

ETS - Industrial Data Administration Training Manual

An overview on how to
update Ambient Station and
Emission Source
information using the
Administration Module



Table of Contents

1. ETS Role Management.....	4
Roles in ETS	4
2. Roles and Roles Assignment.....	6
3. Industry Administration Form Types	7
Industry Administration Screen	7
Industry Administration: Subject Area View	8
Industry Administration: Subject Area View – Navigation	8
Industry Administration: Update Form.....	9
Industry Administration: Details Form	10
4. Industry Administration	11
Emission Source	11
Emission Source: View.....	11
Emission Source: Source List	12
Emission Source: Source List – Detail	13
Emission Source: Details Screen	14
Emission Source: Source List – Update.....	15
Emission Source: Update Screen	16
Emission Source: Update Screen – Success.....	17
Emission Source: Information	18
Industry Ambient	19
Industry Ambient: View.....	19
Industry Ambient: Station List.....	20
Industry Ambient: Station List - Detail	21
Industry Ambient: Details Screen	22
Industry Ambient: Station List - Update.....	23
Industry Ambient: Update Screen	24

Industry Ambient: Update Screen – Success.....	25
Industry Ambient: Station List –VVC Assignments	26
Industry Ambient: Current Station-VVC Assignment Screen	27
Industry Ambient: Add New Station-VVC Assignment Screen	28
Industry Ambient: Station VVC Assignment History Screen	32
Industry Ambient: Terminate Station VVC Assignment Screen	30
Industry Ambient: Shared Stations.....	34
5. Common VVC's	35
Continuous VVCs	35
Continuous Completeness VVCs.....	37
Continuous Completeness – Example	38
Dustfall VVCs	39
Filter Based VVCs	39
Hi-Vol VVCs.....	40
Passive VVCs.....	40
6. Revision History	41

1. ETS Role Management

Each Client Account must be assigned User Role(s). **One or any combination** of User Roles can be assigned to each client account.

Please note:

- Site Administrator needs to assign Coordinator role(s)
- Coordinator needs to go through each user and assign or remove User Roles, as needed for each approval
- All active EPEA Approvals linked to a company EN account will show up on the Role Maintenance screen, under 'Company Approval' dropdown
- If an EPEA Approval number is not showing up on the Company Approval list, or should be removed from this list, please contact air.reporting@gov.ab.ca

Roles in ETS

The roles available in ETS are:

<u>User Roles</u>	<u>Description</u>
Site Administrator	Create accounts and assign Coordinator role in ETS account node. Must assign at least one User the Coordinator role.
Coordinator	Can assign all roles below, by approval, to all active users in Administration Module.
Station Manager	Can modify source and ambient station details in Administration Module.

Reviewer	<p>Can review 'Pending Review' submissions and pass or fail them, progressing them to Submitted or Review Failed status.</p> <p>Can view and edit the submissions of others.</p>
Submitter	<p>Can create requests and begin the submission process; data will be validated and submission will progress to Pending Review but not to Completed (unless user also has Reviewer role).</p> <p>Cannot view submissions of others.</p>
Viewer	<p>Can view, but not modify the submissions and station reference data of other users, as assigned by approval.</p>

Note: Reviewer, Submitter, Station Manager and Viewer roles are assigned for each approval separately. A User may have different roles for different approvals.

Note: If you do not know who your Site Administrator is, please contact:
ETSAccountSetup@gov.ab.ca

Roles	Role Assignment by Approval	Update Source and Station info (includes assigning ambient VVC, equipment)	See Stations (read-only)	Submit (create a submission)	Review (sign off on a submission)	View Submissions (work in progress)
Coordinator	Yes	No	Yes	No	No	Yes
Station Manager	No	Yes	Yes	No	No	No
Reviewer	No	No	Yes	No	Yes	Yes
Submitter	No	No	Yes	Yes	No	Yes
Viewer	No	No	Yes	No	No	Yes

Note: A Submitter can only view submissions that they have submitted (i.e. not all submissions for that approval, if there is more than one submitter)

2. Roles and Roles Assignment

This manual discusses Industry Administration in relation to Emission Source and Ambient Station Maintenance.

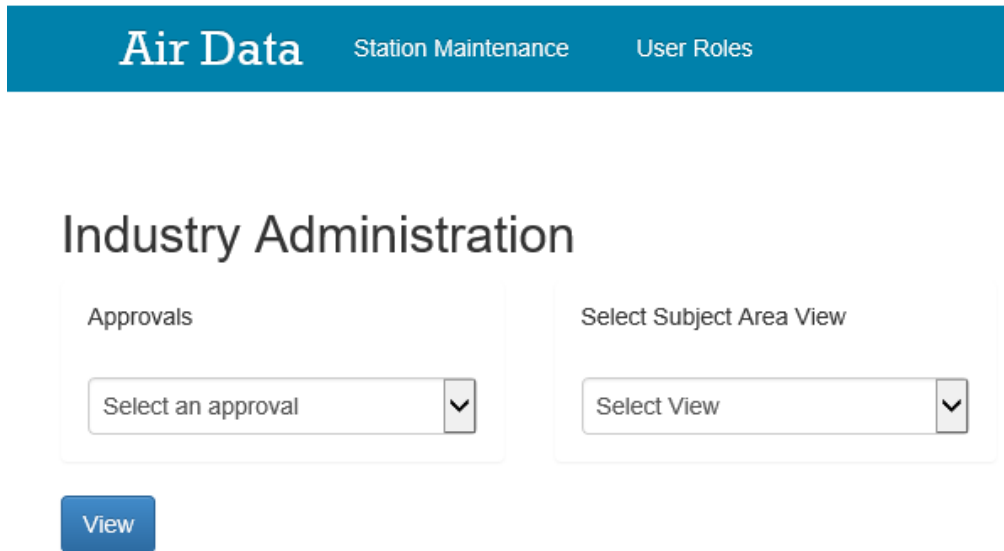
For more information on:

- Roles
- Role assignment
- Data Submission

Refer to the *ETS – Industrial Data Submission Training Manual* on <http://alberta.ca/ets-air-reporting-support>

3. Industry Administration Form Types

Industry Administration Screen



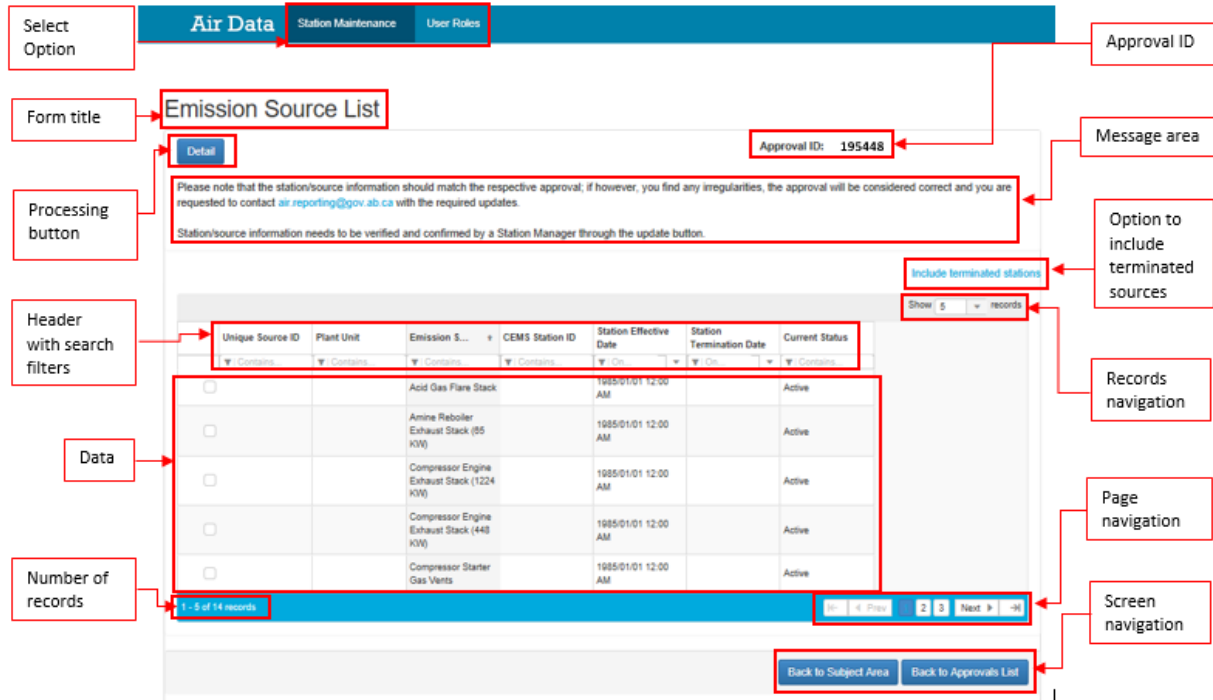
The screenshot shows the 'Industry Administration' screen. At the top, a blue navigation bar contains three links: 'Air Data', 'Station Maintenance', and 'User Roles'. Below the navigation bar, the title 'Industry Administration' is displayed. The main content area contains two dropdown menus. The first dropdown is labeled 'Approvals' and has a placeholder text 'Select an approval'. The second dropdown is labeled 'Select Subject Area View' and has a placeholder text 'Select View'. Below these dropdowns, there is a blue button labeled 'View'.

