



# ***Point Source Emissions Inventory (EI) Reporting Process***

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Adam Bullock  
Technical Specialist, Air Quality Division

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# Agenda

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- General EI reporting process
- Reporting year 2011 changes
- Current EI submission options
- State of Texas Environmental Electronic Reporting System (STEERS)
  - Annual Emissions Inventory Report (AEIR) system overview
- Frequently asked questions
- AEIR demonstration



# General EI Reporting Process

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- 30 Texas Administrative Code (TAC) §101.10 Emissions Inventory Requirements defines:
  - EI types,
  - who needs to submit, and
  - what must be submitted, including:
    - SUPPORTING DOCUMENTATION.**
- Self-reporting process
  - Company has responsibility to determine rule applicability and report.
  - The Texas Commission on Environmental Quality (TCEQ) assists by providing courtesy notification and submittal tools.



# ***IMPORTANT UPDATE***

## ***Reporting Year 2011 EI Changes***

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- The TCEQ will **no longer mail** paper Emissions Inventory Questionnaire (EIQ) or extract files.
  - Paper submitters can
    - Use STEERS AEIR “EIQ Entry” option, or
    - Generate printable PDF EIQ report from the Central Registry public query tool:  
<http://www12.tceq.state.tx.us/crpub/>
  - Delta file submitters can download extract file from FTP site: <ftp://ftp.tceq.texas.gov/pub/>
- The TCEQ will **no longer accept** delta file EIQ submittals on disk or other media.  
Use STEERS AEIR “Upload File” option.



# Current EI Submission Options

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- Paper submission
  - EIQ report (no longer mailed but still available)
- AEIR EIQ entry
  - Web EI submission through STEERS
  - Also referred to as manual entry
  - Web-based version of EIQ report
- AEIR file upload
  - Web EI submission through STEERS
  - Submit delta file online instead of on disk (previously referred to as electronic EI)



# AEIR System Overview

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- Program area in STEERS:  
<https://www6.tceq.texas.gov/steers/>
- Requires a STEERS account
  - STEERS accounts are assigned to individual users, not to a company.
  - To submit an EIQ for a regulated entity or multiple regulated entities, users need to add each regulated entity to their STEERS account through the AEIR program module using the STEERS “My Account” set-up option.



# AEIR System Overview (cont.)

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The level of authority determines what type of access a STEERS user has in the AEIR system.

- Edit user: can load or edit data in STEERS but can not submit data from STEERS to TCEQ.
  - Can be an authorized consultant or contractor
- Submit user: can load, edit, and submit STEERS data to TCEQ.
  - Submit user must be a legally responsible official or an official delegate.
  - See 30 TAC §122.165, Certification by a Responsible Official.



# AEIR System Overview (cont.)

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- AEIR system supports updating and adding EI data.
  - Emissions and parameter/characteristic data can be updated.
  - New sources can be added.
- Major restructuring not allowed.
  - Renaming is not allowed.
  - Deleting existing data is not allowed.



# AEIR System Overview (cont.)

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Supporting documentation and sample calculations must be submitted.

- Currently cannot be submitted through the AEIR system.
- Can be mailed to the TCEQ emissions inventory mailing address:

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

- Electronic versions can be e-mailed to:

[psdocument@tceq.texas.gov](mailto:psdocument@tceq.texas.gov)

Please include Regulated Entity Reference Number (RN) in subject line



# Frequently Asked Questions

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## **When can I begin entering my site's EIQ data in STEERS?**

- The TCEQ processes the next cycle of inventory data after completing the review of current reporting year data.
- This data processing typically occurs by December 31 each year.
  - Companies can begin entering data as soon as this processing has been completed.
  - The TCEQ will notify companies as a courtesy.  
If companies are unable to view EIQ data in the STEERS AEIR program area, contact the TCEQ Emissions Assessment Section. Additional processing may need to occur in some cases.



# Frequently Asked Questions (cont.)

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## **Can contractors submit EI data through STEERS to the TCEQ?**

- No, contractors have never been authorized to submit EI data to the TCEQ.  
Contractors can load delta files or manually enter data into STEERS.
- Only authorized company representatives with submit authority can submit the data to the TCEQ.



# Frequently Asked Questions (cont.)

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## **Can I choose or change how I submit data?**

Yes, both the "EIQ Entry" and "Upload File" option are available in the STEERS AEIR program area at the beginning of each reporting year.

- The company can choose what option it wants to use each reporting year.
- However, once EIQ entry begins or a delta file is uploaded, the other option is no longer available.



# Frequently Asked Questions (cont.)

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## Are there help documents?

- Yes, guidance documents for AEIR system and obtaining paper EIQ are located on the Point Source Emissions Inventory Web page:  
[www.tceq.texas.gov/airquality/point-source-ei/psei.html](http://www.tceq.texas.gov/airquality/point-source-ei/psei.html)
- STEERS help is also available at:  
<https://www6.tceq.texas.gov/steers/help/main.html>



# Providing Feedback

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- Please feel free to contact the TCEQ with any comments on the system.
- System improvements have been made based on user feedback.
  - Changes to the Copy of Record
  - Annual emissions summaries
  - Refinement of data checks



# Contact Information

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- Adam Bullock
  - (512) 239-5155
  - [Adam.Bullock@tceq.texas.gov](mailto:Adam.Bullock@tceq.texas.gov)
- Emissions Assessment Section
  - (512) 239-1773
  - [psinvent@tceq.texas.gov](mailto:psinvent@tceq.texas.gov)