



# EMFACT - Procedure Flow

The Energy & Materials Flow and Cost Tracker (EMFACT) is an easy-to-use, well-documented tool to assist the small and medium size enterprise 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. Several reports are available to assist, along with a calendar to set up due dates and reminders.

The purpose of this document is to provide a high-level overview of the entire EMFACT process. Refer to specific training and documentation for additional details.

**1 Install/Set Up EMFACT**

- Download EMFACT
- Install
- Initial Setup

**2 Set Up Admin**

- User List
- Drop Down Lists
- Facility Location List
- Building List
- Department List
- Configure Save-As-PDF
- What-If Scenarios (*not done during initial setup*)

**3 Define Materials**

- Material List
- Material Detail
- CAS Number List

**4 Define Equipment**

- Equipment List
- Equipment Detail
- Production Unit List
- Production Unit Detail

**5 Define Outputs**

- Products List
- Intermediate Products List
- Air Source List
- Air Source Detail
- Water Discharge Point List
- Waste Type List
- EPA Codes per Waste Type

**6 Define Regulations**

- Permits List
- Permit Details
- Chemicals of Concern

**7 Link Equipment, Prod Units, & Products**

- Link Equipment
- Link Production Unit
- Link Product

**8 Enter Inputs**

**Materials Purchased**

- Prepare Electronic Data File
- Import Purchases (*electronically*)
- View Data List
- Manage List
- Enter Purchases (*manually*)

**Material Usage**

- Enter Water Use
- Enter Fuel/Paint/Other Air Use
- Enter Other Materials Use
- View List
- Manage List

**9 Compute/Determine Outputs**

**Product Output**

- Enter Product Volume

**Non Product Output**

- Compute Air Emissions
- Enter Wastewater Discharge
- Wastewater Discharge with Pollutants
- Waste Management List
- Waste Management Detail

**10 Run Reports**

**Materials**

- Materials Defined List
- Materials Purchased or Materials Used (*by Dept, Weight per Material, or Weight per CAS Number*)

**Product**

- Product: Weight per CAS Number

**Air**

- Usage (*Weight per Material, Weight per Material with 12 Month Rolling*)
- Emissions (*Weight per Pollutant with 12 Month Rolling, by MSDS VOC%*)

**Water**

- Usage (*Weight per Material*)
- Discharge (*Weight per Material, Weight per Pollutant*)

**Waste Management**

- Activity Costs
- Chargeback Costs

**Mass Balance**

- Mass Balance Purchased

**11 Set Up / View Reminders**

**Materials**

- Calendar Reminder List
- Calendar Reminder Details
- View Calendar Events Coming Due