

Instructions for Responsible Official Registration Form

The State and Local Emissions Inventory System (SLEIS) is an online application for reporting emissions inventories to the Oklahoma Department of Environmental Quality (DEQ). In order to use SLEIS, a user must be assigned one or more roles. The roles available in SLEIS include Viewer, Editor, Administrator, and Submitter.

Viewer: Can view the contents of an emissions inventory report, but cannot make any data modifications. Complete form 100-733 to be assigned as a Viewer.

Editor: Can view, start, modify, and edit the contents of an emissions inventory report (i.e. can modify facility inventory and emissions data). Complete form 100-733 to be assigned as an Editor.

Administrator: Can change users' roles at assigned companies or facilities. An Administrator can assign the roles of Viewer/Editor and Administrator. In the SLEIS system it appears that Administrators can assign the role of Submitter, but this is not the case. A Submitter role assigned through an Administrator cannot submit an emission inventory and an error message will occur when they try to submit. Form 100-882 must be submitted to DEQ for a SLEIS user to be granted the Submitter role. Also, the Administrator can remove users without deleting the account, only removing the association with the company and/or facility. **Consultants and contractors cannot be assigned as Administrators.** Complete form 100-733 to be assigned as an Administrator.

Submitter: Is a Responsible Official, as defined in **OAC 252:100-1-3**, who can submit emissions inventory reports electronically to DEQ. See the next page for the complete definition of Responsible Official. A user with the Submitter role is automatically assigned the Viewer and Administrator roles. Assignment of the Submitter role requires a completed 100-882 with a signature.

A single facility can have more than one SLEIS Viewer, Editor, Administrator, or Submitter. A person can be assigned multiple SLEIS roles and can be associated with more than one company or facility. SLEIS users who wish to be assigned as a Submitter should complete form 100-882, and all other users should use 100-733. If the space provided on the 100-882 or 100-733 is insufficient to list all facilities the user wishes to be associated with, please attach a list to the form. 100-882 and 100-733 forms both require a signature from the Responsible Official. The forms do not need to be submitted annually. The forms only need to be submitted when a new user is being associated with a facility or company.

After receipt and processing of the registration form, DEQ Emissions Inventory staff will email instructions to the address provided on the registration form. Once the email is sent, the **registrant only has 72 hours to log in** and establish a SLEIS access password before the log in link in the email expires.

Definition of a Responsible Official

Responsible Official, pursuant to, Oklahoma Administrative Code (“OAC”), Air Pollution Control, Title 252, Chapter 100-1-3. Definitions.

(A) For a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either:

- (i) The facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or
- (ii) The delegation of authority to such representatives is approved in advance by the DEQ;

(B) For the partnership or sole proprietorship: a general partner or the proprietor, respectively;

(C) For a municipality, state, federal, or other public agency: Either a principal executive officer or ranking elected official. For purposes of this Chapter, a principal executive officer or installation commander of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of EPA); or

(D) For affected sources:

- (i) The designated representative insofar as actions, standards, requirements, or prohibitions under Title IV of the Act or the regulations promulgated thereunder are concerned; and
- (ii) The designated representative for any other purposes under this Chapter.



100-882 Designation of Responsible Official/SLEIS Registration

Oklahoma Department of Environmental Quality,
 Air Quality Division, P.O. Box 1677, Oklahoma City, OK 73101-1677
 (405) 702-4100 (Tel), (405) 702-4101 (Fax)

Please mail completed forms to the Air Quality Division office or email to aei@deq.ok.gov
 All SLEIS User Registrations Require a Responsible Official Signature

Section 1: Responsible Official (RO) Registration

RO Name			
RO Address			
City		Phone/Extension	
State, Zip		Cell Phone	
RO Email (required)		Fax	

Section 2: Responsible Official SLEIS Role Selection – All ROs are assigned as Submitter, Administrator, and Viewer. The Editor role is optional.

Assigned	Submitter – Can initiate submission process	
	Administrator – Can remove or change a user’s role (assigned to same company)	
	Viewer – Can view the contents of a report, but cannot make any data modifications	
Optional	<input type="checkbox"/>	Editor – Can view, start, modify, enter a report (facility inventory and emissions data)

Section 3: Company and Facility Information – An RO can be associated with multiple companies and facilities. An RO can be associated with all the facilities at a company or only a portion of facilities at a company. Check the all facilities checkbox, list your associated facilities below, or attach a list of your associated facilities.

Company Name(s)	
<input type="checkbox"/>	Assign RO to all facilities at the Company(s)
Facility Name(s)	

Section 4: Certification – I certify that I am a Responsible Official for the above-listed facility(s) meeting the definition of OAC 252:100-1-3.

RO Signature Title Date