

CHAPTER 7—EI REVISIONS, DATA REQUESTS, SITE COORDINATE DATA

This chapter covers submitting EI revisions, requesting EI data, and reviewing site coordinate data.

A revision request is made to correct erroneous EI data previously reported. A discussion on how to submit a revised EI for the current and previous reporting years is included in this chapter.

Regulated entities may request historical EI data from the TCEQ. Whether retrieving electronic data from STARS or viewing an EI file on paper, there are procedures in place to request such information. This chapter discusses what data EAS can provide and when an “open records” request may be more appropriate.

Because EPN and site centroid coordinate data are used for modeling, the TCEQ may request updates to this information. This chapter discusses coordinate data and can assist in locating a site’s coordinates.

Revising an EI

Current Reporting Year

What Is Required

A revision must address errors in the self-reported EI. Submit the following to revise EI data:

- a signed cover letter describing the revisions being made and the reason for the revisions
- revised EIQ pages; it is not necessary to submit the entire EIQ
- updated criteria emissions totals for the site (found on page 3 of an EIQ) to help identify any errors in entering or submitting data
- detailed sample calculations and supporting documentation for the revised emissions—see Chapter 1 for additional instructions.

To obtain an electronic copy of the most current data for the EI revision year, contact the EAS. The EAS help line number is 512-239-1773.

Use Permanent Ink

Please use permanent ink instead of pencil when revising the EIQ. Pencil tends to smudge and can be difficult to read, increasing the chance of data-entry errors or omissions. For each revision, use a different ink color to distinguish the most recently corrected EI information. There are no restrictions on ink color, but colors other than black make EIQ updates more noticeable.

How to Submit

The revised EIQ pages submitted to the TCEQ should be printed on only one side of the page and not copied on both sides of the page (do not duplex).

Contact the EAS to identify the staff member assigned to review the EI for the current year. When submitting revisions, address them to the applicable EAS staff member at MC 164.

Previous Reporting Year

The emissions for the previous EI reporting year can also be revised, following the same procedure as for the current EI reporting year. In the cover letter, indicate which year the revision applies to.

Note: If the request is for revisions to any EI reporting year earlier than the 2008 EI, the agency will not update the emissions data currently in STARS. Instead, the EAS staff will document the revision request and file the information in the EI folder.

Revising STARS Data

Revisions are processed according to current EAS procedures. The EAS will review each revision request to determine if the data currently in STARS should be updated. This review takes into account the justification for the updates and the magnitude of the change in emissions, if applicable.

After the review, the EAS will determine whether to record the emission revisions in STARS or, alternatively, to file them in the EI folder. Since each revision is unique, the EAS recommends the preparer contact a current EI-review staff member to address any questions about the submitted revisions.

Please note: Revision requests are processed as time permits. Generally processing takes place after the EAS has reviewed all emissions inventories for the current reporting year.

EI Data Requests

Historical EI data are available in several formats. General emissions data are available through the TCEQ Data Clearinghouse. Site-level EI information also appears online at the EAS Web page, while more detailed data can be obtained by completing an Emissions Data Request form. EI files can also be viewed in person at the TCEQ central office in Austin.

TCEQ Data Clearinghouse

A wide collection of regulatory and environmental information is available through the TCEQ Data Clearinghouse, including historical EIQs and site-wide contaminant summary reports. The clearinghouse is at 512-239-DATA (3282) or online at <www.tceq.state.tx.us/goto/data>.

Data Available at the EAS Web Site

The EAS Web page titled Point Source Emissions Inventory <www.tceq.state.tx.us/goto/ieas> links to easily accessible EI data. Before contacting the TCEQ for EI data, please refer to that Web page to make sure the information is not already available. Information available there includes emissions inventory trends, total criteria emissions for each site that reported an EI for the previous year, tools for completing an EI, this document, and the companion document, *2009 Emissions Inventory Forms and Instructions* (publication number RG-360B).

Emissions Data Requests

To request emissions data, please complete the form at the end of this chapter and fax it to the EAS at the number on the form. The EAS will determine if the requested data are available electronically or if paper EI files are available for review. Please allow at least eight business days for the EAS to produce the data.

For additional guidance on how to complete the form or on what EI data are available, please call the EAS help line at 512-239-1773.

