

CHAPTER 1—GENERAL INFORMATION

Introduction

As part of national and state efforts to protect human health and the environment, federal and state laws require companies to prepare and submit an annual emissions inventory (EI) detailing the actual annual emissions of the air pollutants released at their sites.

The Texas Commission on Environmental Quality (TCEQ) is authorized to request emissions inventories and supporting documentation under the provisions of:

- Title 40, Code of Federal Regulations (CFR), Part 51;
- the federal Clean Air Act;
- Title 30 of the Texas Administrative Code (TAC), Section 101.10; and
- Texas Clean Air Act, Texas Health and Safety Code 382.014.

To meet the reporting requirements of these regulations, you will be working with the Emissions Assessment Section (EAS) of the TCEQ's Chief Engineer's Office.

The TCEQ uses the emissions inventory to plan pollution control programs, promote compliance with laws and regulations, conduct permit reviews, develop airshed modeling and rulemaking activities, and supply required data to the U.S. Environmental Protection Agency. In order to meet its goal of protecting human and natural resources, the TCEQ needs your full and complete cooperation.

EAS Objectives

In order to improve the overall quality of the statewide emissions inventory and to meet the goals stated above, the EAS operates with the following primary objectives:

- to ensure that the data requested in the emission inventory meet the requirements of the federal Clean Air Act and various other federal and state mandates;
- to collect data in a standard format using the EAS forms and the emissions inventory questionnaire (EIQ);
- to ensure that companies consistently use the most current and accurate information on emissions determination available;
- to help industry accurately report emissions data, especially by offering assistance through the EAS Help Line (512-239-1773);
- to maintain data in a standard format using the State of Texas Air Reporting System (STARS) database;
- to supply data to other personnel in the TCEQ; and

- to continually update EAS publications in order to improve communication with companies submitting emissions inventories.

What You Will Find in This Book

This chapter discusses EAS objectives, 30 TAC 101.10, and what constitutes a complete emissions inventory submission. This information should help you to understand why the EAS requires emissions inventories, to determine whether an emissions inventory is required for your site, and to correctly prepare a complete emissions inventory submission. The chapter concludes with a brief discussion of the EAS's confidentiality policy.

Chapter 2 explains the emissions inventory process and its key concepts to those unfamiliar with the emissions inventory.

Chapter 3 discusses correct emissions inventory structure (representing processes on EIQ forms), gives examples for some common industrial processes, and supplies guidance for modifying existing representations.

Chapter 4 presents information about requested emissions data; using acceptable actual emissions determination methodologies; speciating emissions; and correctly reporting actual annual emissions, ozone season emissions, and emissions due to emissions events and scheduled maintenance, startup, and shutdown activities.

Chapter 5 offers an example of creating an initial emissions inventory.

Chapter 6 contains instructions for updating an EIQ.

The appendixes contain:

- technical supplements intended to help you determine emissions from certain common sources;
- sample letters that may help you to address some common situations;
- EPA and TCEQ resources that are available to assist you in completing your inventory;
- information about qualifying for small-business assistance;
- pollution prevention tips from the TCEQ Pollution Prevention and Industry Assistance Section; and
- a checklist designed to assist you in determining whether you have included all necessary information with your inventory.

Also included are a glossary, a list of abbreviations, and an index, followed by information on contacting the EAS.

Note: Due to space considerations, the Emission Inventory (EI) forms and instructions are available in **a separate companion document, 2007 Emissions Inventory Forms and Instructions** (TCEQ publication number RG-360B). This document can be found on the EAS Web page at

<www.tceq.state.tx.us/goto/ieas>, or obtain a hard copy by contacting the EAS. Any EI forms referred to in this chapter can be found in that document.

About 30 TAC 101.10

This section includes a discussion of the emissions inventory process as a self-reporting process, the special inventory request, a copy of 30 TAC 101.10, and maps and tables depicting the state's nonattainment and near-nonattainment areas. The maps and tables are intended to clarify reporting requirements and do not supersede or replace 30 TAC 101.10. It is your responsibility to read and understand the rule.

A Self-Reporting Process

The emissions inventory process is a self-reporting process. You are responsible for determining whether 30 TAC 101.10 applies to your site. If a site meets the applicability requirements of 30 TAC 101.10 or the EAS requests a special inventory, the owner must submit an emissions inventory by the appropriate due date. Failure to do so is a violation of 30 TAC 101.10 and may result in agency enforcement action against the company.

