

Bryan W. Shaw, Ph.D., *Chairman*  
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## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

*Protecting Texas by Reducing and Preventing Pollution*

December 31, 2013

Attn. XXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXX, XX XXXXX

Re: Submission of Calendar Year 2013 Air Emissions Inventory Information for  
Regulated Entity: RNXXXXXXXX Air Account: XXXXXXX

Dear Emissions Inventory Questionnaire Recipient:

The Texas Commission on Environmental Quality (TCEQ) is requesting that you submit a completed Calendar Year 2013 air emissions inventory (EI) for the regulated entity identified above. Per Texas Health and Safety Code, §382.014, the TCEQ has the authority to request a regulated entity to submit air emissions data to develop a statewide air emissions inventory. Per 30 Texas Administrative Code §101.10, the completed EI is required to be submitted by March 31, 2014, or 90 days from the date of this letter, whichever is later.

A paper copy of the Emissions Inventory Questionnaire (EIQ) is not included with this letter. Enclosed is the "Emissions Inventory Reporting Options" that provides instructions for obtaining a printable copy of your Emissions Inventory Questionnaire through e-mail, information on obtaining an electronic EIQ extract file, submitting the 2013 State of Texas Air Reporting System electronic-formatted EI text file through the State of Texas Environmental Electronic Reporting System (STEERS) Web interface, and updating an EI using the online manual entry through the STEERS Web interface. The second enclosure titled "Information for the 2013 EI Request" provides instructions for obtaining a copy of the *Emissions Inventory Guidelines*, a list of guideline updates for 2013, Special Inventory notice, and additional guidance for completing a 2013 EI.

If you have questions, please call the Emissions Assessment Section help-line at (512) 239-1773.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Cauble".

Kevin Cauble, Manager  
Emissions Assessment Section  
Air Quality Division

KC/JD/rs

Enclosures



## **Emissions Inventory (EI) Reporting Options**

### **Option One: Submit your emissions inventory questionnaire (EIQ) online using an interactive website**

Regulated entities can submit a 2013 EIQ through the State of Texas Environmental Electronic Reporting System (STEERS) Web interface. Regulated entities can choose the “EIQ Entry” option in the Annual Emissions Inventory Report program area of STEERS to manually create or update and submit a 2013 EIQ.

Additional information can be obtained from the document titled “Web-based EI Reporting Instructions” available at: <http://www.tceq.texas.gov/goto/ieas>

### **Option Two: Submit an electronic EIQ text file online using STEERS**

Regulated entities can submit a 2013 State of Texas Air Reporting System (STARS) electronically formatted EI (EIQ text file) through the STEERS Web interface. Regulated entities can choose the “Upload File” option in the Annual Emissions Inventory Report program area of STEERS to submit the STARS EIQ text file. PLEASE NOTE: Electronically formatted EI submissions will only be accepted *through the STEERS Web interface*. **To obtain the 2013 EIQ Extract File for a site, use the following link:**

[ftp://ftp.tceq.texas.gov/pub/AirQuality/EmissionsAssessment/2012\\_EIQ\\_Extract\\_Files/](ftp://ftp.tceq.texas.gov/pub/AirQuality/EmissionsAssessment/2012_EIQ_Extract_Files/)

No updates have been made to the STARS electronic EI reporting system for reporting year 2013. Regulated entities can use the following as resource documents for submitting EIQ text files through the STEERS Web Interface. They include the “Electronic Emissions Inventory File Specifications,” “Electronic Emissions Inventory File Specifications Appendices,” and the zip file entitled “Electronic Emissions Inventory File Specifications Reference Tables.” These resources are available at: <http://www.tceq.texas.gov/goto/ieas> under the section titled “Emissions Inventory Documents.”