This is the “**Industry Administration**” Screen. At the top of the screen in the blue band are two choices:

- “**Station Maintenance**” - the Station Manager(s) maintains information on source and/or ambient stations. (**Note:** clicking this choice will return you to this screen)
- “**User Roles**” - the Coordinator will assign various roles to user(s).

The “**Industry Administration**” screen shows approvals assigned to the company EN account. To view a specific list of emission sources or ambient stations, select the EPEA Approval number from the “**Approvals**” dropdown list; this is accompanied by the facility name, then select either Emission Source or Industry Ambient from the “**Select Subject Area View**” dropdown list.

Industry Administration: Subject Area View



Select Option: Air Data, Station Maintenance, User Roles

Form title: Emission Source List

Processing button: Detail

Header with search filters: Unique Source ID, Plant Unit, Emission S..., CEMS Station ID, Station Effective Date, Station Termination Date, Current Status

Data: Table with 5 records, all Active.

Number of records: 1 - 5 of 14 records

Approval ID: 195448

Message area: Please note that the station/source information should match the respective approval; if however, you find any irregularities, the approval will be considered correct and you are requested to contact air.reporting@gov.ab.ca with the required updates. Station/source information needs to be verified and confirmed by a Station Manager through the update button.

Option to include terminated sources: Include terminated stations

Records navigation: Show 5 records

Page navigation: 1 2 3 Next

Screen navigation: Back to Subject Area, Back to Approvals List

The contents in the form will change depending on the selection made (i.e. Emission Source list vs. Industry Ambient list). They will be identified throughout the document.

Industry Administration: Subject Area View – Navigation

- Clicking on any title row will sort in ascending/descending order
- The number of records showing up in the grid per page can be picked between 5 and 100



- If one of the buttons is not showing up on your screen you may not have the proper User role(s) assigned to your account



Industry Administration: Update Form

When a Station Manager selects an Emission Source and hits “Update”, they are redirected to the below form. Only Station Managers have the “Update” option.

Update Source

Please note that the source information should match the respective approval, if however, you find any irregularities, the approval will be considered correct and you are requested to contact air.reporting@gov.ab.ca with the required updates.

Please confirm that the source information is correct by clicking the Update button.

CEMS Station ID	
Plant Unit	
Station Name	Heat Medium Heater Exhaust Stack
Unique Source Identifier	ABC123
Effective Date	 2006/09/25 12:00 AM
Termination Date	 <input type="text"/>

Longitude (in decimal)	-114.12345680
Latitude (in decimal)	51.12345680
Diameter (in meters)	5.55000000
Height (in meters)	26.50000000
Status	Active

Back to Station List

Update

This is an example of the Update form, where you can modify information if you have a Station Manager role. Any fields that are greyed out cannot be modified by any User; please contact air.reporting@gov.ab.ca if updates to these fields are required.

Industry Administration: Details Form

When a User selects a source and hits “Details”, they are redirected to the below form:

Source Details

CEMS Station ID

Plant Unit

Station NameHeat Medium Heater Exhaust Stack

Unique Source IdentifierABC123

Effective Date2006/09/25 12:00 AM

Termination Date

Longitude (in decimal)-114.12345680

Latitude (in decimal)51.12345680

Diameter (in meters)5.55000000

Height (in meters)26.50000000

StatusActive

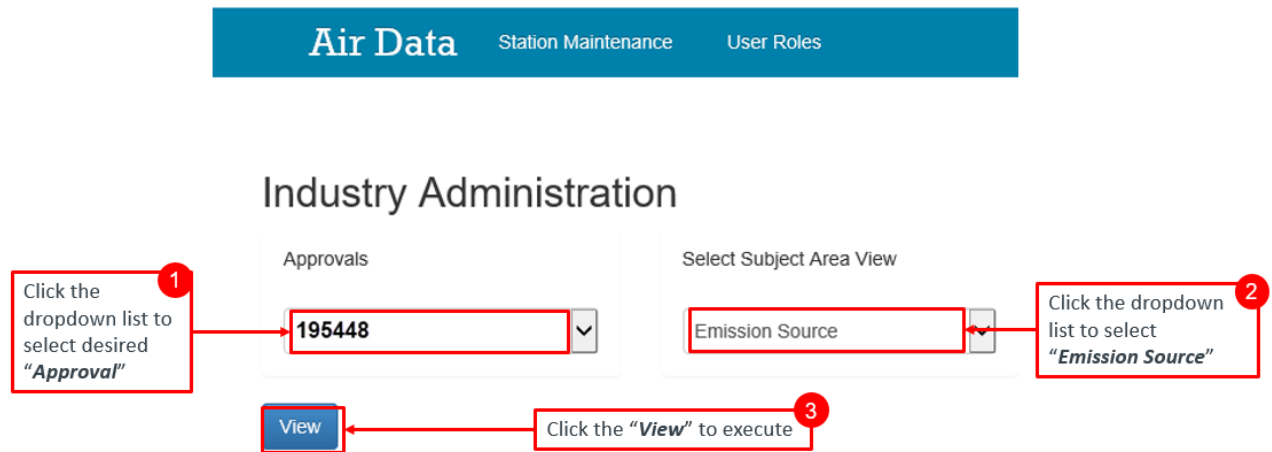
Back to Station List

This is an example of the Details form where you can view information but not update.

4. Industry Administration

Emission Source

Emission Source: View



The screenshot shows the 'Industry Administration' interface. At the top, there is a navigation bar with 'Air Data', 'Station Maintenance', and 'User Roles'. Below this, the 'Industry Administration' section is visible. It contains two main panels: 'Approvals' and 'Select Subject Area View'. In the 'Approvals' panel, a dropdown menu is open, showing the value '195448'. A red box with a '1' and an arrow points to this dropdown, with the text 'Click the dropdown list to select desired "Approval"'. In the 'Select Subject Area View' panel, another dropdown menu is open, showing the value 'Emission Source'. A red box with a '2' and an arrow points to this dropdown, with the text 'Click the dropdown list to select "Emission Source"'. Below these panels, there is a blue 'View' button. A red box with a '3' and an arrow points to this button, with the text 'Click the "View" to execute'.

This is an example of a user selecting an "**Emission Source**" view for a specific approval.

Emission Source: Source List

Air Data
Station Maintenance
User Roles

Emission Source List

Detail
Approval ID: **195448**

Please note that the station/source information should match the respective approval; if however, you find any irregularities, the approval will be considered correct and you are requested to contact air.reporting@gov.ab.ca with the required updates.

Station/source information needs to be verified and confirmed by a Station Manager through the update button.

[Include terminated stations](#)

Unique Source ID	Plant Unit	Emission S...	CEMS Station ID	Station Effective Date	Station Termination Date	Current Status
<input type="checkbox"/>		Acid Gas Flare Stack		1985/01/01 12:00 AM		Active
<input type="checkbox"/>		Amine Reboiler Exhaust Stack (85 KW)		1985/01/01 12:00 AM		Active
<input type="checkbox"/>		Compressor Engine Exhaust Stack (1224 KW)		1985/01/01 12:00 AM		Active
<input type="checkbox"/>		Compressor Engine Exhaust Stack (448 KW)		1985/01/01 12:00 AM		Active
<input type="checkbox"/>		Compressor Starter Gas Vents		1985/01/01 12:00 AM		Active

1 - 5 of 14 records

1 2 3 Next

Back to Subject Area
Back to Approvals List

This is the “**Emission Source**” List form.

This form shows a list of Source(s) with detailed information based on the following headers:

- Unique Source ID
- Plant Unit
- Emission Source Name
- CEMS Station ID
- Effective Date
- Termination Date
- Current Status of the source (active, inactive, terminated)

Emission Source: Source List – Detail

Emission Source List

Update **Detail**

Approval ID: 195448

Please note that the station/source information should match the respective approval; if however, you find any irregularities, the approval will be considered correct and you are requested to contact air.reporting@gov.ab.ca with the required updates.

Station/source information needs to be verified and confirmed by a Station Manager through the update button.

[Include terminated stations](#)

Show 5 records

	Unique So...	Plant Unit	Emission Source Name	CEMS Station ID	Station Effective Date	Station Termination Date	Current Status
<input checked="" type="checkbox"/>	ABC123		Heat Medium Heater Exhaust Stack		2008/09/25 12:00 AM		Active
<input type="checkbox"/>			Standby Compressor Engine Exhaust Stack (1075 KW)		2008/04/27 12:00 AM		Active
<input type="checkbox"/>			Emergency Electrical Generator Engine Exhaust Stack		2008/09/25 12:00 AM		Active
<input type="checkbox"/>			Glycol Still Column Vent		2008/09/25 12:00 AM		Active
<input type="checkbox"/>			Compressor Engine Exhaust Stack (1224 KW)		1985/01/01 12:00 AM		Active

1 - 5 of 14 records

Back to Subject Area Back to Approvals List

More information on each Emission Source can be reviewed in the Detail tab.

