

EMFACT Reports

There are 25 reports to help track your air, water, and waste activities. This section outlines the steps for creating the following reports:

Material

- Materials Defined List Displays a distinct list of CAS numbers and Materials that have been set up in EMFACT. There is no date range and it does not factor in materials purchased or used. It can be sorted by CAS Number or Material.
- 2. **Materials Purchased by Department** Displays a distinct list of materials purchased per department for a defined date range; no weights or costs are displayed.
- 3. **Materials Purchased: Weight per Material** Displays a report of the materials purchased for the facility for a defined date range. The report shows purchases summing up LBS and cost. This report bumps up against the material purchased list. This report is available with detail or summarized.
- 4. **Materials Purchased: Weight per CAS Number** Displays a report of chemicals related to materials that were purchased for the facility for a defined date range. The report shows purchases summing up LBS and cost. The report is grouped by CAS number and then sorted on material and is available with detail or summarized. This report bumps up against the material purchased list.
- 5. Materials Used by Department Similar to the Materials Purchased by Department report (#2 above), but for material usage data.
- 6. Materials Used: Weight per Material Similar to the Materials Purchased: Weight per Material (#3 above), but for material usage data.
- 7. Materials Used: Weight per CAS Number Similar to the Materials Purchased: Weight per CAS Number (#4 above), but for material usage data.
- 8. Material Summary Report Displays the details for a specific material, as it is maintained in EMFACT.

Equipment/Production Unit

 Equipment Link Report / Production Unit Report – Displays a summary of all related EMFACT data (i.e., materials, products, air source, emission, air factor, discharge, water pollutant, waste) for a specific piece of equipment or production unit.

Product

- 10. **Product Recipe: Weight per CAS Number** Displays a report of the available chemicals related to materials that are on a product/intermediate product. The report sums up LBS from the product recipe based on the percentage of material relative to the product or intermediate product weight. It is grouped by CAS number and then sorted on material; and is available with detail or summarized. The same report is available filtered on a chemical list of concern such that only chemicals on the list will be displayed in the report. The lists can be regulatory or created by the user.
- Product Output: Weight per CAS Number Similar to the Product Recipe report but displays actual usage data converted to LBS. This report takes the product/intermediate product/material/CAS and multiplies by the amount of product used to get the amount of CAS used.
- 12. **Product Output: Weight per Material** Displays the sum of LBS of the available materials on a product/intermediate product based on % of material relative to the product/intermediate product weight, for a defined date range. This report bumps up against product output volume multiplied by the % that the material is called out by the recipe. This report is available with detail or summarized.

EMFACT Reports, cont.

Air

- 13. Usage (Air): Weight per Material Displays the sum of LBS and cost of paint and fuelburn usage data for a selected Equipment ID/Production Unit and date range. This report can be displayed as either daily or monthly, and is grouped by month. This report is often used to check that data was entered correctly.
- 14. Usage (Air): Weight per Material with 12 Month Rolling Report Displays the sum of LBS and cost of the paint and fuelburn usage data for a selected Equipment ID/Production Unit and date range. This report is grouped and summed by month with 12 month running totals displayed and is often used to verify any 12 month permit totals. This report can be daily or monthly.
- 15. Air Emissions: Weight per Pollutant with 12 Month Rolling Report Similar to Usage (Air): Weight per Material with 12 Month Rolling Report (#13 above), but for air emissions, including the number of hours and computed emissions by pollutant. This is available as a monthly report only.
- 16. Air Emissions: by MSDS VOC% Report Displays the sum of LBS and cost of available chemicals related to materials used for a defined date range. This report is grouped by CAS number and then sorted on material, and is available where the %VOC percent is greater than zero. The report multiplies the usage in LBS by the % VOC. This report bumps up against the material usage list.

Water

- 17. Usage (Water): Weight per Material Displays the sum of LBS and cost of water usage data for a selected Equipment ID/Production Unit and date range. This report can be displayed as either daily or monthly, and is grouped by month. This report is often used to check that data was entered correctly.
- 18. Wastewater Discharge: Weight per Material Report Displays the sum of LBS and cost of usage data (materials and water output discharge) for a selected Equipment ID/Production Unit and date range. This report is grouped and summed by month with 12 month running totals displayed and is often used to verify any 12 month permit totals. This report can be daily or monthly.
- 19. Wastewater Discharge: Weight per Pollutant with 12 Month Rolling Report Similar to Wastewater Discharge: Weight per Material Report (#17 above) but for wastewater emissions, including the number of hours and computed emissions by pollutant. This is available as a monthly report only.

Waste

- 20. Waste Management Report Chargeback Costs Calculates waste activity cost data using waste type chargeback rates for a defined date range. This report is grouped by waste type.
- 21. Waste Management Report Activity Costs Similar to the Chargeback Costs report (above), but displays cost data associated with the shipment.
- 22. Waste Management Report Activity Costs by Waste Type / Material Similar to the Activity Costs report (above), but displays cost data grouped/summed by waste type and then specific material.

Comprehensive

- 23. Mass Balance Purchased (or Usage) Report Displays the sum of LBS and cost of inputs and outputs data for a selected Equipment ID/Production Unit and date range. The Mass Balance Purchased Report shows the inputs derived from materials purchased. The Mass Balance Usage Report shows the inputs derived from material input usage (water, materials, etc.). The outputs are the same for both reporting options and come from air emissions, wastewater discharge, waste activity, and product volume.
- 24. **Resource Usage Graph** Based on the total Input (in LBS), this report displays a pie chart that represents the Outputs (i.e., Product, Air, Wastewater, Waste) relative to the total Inputs.
- 25. **Object Cost Report** Displays the types of costs and actual costs per object (air source, discharge point, equipment, facility, material, product model) at your facility.

Custom Reports

EMFACT provides a Microsoft Access 2003 database that contains links to the tables used in the software. The database is located at c:\program files\Sullivan\emfact\emfact.mdb and is available for advanced users with knowledge of how to create reports against tables in Microsoft Access and knowledge of how database tables are organized. Refer to EMFACT's data dictionary for general guidance on the available data fields for reporting.

