

Demo Instruction Sheet

OVERVIEW

Welcome to VOC-CALC™ Plus

VOC-CALC™ Plus is a comprehensive tracking program that calculates and records daily air emissions associated with the usage of products by emission source and permit limitations. VOC-CALC™ Plus tracks volatile organic compound (VOC) emissions and all associated chemical components of the product from the entry of a usage record. This software is designed to help facilities manage their emissions and maintain compliance.



















VOC-CALC™ Plus features:

- Automatically calculate and record air emissions with respect to equipment, division/department, and facility environmental limits.
- Compile data for Air Toxics and Waste Disposal reports to facilitate state and federal compliance.
- Eliminate the need to complete lengthy and difficult recordkeeping forms.
- Print emission reports of VOC and chemical component emissions as required by air pollution control authorities.
- Automatically identify chemical components in products known to be regulated by SARA Title III, AB2588, CERCLA, RCRA, and other regulated lists.
- Simultaneously tracks product inventory from daily usage records.
- Simplifies the process of tracking daily emissions.

VOC-CALC™ Plus is available for Windows stand-alone and network versions. The program includes everything needed to track, record, and report VOC emissions and chemical component emissions.

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The Tool Bar Icons

-  **Add** - Adds a record to the active database.
-  **Edit** - Edits the active record in the active database.
-  **Delete** - Removes the selected record from the active database.
-  **First** - Moves to the first record of the active database.
-  **Previous** - Moves to the previous record of the active database.
-  **Next** - Moves to the next record of the active database.
-  **Last** - Moves to the last record of the active database.
-  **Browse** - Allows the user to view the contents of stored data in a spreadsheet.
-  **Select** - Accesses a pull-down menu of different input screens.
-  **Memo** - Creates a memo for the equipment shown in the Equipment Screen.
-  **Date** - Sets the record date. Use this icon to set the actual date of product usage.
-  **Store Mix** - Opens the Store Mix Screen to allow the user to return to inventory (store) some or all of recorded mixture for the active equipment and date.
-  **No Operation** - Opens the No Operation Screen. This function allows the user to set any day or range of days as non-operating day(s).
-  **Dispose** - Opens the Dispose Screen. This feature deducts from the Daily Usage Database, the quantity of mixture registered as waste.
-  **Daily Usage** - Opens the Daily Usage Screen. This feature records the usage of VOC containing materials for the active equipment and selected date.
-  **Toxics** - Closes all screens, Opens the Toxic Components Database, and sets the current view to the Toxics Screen.
-  **Equipment** - Closes all screens and databases, opens the Equipment Database, and sets the view to the Equipment Screen.
-  **Products** - Closes all screens and databases and opens the Products Database and sets the view to the Products Screen.

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Quick Steps of a Daily Entry

To enter a usage record in VOC-CALC™ Plus, use the following procedure:

1. Click on the Daily Usage icon.
2. Select the *date* in which the usage occurs.
3. Select the *department* and *equipment* number for which a usage is to be entered.
4. Click the ADD PRODUCT icon.
5. Enter the Product Code or click on the LIST icon, for a list of products.
6. Enter the quantity of the product used and unit of measure.
7. Repeat steps 4 through 6, if necessary.
8. End the mix by clicking on the SAVE MIX icon.
9. Name the Mix (optional for storing mixing for later usage).

By following these nine steps to enter a daily usage of a product VOC-CALC™ Plus will automatically:


- a. Calculate and report the VOC emissions for the usage.
- b. Update the inventory for this (these) product(s).
- c. Calculate and record the emission of the chemical components associated with these products.

Daily Record Keeping with VOC-CALC™ Plus

How To Enter A Daily Usage

Select the Daily Usage icon. Before entering a usage record, two specific items must be set. The user must select the date, equipment, and department in which the usage takes place. Then click on ADD PRODUCT.

The majority of information on this screen is automatically filled in when a registered product code is entered. The Mix Number is a sequential numbering system set-up within VOC-CALC™ Plus to help the user recall the last daily usage record entered.

 Every usage entry is considered a mix, regardless if a product is used alone or mixed with other products.

To register a usage, enter the product code for the material. All other fields are completed automatically from the values set in the product database, except for the quantity field. If the product code is not available, enter the first one to three letters of the product description in the product code field, and a complete listing of products table will pop-up starting with those products having the same letters as entered in the partial product code field. Use the ↑ ↓ arrow keys to search for the product to be used. Click the enter key or use the right mouse button to automatically select the product from this

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listing. If the product code entered is not found, the program will prompt the user to create a new product record.

VOC-CALC™ Plus automatically completes the product specific fields and jumps to the quantity field. To complete the record, enter the amount of the product used for the selected day and equipment. After entering a quantity, a summary of the product information will appear on the top right of the screen. To add an additional product to the mix, select the Add Product icon and enter another product code. Once complete, click the Save Mix icon to register the mix in the Daily Usage Database.

To add another mix to the selected equipment, select the Add Product icon again, and repeat the procedure. To enter a usage record to different equipment, or for a different day, the user need only refer to toolbar, and select the new equipment and date, then enter the usage record.

After entering a product or a group of products (mix), click the Save Mix icon to record the usage record. After clicking on End Mix, the program will give the user the option to name the mix for future reference.

The Mix Status Box on the right topside of the screen will show what products make up the current usage record. Refer to Figure 7. This portion of the screen displays the quantity, product code, and description of the products entered. This is a running record of the products that have been mixed together.

The box on the bottom right side of the screen is the Emissions Status Box for the active mixture. The Emissions Status Box calculates the percentages of the Emission limits for the active Equipment, Department and Division, and the Facility. The values in this status box will change as new products are added or edited to the mix record.

- ◆ Quantity - This field is the total quantity of this mix in gallons.
- ◆ VOCLX - This field is the VOC Less Exempt solvents of this product mixture.
- ◆ VOCWX - This field is the VOC With Exempt solvents of this product mixture.
- ◆ Equipment - This field calculates the percentage of the emissions limit set for this piece of equipment, considering all usage records entered for this equipment on the selected day.
- ◆ Department - This field calculates the percentage of the emissions limit set for this Department, considering all the usage entered for equipment registered in this Department for the selected day.
- ◆ Facility - This field calculates the percentage of the limit set for the Facility, considering all departments and equipment registered at the facility for the selected day.