To view more information on an Emission Source, click the:

- Desired row (the entire row will be highlighted in blue) and
- “**Detail**” button at the top left.

Emission Source: Details Screen

Source Details

CEMS Station ID

Plant Unit

Station NameHeat Medium Heater Exhaust Stack

Unique Source IdentifierABC123

Effective Date2006/09/25 12:00 AM

Termination Date

Longitude (in decimal)-114.12345680

Latitude (in decimal)51.12345680

Diameter (in meters)5.55000000

Height (in meters)26.50000000

StatusActive

Back to Station List

This is the “**Source Details**” screen where details of the Emission Source are provided. Details include:

- CEMS Station ID
- Plant Unit
- Station Name
- Unique Source Identifier
- Effective Date
- Termination Date
- Longitude (in decimal)
- Latitude (in decimal)
- Diameter (in meters)
- Height (in meters)
- Status of the source (active, inactive or terminated)

Note: the details *cannot* be amended on this page.

Emission Source: Source List – Update

Emission Source List

Update

Detail

Approval ID: 195448

Please note that the station/source information should match the respective approval; if however, you find any irregularities, the approval will be considered correct and you are requested to contact air.reporting@gov.ab.ca with the required updates.

Station/source information needs to be verified and confirmed by a Station Manager through the update button.

Include terminated stations

Show 5 records

	Unique So...	Plant Unit	Emission Source Name	CEMS Station ID	Station Effective Date	Station Termination Date	Current Status
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ On...	▼ On...	▼ Contains...
<input checked="" type="checkbox"/>	ABC123		Heat Medium Heater Exhaust Stack		2008/09/25 12:00 AM		Active
<input type="checkbox"/>			Standby Compressor Engine Exhaust Stack (1075 KW)		2009/04/27 12:00 AM		Active
<input type="checkbox"/>			Emergency Electrical Generator Engine Exhaust Stack		2008/09/25 12:00 AM		Active
<input type="checkbox"/>			Glycol Still Column Vent		2008/09/25 12:00 AM		Active
<input type="checkbox"/>			Compressor Engine Exhaust Stack (1224 KW)		1985/01/01 12:00 AM		Active

1 - 5 of 14 records

Prev

2

3

Next

Back to Subject Area

Back to Approvals List

To update information on an Emission Source, the Station Manager clicks the:

- Desired row (the entire row will be highlighted in blue) and
- **“Update”** button at the top left.

Note: Only a Station Manager can update Emission Source information

Emission Source: Update Screen

Air Data
Station Maintenance
User Roles

Update Source

Please note that the source information should match the respective approval, if however, you find any irregularities, the approval will be considered correct and you are requested to contact air.reporting@gov.ab.ca with the required updates.

Please confirm that the source information is correct by clicking the Update button.

<div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="margin-bottom: 5px;">CEMS Station ID</div> <div style="margin-bottom: 5px;">Plant Unit</div> <div style="margin-bottom: 5px;">Station Name</div> <div style="margin-bottom: 5px;">Unique Source Identifier</div> <div style="margin-bottom: 5px;">Effective Date</div> <div style="margin-bottom: 5px;">Termination Date</div> </div> <div style="width: 55%;"> <div style="background-color: #f2f2f2; height: 25px; margin-bottom: 5px;"></div> <div style="background-color: #f2f2f2; height: 25px; margin-bottom: 5px;"></div> <div style="background-color: #f2f2f2; padding: 2px 5px; margin-bottom: 5px;">Heat Medium Heater Exhaust Stack</div> <div style="background-color: #f2f2f2; padding: 2px 5px; margin-bottom: 5px;">ABC123</div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="font-size: 0.8em; margin-right: 5px;">📅</div> <div>09/25/2006 12:00 AM</div> </div> <div style="display: flex; align-items: center;"> <div style="font-size: 0.8em; margin-right: 5px;">📅</div> <div style="border: 1px solid #ccc; width: 150px; height: 25px;"></div> </div> </div> </div> </div>	<div style="margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Longitude (in decimal)</div> <div style="width: 55%; border: 1px solid #ccc; padding: 2px 5px;">-114.45678000</div> </div> </div> <div style="margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Latitude (in decimal)</div> <div style="width: 55%; border: 1px solid #ccc; padding: 2px 5px;">51.78945000</div> </div> </div> <div style="margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Diameter (in meters)</div> <div style="width: 55%; border: 1px solid #ccc; padding: 2px 5px;">5.00000000</div> </div> </div> <div style="margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Height (in meters)</div> <div style="width: 55%; border: 1px solid #ccc; padding: 2px 5px;">25.00000000</div> </div> </div> <div style="margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Status</div> <div style="width: 55%; border: 1px solid #ccc; padding: 2px 5px;">Active</div> </div> </div>
---	--

Back to Station List

Update

The “Back to Station List” button cancels the changes and takes you back to the “Emission Source List” screen.

The Station Manager clicks “Update” to confirm the changes.

This is the “**Update Source**” screen where the Station Manager can amend/update information on an Emission Source.

The following fields can be amended/updated:

- Termination Date
- Longitude (minimum 5 decimal places)
- Latitude (minimum 5 decimal places)
- Diameter (in meters)
- Height (in meters)

Note: Required fields must be filled in or an error will occur and changes are not saved.

The following fields can be modified by a Station Manager **once**, after which they are greyed out:

- Plant Unit,
- Unique Source Identifier
- Termination date

The following fields are greyed out and cannot be updated:

- CEMS Station ID – provided with Codes of Electronic Reporting by CEM.UserCoord@gov.ab.ca.
- Station Name (taken from EPEA Approval), or other greyed-out fields – if needs to be updated air.reporting@gov.ab.ca needs to be contacted.

Emission Source: Update Screen – Success

Air Data
Station Maintenance
User Roles

Data saved successfully. ✕

Please note that the source information should match the respective approval, if however, you find any irregularities, the approval will be considered correct and you are requested to contact air.reporting@gov.ab.ca with the required updates.

Please confirm that the source information is correct by clicking the Update button.

CEMS Station ID	<input type="text"/>	Longitude (in decimal)	<input type="text" value="-114.45678000"/>
Plant Unit	<input type="text"/>	Latitude (in decimal)	<input type="text" value="51.78945000"/>
Station Name	<input type="text" value="Heat Medium Heater Exhaust Stack"/>	Diameter (in meters)	<input type="text" value="5.00000000"/>
Unique Source Identifier	<input type="text" value="ABC123"/>	Height (in meters)	<input type="text" value="25.00000000"/>
Effective Date	<input type="text" value="09/25/2006 12:00 AM"/>	Status	Active
Termination Date	<input type="text"/>		

[Back to Station List](#)
[Update](#)

Once the data is filled in and the “**Update**” button clicked, the green bar with the message, “**Data has been saved**” appears indicating success in updating the station information.

To get back to the previous screen, click the “**Back to Station List**” button on the bottom left of the page.

Emission Source: Information

Emission Sources are based on your EPEA Approval List. [Plant Unit](#), [Emission Source Name](#) and [Unique Source ID](#) are found in the approval.

PLANT UNIT	EMISSION SOURCE	SUBSTANCE
Units 1 and 2	Stack No. 1	Particulate Matter(PM)
		Nitrogen Oxides (expressed as NO ₂)
		Sulphur Dioxide (SO ₂)

- (c) Light Hydrocarbons-1 unit (LHC-U1):
- (i) LHC-1 flare stack (FS-123);
 - (ii) two package boilers stacks;
 - (iii) eleven cracking furnace stacks (CF-1, CF-2, CF-3, CF-4, CF-5, CF-6, CF-7, CF-8, CF-9, CF-10, CF-11);

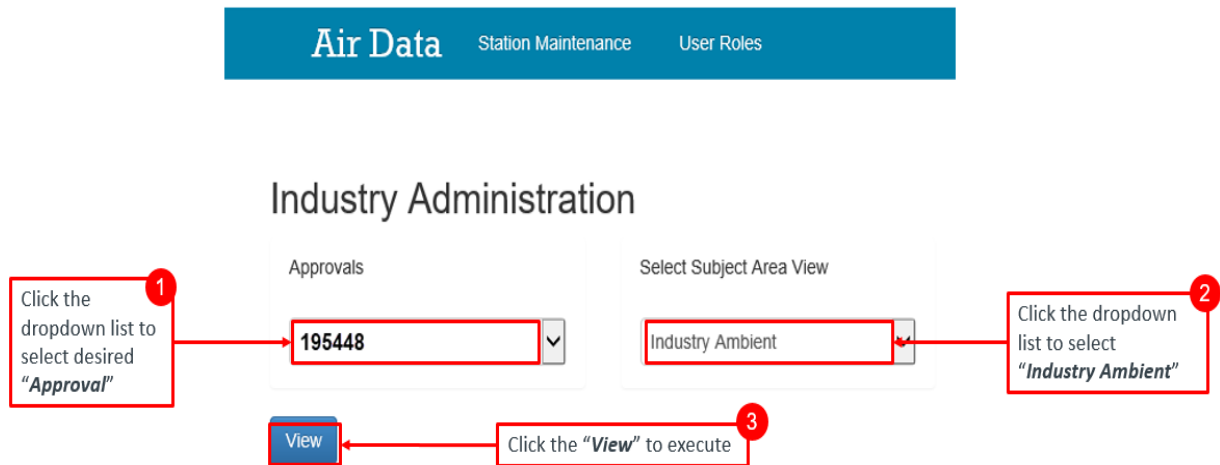
If there is a grouping of sources (i.e. Vents) you do not need to update information (Latitude/Longitude, etc.) as this is intended for singular sources.