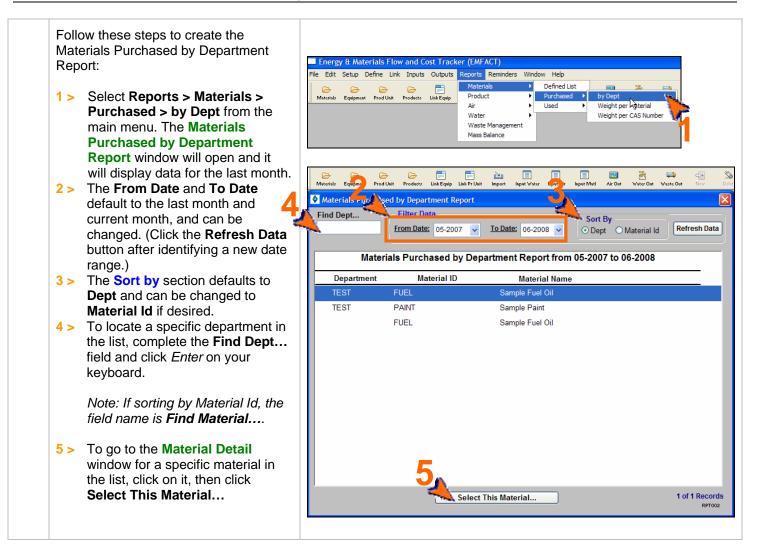
1. Materials Defined List

Follow these steps to create the Energy & Materials Flow and Cost Tracker (EMFACT) Materials Defined List: File Edit Setup Define Link Inputs Outputs Reports Reminders Window Help Material Defined List Ħ ₿⇒ C-C-1 > Select Reports > Materials > Product Purchased Materials Equipment Prod Unit Products Link Equip Air Used Defined List from the main menu. Water . The Materials Defined List Waste Management window will open and it will display Mass Balance all chemicals and related materials that are set up in EMFACT. 2 > The Sort by section defaults to CAS Number and can be changed to Material Id if desired. 3 > To locate a specific CAS Number Atterials Equipment Prod Unit Products Link Equip Link Pr Unit è Water Out Waste Out 2 in the list, complete the Find CAS out Water Input Air Air Out Number... field and click Enter on Materials Defined List X your keyboard. Find CAS Number.. Sort by ⊙ CAS Number O Material Id Note: If sorting by Material Id, the Materials Defined List 06/16/2008 8:50:44 field name is Find Material Id.... **Chemical Name** CAS Number Material ID Material Name Benzyl Alcohol 100-51-6 PAINT Sample Paint Propylene Glycol, 1-Monomethyl Ether 107-98-2 PAINT Sample Paint Test chemical 123-456 FUEL Sample Fuel Oil Calcium Silicate 1344-95-2 PAINT Sample Paint Titanium Dioxide 13463-67-7 PAINT Sample Paint Bisphenol F Epoxy Resin 28064-14-4 PAINT Sample Paint Sample Paint Propyl Cellosolve 2807-30-9 PAINT C.I. Pigment Yellow 42 51274-00-1 PAINT Sample Paint 1-Butoxy-2-Propanol 5131-66-8 PAINT Sample Paint Rayon 61788-77-0 OTHER Sample Other Material Fuel Oil # 2 68476-30-2 FUEL Sample Fuel Oil Zinc 7440-66-6 PAINT Sample Paint Nylon 9008-75-7 OTHER Sample Other Material

Printing and Saving

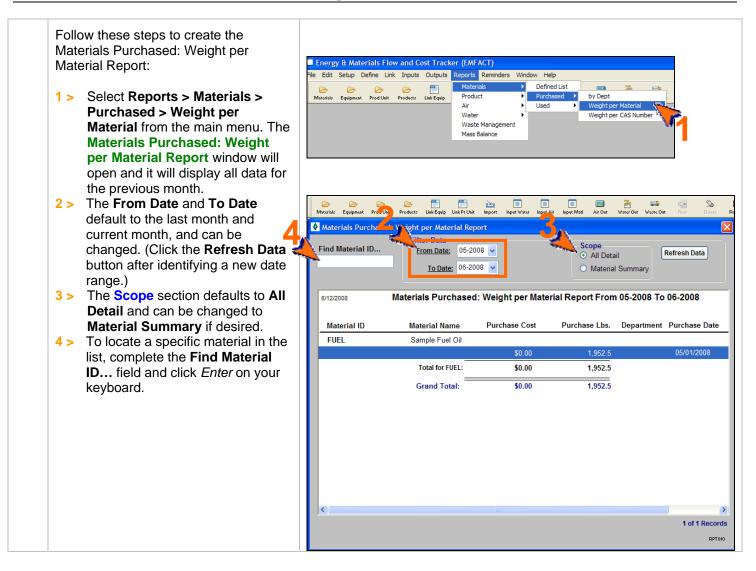
To print the report to your default printer, select File > Print from the main menu.

2. Materials Purchased by Department Report



Printing and Saving

3. Materials Purchased: Weight per Material Report



Printing and Saving

4. Materials Purchased: Weight per CAS No. Report

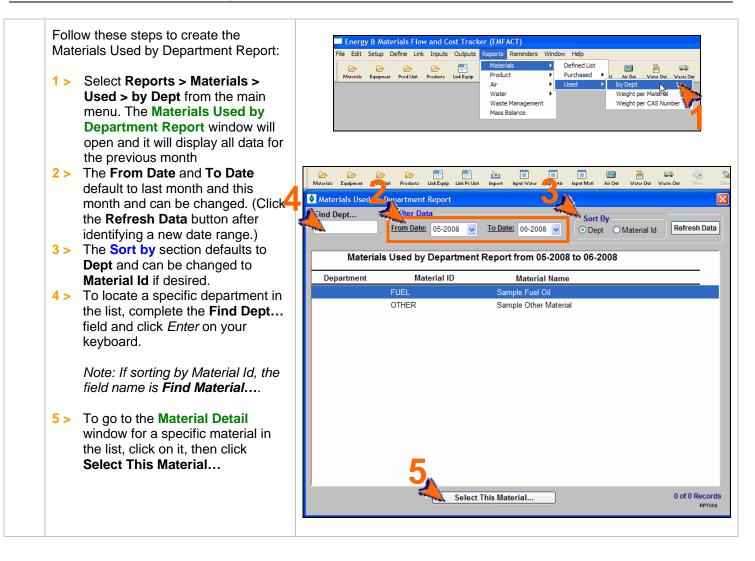
Follow these steps to create the Materials Purchased: Weight per CAS No. Report:

- 1 > Select Reports > Materials > Purchased > Weight per CAS Number from the main menu. The Materials Purchased: Weight per CAS Number Report window will open and it will display all data for the previous month.
- 2 > The From Date and To Date default to the last month and current month, and can be changed. (Click the Refresh Data button after identifying a new date range.)
- 3 > To filter on a particular chemical list of concern, make a selection from the List Name dropdown. (Click the Refresh Data button after identifying a list.)
- 4 > The Scope section defaults to All detail and can be changed to CAS/Material Summary or CAS Summary if desired.
- 5 > To locate a specific chemical in the list, complete the Find CAS Number... field and click *Enter* on your keyboard.

