**Modules for Emissions Inventory/TEISS Training Series - EI Fundamentals and EI Advanced**

*This emissions inventory training series is not an “informational course,” but is a workshop in which participants complete work products, guided by ITEP and other participants, in an informal, online, collaborative set of modules*

**Workshop 1-EI Fundamentals**

 ***In this workshop consisting of 6 modules,* *participants will complete a draft level 4 EI (a level 4 EI is one that does not include gathering activity data and estimating emissions, but only lists sources and pollutants, with data obtained from EPA/nearby jurisdictions; this is also often a necessary 1st step toward more specific EIs, for those who continue to the next workshop).***

Module 1-Introduction to Course

* Course logistics presentation.
* Homework- Evaluate work schedule. Install TEISS.

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Module 2-Introduction to EIs

* “Emissions Inventory Overview” presentation.
* Homework-Write 3 short sections, including the introduction, for your EI.

Module 3-Introduction to TEISS

* TEISS introduction demonstration. Includes opening an example existing project, where to enter/find data in the different source categories, and accessing the reports in TEISS.
* Homework-Start a new TESS project.

Module 4-Importing NEI Data into TEISS

* “Importing NEI Data from EIS into TEISS” presentation with a demonstration of the process.
* Homework-Import NEI data into TEISS project.

Module 5-Presenting Results in Your Level 4 EI with Reports from TEISS

* “Presenting Results Using TEISS and Emission Inventory Reports” presentation.
* Homework- Write your draft Level 4 EI QAPP. Develop the nonpoint, nonroad mobile, and onroad mobile sections of your EI for off reservation sources.

Module 6-Introduction to Geographical Data and TEISS Maps

* Importing and manipulating maps in TEISS demonstration.
* Homework-In your TEISS project, modify your map to how you want it to look in your written report. Import the map into your EI. Complete your draft Level 4 EI by developing the point section of your EI for off reservation sources and writing the executive summary.

**Workshop 2-EI Advanced**

 ***Participants who need to gather source data (amount of gasoline sold at gas stations, cords of wood used in wood stoves, miles of unpaved road, gallons of propane purchased to heat community center, etc. and use these to calculate emissions from sources on tribal land) and prepare a Level 2 or 3 EI continue to EI-Advanced, which is a workshop consisting of 11 modules.***

Module 7-QA and QAPPs

* “QA and QAPPs” presentation. Includes a demonstration of the TEISS IPP Wizard and the calculators in TEISS.
* Homework-Write your draft Level 2 or Level 3 EI QAPP.

Module 8-EI Data and Calculations

* “EI Data and Calculations” presentation. Includes a demonstration of point and nonpoint data structure in input view of TEISS.
* Homework- Make a list of the point and nonpoint sources that you plan to include in your Level 2 or 3 EI. Use the TEISS calculators to write out the estimation method and data you need to collect for these sources.

Module 9-Unit Conversions and EI Codes

* “Unit Conversions and EI Codes” presentation. Includes a demonstration of the TEISS Unit Convertor tool and finding codes in TEISS.
* Homework-Complete the unit conversion and EI codes exercises.

Module 10-TEISS Case Study Exercise

* “TEISS Case Project Introduction” presentation.
* Homework-Complete the exercise in the online case tutorial.

Module 11-EI Data Management

* “Elements of EI Data Management” presentation.
* Homework- Read the example EI and answer the associated questions.

Module 12-Collecting and Entering Data for On-Reservation Nonpoint Sources

* This presentation includes example of common sources and how to acquire the data needed to calculate emissions (usually the throughput), both locally and if necessary, by estimation based on internet sources.
* Homework- Collect data for one nonpoint source on the reservation, enter that source into TEISS, and estimate the emissions for that source with the TEISS calculator. Data can be collected from local sources (preferred method) or internet sources.

Module 13-Collecting and Entering Data for On-Reservation Point Sources

* This presentation includes an example of a facility diagram that shows release points, units, and processes. Demonstrates the process of entering data into TEISS from a sample fee form.
* Homework-Enter data for one point source on their reservation in TEISS. If there are not any point sources on their reservation, enter another nonpoint source and estimate the emissions for this source with the TEISS calculator.

Module 14-Tribal Case Study

* A tribal air quality professional presents on how they developed their EI.

Module 15-Onroad Sources

* “Onroad Sources” presentation.
* Write out a plan for estimating the reservation onroad emissions.

Module 16-Off-road Sources

* “Non-Road Sources” presentation.
* Write out a plan for estimating the reservation non-road emissions.

Module 17-TEISS Review

* “TEISS Interface Review” presentation. Includes slides on backing up a TEISS project.
* Homework-Make a back-up copy of the TEISS project.