

APPENDIX C—SAMPLE LETTERS

The following sample letters, offered for guidance and general reference only, demonstrate the information required for prompt handling of accounts that:

- do not meet the applicability requirements of 30 Texas Administrative Code (TAC) Section 101.10 for the current inventory year, but that wish to remain on the IEAS mailing list to continue to receive future inventories;
- have experienced an insignificant emissions change; or
- are not expected to meet the applicability requirements of 30 TAC Section 101.10 in future years and therefore wish to be removed from the IEAS mailing list.

Inapplicability Notification Letter and Request to Remain on Mailing List

Kevin Cauble, Manager
Industrial Emissions Assessment Section
Texas Commission on Environmental Quality
P. O. Box 13087 MC-166
Austin, Texas 78711-3087

Re: Emissions Inventory for the 2005 Texas Commission on Environmental Quality (TCEQ) Air Program Account Number _____

Dear Mr. Cauble:

Pursuant to Section 382.014 of the Texas Clean Air Act and 30 Texas Administrative Code (TAC) Section 101.10, the TCEQ has requested that a 2005 Air Emission Inventory be submitted for my plant site. Upon reviewing the applicability requirements as presented in 30 TAC Section 101.10, I do not believe that the requirements apply to my account for the current inventory year.

The following table lists the total actual emissions and the potential to emit (PTE), both in tons per year (TPY), for all criteria and hazardous air pollutants (HAPs). The values in the table are representative of the calendar year 2005 operations at this plant site.

Plant-wide Emissions Totals (TPY)

Pollutant	VOC	NO _x	CO	SO ₂	PM ₁₀	PM _{2.5}	Any Individual HAP	Aggregate HAPs
PTE								
Actual								

Upon request from the IEAS, I am prepared to submit supporting documentation. This may include, but may not be limited to, representative sample calculations; stack test results; copies of continuous emissions monitoring system reports; and copies of applicable permit maximum allowable emission rate tables (MAERTs) or, for sources not listed on any MAERT, the calculations used in PTE determination.

If you have questions concerning the determination of this account's status or the calculation methodologies employed to make this determination, please contact me via telephone at _____ or via e-mail at _____.

Sincerely,

Insignificant Change Notification

Kevin Cauble, Manager
 Industrial Emissions Assessment Section
 Texas Commission on Environmental Quality
 P. O. Box 13087 MC-166
 Austin, Texas 78711-3087

Re: 2005 Emissions Inventory TCEQ Air Program Account Number _____

Dear Mr. Cauble:

Pursuant to Section 382.014 of the Texas Clean Air Act and 30 Texas Administrative Code (TAC) Section 101.10, the TCEQ has requested that a 2005 Air Emission Inventory be submitted for my account. The purpose of this letter is to inform the TCEQ that this account has not undergone operational or process changes to produce a significant change in actual emission rates for any one of the criteria pollutants. Annual emission totals for VOCs, NO_x, CO, SO₂, Pb, PM₁₀, and PM_{2.5} are each within 5 percent or five tons of the most recently reported annual total, as detailed in 30 TAC Section 101.10(b)(2)(A).

Please note that (*check one*):

- because my account experienced no emissions due to either emissions events (EE) and/or scheduled maintenance, startup and shutdown activities (SMSS), I am submitting:
 - the signed emissions inventory questionnaire cover page; and
 - the signed Emissions Events statement.

- because my account did experience emissions due to emissions events (EE) and/or scheduled maintenance, startup and shutdown activities (SMSS), I am submitting:
 - the entire original emissions inventory questionnaire with only EE and/or SMSS numbers updated;
 - the signed emissions inventory questionnaire cover page; and
 - the signed Emissions Events statement, if applicable.

Upon request from the IEAS, I am prepared to submit supporting documentation. This may include, but may not be limited to, representative sample calculations, stack test results, and copies of continuous emissions monitoring system reports.

If you have questions concerning the determination of this account's status or the calculation methodologies employed to make this determination, please contact me via telephone at _____ or via e-mail at _____.

Sincerely,

Inapplicability Notification Letter and Mail List Removal Request

Kevin Cauble, Manager
Industrial Emissions Assessment Section
Texas Commission on Environmental Quality
P. O. Box 13087 MC-166
Austin, Texas 78711-3087

Re: TCEQ Air Program Account Number
Emissions Inventory Calendar Year 2005
Company Name _____
Site Name _____

Dear Mr. Cauble:

The referenced account's actual and potential emissions fell below the reporting threshold of 30 Texas Administrative Code (TAC) Section 101.10 for the referenced emissions inventory reporting calendar year. Furthermore, my company believes that this account will fail to meet current rule applicability requirements in future years. I therefore request that this account be removed from the Industrial Emissions Assessment Section's annual emissions inventory mailing list.

I understand that:

- if the referenced account meets the reporting requirements of 30 TAC Section 101.10 in the future, then it is my company's responsibility to submit an annual emissions inventory update; and
- if emission fees apply to the referenced account, then future fees may be assessed based on the account's most recently submitted emissions data on file with the Industrial Emissions Assessment Section (IEAS).

Owner or Owner's Authorized

Representative (print) _____ Title (print) _____

Signature _____ Date Signed _____

Note: If your account's current emissions as shown in the State of Texas Air Reporting System (STARS) database exceed rule applicability requirements, you must submit a current emissions inventory showing an emissions reduction below the applicability requirements of 30 TAC Section 101.10. The IEAS will review the submitted information and update the emissions data in STARS. If, after this is done, the referenced account no longer meets the rule applicability requirements, then the IEAS will remove the account from the annual emissions inventory mailing list.