If anything on this list needs to be updated that is greyed out (Station Name, Unique Source ID, etc.) please e-mail air.reporting@gov.ab.ca with the approval number and required updates.

CEMS Station IDs are generated by the Government of Alberta. If a source needs to have a CEMS Station ID assigned, contact the CEM User Coordinator CEM.UserCoord@gov.ab.ca.

Industry Ambient

Industry Ambient: View



The screenshot shows the 'Industry Administration' interface. At the top, there is a blue navigation bar with 'Air Data', 'Station Maintenance', and 'User Roles'. Below this, the 'Industry Administration' section contains two main panels. The left panel, titled 'Approvals', has a dropdown menu showing '195448'. The right panel, titled 'Select Subject Area View', has a dropdown menu showing 'Industry Ambient'. Below these panels is a blue 'View' button. Three numbered callouts are present: 1. A red box with a red circle '1' pointing to the 'Approvals' dropdown, containing the text 'Click the dropdown list to select desired "Approval"'. 2. A red box with a red circle '2' pointing to the 'Select Subject Area View' dropdown, containing the text 'Click the dropdown list to select "Industry Ambient"'. 3. A red box with a red circle '3' pointing to the 'View' button, containing the text 'Click the "View" to execute'.

This is an example of a user selecting the **"Industry Ambient"** view for a specific approval.

Industry Ambient: Station List

Air Data
Station Maintenance
User Roles

Industry Ambient Station List

[Update](#)
[VVC Assignments](#)
[Detail](#)

Approval ID: 195548

Please note that the station/source information should match the respective approval; if however, you find any irregularities, the approval will be considered correct and you are requested to contact air.reporting@gov.ab.ca with the required updates.

Station/source information needs to be verified and confirmed by a Station Manager through the update button.

Include terminated stations

Station ID	Facility Station Name	Station Effective Date	Station Termination Date	Current Status
<input type="checkbox"/> 00000123-I-2	BDC, PM2.5, High Vol	2021/01/01 12:00 AM	2021/01/02 05:59 PM	Inactive
<input type="checkbox"/> 00000123-P-3	Stn #3 Passive SO2	2008/10/01 12:00 AM		Active
<input type="checkbox"/> 00000123-P-4	Stn #4 Passive SO2	2008/10/01 12:00 AM		Active
<input type="checkbox"/> 00000123-P-5	Stn #5 Passive SO2	2008/10/01 12:00 AM		Active
<input type="checkbox"/> 00000123-P-6	Stn #6 Passive SO2	2008/10/01 12:00 AM		Active
<input type="checkbox"/> 00000123-P-7	Stn #7 Passive SO2	2008/10/01 12:00 AM		Active
<input type="checkbox"/> 00000123-P-8	Stn #8 Passive SO2	2008/10/01 12:00 AM		Active
<input type="checkbox"/> 00000123-P-10	Stn #10 Passive SO2	2008/10/01 12:00 AM		Active
<input type="checkbox"/> 00000123-P-11	Stn #11 Passive SO2	2020/10/01 12:00 AM		Inactive

1 - 9 of 9 records

←
Prev
Next
→

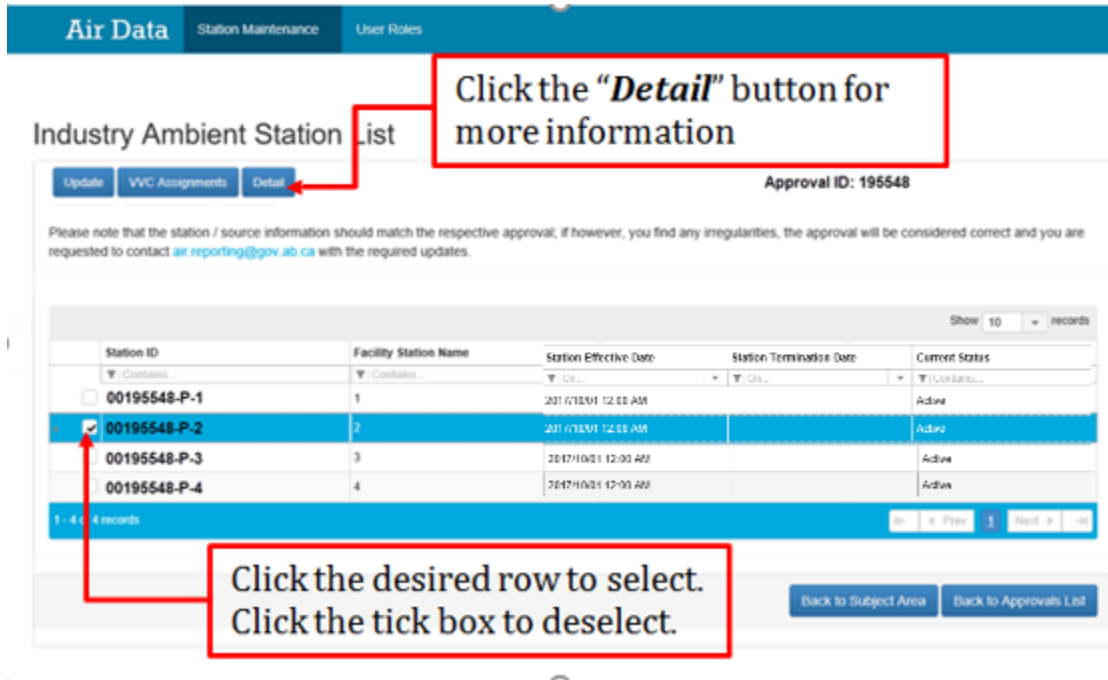
[Back to Subject Area](#)
[Back to Approvals List](#)

This is the “**Industry Ambient Station List**” form.

This form shows a list of Ambient Stations with detailed information based on the following headers:

- Station ID
- Facility Station Name
- Station Effective Date
- Station Termination Date
- Current Status

Industry Ambient: Station List - Detail



Air Data | Station Maintenance | User Roles

Industry Ambient Station List

Update | VVC Assignments | **Detail**

Approval ID: 195548

Please note that the station / source information should match the respective approval; if however, you find any irregularities, the approval will be considered correct and you are requested to contact air_reporting@gov.ab.ca with the required updates.

Station ID	Facility Station Name	Station Effective Date	Station Termination Date	Current Status
00195548-P-1	1	2017/10/01 12:00 AM		Active
00195548-P-2	2	2017/10/01 12:00 AM		Active
00195548-P-3	3	2017/10/01 12:00 AM		Active
00195548-P-4	4	2017/10/01 12:00 AM		Active

1 - 4 of 4 records

Back to Subject Area | Back to Approvals List

To view more information on the Industry Ambient Station click the:

- Desired row (the entire row will be highlighted in blue) and
- “**Detail**” button at the top left.

Industry Ambient: Details Screen

Air Data
Station Maintenance
User Roles

Station Details

Please note that the station/source information should match the respective approval. If however, you find any irregularities, the approval will be considered correct and you are requested to contact air.reporting@gov.ab.ca with the required updates.

<table style="width: 100%;"> <tr> <td style="width: 20%;">Station ID</td> <td>00195548-P-2</td> </tr> <tr> <td>Facility Station Name</td> <td>2</td> </tr> <tr> <td>Station Type</td> <td>Permanent</td> </tr> <tr> <td>Effective Date</td> <td>2012-02-01 12:00:00 AM</td> </tr> <tr> <td>Termination Date</td> <td></td> </tr> </table>	Station ID	00195548-P-2	Facility Station Name	2	Station Type	Permanent	Effective Date	2012-02-01 12:00:00 AM	Termination Date		<table style="width: 100%;"> <tr> <td style="width: 20%;">Longitude (in decimal)</td> <td>-112.41601800</td> </tr> <tr> <td>Latitude (in decimal)</td> <td>50.21344900</td> </tr> <tr> <td>Elevation Status</td> <td>Active</td> </tr> </table>	Longitude (in decimal)	-112.41601800	Latitude (in decimal)	50.21344900	Elevation Status	Active
Station ID	00195548-P-2																
Facility Station Name	2																
Station Type	Permanent																
Effective Date	2012-02-01 12:00:00 AM																
Termination Date																	
Longitude (in decimal)	-112.41601800																
Latitude (in decimal)	50.21344900																
Elevation Status	Active																

[Station Home](#)