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Printing and Saving

5. Materials Used by Department Report



Printing and Saving

To print the report to your default printer, **File > Print**.

6. Materials Used: Weight per Material Report

Follow these steps to create the Materials Used: Weight per Material Report:

- 1 > Select Reports > Materials > Used > Weight per Material from the main menu. The Materials Used: Weight per Material Report window will open and it will display data for the previous month.
- 2 > The From Date and To Date default to the last month and current month and can be changed. (Click the Refresh Data button after identifying a new date range.)
- 3 > The Include Data for Prod Unit section defaults to Input as Prod Unit and can be changed to Input for Equipment where part of the Prod Unit if desired. See note below.**
- 4 > The Scope section defaults to All Detail and can be changed to Material Summary if desired.
- 5 > To locate a specific material in the list, complete the Find Material ID... field and click *Enter* on your keyboard.

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** Note: Data can be entered for a piece of equipment or for a production unit. If you have a production unit with related equipment, then it is important that the data is counted EITHER where it is entered for the production unit OR where it is entered for the equipment within the production unit, BUT NOT BOTH.

For example: If you had a Production Unit ID 123456 containing Equipment IDs 00011 and 00022. If you use the inputs and outputs window to type all data in for the Production Unit 123456 and report on it that way, that is fine. If you also put the same data in for Equipment IDs 00011 and 00022 and report on it, you would be double counting.

This **Filter Data** option allows the user to enter inputs and outputs data in both ways (as a production unit and equipment) and not double count when reporting.

Printing and Saving

7. Materials Used: Weight per CAS Number Report

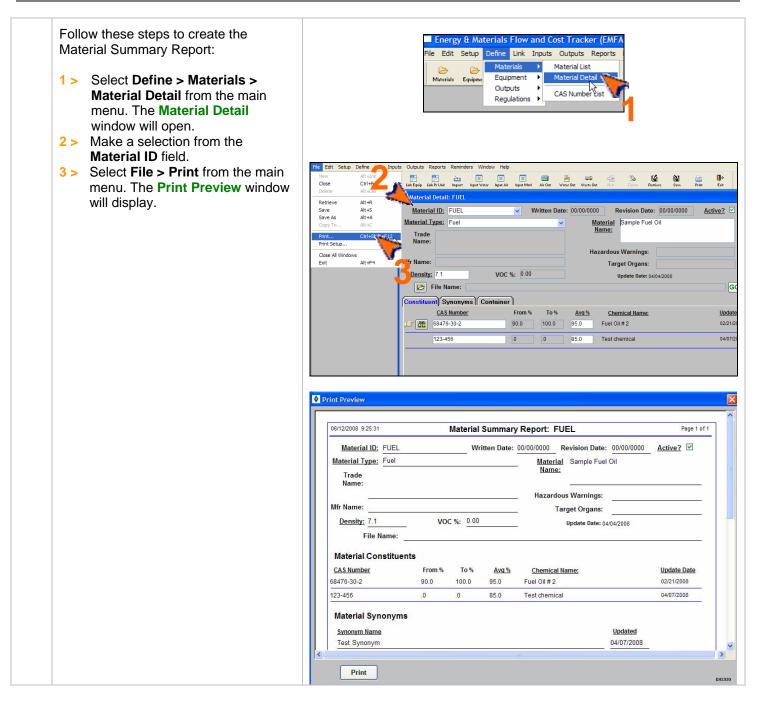
Follow these steps to create the Materials Used: Weight per CAS Number Report:

- 1 > Select Reports > Materials > Used > Weight per CAS Number from the main menu. The Materials Used: Weight per CAS Number Report window will open and it will display all data for the previous month.
- 2 > The From Date and To Date default to the last month and current month of the current year, and can be changed. (Click the **Refresh Data** button after identifying a new date range.)
- 3 > To filter on a particular chemical list of concern, make a selection from the List Name dropdown. (Click the Refresh Data button after identifying a list.)
- 4 > The Include Data for Prod Unit section defaults to Input as Prod Unit and can be changed to Input for Equipment where part of the Prod Unit if desired. See Note for Report #6 for explanation.
- 5 > The Scope section defaults to All Detail and can be changed to CAS/Material Summary or CAS Summary if desired.
- 6 > To locate a specific chemical in the list, complete the Find CAS Number... field and click Enter on your keyboard.

Energy & Materials Flow and Cost Track le Edit Setup Define Link Inputs Outputs Reports Reminders Window Help Defined List Equipment Prod Unit Products Product Purchased Air Ou Link Equip Air by Dept Water Weight per Mater Waste Management oht per CAS N Mass Balance E Materials Used r CAS Number Re nd CAS Nur Include Data for Prod Unit Refresh Data From Date: 05-2008 🗸 Input as Prod Unit All detail Input for Equipment where part of the Prod Unit CAS / Material Summary To Date: 05-2008 🗸 OCAS Summary List Name: als Used: Weight per CAS Number Report From 05-2008 To 05-2008 ote: Gas usage is not include Production Unit / Departr CAS Number Usage Date Equipment ID Material Usage Type Usage Cost Usage in Lbs. 2 61788.77.0 Ravon OTHER Sample Other Material Other Total for OTHER: \$0.00 2.0 \$0.00 2.0 Total for 61788-77-0: 1/15/2009 Page 1 of 2

