

## 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 30 TAC 101.10 for the current inventory year, but that wish to remain on the EAS 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 101.10 in future years and therefore wish to be removed from the mailing list.

# Inapplicability Notification and Request to Remain on Mailing List

Mr. Kevin Cauble, Manager  
 Emissions Assessment Section, MC 164  
 Texas Commission on Environmental Quality  
 P.O. Box 13087  
 Austin, TX 78711-3087

Re: CY \_\_\_\_\_ Emissions Inventory  
 Company Name: \_\_\_\_\_  
 Site Name: \_\_\_\_\_  
 TCEQ RN: \_\_\_\_\_, TCEQ Air Account No.: \_\_\_\_\_

Dear Mr. Cauble:

Pursuant to Texas Clean Air Act §382.014 and 30 Texas Administrative Code (TAC) §101.10, the Texas Commission on Environmental Quality (TCEQ) has requested that an emissions inventory be submitted for calendar year (CY) \_\_\_\_\_ for the above referenced site.

Upon reviewing the applicability requirements as presented in 30 TAC §101.10, I do not believe that the emissions inventory reporting requirements apply to the site for the current inventory year. The following table lists the total tons per year of actual emissions and the potential to emit (PTE) for all criteria and hazardous air pollutants (HAPs). The values in the table are representative of the operations during CY \_\_\_\_\_ for the entire site.

**CY \_\_\_\_\_ Plant-Wide Emissions Totals (tons/year)**

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, 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 their potential to emit.

I understand that the number of emissions events and/or maintenance, startup, or shutdown activities are required for all sites in nonattainment areas, early action areas, San Patricio or Nueces County, and must be reported annually in accordance with 30 TAC §§101.201 and 101.211.

If you have any questions concerning the determination of the status of this site or the calculation methodologies utilized, please contact me via telephone at \_\_\_\_\_ or via e-mail at \_\_\_\_\_.

Sincerely,

# Insignificant Emissions Change Notification

Mr. Kevin Cauble, Manager  
Emissions Assessment Section, MC 164  
Texas Commission on Environmental Quality  
P.O. Box 13087  
Austin, TX 78711-3087

Re: CY \_\_\_\_\_ Emissions Inventory  
Company Name: \_\_\_\_\_  
Site Name: \_\_\_\_\_  
TCEQ RN: \_\_\_\_\_, TCEQ Air Account No.: \_\_\_\_\_

Dear Mr. Cauble:

Pursuant to Texas Clean Air Act §382.014 and 30 Texas Administrative Code (TAC) §101.10, the Texas Commission on Environmental Quality (TCEQ) has requested that an emissions inventory be submitted for calendar year (CY) \_\_\_\_\_ for the above referenced site.

Per 30 TAC §101.10(b)(2)(A), this letter is to inform the TCEQ that this site has not undergone any operational or process changes to produce a significant change in the actual emission rates for any of the criteria pollutants. The annual emission totals for volatile organic compounds, nitrogen oxides, carbon monoxide, sulfur dioxide, lead, particulate matter with an aerodynamic diameter of 10 microns or less, and particulate matter with an aerodynamic diameter of 2.5 microns or less are each within five percent or five tons of the most recently reported annual emissions total.

Please note that (check one):

- No emissions events or maintenance, startup, or shutdown activities occurred at the above referenced site during the entire calendar year. Therefore, I am enclosing the following completed pages of the CY \_\_\_\_\_ emissions inventory questionnaire: Account Information, Emissions Inventory Contact Information, Criteria Emissions Totals, and Site Quantifiable Event Totals. The signed Emissions Events Certification and Legally Responsible Party for the CY \_\_\_\_\_ emissions inventory questionnaire have also been enclosed.
- Emissions events and/or maintenance, startup, or shutdown activities occurred at the site during the calendar year. Therefore, I am enclosing:
  - the completed pages of the CY \_\_\_\_\_ emissions inventory questionnaire: Account Information, Emissions Inventory Contact Information, Criteria Emissions Totals, and Site Quantifiable Event Totals,
  - the signed Emissions Events Certification and Legally Responsible Party for the CY \_\_\_\_\_ emissions inventory questionnaire, and
  - the Path Emissions page(s) of the CY \_\_\_\_\_ emissions inventory questionnaire to report the emissions from each emission event and/or maintenance, startup, or shutdown activity that occurred at each emission source.

Upon request, I am prepared to submit supporting documentation that includes, but is not limited to, representative sample calculations, stack test results, and copies of continuous emission monitoring system reports.

If you have any questions concerning the determination of the status of this site or the calculation methodologies used, please contact me via telephone at \_\_\_\_\_ or via e-mail at \_\_\_\_\_.

Sincerely,

# Inapplicability Notification and Request for Removal from Mailing List

Mr. Kevin Cauble, Manager  
 Emissions Assessment Section, MC 164  
 Texas Commission on Environmental Quality  
 P.O. Box 13087  
 Austin, Texas 78711-3087

Re: CY \_\_\_\_\_ Emissions Inventory  
 Company Name: \_\_\_\_\_  
 Site Name: \_\_\_\_\_  
 TCEQ RN: \_\_\_\_\_, TCEQ Air Account No.: \_\_\_\_\_

Dear Mr. Cauble:

Pursuant to Texas Clean Air Act §382.014 and 30 Texas Administrative Code (TAC) §101.10, the Texas Commission on Environmental Quality (TCEQ) has requested that an emissions inventory be submitted for calendar year (CY) \_\_\_\_\_ for the above referenced site.

Upon reviewing the applicability requirements as presented in 30 TAC §101.10, I believe that the requirements no longer apply to the site and I am requesting that this site be removed from the Emissions Assessment Section’s annual emissions inventory mailing list. The following table lists the total tons per year of actual emissions and the potential to emit (PTE) for all criteria and hazardous air pollutants (HAPs). The values in the table are representative of the operations during calendar year \_\_\_\_\_ for the entire site.

**CY \_\_\_\_\_ Plant-Wide Emissions Totals (tons/year)**

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								

I understand that:

- if the referenced site meets the reporting requirements of 30 TAC §101.10 in the future, it is my company’s responsibility to submit an annual emissions inventory update by March 31, and
- if emissions fees apply to the referenced site, fees may be assessed based on the site’s permitted emissions unless an annual emissions inventory is submitted.

Authorized Representative \_\_\_\_\_ Title \_\_\_\_\_  
 (print) (print)

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

*Notes:* If the latest emissions totals for the site, as shown in the State of Texas Air Reporting System (STARS) database, meet the emissions inventory reporting requirements, you must submit a current emissions inventory. Upon approval of your emissions inventory, the emissions data will be updated in STARS. If it is determined that the referenced site no longer meets the reporting requirements, your site will be removed from the annual emissions inventory mailing list.