### **Option Three: Download and print a paper EIQ report from the Central Registry Web site and submit an updated hardcopy EIQ report**

The TCEQ will continue to accept paper EIQ submissions. However, beginning in 2011 and subsequent EI reporting years, the TCEQ will not mail paper EIQs. Instead, regulated entities can generate a printable EIQ report by accessing the EIQ Report option through the Central Registry’s Integrated Web Reporting Page. Regulated entities can choose the 2012 calendar year EIQ report and have it sent via e-mail to the requestor to be used to complete your paper submission for calendar year 2013 emissions. For more information, please see “Instructions for Obtaining a Printable Copy of the EIQ Report” located at: [www.tceq.texas.gov/goto/eiqprint](http://www.tceq.texas.gov/goto/eiqprint)



## **Information for the 2013 Emissions Inventory (EI) Request**

### **Why the regulated entity received this EI request:**

The Texas Commission on Environmental Quality (TCEQ) is responsible for compiling and reviewing information regarding emissions from stationary sources in Texas. The regulated entity described in the enclosures of this letter may have received this formal written request because:

- the regulated entity meets the reporting requirements of 30 Texas Administrative Code (TAC) §101.10(a)(1)-(3) for submitting an EI; or
- the regulated entity is being requested to submit an EI under the special EI provisions of 30 TAC §101.10(b)(3).

The official version of 30 TAC §101.10 is located at the Secretary of State's Web site at <http://www.sos.texas.gov/tac/index.shtml>.

If you have received this request to submit a calendar year 2013 EI, you have been formally notified that the TCEQ is conducting a special EI for lead and ozone precursors under the authority of 30 TAC §101.10(b)(3). A completed EI must be submitted by the owner or operator of:

- a regulated entity that emits 0.5 ton per year (tpy) of lead emissions during normal operations or has the potential to emit 5 tpy of lead emissions; and/or
- a regulated entity that is located in Bastrop, Bexar, Caldwell, Comal, El Paso, Gregg, Guadalupe, Hardin, Harrison, Hays, Henderson, Hood, Jefferson, Orange, McLennan, Nueces, Rusk, San Patricio, Smith, Travis, Upshur, Victoria, Williamson, or Wilson County and that emits 10 tpy of volatile organic compounds (VOC) or 25 tpy of nitrogen oxides during normal operations.

If the regulated entity described in the enclosures of this letter meets the reporting requirements of 30 TAC §101.10(a)(1)-(3) or is requested to submit a special EI, a completed EI must be submitted. Otherwise, a signed written statement explaining why the referenced regulated entity does not meet the EI reporting requirements must be submitted by the due date. The completed EI or signed written statement must be received by the TCEQ by March 31, 2013, or within 90 days of the request, whichever is later.

### ***2013 Emissions Inventory Guidelines: What's new?***

The *Emissions Inventory Guidelines* now exist as one document. The *2013 Emissions Inventory Guidelines* provides guidance for understanding the emissions inventory reporting requirements and explains how to create a complete EI. The Emissions Assessment Section (EAS) Web page (<http://www.tceq.texas.gov/goto/ieas>) provides blank forms, instructions for completing EI forms, and lists of abatement and contaminant codes. Some of the updates and considerations include:

- clarification regarding EI submission responsibility (Chapter 1);
- clarification on the submission of emissions revisions requests (Chapter 7);
- additional information on amine units in carbon-dioxide service (Appendix A);
- updated Emissions Inventory Checklist (after table-of-contents);

- example of VOC speciation from natural gas internal combustion (Technical Supplement 1);
- information on reporting particulate matter less than 2.5 microns from cooling towers (Technical Supplement 2); and
- templates for minimum sample calculation requirements of common source types, which can be found on the EAS Web page (<http://www.tceq.texas.gov/goto/ieas>).

The TCEQ is not including the *2013 Emissions Inventory Guidelines* with this package. This document is available for download from the EAS Web page at <http://www.tceq.texas.gov/goto/ieas>. To receive a paper copy, please contact the TCEQ's Publications staff at (512) 239-0028.