Requirements for submitting an emissions inventory are based on the site location and on the type and quantity of emissions released. This publication will help you decide whether you must submit an emissions inventory and, if so, how to determine emissions and how to prepare and submit the required forms.

Nonattainment Designations

To determine the attainment status of the county where your site is located, please consult the Glossary.

Effective June 15, 2004, the EPA reclassified Texas counties under the new eight-hour ozone standard. The one-hour standard was revoked effective June 15, 2005 for most of Texas. Submission requirements for emissions inventories will apply to those regulated entities located in a county classified as in nonattainment under the eight-hour ozone standard. Effective June 15, 2005, the EPA revoked the one-hour ozone standard for all areas in Texas except the San Antonio area; the Victoria area is a maintenance area for the one-hour ozone standard (for the purposes of 40 CFR Part 51, Subpart X).

The map entitled "Eight-Hour Ozone Nonattainment Areas" will help you identify nonattainment counties. The map and its associated table are

intended as guidance and do not supersede or replace any state or federal law, rule, or regulation.

Special Inventory Request

The EAS, under the “special emissions inventory” provisions of 30 TAC 101.10(b)(3), may request special emissions inventories to be completed and submitted for regulated entities located in near-nonattainment and affected counties or in former severe and serious nonattainment counties under the one-hour ozone standard. If a regulated entity meets the thresholds explained below and the EAS has initiated a formal written request for a special emissions inventory, the regulated entity must complete and submit a special emissions inventory by the required date.

Near-Nonattainment and Affected Counties

The counties listed in Table 1-1 are either classified as near-nonattainment counties or as affected counties per Texas Health and Safety Code 386.001. Regulated entities located in these counties that have emitted at least 10 tons of volatile organic compounds (VOCs) or at least 25 tons of nitrogen oxides (NO_x) may be requested to submit an emissions inventory.

Table 1-1. Near-Nonattainment and Affected Counties

Bastrop	Gregg	Henderson	San Patricio	Victoria
Bexar	Guadalupe	Hood	Smith	Williamson
Caldwell	Harrison	Nueces	Travis	Wilson
Comal	Hays	Rusk	Upshur	

Former Severe and Serious Nonattainment Counties Under the One-Hour Ozone Standard

The agency may request that regulated entities located in the following counties having the potential to emit the listed thresholds submit a special emissions inventory:

- regulated entities in Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, or Waller counties having the potential to emit either 25 tpy of VOCs or 25 tpy of NO_x; or
- in Collin, Dallas, Denton, Hardin, Jefferson, Orange, or Tarrant counties, having the potential to emit either 50 tpy of VOCs or 50 tpy of NO_x; or

- in El Paso County that have emitted either 10 tpy of VOCs or 25 tpy of NO_x, or have the potential to emit 50 tpy of VOCs.

The map entitled “Special Inventory Areas” will help you identify “special inventory” counties. This map (with its associated table) is intended as guidance and does not supersede or replace any state or federal law, rule, or regulation.

Note: Regulated entities located in a nonattainment county that meet any of the other applicability requirements of 30 TAC 101.10 are required to submit an annual emissions inventory. It is the owner’s or operator’s responsibility to submit the required EI for these cases.

30 TAC §101.10. Emissions Inventory Requirements

(a) **Applicability.** The owner or operator of an account or source in the State of Texas or on waters that extend 25 miles from the shoreline meeting one or more of the following conditions shall submit emissions inventories and/or related data as required in subsection (b) of this section to the commission on forms or other media approved by the commission:

- (1) an account which meets the definition of a major facility/stationary source, as defined in §116.12 of this title (relating to Nonattainment Review Definitions), or any account in an ozone nonattainment area emitting a minimum of ten tons per year (tpy) volatile organic compounds (VOC), 25 tpy nitrogen oxides (NO_x), or 100 tpy or more of any other contaminant subject to national ambient air quality standards (NAAQS);
- (2) any account that emits or has the potential to emit 100 tpy or more of any contaminant;
- (3) any account which emits or has the potential to emit 10 tons of any single or 25 tons of aggregate hazardous air pollutants as defined in FCAA, §112(a)(1); and
- (4) any minor industrial source, area source, non-road mobile source, or mobile source of emissions subject to special inventories under subsection (b)(3) of this section. For purposes of this section, the term “area source” means a group of similar activities that, taken collectively, produce a significant amount of air pollution.

