



EMFACT Define Master Data Source - Procedure Flow

The Energy & Materials Flow and Cost Tracker (EMFACT) application assists small and medium size enterprises manage their fuel, water and materials usage. Using EMFACT, companies can track air emissions, wastewater, solid/hazardous waste, and related costs associated with the day-to-day operations of their business. There are two permission levels in EMFACT: the *Basic User* and the *Advanced User*. The overall procedure is the same for both users, however, the Advanced User has the capability of completing additional fields that the Basic User can not.

This procedure flow identifies the minimum-required fields necessary for the Basic User to define the master data sources necessary to use EMFACT. Refer to the EMFACT User Guide for more details.

1 Define Materials

Material List Window
Click **New**
 Material ID
 Material Name
 Material Type
 Density

Chemical List Window
Search for the chemical. If not found:
Click **New**
 CAS Number
 Chemical Name
 Status

Material Detail: (material name) Window
 Material ID

Constituent Tab
 CAS Number
 Avg %

Synonyms Tab
 Synonym Name

Container Tab
Click **New**
 Size Purchase Unit
 Size Quantity
 Size Unit

2 Define Equipment

Equipment List Window
Click **New**
 Equipment ID
 Name
 Category

Production Unit List Window
Click **New**
 Production Unit ID
 Name

Click **More Detail**

Production Unit Detail Window
 Equipment Id

3 Define Outputs

Product List Window
Click **New**
 Product Model No
 Product Name

Intermediate Product List Window
 Product Module No
 Intermediate Product No
 Intermediate Product Name

Air Source List Window
 Air Source ID
 Exit Direction (*defaults to vertical*)
 Air Source Lining
 Air Source Category
 Through Roof (*defaults to checked*)
 Fugitive Emission?
 Rainhat
 Active? (*defaults to checked*)

Water Discharge Point List Window
 DSN
 Description
 Active (*defaults to checked*)
 Discharge Point Type

Waste Type List Window
 Waste Type
 Hazardous?
 Physical State

4 Define Regulations (optional)

Permit List Window
 Permit No.
 Type
 Description
 Agency
 Responsible Person
 Issue Date

5 Link Equipment/Prod Unit Inputs & Outputs

The following steps describe linking an Equipment ID; the same general steps can be used for linking a Production Unit.

Equipment Links for: (Equip ID) Window
 Equipment ID

Materials Tab
Click yellow binoculars icon to search for material.

Products Tab
 Product Model No

Air Source Tab
 Air Source ID
 Active? (*defaults to checked*)

Emission Tab
 Emission Source Type
 Paint Only section (*if appropriate*)

Air Factors Tab
 Material ID
 Pollutant
 Emission Factor (*skip for paint emissions*)
 Units (*skip for paint emissions*)
 Active? (*defaults to checked*)
 Pollutant Content (*paint emission only*)
 Air Source (*skip for paint or fuel burn emissions*)

Disch Matl Tab
 Flow No.
 Material ID (*defaults to Water*)
 Material Weight % (*defaults to 100*)

Discharge Tab
 Flow No.

Water Poll Tab
 Flow Number
 Potential Pollutant
 Concentration

Waste Tab
 Waste Type
 Active? (*defaults to checked*)
 Material ID (*defaults to Water*)
 Material Weight % (*defaults to 100*)

6 Link Product

Product Material Allocation List Window
 Material ID
 Product Model No.
 Intermediate Product No. (*if applicable*)
 Material Weight %