or delete testing laboratories

About the Shipments & Analyses Table

This table is where you may enter new shipment and sample analysis data. All shipments received or shipped in 1999 must be entered into this Web database. This page also displays all shipment data for the current quarter that have been received to date. Links within the table allow you to examine the analysis data associated with those shipments for which analyses were necessary. Analyses need to be done only on a certain frequency of coal/fuel shipments (see Part I of the overall Web site, FAR, http://utility.rti.org/part1/faqP1_1.cfm.) The analysis can be entered after the shipment data are entered, or can be listed as pending until the analysis data pertaining to that shipment become available. An analysis should always be mated with a shipment on the same database row (except for as-fired analyses, see below).

To prevent orphaned records from occurring, shipments with associated analyses cannot be deleted unless their analyses are deleted first. Thus, for each shipment with an analysis, the “**Delete the Shipment**” icon  does *not* appear in the first column of the table.

The EPA’s definition of a “shipment,” as it pertains to trucks, equates to all truckloads of a single type of coal (e.g., recently mined bituminous, subbituminous, or lignite coals) received within one calendar 24-hour period (i.e., midnight to midnight), regardless of supplier. A single shipment record (one database row) combining all the tonnages received on that shipment day will suffice for plants that receive coal/fuel by truckload.

Plants that receive coal/fuel by conveyor intermittently, during a 24-hour period should record a single shipment record (one database row) combining all the tonnages received on that shipment day.

As mentioned in the Preface, *as-fired samples* refer to coal or other fuel samples taken onsite (e.g., piles, conveyors, sample ports before the furnaces). An *as-fired sample*, and thus an *as-fired analysis*, can not be associated with (or reside on the same database line with) an actual shipment of coal/fuel. Therefore, a placeholder row with limited information is created in the "Shipments & Analyses" table for *as-fired analyses*. For an *as-fired analysis*, the shipment name in the "Shipments & Analyses" table is generated automatically. If a facility has a sample number or identification to include, it can use the "Sample ID" field on the

"As-fired Analysis" page. ***Facilities that sample their coal/fuel onsite are still required to enter shipment information on all shipments (with no analyses attached) in the "Shipments & Analyses" table.***

At the bottom of this page is a button that will allow you to, “**View All Analyses.**” This takes you to a page that allows you to quickly view all of your analyses.

At the bottom of the View All Analyses page is a button that will allow you to, “**Return to the Shipments & Analyses**” page.

The pages that follow contain step-by-step instructions for entering data manually into the **Shipments & Analyses** section of the Web database.

Step 1a: Add a New Shipment

If you *do not* collect as-fired samples (see preface), click on the first heading of the first column, “**Add a New Shipment.**” This page allows users to enter information on a shipment received. The data entry fields

Add a New Shipment to Bravo Power Facility

Shipment Name:

Amount of coal/fuel received, dry, in tons: (1 ton = 2000 lbs.)

Primary Coal/Fuel Delivered:

Secondary Coal/Fuel Delivered:

Date Shipment Received:

Coal/Fuel Shipment Method:

Coal/Fuel Supplier:

No Mercury/Chlorine Analysis
 Mercury/Chlorine Analysis Pending

Source

State:

County:

Seam:

are as follows.

Shipment Name

The shipment name is a facility identifier for this shipment. EPA only asks that these names or identifiers remain consistent in their order over the year of testing. Facilities that have taken 2 or more samples from the same shipment should put a letter modifier after their shipment name (e.g., Baker235a, Baker 235b, etc.)

Amount of Coal/Fuel Received, Dry, in Tons

Enter the amount of the shipment, in dry tons, here.

Primary Coal/Fuel Delivered and Secondary Coal/Fuel Delivered

These two items are pop-up menus that work in tandem to describe the contents of the shipment. The options “Bituminous - High Sulfur” and “Bituminous - Low Sulfur” are available in here for those facilities that wish to tie a shipment to a specific unit by sulfur content.

- ◆ If a shipment contained bituminous coal only, “**Primary Coal/Fuel Delivered**” would be “**Bituminous**” and “**Secondary Coal/Fuel Delivered**” would be “**None.**”
- ◆ If a shipment were a blend of different coals such as subbituminous and lignite, “**Primary Coal/Fuel Delivered**” would be “**Subbituminous**” and “**Secondary Coal/Fuel Delivered**” would be “**Lignite.**”

Please contact help@utility.rti.org if more than two types of coal/fuel are received in the same shipment.