(b) Types of inventories.

- (1) **Initial emissions inventory.** Accounts, as identified in subsection (a)(1), (2), or (3) of this section, shall submit an initial emissions inventory (IEI) for any criteria pollutant or hazardous air pollutant (HAP) that has not been identified in a previous inventory. The IEI shall consist of actual emissions of VOC, NO_x, carbon monoxide (CO), sulfur dioxide (SO₂), lead (Pb), particulate matter of less than 10 microns in diameter (PM₁₀), any other contaminant subject to NAAQS, emissions of all HAPs identified in FCAA §112(b), or any other contaminant requested by the commission from individual emission units within an account. For purposes of this section, the term “actual emission” is the actual rate of emissions of a pollutant from an emissions unit as it enters the atmosphere. The reporting year will be the calendar year or seasonal period as designated by the commission.

Reported emission activities must include annual routine emissions; excess emissions occurring during maintenance activities, including startups and shutdowns; and emissions resulting from upset conditions. For the ozone nonattainment areas, the inventory shall also include

typical weekday emissions that occur during the summer months. For CO nonattainment areas, the inventory shall also include typical weekday emissions that occur during the winter months. Emission calculations must follow methodologies as identified in subsection (c) of this section.

- (2) Statewide annual emissions inventory update (AEIU). Accounts meeting the applicability requirements during an inventory reporting period as identified in subsection (a)(1), (2), or (3) of this section shall submit an AEIU which consists of actual emissions as identified in subsection (b)(1) of this section if any of the following criteria are met. If none of the following criteria are met, a letter certifying such shall be submitted instead:

(A) any change in operating conditions, including start-ups, permanent shut-downs of individual units, or process changes at the account, that results in at least a 5.0% or 5 tpy, whichever is greater, increase or reduction in total annual emissions of VOC, NO_x, CO, SO₂, Pb, or PM₁₀ from the most recently submitted emissions data of the account; or

(B) a cessation of all production processes and termination of operations at the account.

- (3) Special inventories. Upon request by the executive director or a designated representative of the commission, any person owning or operating a source of air emissions which is or could be affected by any rule or regulation of the commission shall file emissions-related data with the commission as necessary to develop an inventory of emissions. Owners or operators submitting the requested data may make special procedural arrangements with the Industrial Emissions Assessment Section to submit data separate from routine emission inventory submissions or other arrangements as necessary to support claims of confidentiality.

(c) **Calculations.** Actual measurement with continuous emissions monitoring systems (CEMS) is the preferred method of calculating emissions from a source. If CEMS data is not available, other means for determining actual emissions may be utilized in accordance with detailed instructions of the commission. Sample calculations representative of the processes in the account must be submitted with the inventory.

(d) **Certifying statement.** A certifying statement, required by the FCAA, §182(a)(3)(B), is to be signed by the owner(s) or operator(s) and shall accompany each emissions inventory to attest that the information contained in the inventory is true and accurate to the best knowledge of the certifying official.

(e) **Reporting requirements.** The IEI or subsequent AEIUs shall contain emissions data from the previous calendar year and shall be due on March 31 of each year or as

directed by the commission. Owners or operators submitting emissions data may make special procedural arrangements with the Industrial Emissions Assessment Section to submit data separate from routine emission inventory submissions or other arrangements as necessary to support claims of confidentiality. Emissions-related data submitted under a special inventory request made under subsection (b)(3) of this section are due as detailed in the letter of request.