Printing and Saving

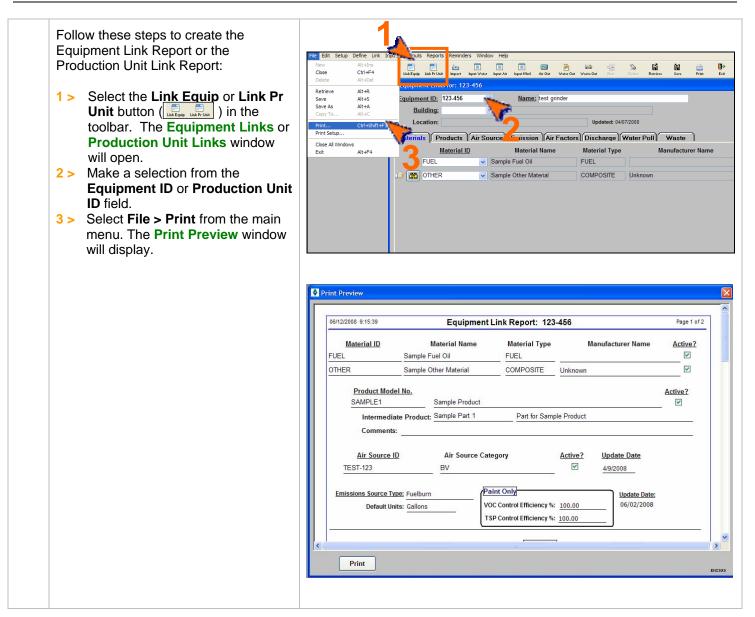
8. Material Summary Report



Printing and Saving

To print the report to your default printer, click the **Print** button on the **Print Preview** window. To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

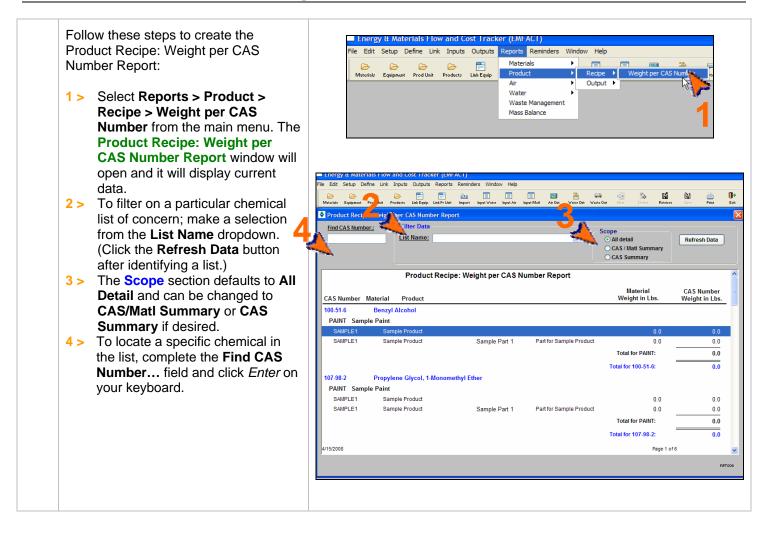
9. Equipment/Production Unit Link Report



Printing and Saving

To print the report to your default printer, click the **Print** button on the **Print Preview** window. To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

10. Product Recipe: Weight per CAS Number Report



Printing and Saving

To print the report to your default printer, select File > Print from the main menu.

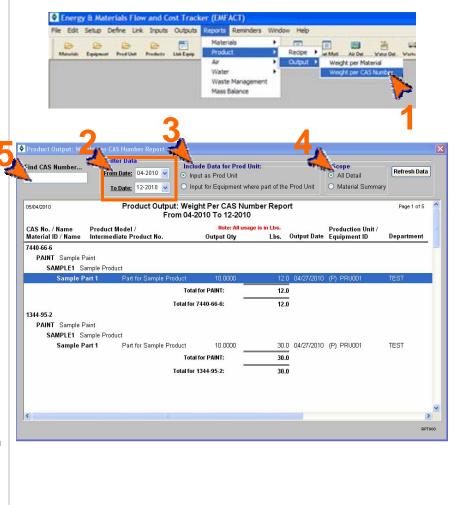
11. Product Output: Weight per CAS Number

Follow these steps to create the Product Output: Weight per CAS Number Report:

- 1 > Select Reports > Product > Output > Weight per CAS Number from the main menu. The Product Output: Weight per CAS Number Report window will open and it will display current data.
- 2 > The From Date and To Date default and can be changed.
 (Click the Refresh Data button after identifying a new date range.)

3 > The Include Data for Prod Unit section defaults to Input as Prod Unit and can be changed to Input for Equipment where part of the Prod Unit if desired. See Note for Report #6 for explanation.

- 4 > The Scope section defaults to All Detail and can be changed to Material Summary if desired.
- 5 > To locate a specific CAS Number in the list, complete the Find CAS Number... field and click Enter on your keyboard.



Printing and Saving

12. Product Output: Weight per Material

Follow these steps to create the Product Output: Weight per Material Report:

- 1 > Select Reports > Product > Output > Weight per Material from the main menu. The Product Output: Weight per Material Report window will open and it will display current data.
- 2 > The From Date and To Date default to the last month and the current month, and can be changed. (Click the Refresh Data button after identifying a new date range.)

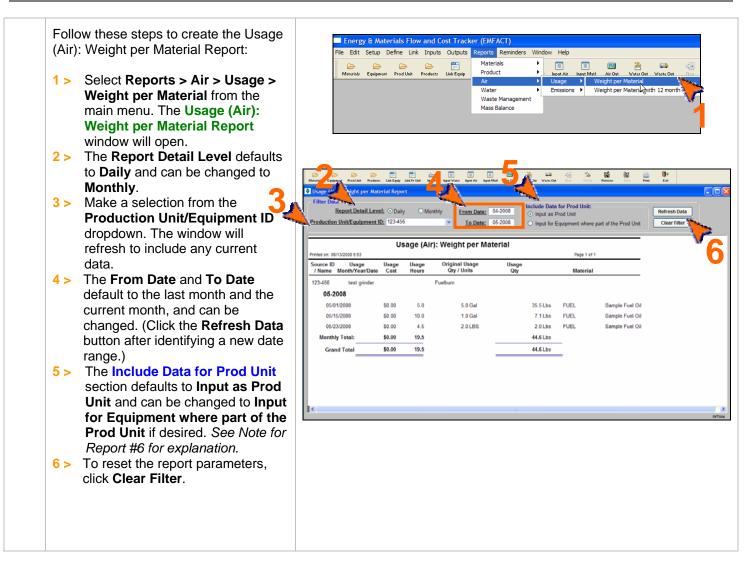
3 > The Include Data for Prod Unit section defaults to Input as Prod Unit and can be changed to Input for Equipment where part of the Prod Unit if desired. See Note for Report #6 for explanation.

- 4 > The Scope section defaults to All Detail and can be changed to Material Summary if desired.
- 5 > To locate a specific material in the list, complete the Find Material ID... field and click *Enter* on your keyboard.