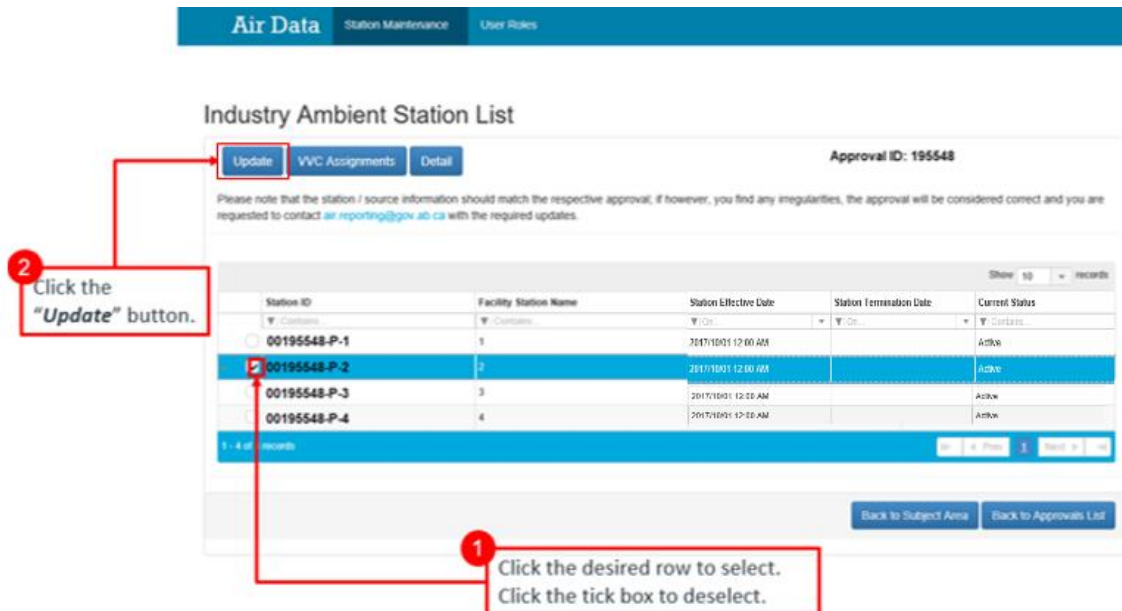
This is the “**Station Details**” form where details on the Ambient Station are provided.

The information provided includes:

- Station ID (assigned by GOA)
- Facility Station Name
- Station Type
- Effective Date
- Termination Date
- Longitude (minimum 5 decimal places)
- Latitude (minimum 5 decimal places)
- Elevation (if applicable)
- Station Status

Note: the details *cannot* be amended on this page.

Industry Ambient: Station List - Update



Air Data Station Maintenance User Roles

Industry Ambient Station List

Approval ID: 195548

Please note that the station / source information should match the respective approval, if however, you find any irregularities, the approval will be considered correct and you are requested to contact air.reporting@gov.ab.ca with the required updates.

Station ID	Facility Station Name	Station Effective Date	Station Termination Date	Current Status
00195548-P-1	1	2017/10/01 12:00 AM		Active
00195548-P-2	2	2017/10/01 12:00 AM		Active
00195548-P-3	3	2017/10/01 12:00 AM		Active
00195548-P-4	4	2017/10/01 12:00 AM		Active

1 - 4 of records

Back to Subject Area Back to Approvals List

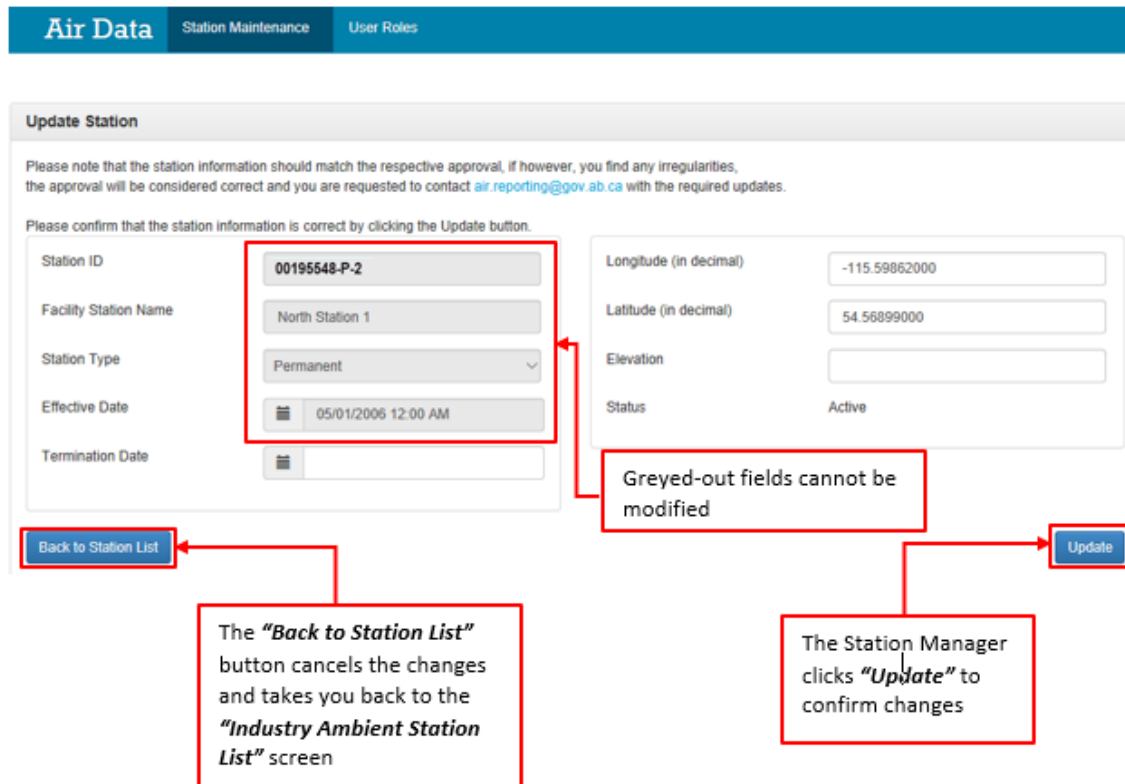
2 Click the "Update" button.

1 Click the desired row to select. Click the tick box to deselect.

To update information on the Ambient Station, the Station Manager clicks the:

- Desired row (the entire row will be highlighted in blue) and
- "Update" button at the top left.

Industry Ambient: Update Screen



Air Data **Station Maintenance** **User Roles**

Update Station

Please note that the station information should match the respective approval, if however, you find any irregularities, the approval will be considered correct and you are requested to contact air.reporting@gov.ab.ca with the required updates.

Please confirm that the station information is correct by clicking the Update button.

Station ID	00195548-P-2	Longitude (in decimal)	-115.59862000
Facility Station Name	North Station 1	Latitude (in decimal)	54.56899000
Station Type	Permanent	Elevation	
Effective Date	05/01/2006 12:00 AM	Status	Active
Termination Date			

[Back to Station List](#) [Update](#)

Greyed-out fields cannot be modified

The **"Back to Station List"** button cancels the changes and takes you back to the **"Industry Ambient Station List"** screen

The Station Manager clicks **"Update"** to confirm changes

This is the **"Update Station"** form where Station Manager can amend/update information on the station.

The following fields can be updated:

- Longitude (minimum 5 decimal places)
- Latitude (minimum 5 decimal places)
- Elevation (if applicable)

Note: All required fields must be filled in or an error will occur.

The following fields, once updated, are greyed out:

- Facility Station Name
- Termination Date

If anything on this list needs to be updated but is greyed out, please e-mail air.reporting@gov.ab.ca with the approval number and required updates.

Industry Ambient: Update Screen – Success

Update Station

Data saved successfully.

Please note that the station information should match the respective approval, if however, you find any irregularities, the approval will be considered correct and you are requested to contact air.reporting@gov.ab.ca with the required updates.

Please confirm that the station information is correct by clicking the Update button.