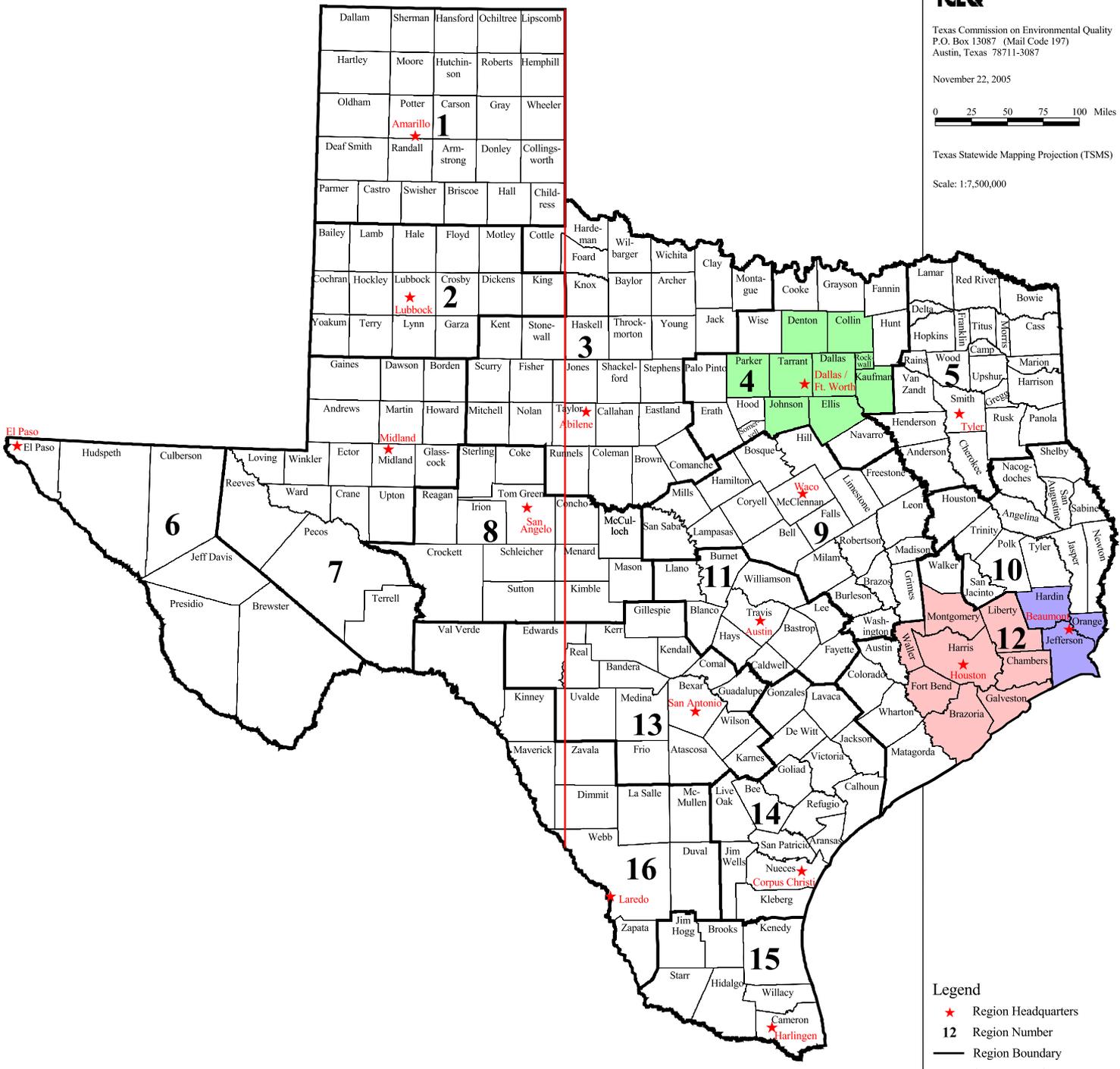
(f) **Enforcement.** Failure to submit emissions inventory data as required in this section shall result in formal enforcement action under the TCAA, §382.082 and §382.088. In addition, the TCAA, §361.2225, provides for criminal penalties for failure to comply with this section.

December 23, 1999

Eight-Hour Ozone Nonattainment Areas



November 22, 2005
 0 25 50 75 100 Miles
 Texas Statewide Mapping Projection (TSM5)
 Scale: 1:7,500,000



- Legend**
- ★ Region Headquarters
 - 12 Region Number
 - Region Boundary
 - County Boundary
 - Central Meridian

Source: The county boundaries and region headquarters are U.S. Census Bureau 1992 Tiger/Line data (1:100,000). The near non-attainment data is from the TCEQ Office of Policy and Regulator Development.