Date Shipment Received

These pop-up menus are used to enter the date the shipment was received.

Coal/Fuel Shipment Method

This menu allows you to choose the shipment method.

Coal/Fuel Supplier

This menu allows you to add a new coal/fuel supplier or select from the coal/fuel supplier(s) that you entered previously.

Click the button for “**No Mercury/Chlorine Analysis**” if no sample was taken of this shipment and, therefore, no analysis is available, or click, “**Mercury/Chlorine Analysis is Pending.**”

Source

Enter the coal/fuel shipment’s State and county of origin, and seam name if known.

Step 1b: Submit the Shipment Information

You can now click “**Submit Shipment**” to submit the information given on this shipment, or “**Cancel**” to return to the **Shipments & Analyses** page.

Step 2a: Add an Analysis for an As-Fired Sample

If you collect as-fired samples, click on the button “**Add an Analysis for an As-Fired Sample.**” This page allows you to enter information from a sample analysis for an as-fired sample. The data entry fields are as

follows.

The "n/a" fields on this page show information necessary for a standard analysis that is not applicable under an as-fired analysis. The **Shipment Name** in the **Shipments & Analysis Table** is auto-generated for as-fired shipments. This is to prevent manually-entered and spreadsheet-entered

Add an Analysis for an As-Fired Sample to Bravo Power Facility

Shipment Name: AsFiredWebxx
Analysis ID: 1244
Date As-Fired Sample was Taken: April 27 1999

Amount of coal/fuel represented by this analysis, dry, in tons (1 ton = 2000 lbs.) n/a
Primary Coal/Fuel Delivered: Bituminous
The High and Low Sulfur Bituminous choices are for the use of companies that wish to tie a shipment to a specific unit by sulfur content.
Secondary Coal/Fuel Delivered: None

Date Shipment Received: Apr 27, 1999
Coal/Fuel Shipment Method: n/a
Coal/Fuel Supplier: n/a

Source
State: Pennsylvania
County: Adams County
Seam: Unknown

Total amount of coal/fuel represented (dry basis): n/a
Heating Value (dry basis): 12000 Btu/lb
Total Sulfur (dry basis): 2 %
Ash (dry basis): 12 %

Amount of Mercury (dry basis): .12 ppm NR
Amount of Chlorine (dry basis): .45 ppm NR
If the analysis results are below the detection limit in the mercury or chlorine data entry fields please check "NR" (not reported) and enter the analyses detection limit in the corresponding fields.

Laboratory: Omega Labs

duplication of shipment names.

Date the As-Fired Sample was Taken

These pop-up menus are used to enter the date the as-fired sample was taken.

Primary Coal/Fuel Delivered and Secondary Coal/Fuel Delivered

These two items are pop-up menus that work in tandem to describe the contents of the shipment. The options “Bituminous - High Sulfur” and “Bituminous - Low Sulfur” are available in here for those facilities that wish to tie a shipment to a specific unit by sulfur content.

- ◆ If a shipment contained bituminous coal only, “**Primary Coal/Fuel Delivered**” would be “**Bituminous**” and “**Secondary Coal/Fuel Delivered**” would be “**None.**”
- ◆ If a shipment were a blend of different coals such as subbituminous and lignite, “**Primary Coal/Fuel Delivered**” would be “**Subbituminous**” and “**Secondary Coal/Fuel Delivered**” would be “**Lignite.**”

Please contact help@utility.rti.org if more than two types of coal/fuel are received in the same shipment.

Source

Enter the coal/fuel shipment’s state and county of origin, and seam name if known.

Analysis ID

The analysis ID is the analysis number that is used to identify the coal/fuel sample as it is analyzed by your testing lab.

Note: It is not possible to modify the *Analysis ID* number in an analysis that has already been entered into the **Shipments & Analysis Table**. If a mistake is made in entering the *Sample ID* number and it is noticed in the **Shipments & Analysis Table**, you must delete the incorrect analysis entry and reenter it in its entirety with the correct *Analysis ID* number.

Heating Value (HHV)

The higher heating value of the coal/fuel sample, Btu/lb (dry basis).

Total Sulfur

Total sulfur is the sulfur content of the coal/fuel sample, by percentage (dry basis).

Ash

Enter the ash content of the coal/fuel sample, by percentage (dry basis).