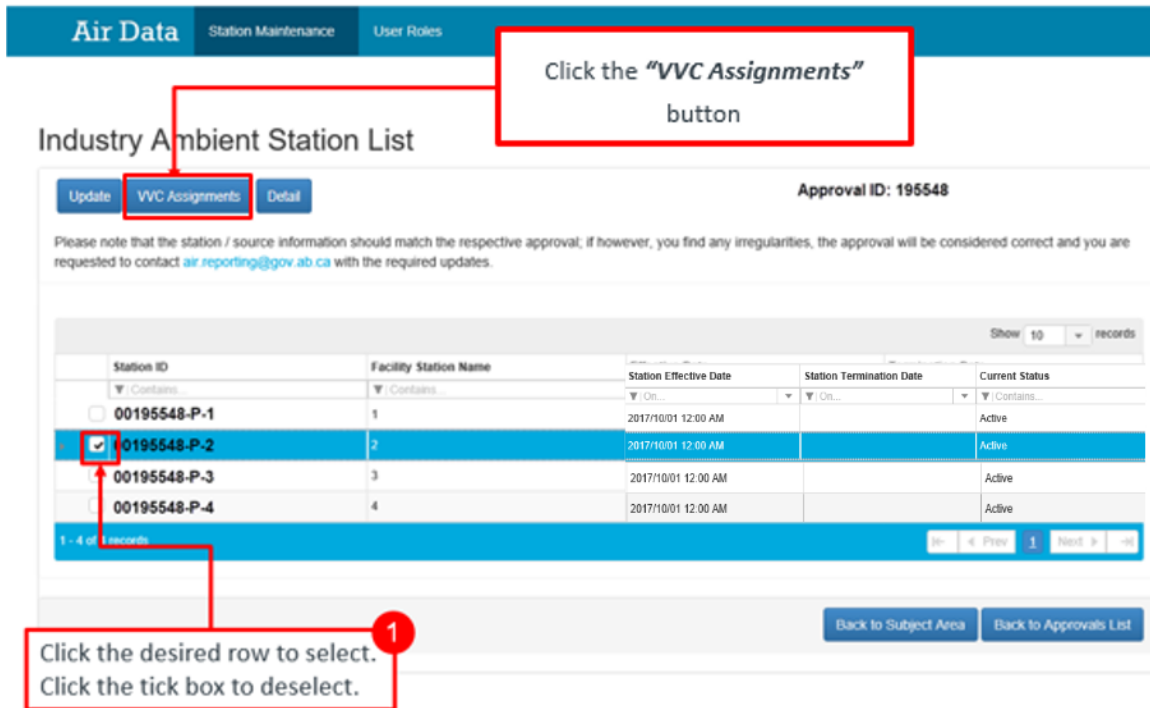
Station ID	00195548-P-2	Longitude (in decimal)	-115.59862000
Facility Station Name	North Station 1	Latitude (in decimal)	54.56899000
Station Type	Permanent	Elevation	
Effective Date	05/01/2006 12:00 AM	Status	Active
Termination Date			

Back to Station List
Update

Once the data is filled in and the “**Update**” button is clicked, the green bar message “**Data saved successfully**” appears indicating success in updating the station information.

To get back to the previous screen, click the “**Back to Station List**” button.

Industry Ambient: Station List –VVC Assignments



Air Data | Station Maintenance | User Roles

Click the “VVC Assignments” button

Industry Ambient Station List

Update | **VVC Assignments** | Detail | Approval ID: 195548

Please note that the station / source information should match the respective approval, if however, you find any irregularities, the approval will be considered correct and you are requested to contact air.reporting@gov.ab.ca with the required updates.

Station ID	Facility Station Name	Station Effective Date	Station Termination Date	Current Status
00195548-P-1	1	2017/10/01 12:00 AM		Active
<input checked="" type="checkbox"/> 00195548-P-2	2	2017/10/01 12:00 AM		Active
00195548-P-3	3	2017/10/01 12:00 AM		Active
00195548-P-4	4	2017/10/01 12:00 AM		Active

1 - 4 of 4 records

Back to Subject Area | Back to Approvals List

Click the desired row to select.
Click the tick box to deselect.

To assign a VVC to an Ambient Station, the Station Manager clicks the:

- Desired row (the entire row will be highlighted in blue) and
- “VVC Assignments” button at the top.

Note: Can only assign VVCs to one station at a time

Industry Ambient: Current Station-VVC Assignment Screen

Current Station-VVC Assignment

If a combination of Parameter, Unit, Collection Type, Method, and Time Code is not showing up on this list, please contact AMDFeedback@gov.ab.ca to have the new VVC created.

Station ID: **00195548-P-2**

Station Name: **2**

Station Effective Date: **2008/10/01 12:00 AM**

Station Termination Date:

Station Type:

Longitude (in decimal): **-111.78606500**

Latitude (in decimal): **51.35794700**

Elevation (in meters above sea level):

Station Status: **Active**

Show 10 records

<input checked="" type="checkbox"/>	Vvc Code	Collection Type	Parameter	Unit	Time Code	Method	Station-VVC Assignment Start Date	Station-VVC Assignment End Date	Status	Comments
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ On...	▼ On...	▼ Contains...	▼ Contains...

0 - 0 of 0 records

[←](#)
[Prev](#)
1
[Next](#)
[→](#)

[Back to Station List](#)
[Station-VVC Assignment History](#)
[Terminate Station-VVC Assignment](#)
[Add new Station-VVC Assignment](#)

This is the “**Current Station-VVC Assignment**” form for the selected Station.

If there is nothing showing up in the grid, it means no VVCs are currently assigned to the station. To see all (including inactive Station VVC assignments) select “**Station-VVC Assignment History**”.

This form shows a list of all VVCs currently assigned to the station with detailed information based on the following headers:

- VVC Code
- Collection Type
- Parameter
- Unit
- Time Code
- Method
- Station-VVC Assignment Start Date
- Station-VVC Assignment End Date
- Status of the VVC Assignment
- Comments

The “**Back to Station List**” button, located at the bottom of the screen, takes you to the previous screen.

Industry Ambient: Add New Station-VVC Assignment Screen

To assign a VVC to an Ambient Station, the Station Manager clicks on the “**Add New Station-VVC Assignment**”.

Current Station-VVC Assignment

If a combination of Parameter, Unit, Collection Type, Method, and Time Code is not showing up on this list, please contact AMDFeedback@gov.ab.ca to have the new VVC created.

Station ID: **00195548-P-2**

Station Name: **2**

Station Effective Date: **2008/10/01 12:00 AM**

Station Termination Date:

Station Type:

Longitude (in decimal): **-111.78606500**

Latitude (in decimal): **51.35794700**

Elevation (in meters above sea level):

Station Status: **Active**

Show 10 records

<input checked="" type="checkbox"/> Vvc Code	Collection Type	Parameter	Unit	Time Code	Method	Station-VVC Assignment Start Date	Station-VVC Assignment End Date	Status	Comments
0 - 0 of 0 records									

[Back](#) | [Prev](#) | **1** | [Next](#) | [End](#)

[Back to Station List](#)
[Station-VVC Assignment History](#)

[Terminate Station-VVC Assignment](#)
[Add new Station-VVC Assignment](#)

On the Station VVC new Assignment screen:

Station VVC new Assignment

Station Id: 00195548-P-2

Station Name: 2

Station-VVC Assignment Start Date:

Station-VVC Assignment End Date:

Comments:

Station Effective Date: 2011/06/01 12:00:00 AM

Station Termination Date:

Vvc Code	Collection Type	Parameter	Unit	Time Code	Method	VVC Master Effective Date	VVC Master Retirement Date	Status
<input checked="" type="checkbox"/> VVC378	Passive	Ammonia	ppb	Monthly (Calenda...	Ion Chromatogra...	2019/01/01 12:00 AM		Active
<input type="checkbox"/> VVC379	Passive	Ammonia	ppm	Monthly (Calenda...	Ion Chromatogra...	2015/01/01 12:00 AM		Active

2 matching records

Back
Save

- Select VVCs from the list. This is done by clicking on the checkbox next to the VVC.
- Multiple VVCs can be assigned at once with the same Station-VVC Assignment Start Date if required.
- To find a VVC from the list that applies you can search on any field (collection type, parameter name, etc).
 - If a combination of Parameter, Unit, Collection Type, Method, and Time Code is not showing up on this list, please contact AMDFeedback@gov.ab.ca to have the new VVC created
- The Station-VVC Assignment Start Date has a time that defaults to 12:00 AM; this can be updated if needed.
- A comment field must be populated with the reason for addition of VVCs.
- When all required fields are populated click the “**Save**” button at the bottom right.
- Once the “**Save**” button is clicked, the green message bar displays the “VVCs have been successfully saved” this indicates success in assigning VVCs to the station.
- The “**Back**” button, located at the bottom of the screen, takes you to the previous screen.

An error will be generated if the Station-VVC Assignment Start Date entered is:

- Before the Station Effective Date

- After the Station Termination Date
- Before the VVC Master Effective Date
- If a station has a termination date in the future, the VVC-station assignment needs to also have a termination date before or the same as the station termination date.

Industry Ambient: Terminate Station VVC Assignment Screen

On the Current Station-VVC Assignment screen to terminate VVC assignment, click on **“Terminate Station-VVC Assignment”**.

Current Station-VVC Assignment

If a combination of Parameter, Unit, Collection Type, Method, and Time Code is not showing up on this list, please contact AMDFeedback@gov.ab.ca to have the new VVC created.