Paper EI Data Requests

EI Files Available at the TCEQ Central Office

The EAS maintains files for the current EI reporting year and the two most recent years. To request them, contact the EAS help line at 512-239-1773. The account number or RN, company and site names, and EI years desired are required so the files can be identified and located.

Please allow at least 48 hours' prior notice to view a file. This allows the EAS time to retrieve it and allows the agency to ensure it contains no confidential information. It will then be available in the Central File Room for review. Copying and various other services are also available.

After two years, EI files are transferred to the state archives at the Texas State Library.

Archived Files

If an EI file has already been sent to the Texas State Library, an “open records” request is necessary to obtain the file. This request can be made by e-mail to <openrecs@tceq.state.tx.us> or in writing to the Public Information Officer. Please allow a few days for the state library to forward the files. For more information, visit <www.tceq.state.tx.us/goto/openrecords>.

Coordinate Data

Spatial Queries and Mapping Application Viewer

Advancements in GIS software and its wide availability have drawn increased attention to obtaining accurate coordinate data for the site centroid and EPNs. Because site coordinates can potentially have an impact on emissions modeling, the TCEQ may request updates to them.

The TCEQ has recently made available an online viewer that uses Google Maps to help determine accurate coordinate data. See <www.tceq.state.tx.us/goto/sqmaview>.

TCEQ Point Source Emissions Inventory Data Request

Requester			
Name: _____		Company: _____	
Phone: _____		E-mail: _____	
Mailing Address: _____			
City: _____		State: _____	Zip: _____
Contaminants Requested			Emission Type
<input type="checkbox"/> All Criteria Pollutants <input type="checkbox"/> NO _x <input type="checkbox"/> VOC (<input type="checkbox"/> Speciated <input type="checkbox"/> Total) <input type="checkbox"/> Lead <input type="checkbox"/> CO <input type="checkbox"/> TSP (<input type="checkbox"/> Speciated <input type="checkbox"/> Total) <input type="checkbox"/> SO ₂ <input type="checkbox"/> PM _{2.5} <input type="checkbox"/> PM ₁₀ (<input type="checkbox"/> Speciated <input type="checkbox"/> Total)			<input type="checkbox"/> Annual (tpy) <input type="checkbox"/> Ozone Season (ppd) <input type="checkbox"/> SMSS (tpy) <input type="checkbox"/> EE (tpy)
<input type="checkbox"/> Specific Contaminant(s) (list):		Contaminant Code	
Retrieve Data For			Inventory Years
<input type="checkbox"/> Regulated Entity Reference Number: RN _____		<input type="checkbox"/> Air Account Number: _____	
<input type="checkbox"/> Company Name: _____		<input type="checkbox"/> County: _____	
<input type="checkbox"/> Statewide <input type="checkbox"/> All Nonattainment <input type="checkbox"/> All Attainment		<input type="checkbox"/> BPA <input type="checkbox"/> DFW <input type="checkbox"/> El Paso	
<input type="checkbox"/> HGB: <input type="checkbox"/> 11-county area or <input type="checkbox"/> 8-county area		<input type="checkbox"/> Other: _____	
Source Type			
<input type="checkbox"/> All types of Processes		<input type="checkbox"/> Top Emitters (top how many? _____)	
<input type="checkbox"/> Specific Process Types: _____			
<input type="checkbox"/> Specific SIC types: _____			
Sum Data By			
<input type="checkbox"/> Site	<input type="checkbox"/> Emission Point (EPN)	<input type="checkbox"/> Generator (FIN)	<input type="checkbox"/> County
<input type="checkbox"/> Statewide	<input type="checkbox"/> Attainment Area	<input type="checkbox"/> Nonattainment Area	<input type="checkbox"/> Contaminant
Show Other Data			
<input type="checkbox"/> Account Number <input type="checkbox"/> Company & Site Name <input type="checkbox"/> Principal Business (SIC) <input type="checkbox"/> FIN <input type="checkbox"/> EPN <input type="checkbox"/> County			
Other Requirements (specify)			
Final Report Format			
Report Data as:		<input type="checkbox"/> Printed Table(s) (paper) <input type="checkbox"/> Excel Spreadsheet (electronic)	
Report Delivery:		<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail	Date Needed:* _____

Fax completed request to: EAS at 512-239-1515 or 512-239-1555

Attention: Kevin Cauble

TCEQ-20473 (12-30-09)

*Allow at least 8 business days