# 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

## 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