Station ID: **00195548-P-2**

Station Name: **2**

Station Effective Date: **2008/10/01 12:00 AM**

Station Termination Date:

Station Type:

Longitude (in decimal): **-111.55219600**

Latitude (in decimal): **51.44527300**

Elevation (in meters above sea level):

Station Status: **Active**

Show 10 records

<input type="checkbox"/>	Vvc Code	Collection Type	Parameter	Unit	Time Code	Method	Station-VVC Assignment Start Date	Station-VVC Assignment End Date	Status	Comments
<input checked="" type="checkbox"/>	VVC378	Passive	Ammonia	ppb	Monthly (Calendar) / 30 Days	Ion Chromatog...	2020/04/01 12:00 AM		Active	new assignment
<input type="checkbox"/>	VVC382	Passive	Nitrogen Dioxide	ppb	Monthly (Calendar) / 30 Days	Ion Chromatogr...	2019/09/01 12:00 AM		Active	new
<input checked="" type="checkbox"/>	VVC384	Passive	Ozone	ppb	Monthly (Calendar) / 30 Days	Ion Chromatog...	2019/09/01 12:00 AM		Active	new
<input type="checkbox"/>	VVC386	Passive	Sulphur Dioxide	ppb	Monthly (Calendar) / 30 Days	Ion Chromatogr...	2019/09/01 12:00 AM		Active	new

1 - 4 of 4 records

⏪ ⏩ Prev 1 Next ⏩

[Back to Station List](#)
[Station-VVC Assignment History](#)

[Terminate Station-VVC Assignment](#)
[Add new Station-VVC Assignment](#)

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- Select VVCs to terminate from the list of current VVCs. This is done by clicking on desired row(s).

- Multiple VVCs can be terminated at once with the same Station-VVC Assignment End Date if required
- Once desired VVCs are selected click on “**Terminate Station-VVC Assignment**”.

A new screen will open “**Station-VVC Termination**”

Station-VVC Termination

Station Id:

00195548-P-2

Station Effective Date

2011/06/01 12:00:00 AM

Station Name:

2

Station Termination Date

Station-VVC Assignment End Date:

2022/01/01 11:59 PM

Comments:

terminating; no longer an EPEA approval requirement

Show 10 records

Vvc Code	Collection Type	Parameter	Unit	Time Code	Method	Station-VVC Start Date	Station-VVC End Date	Status	Comments
VVC1	Continuous	Total Suspended...	ug/m3	Hourly	Light Scattering...	2021/11/01 12:00 AM		Active	test

1 - 1 of 1 records

Prev

Next

Back

Terminate

- The Station-VVC Assignment End Date needs to be populated. It has a time that defaults to 11:59 PM; this can be updated if needed.
- A comment field must be populated with the reason for VVCs termination.
- When all required fields are populated, click the “**Terminate**” button at the bottom right.
- Once the “**Terminate**” button is clicked, the green message bar displays the “Changes saved successfully”, this indicates success in terminating the VVCs.
- The “**Back**” button, located at the bottom of the screen, takes you to the previous screen.

An error will be generated if the Station-VVC Assignment End Date entered is:

- Before the Station-VVC Assignment Start Date
- Before the Station Effective Date
- After the Station Termination Date
- If data for that period has been submitted

Industry Ambient: Station VVC Assignment History Screen

On the Current Station-VVC Assignment screen to see VVC Assignment History, click on “**Station-VVC Assignment History**”.

Current Station-VVC Assignment

If a combination of Parameter, Unit, Collection Type, Method, and Time Code is not showing up on this list, please contact AMDFeedback@gov.ab.ca to have the new VVC created.

Station ID **00195548-P-2**

Station Name **2**

Station Effective Date **2008/10/01 12:00 AM**

Station Termination Date

Station Type

Longitude (in decimal) **-111.55219600**

Latitude (in decimal) **51.44527300**

Elevation (in meters above sea level)

Station Status **Active**

Show 10 records

<input type="checkbox"/>	Vvc Code	Collection Type	Parameter	Unit	Time Code	Method	Station-VVC Assignment Start Date	Station-VVC Assignment End Date	Status	Comments
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ On...	▼ On...	▼ Contains...	▼ Contains...
▶ <input type="checkbox"/>	VVC378	Passive	Ammonia	ppb	Monthly (Calendar) / 30 Days	Ion Chromatogr...	2020/04/01 12:00 AM		Active	new assignment
<input type="checkbox"/>	VVC382	Passive	Nitrogen Dioxide	ppb	Monthly (Calendar) / 30 Days	Ion Chromatogr...	2019/09/01 12:00 AM		Active	new
▶ <input type="checkbox"/>	VVC384	Passive	Ozone	ppb	Monthly (Calendar) / 30 Days	Ion Chromatogr...	2019/09/01 12:00 AM		Active	new
<input type="checkbox"/>	VVC386	Passive	Sulphur Dioxide	ppb	Monthly (Calendar) / 30 Days	Ion Chromatogr...	2019/09/01 12:00 AM		Active	new

1 - 4 of 4 records

⏪
⏴
Prev
1
Next
⏵
⏩

[Back to Station List](#)
[Station-VVC Assignment History](#)

[Terminate Station-VVC Assignment](#)
[Add new Station-VVC Assignment](#)

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On the Station-VVC Assignment history screen all VVCs assigned to that station will show. This includes:

- Active VVC assignments (current assignments)
- Inactive VVC assignments (VVCs that have an assignment end date in the past)

In addition, the Station-VVC Assignment history screen can be used to update any of the effective and termination dates of VVC assignments.

Station ID

00195548-P-2

Station Name

2

Station Effective Date

2008/10/01 12:00 AM

Station Termination Date

Station Type

Longitude (in decimal)

-111.55219600

Latitude (in decimal)

51.44527300

Elevation (in meters above sea level)

Station Status

Active

If a combination of Parameter, Unit, Collection Type, Method, and Time Code is not showing up on this list, please contact AMDFeedback@gov.ab.ca to have the new VVC created.

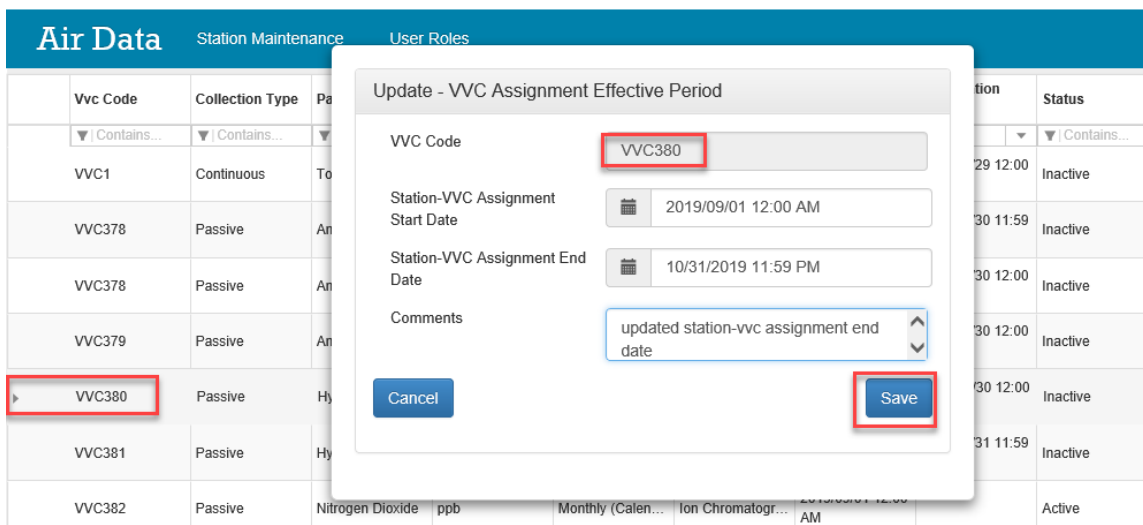
Vvc Code	Collection Type	Parameter	Unit	Time Code	Method	Effective Date	Termination Date	Status	Comments
VVC1	Continuous	Total Suspended Solids	ug/m3	Hourly	Light Scattering	2019/03/29 12:00 AM	2020/03/29 12:00 AM	Inactive	range new
VVC378	Passive	Ammonia	ppb	Monthly (Calendar)	Ion Chromatography	2020/04/01 12:00 AM	2020/04/30 11:59 PM	Inactive	terminate no lo...
VVC378	Passive	Ammonia	ppb	Monthly (Calendar)	Ion Chromatography	2019/09/01 12:00 AM	2019/09/30 12:00 AM	Inactive	term date ter...
VVC379	Passive	Ammonia	ppm	Monthly (Calendar)	Ion Chromatography	2019/07/01 12:00 AM	2020/04/30 12:00 AM	Inactive	dates new
VVC380	Passive	Hydrogen Sulfide	ppb	Monthly (Calendar)	Ion Chromatography	2019/09/01 12:00 AM	2019/09/30 12:00 AM	Inactive	term date term...
VVC381	Passive	Hydrogen Sulfide	ppm	Monthly (Calendar)	Ion Chromatography	2019/09/01 12:00 AM	2019/12/31 11:59 PM	Inactive	term new
VVC382	Passive	Nitrogen Dioxide	ppb	Monthly (Calendar)	Ion Chromatography	2019/09/01 12:00 AM		Active	new
VVC383	Passive	Nitrogen Dioxide	ppm	Monthly (Calendar)	Ion Chromatography	2019/09/01 12:00 AM	2019/12/31 11:59 PM	Inactive	term new
VVC384	Passive	Ozone	ppb	Monthly (Calendar)	Ion Chromatography	2019/09/01 12:00 AM	2020/04/30 11:59 PM	Inactive	terminate no lo...
VVC385	Passive	Ozone	ppm	Monthly (Calendar)	Ion Chromatography	2019/09/01 12:00 AM	2019/12/31 11:59 PM	Inactive	term new

Back

Update

On the Station-VVC Assignment History screen select a VVC (selection will highlight in blue) click on “**Update**” to make changes to effective and termination VVC assignment dates.