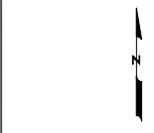


Table 1-2. Eight-hour ozone nonattainment areas

Summary of Reporting Requirements (tpy) for 30 TAC Section 101.10										
County	VOC		NO _x		Other		Individual HAP		Aggregated HAP	
	Actual	Potential	Actual	Potential	Actual	Potential	Actual	Potential	Actual	Potential
Brazoria, Chambers, Fort Bend Galveston, Harris, Liberty, Montgomery, Waller MODERATE / OZONE	10	100	25	100	100	100	10	10	25	25
Collin, Dallas, Denton, Ellis, Johnson, Kaufman, Parker, Rockwall, Tarrant MODERATE / OZONE	10	100	25	100	100	100	10	10	25	25
Hardin, Jefferson, Orange MARGINAL / OZONE	10	100	25	100	100	100	10	10	25	25
All Other Counties	100	100	100	100	100	100	10	10	25	25

Note: If an account's emissions meet or exceed the tons per year (tpy) thresholds listed in this table, an emissions inventory questionnaire must be submitted to the TCEQ. This table is provided as a guidance and is not the actual rule. If a discrepancy exists between the table and rule 30 TAC Section 101.10 and 30 TAC Section 116.12 (Major Source Definition), then the rule will take precedence.

This map was generated by the Information Resources Division of the Texas Commission on Environmental Quality. No claims are made to the accuracy or completeness of the data or to its suitability for a particular use. For information concerning the map, contact the Information Resources Division at (512) 239-0800.

Special Inventory Areas

Protecting Texas by
Reducing and
Preventing Pollution



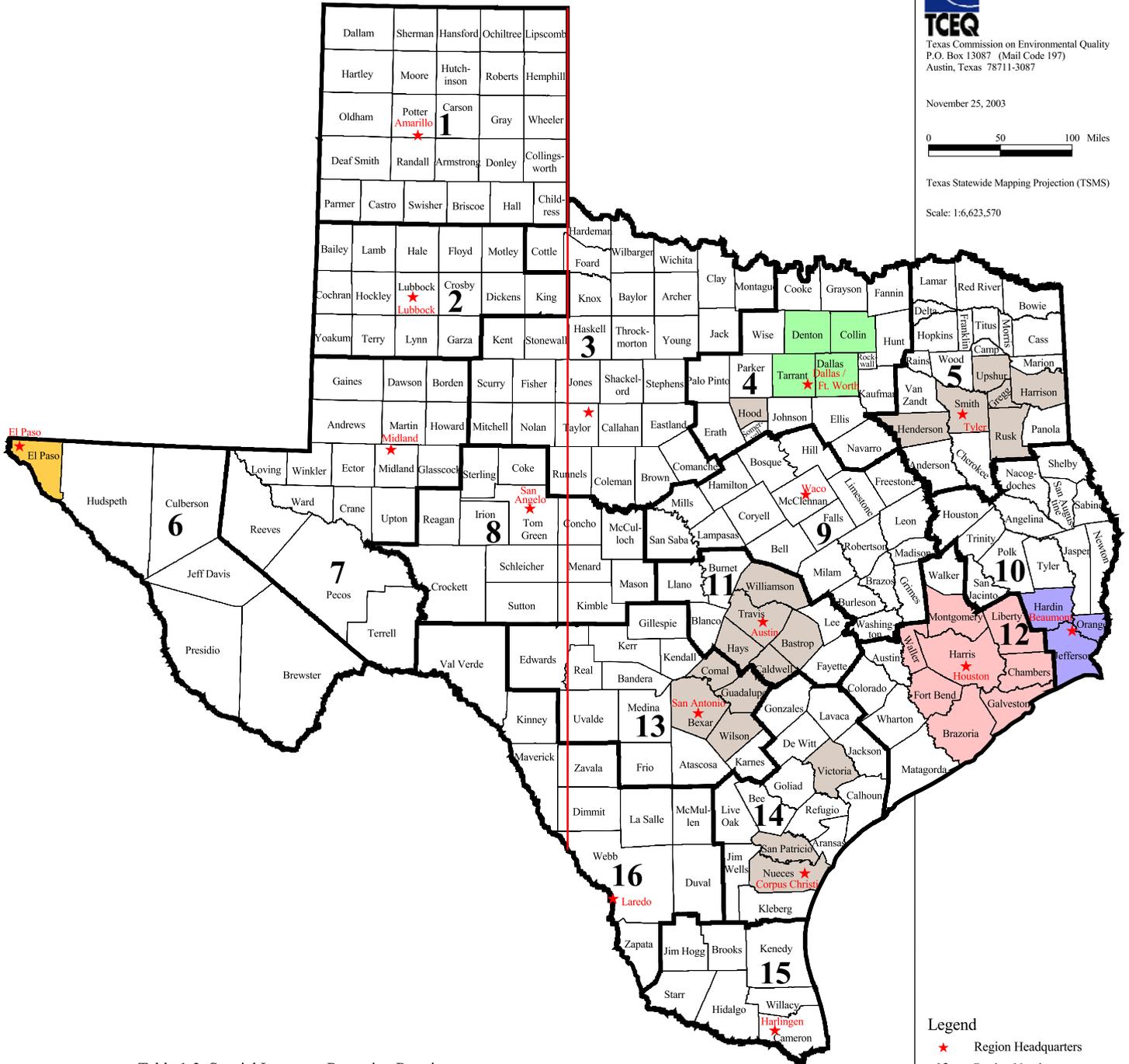
Texas Commission on Environmental Quality
P.O. Box 13087 (Mail Code 197)
Austin, Texas 78711-3087

