APPENDIX B—SAMPLE LETTERS

The following sample letters demonstrate the information required for prompt handling of EIs 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

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

Re: Calendar Year _____ Emissions Inventory
Company Name: _____
Site Name: _____
TCEQ RN:_____, TCEQ Air Account No.: _____

Dear Mr. Cauble:

Pursuant to Texas Clean Air Act Section 382.014 and Title 30, Texas Administrative Code (30 TAC), 101.10, the Texas Commission on Environmental Quality (TCEQ) has requested that an emissions inventory be submitted for calendar year _____ for the above referenced site. Upon reviewing the applicability requirements as presented in 30 TAC 101.10, I certify the referenced account does not meet the 30 TAC 101.10 applicability requirements for the current inventory year.

Choose one of the following:

☐ **Please keep this site on the annual emissions inventory update mailing list.** I understand that:

- the TCEQ will continue to request an emissions inventory update each calendar year;
- I (or my representative) must submit an updated emission inventory or an Inapplicability Notification letter each calendar year until I (or my representative) submit a written request to be removed from the mailing list;
- if emissions fees apply to the site, the TCEQ will base the amount of the fee it assesses on the site's PTE levels unless I (or my representative) submit updated emissions for this site; and
- annual reporting of the number of emissions events and of any maintenance, startup, and shutdown activities may still be required in accordance with 30 TAC 101.201 and 101.211. Additional information can be found on the EAS Web page at <www.tceq.texas.gov/goto/ieas>.

☐ **Please remove this site from the annual emissions inventory update mailing list.** I understand that all of the following apply:

- The TCEQ can only remove this site from the mailing list if its latest annual emissions totals, as shown in the State of Texas Air Reporting System (STARS) database, and the PTE levels and the actual emissions for the current inventory year are below the required levels for emissions inventory reporting as described in 30 TAC 101.10(a). Otherwise, I (or my representative) will have to submit an updated emissions inventory demonstrating that the emissions are below those required levels, along with representative sample calculations, before this site is removed from the mailing list.
- If the site meets the reporting requirements of 30 TAC 101.10 in the future, it is my (or my representative's) responsibility to submit an annual emissions inventory update by March 31 following the most recent full calendar year in which the site falls under those requirements.
- If emissions fees apply to the site, the TCEQ will base the amount of the fee it assesses on the site's PTE levels unless I (or my representative) submit updated emissions for this site.
- Annual reporting of the number of emissions events and/or maintenance, startup, and shutdown activities may still be required in accordance with 30 TAC 101.201 and 101.211. Additional information can be found on the EAS Web page at <www.tceq.texas.gov/goto/ieas>.

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 emission 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.

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

Sincerely,

Responsible Official (print) _____ Title (print) _____

Signature_____ Date Signed _____

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: Calendar Year _____ Emissions Inventory
Company Name: _____
Site Name: _____
TCEQ RN:_____, TCEQ Air Account No.: _____

Dear Mr. Cauble:

Pursuant to Texas Clean Air Act Section 382.014 and 30 Texas Administrative Code (TAC) Section 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, and particulate matter with an aerodynamic diameter of 10 microns or less are each within 5 percent or 5 tons of the most recently reported total annual emissions.

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. By submitting this letter, I understand the TCEQ will copy the most recent annual and ozone season emissions as shown in the State of Texas Air Reporting System (STARS) database to the current reporting 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 are also enclosed.

☐ Emissions events or maintenance, startup, or shutdown activities occurred at the site during the calendar year. By submitting this letter, I understand the TCEQ will copy the most recent annual and ozone season emissions as shown in the STARS database to the current reporting year. In addition, so that the TCEQ can update the emissions from any emissions events and maintenance, startup, or shutdown activities, 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 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,

Responsible Official (print) _____ Title (print) _____

Signature_____ Date Signed _____