Energy & Materials Flow and Cost Tracker (EMFACT) File Edit Setup Define Link Inputs Outputs Reports Rem Materials B Recipe ent Prod Unit Products Link Eq. Product Water Waste Management Mass Balance è ě. **.** \otimes Ei 訚 Pro duct Output Material Report Include Data for Prod Unit From Date: 04-2008 V Refresh Data Input as Prod Unit All Detail To Date: 05-2008 🗸 O Input for Equipment where part of the Prod Unit O Material Summary Product Output: Weight per Material Report From 04-2008 To 05-2008 1/15/2009 Page 1 of 1 Note: All usage is in Lbs. Product Model / Production Unit / Material ID / Name Intermediate Product No Output Qty Lbs. Output Date Equipment ID Department PAINT Sample Paint SAMPLE1 Sample Product Sample Part Part for Sample Produ Total for PAINT: 0.0 0.0 Grand Total: RPT015

Printing and Saving

13. Usage (Air): Weight per Material Report



Printing and Saving

To print the report to your default printer, select **File > Print** from the main menu.

14. Usage (Air): Weight per Material with 12 Month Rolling Report

Follow these steps to create the Usage Energy & Materials Flow and Cost Tracker (EMFACT) (Air): Weight per Material with 12 Month Edit Setup Define Link Inputs Outputs eports Re Materials Rolling Report: Equipment Prod Unit Products Link Equip Product Weight per Materia Water Emissio 1> Select Reports > Air > Usage > Waste Manageme Mass Balance Weight per Material with 12 month Rolling from the main menu. The Usage (Air): Weight per Material with 12 month БÅ. M Print. Rolling Report window will open **0** II and it will display current data. e Data for Prod Unit The Report Detail Level defaults 2 > Report Detail Level:
O Dail Refresh Data Input as Prod Unit Production Unit/Equipment ID: 123-456 To Date: 06-20 to **Daily** and can be changed to ar Filter Input for Equip Monthly. Usage (Air): Weight per Material with 12 month Rolling Report (Daily) 3 > The Production Unit/Equipment EAST Printed on: 13-Jun-2008 ID field defaults to All, or you can 123-456 Fuelburn select a specific ID from the Material/ Original Usage Qty / Units 12 Month Rolling Totals Usage Qty Usage Hours Usage Da Usage Cost Usage Hours Usage Qty dropdown. The window will UEL Sample Fuel Oi 05-2008 refresh to include any current 35.5 Lbs 05/01/2008 5.0 5.0 Gal 35.5 Lbs \$0.00 5.0 05/15/2008 \$0.00 10.0 1.0 Gal 7.1 Lbs 15.0 42.6 Lbs data. 05/23/2008 \$0.00 4.5 2.0 LBS 2.0 Lbs 19.5 44.6 Lbs The From Date and To Date 4 > \$0.00 19.50 44.6 Lbs Monthly Totals default to the last month and \$0.00 19.50 44.6 Lbs Material Totals current month, and can be Grand Tot \$0.00 19.50 44.6 Lbs changed. (Click the Refresh Data button after identifying a new date range.) Page 1 of 1 5 > The Include Data for Prod Unit section defaults to **Input as Prod** Unit and can be changed to Input for Equipment where part of the Prod Unit if desired. See Note for Report #6 for explanation. To reset the report parameters, 6 > click Clear Filter.

Printing and Saving

15. Air Emissions: Weight per Pollutant with 12 Month Rolling Report

Follow these steps to create the Air Energy & Materials Flow and Cost Tracker (EMFACT) Emissions: Weight per Pollutant with 12 Edit Setup Define Link Inputs Outputs Reports Rer Month Rolling Report: Materials Equipment Prod Unit Products Link Equi Input Air Product Air Usage Water 1> Select Reports > Air > Waste Mana Mass Balance Emissions > Weight per Pollutant with 12 month Rolling from the main menu. The Air **Emissions: Weight per** Pollutant with 12 Month Rolling 6 ίM. Report window will open and it will display any current data. Report Detail Level: 🗹 Mor From Date: 05-2008 Refresh Data Input as Prod Unit The Report Detail Level defaults 2 > duction Unit/Equipment ID: 123-456 To Date: 06-2008 to Monthly and cannot be changed. Air Emissions: Weight per Pollutant with 12 Month Rolling Report From 05-2008 To 06-2008 6/27/2008 6:44:36 Page 1 of 1 3 > The Production Unit/Equipment 123-456 test grinder ID field defaults to All, or you can nt Month Tot 2 Month Rolling Tot Usage Total Emissions **Total Emissions** select a specific ID from the Month Hours Usage Pollutant Hours Usage Pollutant 44.60 05-2008 19.50 44.60 PM10 0.00 80.0000 Lbs. PM10 dropdown. If selecting a new ID, the window will refresh to include anv current data. The From Date and To Date Grand Total: 19.50 44.60 PM10 80.0000 4 > default to the last month and the current month, and can be changed. (Click the Refresh Data button after identifying a new date range.) 5 > The Include Data for Prod Unit section defaults to Input as Prod Unit and can be changed to Input for Equipment where part of the Prod Unit if desired. See Note for Report #6 for explanation. To reset the report parameters, 6 > click Clear Filter.

Printing and Saving

16. Air Emissions: by MSDS VOC% Report

Follow these steps to create the Air Emissions: by MSDS VOC % Report:

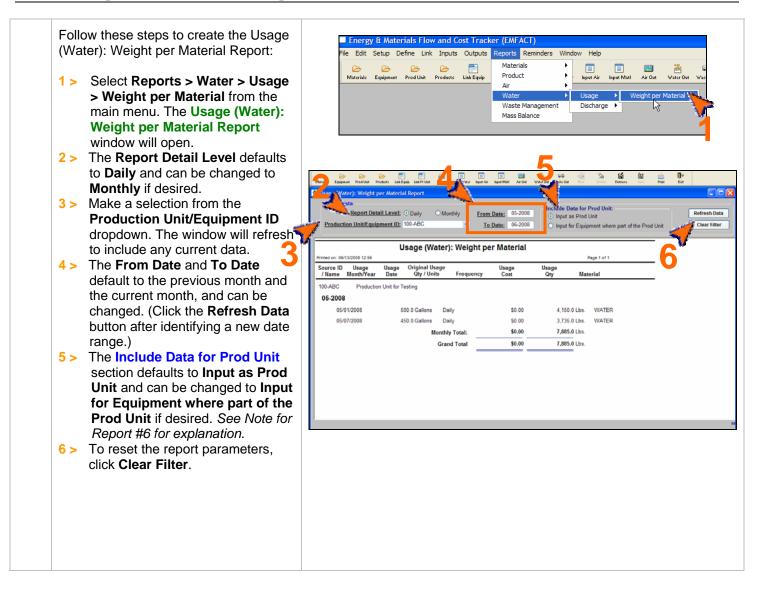
- 1 > Select Reports > Air > Emissions > by MSDS VOC% from the main menu. The Air Emissions: by MSDS VOC% Report window will open and it will display any current data.
- 2 > The From Date and To Date default to the last month and current month, and can be changed. (Click the Refresh Data button after identifying a new date range.)
- 3 > To locate a specific material in the list, complete the Find Material ID... field and click Enter on your keyboard.

