

## APPENDIX B—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 Title 30, Texas Administrative Code, 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 mailing list.

# Inapplicability Notification and Request to Remain on Mailing List

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

Re: Emissions Inventory for the 2006 Texas Commission on Environmental Quality Air  
 Program Account Number \_\_\_\_\_

Dear Mr. Cauble:

Pursuant to Section 382.014 of the Texas Clean Air Act and Title 30, Texas  
 Administrative Code, Section 101.10, the TCEQ has requested that a 2006 Air Emission  
 Inventory be submitted for my plant site. Upon reviewing the applicability requirements  
 as presented in 30 TAC § 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, for all criteria and hazardous air pollutants (HAPs). The values in the  
 table are representative of the operations during calendar year 2006 at this plant site.

**Plant-wide Emissions Totals (TPY)**

Pollutant	VOC	NO <sub>x</sub>	CO	SO <sub>2</sub>	PM <sub>10</sub>	PM <sub>2.5</sub>	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 determining potential to emit.

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, MC 166  
Texas Commission on Environmental Quality  
P.O. Box 13087  
Austin, TX 78711-3087

Re: 2006 Emissions Inventory TCEQ Air Program Account Number \_\_\_\_\_

Dear Mr. Cauble:

Pursuant to Section 382.014 of the Texas Clean Air Act and Title 30, Texas Administrative Code, Section 101.10, the TCEQ has requested that a 2006 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<sub>x</sub>, CO, SO<sub>2</sub>, Pb, PM<sub>10</sub>, and PM<sub>2.5</sub> are each within 5 percent or five tons of the most recently reported annual total, as detailed in 30 TAC § 101.10(b)(2)(A).

Please note that (*check one*):

- because my account experienced no emissions due to emissions events (EE) or scheduled maintenance, startup and shutdown (SMSS) activities, 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) or scheduled maintenance, startup and shutdown (SMSS) activities, I am submitting:
  - 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 and Request for Removal from Mailing List

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

Re: TCEQ Air Program Account Number  
Emissions Inventory Calendar Year 2006  
Company Name \_\_\_\_\_  
Site Name \_\_\_\_\_

Dear Mr. Cauble:

The referenced account's actual and potential emissions fell below the reporting threshold of Title 30, Texas Administrative Code, 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 § 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 the TCEQ may assess future fees based on the account's most recently submitted emissions data on file with the Industrial Emissions Assessment Section.

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 database exceed rule applicability requirements, you must submit a current emissions inventory showing a reduction in emissions to below the thresholds defined in 30 TAC § 101.10. The IEAS will review the submitted information and update the emissions data in STARS. If, after review, the referenced account no longer exceeds the thresholds, then the IEAS will remove the account from the annual emissions inventory mailing list.*