

EMFACT Outputs - 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. The Outputs feature of EMFACT enables users to track goods that are produced at a piece of equipment or production unit, along with air emissions and wastewater discharge associated with the production of the goods.

This procedure flow identifies the minimum-required fields necessary to utilize the Outputs feature in EMFACT. Refer to the EMFACT User Guide for more details. Note: 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.

Product Outputs

1 Enter Product Output Volume

Input Product Output Volume Window

- Product Model Number
- Production Unit/Equipment ID
- Output Date
- Output Qty
- Frequency

Click **Save Product Output**

Click **Update** next to the entry to view and/or change the data, as needed.

Non-Product Outputs

2 Review Air Emissions

Air Emissions Window

Review the data listed for the last month

To search for other data, complete the **Filter Data** field(s); then click **Retrieve**

If the data must be altered, make any necessary changes; then click **Save**.

3 Enter Wastewater Discharge Data

Enter Wastewater Discharge Window

- Production Unit/Equipment ID
- Flow Number
- Output Date
- Output Qty
- Frequency

If Frequency = Quarterly or Yearly:

Input Wastewater Output Popup

- Yes or No

Click **Save Discharge**

Click **Update/View Pollutants** next to the entry to view and/or change the data, as needed.

4 Enter Waste Management Activity

Waste Management Activity List Window

Click **New**

- Activity Type (*defaults to Shipment for Disposal*)
- Activity Date (*defaults to current date*)
- Contact Person (*defaults to currently logged on user*)

Click **More Detail** to add additional optional details.