November 25, 2003



Texas Statewide Mapping Projection (TSMS)

Scale: 1:6,623,570



Legend

- ★ Region Headquarters
- 12 Region Number
- County Boundary
- Central Meridian

Source: The county and region boundaries are U.S. Census Bureau 1992 Tiger/Line data (1:100,000). The Region Headquarters are U.S. Census Bureau 1998 data (1:100,000). The nonattainment and near nonattainment data is from the TCEQ Office of Policy and Regulatory Development.



Table 1-3. Special Inventory Reporting Requirements

Summary of Reporting Requirements (tpy) for 30 TAC Section 101.10										
County	VOC		NO _x		Other		Individual HAP		Aggregated HAP	
	Actual	Potential	Actual	Potential	Actual	Potential	Actual	Potential	Actual	Potential
Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, Waller SPECIAL INVENTORY REPORTING THRESHOLDS	10	25	25	25	100	100	10	10	25	25
El Paso SPECIAL INVENTORY REPORTING THRESHOLDS	10	50	25	100	100	100	10	10	25	25
Collin, Dallas, Denton, Tarrant SPECIAL INVENTORY REPORTING THRESHOLDS	10	50	25	50	100	100	10	10	25	25
Hardin, Jefferson, Orange SPECIAL INVENTORY REPORTING THRESHOLDS	10	50	25	50	100	100	10	10	25	25
Near Nonattainment and Affected Counties (See Listing Below) SPECIAL INVENTORY REPORTING THRESHOLDS	10	100	25	100	100	100	10	10	25	25

Note: This table is provided as a guidance and is not the actual rule. If a discrepancy exists between the table and rule 30 TAC Section 101.10 and 30 TAC Section 116.12 (Major Source Definition), then the rule will take precedence.

Near Nonattainment and Affected Counties: Bastrop, Bexar, Caldwell, Comal, Gregg, Guadalupe, Harrison, Hays, Henderson, Hood, Nueces, Rusk, San Patricio, Smith, Travis, Upshur, Victoria, Williamson, Wilson

This map was generated by the Information Resources Division of the Texas Commission on Environmental Quality. No claims are made to the accuracy or completeness of the data or to its suitability for a particular use. For information concerning the map, contact the Information Resources Division at (512) 239-0800.

What Constitutes a Complete Submission?

The information required for a complete submission depends in part upon a site's circumstances. Has an emissions inventory ever been completed for this regulated entity? Does the site still meet the applicability requirements of 30 TAC 101.10? Have emissions changed significantly, as defined in the rule? Might the rule apply to the regulated entity in some future year? The answers to these questions will determine the amount and type of information required by the EAS.

Sample Calculations

Per 30 TAC 101.10(c), sample calculations representative of the processes at the regulated entity **must** be submitted with the inventory. Submit sample calculations showing determinations of actual annual emissions for each different type of process present in the EIQ, including enough data so that the determination results may be reasonably reproduced. Generic sample calculations cannot be accepted since they do not contain representative process data and do not demonstrate actual annual emissions determinations. For similar reasons, summary spreadsheets listing emissions quantities are not considered sample calculations. Note that sample calculations are required to be submitted and updated each year.