The Eart Setup De	efine Link Input:	s Outputs Reports				
Materials Equipment	Prod Unit Products	Link Equip Prod	luct	Input Air Input Mot Usage Emissions	Air Out Water O	t with 12 month Rolling
		Was	te Manageme s Balance		NY MSDS VOC%	
	Projecto Link Equip	Link Pr Unit Import	Input Water	Input Air Input Moti		nte Out Now Deloto Re
Air Emissions: by MSD	Peport					
ind Material ID	Erom	Date: 05-2008	✓ Te	o Date: 06-2008 🗸		Refresh Data
•		<u>Date.</u> 05 2000	<u> </u>	<u>5 Date.</u> 00 2000		Refresti Data
6/27/2008 6:50:11 A	ir Emission	s: by MSDS \	/0C% R	eport From 05-20	08 To 06-20	08 Page
laterial ID / Name Us	sage Date Usa	age Qtv (Lbs)	%VOC	VOC Emitted (Lbs)	Usage Type	9
UEL Sample Fuel Oil						
	5/01/2008	35.5	0	0.0	Fuelburn	
0!		35.5 7.1	0 0	0.0 0.0	Fuelburn Fuelburn	
0:	5/01/2008					
0:	5/01/2008 5/15/2008	7.1	0	0.0	Fuelburn	
0:	5/01/2008 5/15/2008 5/23/2008 5/23/2008	7.1 2.0	0	0.0	Fuelburn Fuelburn	
0: 0: 0: 0:	5/01/2008 5/15/2008 5/23/2008 5/23/2008 FUEL:	7.1 2.0 2,343.0	0	0.0 0.0 0.0	Fuelburn Fuelburn	
0 0 0 0 0 Total for THER Sample Other	5/01/2008 5/15/2008 5/23/2008 5/23/2008 FUEL:	7.1 2.0 2,343.0	0	0.0 0.0 0.0	Fuelburn Fuelburn	
0 0 0 0 Total for 0 THER Sample Other 0 0	5/01/2008 5/15/2008 5/23/2008 5/23/2008 FUEL: Material	7.1 2.0 2,343.0 2,387.6	0 0 0	0.0 0.0 0.0 0.0	Fuelburn Fuelburn Other	
0 0 0 0 0 0 Total for 0 THER Sample Other 0 0 0 0 0 0	5/01/2008 5/15/2008 5/23/2008 5/23/2008 FUEL: Material 5/24/2008	7.1 2.0 2,343.0 2,387.6	0 0 0	0.0 0.0 0.0 0.0	Fuelburn Fuelburn Other Other	
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	5/01/2008 5/15/2008 5/23/2008 5/23/2008 FUEL: Material 5/24/2008 6/07/2008	7.1 2.0 2,343.0 2,387.6 10.0 798.0	0 0 0 0 0	0.0 0.0 0.0 0.0 0.0 0.0	Fuelburn Fuelburn Other Other Fuelburn	
0 0 0 Total for 0 THER Sample Other 0 0 0 0 0 0 0 0 0 0 0	5/01/2008 5/15/2008 5/23/2008 5/23/2008 FUEL: Material 5/24/2008 6/07/2008 6/07/2008	7.1 2.0 2,343.0 2,387.6 10.0 798.0 1,900.0	0 0 0 0 0 0	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Fuelburn Fuelburn Other Other Fuelburn Fuelburn	
0 0 0 Total for 0 THER Sample Other 0 0 0 0 0 0 0 0 0 0 0	5/01/2008 5/15/2008 5/23/2008 5/23/2008 FUEL: Material 5/24/2008 6/07/2008 6/09/2008 6/19/2008 6/20/2008	7.1 2.0 2,343.0 2,387.6 10.0 798.0 1,900.0 95.0	0 0 0 0 0 0 0	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Fuelburn Fuelburn Other Other Fuelburn Fuelburn Fuelburn	
0 0 0 Total for DTHER Sample Other 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	5/01/2008 5/15/2008 5/23/2008 5/23/2008 FUEL: Material 5/24/2008 6/07/2008 6/09/2008 6/19/2008 6/19/2008 6/20/2008 THER:	7.1 2.0 2,343.0 2,387.6 10.0 798.0 1,900.0 95.0 20.0	0 0 0 0 0 0 0	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Fuelburn Fuelburn Other Other Fuelburn Fuelburn Fuelburn	
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	5/01/2008 5/15/2008 5/23/2008 5/23/2008 FUEL: Material 5/24/2008 6/07/2008 6/09/2008 6/19/2008 6/19/2008 6/20/2008 THER:	7.1 2.0 2,343.0 2,387.6 10.0 798.0 1,900.0 95.0 20.0	0 0 0 0 0 0 0	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Fuelburn Fuelburn Other Other Fuelburn Fuelburn Fuelburn	
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	5/01/2008 5/15/2008 5/23/2008 5/23/2008 FUEL: Material 5/24/2008 6/07/2008 6/09/2008 6/19/2008 6/19/2008 6/20/2008 THER: t Delete	7.1 2.0 2,343.0 2,387.6 10.0 798.0 1,900.0 95.0 20.0 2,823.0	0 0 0 0 0 0 0 0	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Fuelburn Fuelburn Other Fuelburn Fuelburn Fuelburn Fuelburn Water	ials where VOC content is 0
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	5/01/2008 5/15/2008 5/23/2008 5/23/2008 FUEL: Material 5/24/2008 6/07/2008 6/09/2008 6/19/2008 6/19/2008 6/20/2008 THER: t Delete	7.1 2.0 2,343.0 2,387.6 10.0 798.0 1,900.0 95.0 20.0 2,823.0	0 0 0 0 0 0 0 0	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Fuelburn Fuelburn Other Fuelburn Fuelburn Fuelburn Fuelburn Water	ials where VOC content is 0