Amount of Mercury

Enter the mercury content of the coal/fuel sample, in ppm (dry basis). If the analysis results are below the detection limit in the mercury data entry field please check "NR" (not reported) and enter the analyses detection limit in the *Amount of Mercury* field. For example, NR (0.01 ppm).
(7/1/99)

Amount of Chlorine

Enter the chlorine content of the coal/fuel sample, in ppm (dry basis). If the analysis results are below the detection limit in the chlorine data entry field please check "NR" (not reported) and enter the analyses detection limit in the *Amount of Chlorine* field. For example, NR (100 ppm).
(7/1/99)

Laboratory

This menu allows you to add a new coal/fuel analysis testing laboratory or to select from the coal/fuel analysis testing laboratory(s) that you entered previously.

Specific Method(s) Used to Obtain Samples

Enter the specific method(s) used by your electric utility company to obtain the coal/fuel sample (e.g., ASTM...).

Specific Method(s) Used to Prepare Samples for Analysis for Mercury

Enter the specific method(s) used by the testing laboratory to prepare the coal/fuel sample for analysis of mercury (e.g., ASTM...).

Specific Method(s) Used to Analyze Samples for Mercury

This item is the specific method used by the testing laboratory to analyze the coal/fuel sample for mercury (e.g., EPA Method...).

Evidence of Accuracy and Precision of Analysis for Mercury

Enter here any evidence of accuracy and precision of analysis for mercury. For example, this evidence could consist of results of a concurrent analysis of National Institute of Standards and Technology (NIST) Standard Reference Materials (SRMs).

Notes

Add any notes about this analysis that you would like to provide.

Step 2b: Submit the As-Fired Analysis Information

You can now click “**Submit As-Fired Analysis**” to submit the information given on this as-fired analysis, or “**Cancel**” to return to the **Shipments & Analyses** page.

Step 3a: Add/Edit Sample Analysis Data

If you entered data for a shipment and need to add sample analysis data corresponding to this shipment, click on the **Pending** link in the **“Mercury/Chlorine Analysis”** column corresponding to this shipment that you have already entered. If there is already an Analysis ID number in the **“Mercury/Chlorine Analysis”** column corresponding to this shipment that you have already entered, you can click on this to edit a previously

Analysis for BRAVO-JAN005B

Shipment Name: BRAVO-JAN005B
Analysis ID:
Date Sample was Taken: January 10, 1999

Amount of coal/fuel represented by this analysis, dry, in tons (1 ton = 2000 lbs.): tons
Heating Value (HHV) (dry basis): Btu/lb

Total Sulfur (dry basis): %
Ash Percentage (dry basis): %

Amount of Mercury (dry basis): ppm NR
Amount of Chlorine (dry basis): ppm NR

Laboratory:

If the analysis results are below the detection limit in the mercury or chlorine data entry fields please check "NR" (not reported) and enter the analyses detection limit in the corresponding fields.

entered analysis. The data entry fields are as follows:

Analysis ID

The analysis ID is the analysis number that is used to identify the coal/fuel sample as it is analyzed by your testing lab.

Note: It is not possible to modify the *Analysis ID* number in an analysis that has already been entered into the **Shipments & Analysis Table**. If a mistake is made in entering the *Sample ID* number and

it is noticed in the **Shipments & Analysis Table**, you must delete the incorrect analysis entry and reenter it in its entirety with the correct *Analysis ID* number.

Amount of Coal/Fuel Represented by This Sample, Dry, in Tons

This entry is the total amount of coal/fuel represented by this sample.

Heating Value (HHV)

The higher heating value of the coal/fuel sample, Btu/lb (dry basis).

Sulfur Percentage

Enter the sulfur content of the coal/fuel sample, by percentage (dry basis).

Ash Percentage

Enter the ash content of the coal/fuel sample, by percentage (dry basis).

Amount of Mercury

Enter the mercury content of the coal/fuel sample, in ppm (dry basis). If the analysis results are below the detection limit in the mercury data entry field please check "NR" (not reported) and enter the analyses detection limit in the *Amount of Mercury* field. For example, NR (0.01 ppm).
(7/1/99)

Amount of Chlorine

Enter the chlorine content of the coal/fuel sample, in ppm (dry basis). If the analysis results are below the detection limit in the chlorine data entry field please check "NR" (not reported) and enter the analyses detection limit in the *Amount of Chlorine* field. For example, NR (100 ppm).
(7/1/99)

Laboratory

This menu allows you to add a new coal/fuel analysis testing laboratory or to select from the coal/fuel analysis testing laboratory(s) that you entered previously.