Requirements for a New Emissions Inventory

If a site has not previously submitted an emissions inventory and it meets the applicability requirements of 30 TAC 101.10, then you are required to submit:

- **For a hard copy (paper) EI:** a full set of properly completed forms (see *2007 Emissions Inventory Forms and Instructions*, TCEQ publication RG-360B, or the EAS Web page), including:
 - A completed Account Emissions form with required signatures—
 1. *Emissions Events Certification*. This statement **must** be signed **if and only if** there were no emissions events and no emissions from emissions events will be reported in the EI.
 2. *Signature of the Legally Responsible Party*. The signature of the individual legally responsible for certifying that the inventory is, to the best of her or his knowledge, accurate and complete. Note that the legally responsible party **may not be a consultant**. See the Account Emissions form instructions for further details.
 - An Account Information form.
 - A Contact Information form.

- A Structural Overview form.
 - The appropriate Facility Information form for each facility listed on the Structural Overview form.
 - An Abatement Device Information form for each abatement device listed on the Structural Overview form.
 - The appropriate Emission Point Information form for each emission point listed on the Structural Overview form.
 - A Path Emissions form for each path listed on the Structural Overview form.
 - Sample calculations representative of the processes at the regulated entity.
 - Summary test results if stack test data is used to determine emissions; or summary Relative Accuracy Test Audit sheets if CEMS or PEMS data are used to determine emissions.
 - Flare Data, Fugitive Data, and Material Throughput for oil field storage tanks forms, if required by the technical supplements in Appendix A.
- **For an electronic EI:** submit all of the information contained in the forms listed in “For a Hard Copy (Paper) EI” in an approved electronic format, as outlined in the *STARS Electronic Reporting User’s Guide*. This document is available online at www.tceq.state.tx.us/goto/starsguide. Additionally, submit a physical (paper) copy of the following forms:
- A completed Account Emissions form with required signatures—
 1. *Emissions Events Certification*. This statement **must** be signed **if and only if** there were no emissions events and no emissions from emissions events will be reported in the EI.
 2. *Signature of the Legally Responsible Party*. The signature of the individual legally responsible for certifying that the inventory is, to the best of her or his knowledge, accurate and complete. Note that the legally responsible party **may not be a consultant**. See the Account Emissions form instructions for further details.
 - An Account Information form.
 - A Contact Information form.
 - A Structural Overview form.
 - Sample calculations representative of the processes at the regulated entity.
 - Summary test results if stack test data are used to determine emissions, or summary Relative Accuracy Test Audit sheets if CEMS or PEMS data are used to determine emissions.
 - Forms for Flare Data, Fugitive Data, and Material Throughput for

Oil Field Storage Tanks, if required by the technical supplements in Appendix A.

Requirements for Updating an EIQ

If a regulated entity continues to meet the applicability requirements of 30 TAC 101.10, then you are required to submit:

- A properly and thoroughly updated paper or electronic EIQ; complete instructions can be found in Chapter 6. **You may not substitute a spreadsheet for the EIQ.**
- The required signatures on a physical (paper) copy of the EIQ:
 - *Emissions Events Certification*: This statement **must** be signed **if and only if** there were no emissions events and no emissions from emissions events will be reported in the EI.
 - *Signature of the Legally Responsible Party*: The signature of the individual legally responsible for certifying that the inventory is, to the best of her or his knowledge, accurate and complete. Note that the legally responsible party may not be a consultant. See the subheading “Signature of Legally Responsible Party” in Chapter 6, “Updating an EIQ,” for further details.
- Sample calculations representative of the processes at the regulated entity.
- Summary test results if stack test data is used to determine emissions; or summary Relative Accuracy Test Audit sheets if CEMS or PEMS data are used to determine emissions.
- Material Throughput forms for flare data, fugitive data, and oil field storage tanks, if required by the technical supplements in Appendix A.
- For a paper EIQ: any forms necessary to add or change account structure (add forms).
- For an electronic EIQ: all information necessary to add or change account structure in the approved electronic format, as outlined in the *STARS Electronic Reporting User’s Guide*. This document is available online at <www.tceq.state.tx.us/goto/starsguide>.