Printing and Saving

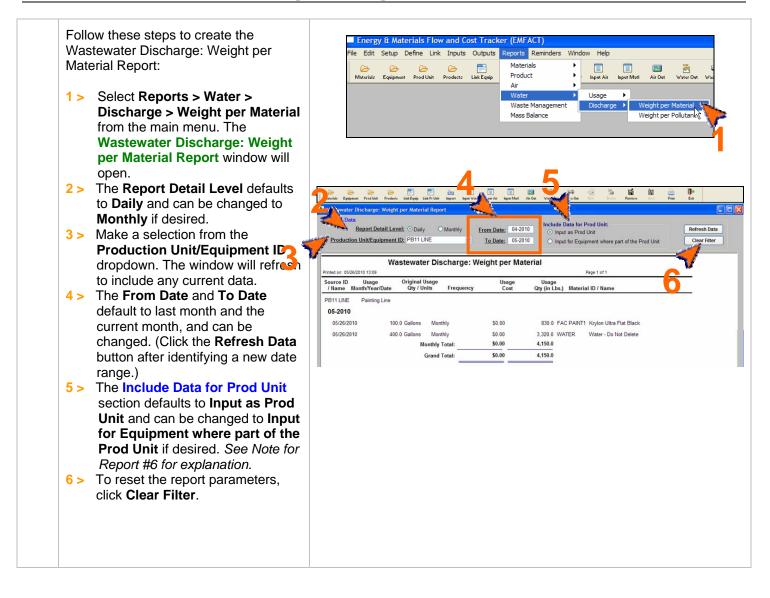
To print the report to your default printer, select File > Print from the main menu.