This will bring up a pop-up screen “**Update-VVC Assignment Effective Period**” for the selected VVC.



Vvc Code	Collection Type	Pa	Station	Status
VVC1	Continuous	To	29 12:00	Inactive
VVC378	Passive	An	30 11:59	Inactive
VVC378	Passive	An	30 12:00	Inactive
VVC379	Passive	An	30 12:00	Inactive
VVC380	Passive	Hy	30 12:00	Inactive
VVC381	Passive	Hy	31 11:59	Inactive
VVC382	Passive	Nitrogen Dioxide ppb	Monthly (Calen... Ion Chromatogr... AM	Active

To make updates to VVC Assignment Effective Period:

- The Station-VVC Assignment Start or End Date can be updated.
- A comment field must be populated with the reason for VVCs effective date adjustment.
- When all required fields are updated, click the **“Save”** button at the bottom right.
- Once the **“Save”** button is clicked, the green message bar displays the “Changes saved successfully”, this indicates success in updating the effective period of a VVC-station assignment.
- The **“Cancel”** button, located at the bottom of the pop-up screen, takes you to the previous screen.

An error will be generated if the VVC Assignment Effective Period entered is:

- Before the Station Effective Date
- After the Station Termination Date
- Before the VVC Master Effective Date
- If data for that period has been submitted

Industry Ambient: Shared Stations

If you have a shared station please contact air.reporting@gov.ab.ca for information on how to report correctly.

5. Common VVC's

The VVCs listed below are to be used for reporting of industrial ambient data.

A complete listing of all VVCs is found in our Reference Tables document found here:
<http://alberta.ca/ets-air-reporting-support>

Continuous VVCs

VVC Code	Collection Type	Parameter	Method	Unit	Time Code
VVC41	Continuous	Ammonia	Chemiluminescence	Parts Per Billion (by Volume)	Hourly
VVC100	Continuous	Benzene	Gas Chromatography/ Photo Ionization Detector	Parts Per Billion (by Volume)	Hourly
VVC86	Continuous	Ethylene	Gas Chromatography/ Photo Ionization Detector	Parts Per Billion (by Volume)	Hourly
VVC26	Continuous	Hydrogen Fluoride	Open Path Tunable Diode Laser (OP-TDL)	Parts Per Billion (by Volume)	Hourly
VVC31	Continuous	Hydrogen Sulphide	UV Pulsed Fluorescence	Parts Per Billion (by Volume)	Hourly

VVC35	Continuous	Nitric Oxide	Chemiluminescence	Parts Per Billion (by Volume)	Hourly
VVC37	Continuous	Nitrogen Dioxide	Chemiluminescence	Parts Per Billion (by Volume)	Hourly
VVC125	Continuous	PM10 Mass	Beta Attenuation (Met One BAM 1020)	Micrograms per cubic meter	Hourly
VVC352	Continuous	Relative Humidity	Hygrometer	Percent Relative Humidity	Hourly
VVC365	Continuous	Solar Radiation	Pyrheliometer	Watts per Square Meter	Hourly
VVC29	Continuous	Sulphur Dioxide	UV Pulsed Fluorescence	Parts Per Billion (by Volume)	Hourly
VVC39	Continuous	Total Oxides of Nitrogen	Chemiluminescence	Parts Per Billion (by Volume)	Hourly
VVC97	Continuous	Total Reduced Sulphur	UV Pulsed Fluorescence	Parts Per Billion (by Volume)	Hourly
VVC2	Continuous	Total Suspended Particulates	Beta Attenuation (Met One BAM 1020)	Micrograms per cubic meter	Hourly

Continuous Completeness VVCs

VVC Code	Collection Type	Parameter	Method	Unit	Time Code
VVC1261	Continuous	Ammonia	Monthly Completeness	Percent of Observation	Monthly (Calendar) / 30 Days
VVC1263	Continuous	Benzene	Monthly Completeness	Percent of Observation	Monthly (Calendar) / 30 Days
VVC1265	Continuous	Ethylene	Monthly Completeness	Percent of Observation	Monthly (Calendar) / 30 Days
VVC1266	Continuous	Hydrogen Fluoride	Monthly Completeness	Percent of Observation	Monthly (Calendar) / 30 Days
VVC1267	Continuous	Hydrogen Sulphide	Monthly Completeness	Percent of Observation	Monthly (Calendar) / 30 Days
VVC1269	Continuous	Nitric Oxide	Monthly Completeness	Percent of Observation	Monthly (Calendar) / 30 Days
VVC1270	Continuous	Nitrogen Dioxide	Monthly Completeness	Percent of Observation	Monthly (Calendar) / 30 Days
VVC1274	Continuous	PM10 Mass	Monthly Completeness	Percent of Observation	Monthly (Calendar) / 30 Days
VVC1277	Continuous	Relative Humidity	Monthly Completeness	Percent of Observation	Monthly (Calendar) / 30 Days

VVC1278	Continuous	Solar Radiation	Monthly Completeness	Percent of Observation	Monthly (Calendar) / 30 Days
VVC1279	Continuous	Sulphur Dioxide	Monthly Completeness	Percent of Observation	Monthly (Calendar) / 30 Days
VVC1282	Continuous	Total Oxides of Nitrogen	Monthly Completeness	Percent of Observation	Monthly (Calendar) / 30 Days
VVC1283	Continuous	Total Reduced Sulphur	Monthly Completeness	Percent of Observation	Monthly (Calendar) / 30 Days
VVC1284	Continuous	Total Suspended Particulates	Monthly Completeness	Percent of Observation	Monthly (Calendar) / 30 Days

Continuous Completeness – Example

The % operational time should be included with your data now.

You need to report a monthly operational uptime for each parameter, once per month.

Example: NO2 % uptime would look like:

```
<Interval Start="2019-04-01T00:00:00" End="2019-04-30T23:59:00" />
```

```
<Station ID="0000XXXX-C-1" />
```

```
<ProgramCode>APC1</ProgramCode>
```

```
<ApprovalID>0000XXXX</ApprovalID>
```

```
<ValidVariableCombination VvcCode="VVC1270" Value="93.4" />
```

Dustfall VVCs

VVC Code	Collection Type	Parameter	Method	Unit	Time Code
VVC1010	Dustfall (Bucket)	Fixed Dustfall	Gravimetric	Milligrams per 100 square centimeters per 30 days	Monthly (Calendar) / 30 days
VVC546	Dustfall (Bucket)	Total Dustfall	Gravimetric	Milligrams per 100 square centimeters per 30 days	Monthly (Calendar) / 30 days

Filter Based VVCs

VVC Code	Collection Type	Parameter	Method	Unit	Time Code
VVC784	Filter Based	PM10 Mass	Gravimetric	Micrograms per cubic meter	Monthly (Calendar) / 30 days
VVC792	Filter Based	PM2.5 Mass	Gravimetric	Micrograms per cubic meter	Monthly (Calendar) / 30 days
VVC391	Filter Based	Total Suspended Particulates	Gravimetric	Micrograms per cubic meter	Monthly (Calendar) / 30 days

Hi-Vol VVCs

VVC Code	Collection Type	Parameter	Method	Unit	Time Code
VVC390	Hi-Vol	Total Suspended Particulates	Gravimetric	Micrograms per cubic meter	NAPS Schedule 6 Day

Passive VVCs

VVC Code	Collection Type	Parameter	Method	Unit	Time Code
VVC378	Passive	Ammonia	Ion Chromatography	Parts Per Billion (by Volume)	Monthly (Calendar) / 30 days
VVC380	Passive	Hydrogen Sulphide	Ion Chromatography	Parts Per Billion (by Volume)	Monthly (Calendar) / 30 days
VVC382	Passive	Nitrogen Dioxide	Ion Chromatography	Parts Per Billion (by Volume)	Monthly (Calendar) / 30 days
VVC384	Passive	Ozone	Ion Chromatography	Parts Per Billion (by Volume)	Monthly (Calendar) / 30 days
VVC386	Passive	Sulphur Dioxide	Ion Chromatography	Parts Per Billion (by Volume)	Monthly (Calendar) / 30 days

Revision History

Version	Date	Author(s)	Revision Notes
1.0	15-Nov-2019	AEP Environmental Knowledge and Data Integration Branch	Initial document
2.0	22-May-2020	AEP Environmental Knowledge and Data Integration Branch	Format change of the manual Minor changes on ambient station update and details screens Added VVC assignment details and additional screens
3.0	28-Jan-2022	AEP Environmental Knowledge and Data Integration Branch	Updated screenshots throughout Added link to ambient Reference Tables for complete VVC listing
4.0	14-Nov-2025	EPA Environmental Knowledge and Data Stewardship Branch	Updated links and clerical errors throughout