If Your Site Experienced Insignificant Changes in Emissions

You are not required to submit a full emissions inventory if total actual annual emissions of volatile organic compounds (VOCs), nitrogen oxides (NO_x), carbon monoxide (CO), sulfur dioxide (SO₂), lead (Pb), and particulate matter with a diameter of 10 micrometers or less (PM₁₀) are all within 5 percent or five tons, whichever is greater, of the most recent total actual annual emissions reported in the STARS database. Instead, you may request that the EAS copy the most recent annual emissions to the current year.

If the site experienced no emissions due to emissions events (EE) and/or scheduled maintenance, startup, or shutdown activities (SMSS emissions), then you may request that the EAS copy the most recent annual and ozone season emissions to the current year by submitting:

- a letter similar to the Insignificant Change Notification letter in Appendix B;
- the signed emissions inventory questionnaire cover page; and
- the signed Emissions Events certification statement.

Otherwise, you may still request that the EAS copy the most recent annual and ozone season emission rates to the current year. However, you will have to submit updated emissions events and/or SMSS emissions as appropriate. Submit:

- a letter similar to the Insignificant Change Notification letter in Appendix B;
- the entire original emissions inventory questionnaire with updated emissions events and/or SMSS emissions; and
- for regulated entities only reporting SMSS emissions and not reporting emissions events, the signed Emissions Events certification statement.

In either case, you **must** provide sample calculations and other supporting documentation.

If a Site Does Not Meet the Requirements of 30 TAC 101.10 for the Current Emissions Inventory Year

If you believe that your site does not meet the applicability requirements of 30 TAC 101.10 for the current inventory year, but may meet applicability requirements in future years, submit:

- a summary of the site's actual and allowable emission rates and
- a letter similar to the Inapplicability Notification and Request to Remain on Mailing List letter in Appendix B.

Note: By signing this letter or a similar letter, the EIQ's owner or operator will remain on the EAS mailing list and continue to receive annual emissions inventory questionnaires.

Be prepared to supply sample calculations and other supporting documentation if the EAS requests them.

If a Site Will Not Meet the Requirements of 30 TAC 101.10 in Future Years

If you believe that your site does not currently meet the applicability requirements of 30 TAC 101.10, and if you expect that the site will not meet these requirements in future years, then you may request to be

removed from the EAS mailing list. The owner or operator must sign a letter requesting this action. A sample Inapplicability Notification and Request for Removal from Mailing List letter is included in Appendix B.

Emissions inventory requests are based primarily on the most recent emissions inventory as it appears in the STARS database. If the emissions or allowable rates reported in this emissions inventory exceed the rule applicability requirements, then the EAS cannot remove the regulated entity from the annual emissions inventory update mailing list.

If a regulated entity that has been removed from the mailing list meets the reporting requirements of 30 TAC 101.10 at any time in the future, it is the responsibility of the owner or operator to notify the EAS that the regulated entity meets the reporting requirements and to submit an emissions inventory questionnaire by March 31.

A Note about Confidentiality

The EAS will respect the confidentiality of certain data unless the Texas Attorney General's Office rules that the data are not protected by state law. If you have any special concerns about confidentiality, contact the EAS. Such concerns do not justify withholding relevant information from the EAS.

The following information will be kept confidential if clearly marked:

- material data (as reported on Material Throughput forms)
- process flow diagrams
- process rates
- trade secrets (information that reveals secret processes or methods of manufacture or production)

Information not considered confidential includes:

- emission rates
- emission point data
- type of emissions control equipment
- type of emitting equipment

Under no circumstance should you enter confidential information on the EIQ. Instead, submit confidential information separately, with each page clearly marked *CONFIDENTIAL*.

Electronic Reporting

STARS allows you to receive and submit your EIQ in the TCEQ-approved electronic format. All submitted electronic EIQs must pass a formatting check **and** subsequently be able to be uploaded into STARS; otherwise, the EIQ is considered incomplete and not submitted in a timely manner.

In addition, be sure to include sample calculations and supporting documentation with the electronic EIQ; otherwise, it will be considered incomplete. Note that the guidance contained in this document applies to electronic, as well as paper, emissions inventory submissions.

For more information about electronic reporting, consult the *STARS Electronic Reporting Users Guide*, available online at <www.tceq.state.tx.us/goto/starsguide>.

Contact the EAS for further assistance with electronic reporting.