17. Usage (Water): Weight per Material Report



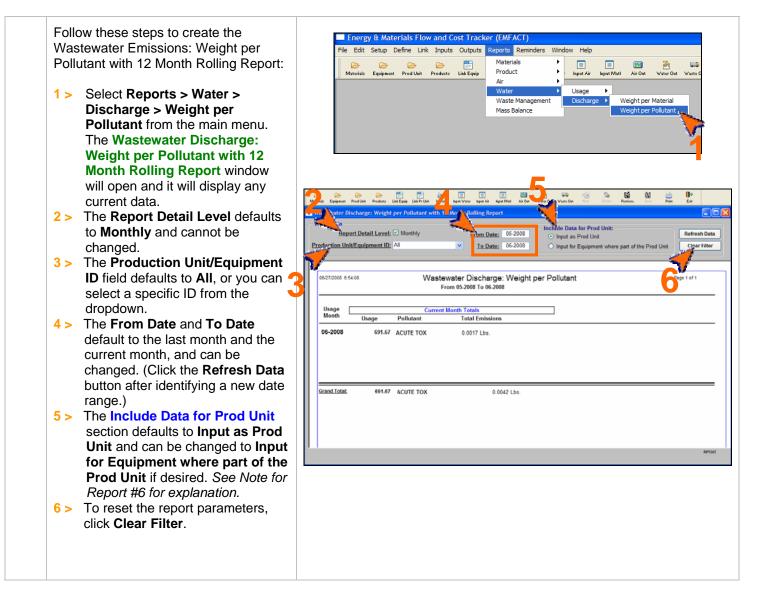
Printing and Saving

18. Wastewater Discharge: Weight per Material Report



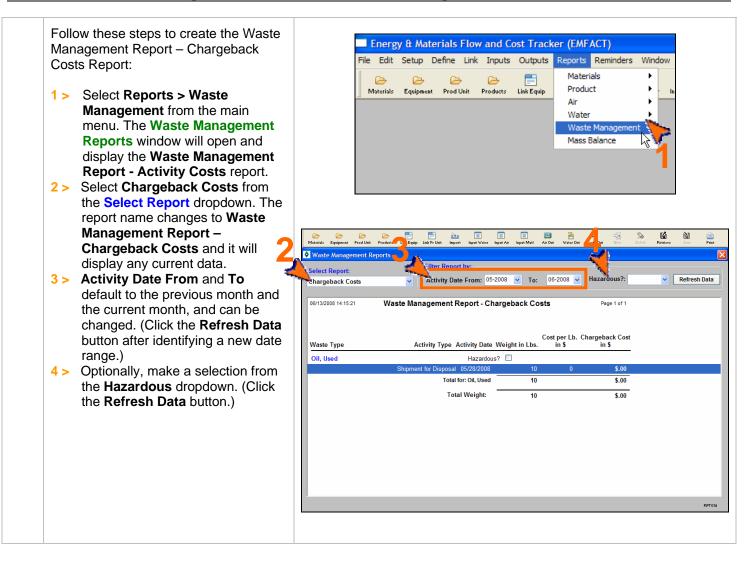
Printing and Saving

19. Wastewater Discharge: Weight per Pollutant with 12 Month Rolling Report



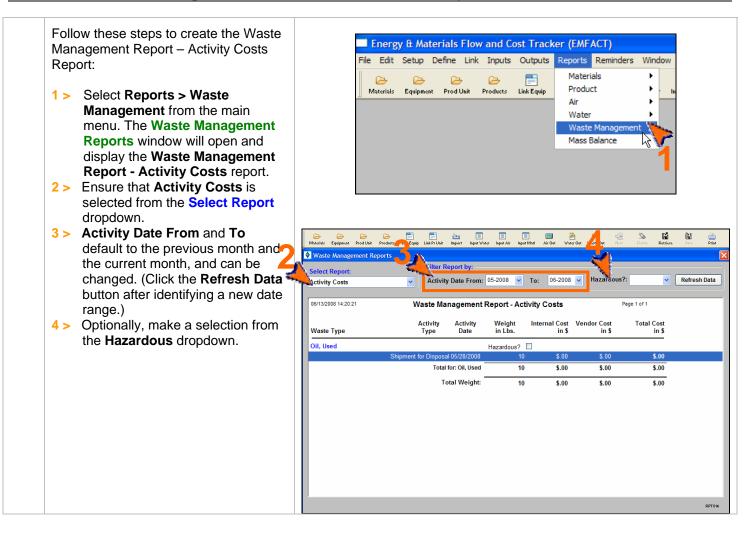
Printing and Saving

20. Waste Management Report – Chargeback Costs



Printing and Saving

21. Waste Management Report – Activity Costs

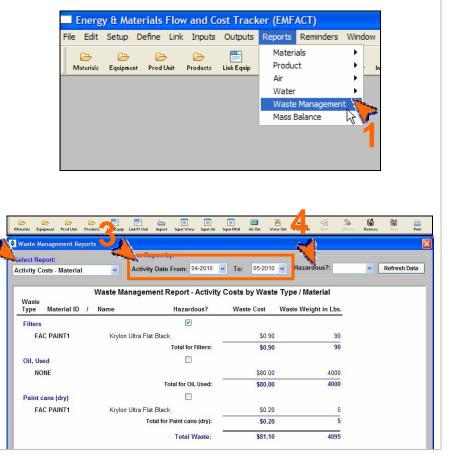


Printing and Saving

22. Waste Management Report – Activity Costs by Waste Type/Material

Follow these steps to create the Waste Management Report – Activity Costs by Waste Type / Material Report:

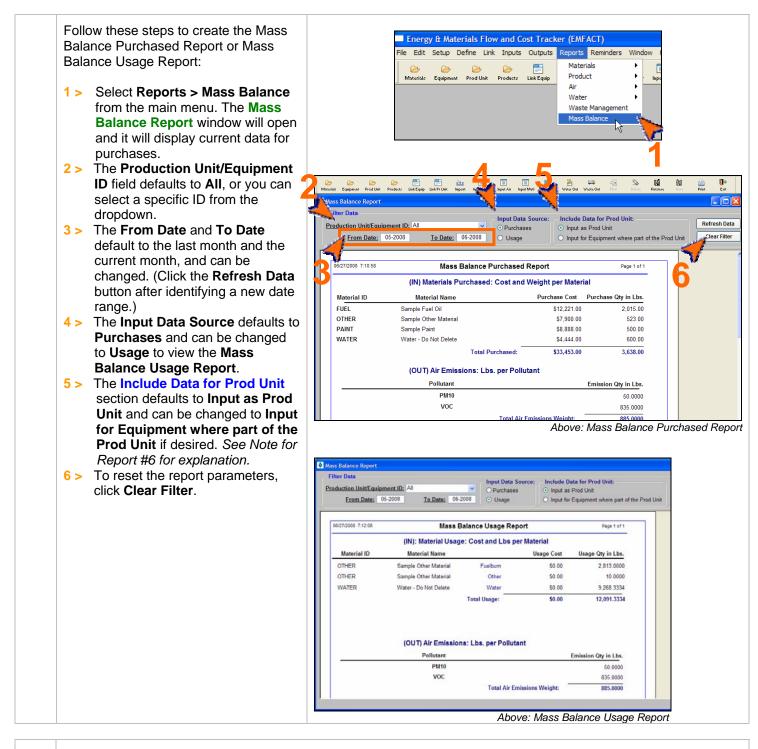
- 1 > Select Reports > Waste Management from the main menu. The Waste Management Reports window will open and display the Waste Management Report - Activity Costs report.
- 2 > Select Activity Costs Material from the Select Report dropdown.
- 3 > Activity Date From and To default to the previous month and the current month, and can be changed. (Click the Refresh Data button after identifying a new date range.)
- 4 > Optionally, make a selection from the Hazardous dropdown.



Printing and Saving

To print the report to your default printer, select **File > Print** from the main menu.

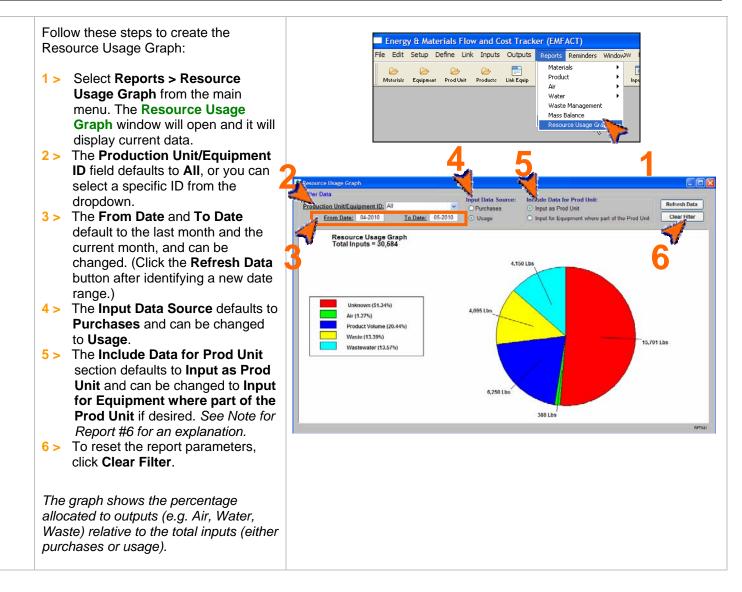
23. Mass Balance Purchased Report



Printing and Saving

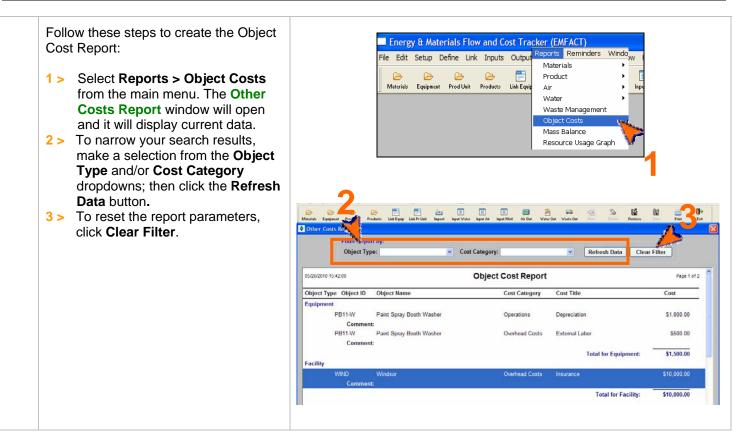
To print the report to your default printer, select File > Print from the main menu.

24. Resource Usage Graph



Printing and Saving

25. Object Cost Report



Printing and Saving

To print the report to your default printer, select **File > Print** from the main menu. To save your report to another file format such as PDF, Excel or a Text file, choose **File > Save As** from the main menu.

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