Specific Method(s) Used to Obtain Samples

Enter the specific method(s) used by your electric utility company to obtain the coal/fuel sample (e.g., ASTM...).

Specific Method(s) Used to Prepare Samples for Analysis for Mercury

Enter the specific method(s) used by the testing laboratory to prepare the coal/fuel sample for analysis of mercury (e.g., ASTM...).

Specific Method(s) Used to Analyze Samples for Mercury

This item is the specific method used by the testing laboratory to analyze the coal/fuel sample for mercury (e.g., EPA Method...).

Evidence of Accuracy and Precision of Analysis for Mercury

Enter here any evidence of accuracy and precision of analysis for mercury. For example, this evidence could consist of results of a concurrent analysis of National Institute of Standards and Technology (NIST) Standard Reference Materials (SRMs).

Notes

Include any notes about this analysis that you would like to provide.

Step 3b: Submit the Sample Analysis Information

You can now click “**Submit Analysis**” to submit the information given on this as-fired analysis, or “**Cancel**” to return to the **Shipments and Analyses** page.

Step 4a: Add or Delete Coal/Fuel Suppliers

If you need to add or delete a coal/fuel supplier from whom this plant receives coal/fuel, click on the button “**Work with Suppliers.**” This page, titled **Coal/Fuel Suppliers**, allows you to see all coal/fuel suppliers that have already been identified and to delete suppliers that have been


Coal/Fuel Suppliers

Legend
Click  to Edit the Coal/Fuel Supplier
Click  to Delete the Coal/Fuel Supplier

Add New Coal/Fuel Supplier	Coal/Fuel Supplier Name	Address	Number of Shipments
	Acme Coal Company	123 Anywhere St. Tree, Alabama 20774 USA	5

[Return to Shipments and Analyses](#)

entered and are not being used.

To prevent orphaned records (e.g., deleting supplier identification from a valid shipment record), shipments with associated suppliers cannot be deleted until their shipments suppliers are first deleted. Thus, for each shipment with a supplier, the “Delete the Shipment” icon  does *not* appear in the first column of the table.

To enter new supplier information, click on the first heading of the first column, “**Add New Coal/Fuel Supplier.**” This page allows you to enter information about a supplier. The data entry fields are as follows.

Supplier Name

Enter the new coal/fuel supplier’s name.

Address

Enter the new coal/fuel supplier’s address.

Step 4b: Submit the Supplier Information



You can now click **“Add New Supplier”** to add this information the database, *or* **“Cancel”** to return to the **Coal/Fuel Suppliers** page, *or* **“Choose Another Supplier”** to continue.



When you have performed one of the three options above you will return to the Suppliers page. At the bottom of this page is a button that will allow you to, **“Return to the Shipments and Analyses”** page.

Step 5a: Add or Delete Testing Laboratories

If you need to add or delete testing laboratories to which this plant sends its coal/fuel samples for analysis, click on the button “**Work with Laboratories.**” This page allows you to see all testing laboratories that have already been identified and to delete testing laboratories that have


Laboratories

Legend
Click  to Edit the Lab
Click  to Delete the Lab

Add New Laboratory	Laboratory Name	Address	Analyses Performed
	Omega Labs	199 Zeta Avenue Greek, NY 38820 USA	1
	Pebody Coal Laboratory	123 Place Dr. Foggy, OH 45656 USA	1

[Return to Shipments and Analyses](#)

been entered and are not being used.

To prevent orphaned records (e.g., extracting testing laboratory identification from a valid analysis record), testing laboratories with analyses associated cannot be deleted until all analyses to which they are connected have been deleted. This is why the “**Delete Laboratory**” icon  does not appear in the first column for any testing laboratories with analyses associated.

To enter new testing laboratory information, click on the first heading of the first column, “**Add New Laboratory.**” This page allows you to enter information about a testing laboratory. The data entry fields are as follows.

Lab Name

Enter the new testing laboratory’s name.

Address

Enter the new testing laboratory's address.

Step 5b: Submit the Laboratory Information

You can now click "**Add New Laboratory**" to add this information to the database, *or* "**Cancel**" to return to the laboratories page, *or* "**Choose Another Laboratory**" to continue.

When you have performed one of the three options above you will return to the Laboratories page. At the bottom of this page is a button that will allow you to, "**Return to the Shipments and Analyses**" page.