

Bryan W. Shaw, Ph.D., P.E., *Chairman*
Toby Baker, *Commissioner*
Zak Covar, *Commissioner*
Richard A. Hyde, P.E., *Executive Director*



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Protecting Texas by Reducing and Preventing Pollution

December 31, 2014

ATTN. Air Emissions Inventory Contact

Company Name

Address line 1

Address line 2

City, State ZIP-ZIP EXT

Re: Submission of Calendar Year 2014 Air Emissions Inventory Information for

Regulated Entity: RNXXXXXXXXXX

Air Account: XXXXXX

Dear Emissions Inventory Questionnaire Recipient:

The Texas Commission on Environmental Quality (TCEQ) is requesting that you submit a completed Calendar Year 2014 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, 2015, or 90 days from the date of this letter, whichever is later.

The TCEQ prefers EIs to be submitted online through the State of Texas Environmental Electronic Reporting System (STEERS) Air Emissions Inventory Report system (Web-EI), using either the interactive Web entry or text file upload option. **NOTE:** The 2014 EI will be the last year that paper emissions inventories are accepted. Beginning with the 2015 reporting year, the TCEQ will require sites that meet the reporting requirements of §101.10 to submit annual emissions inventories online through the STEERS Web-EI system.

Attached are two enclosures. The "Emissions Inventory Reporting Options" enclosure provides instructions for the different reporting options. The second enclosure titled "Information for the 2014 EI Request" provides instructions for obtaining a copy of the *Emissions Inventory Guidelines*, a list of updates for 2014, a special inventory notice, and additional guidance for completing a 2014 EI.

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

Sincerely,

Kevin Cauble, Manager
Emissions Assessment Section
Air Quality Division
KC/JD/rs

Enclosures

Emissions Inventory (EI) Reporting Options for the 2014 Emissions Inventory

Option One: Submit your emissions inventory questionnaire (EIQ) online using the State of Texas Environmental Electronic Reporting System (STEERS) interactive website (Web entry method)

Regulated entities can submit a 2014 EIQ through the STEERS Web interface. In the Annual Emissions Inventory Report program area of STEERS, regulated entities can choose the “EIQ Entry” option to manually create or update and submit a 2014 EIQ.

Initial emissions inventories can be submitted using the online Web entry method. If the regulated entity has never submitted an EI, please contact the Texas Commission on Environmental Quality (TCEQ) Emissions Assessment Section Help Line at (512) 239-1773 for assistance.

Option Two: Submit an EIQ text file online using STEERS (text file upload method)

Regulated entities can submit a 2014 State of Texas Air Reporting System (STARS)-formatted EIQ text file through the STEERS Web interface. In the Annual Emissions Inventory Report program area of STEERS, regulated entities can choose the “Upload File” option to submit the STARS-formatted EIQ text file. To obtain the 2014 EIQ extract text file for a site, use the following link:

ftp://ftp.tceq.texas.gov/pub/AirQuality/EmissionsAssessment/2014_EIQ_Extract_Files/

PLEASE NOTE: Electronically formatted EI submissions will only be accepted *through the STEERS Web interface*.

Guidance documents and tools for both Web-EI reporting options are available at:

<http://www.tceq.texas.gov/goto/ieas>.

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

Although the TCEQ prefers Web-EI reporting, paper EIQ reports will be accepted for calendar year 2014. 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 2013 calendar year EIQ report and have it sent via e-mail to the requestor to update for calendar year 2014. For more information, please see “Instructions for Obtaining a Printable Copy of the EIQ Report” located at: www.tceq.texas.gov/goto/eiqprint

Information for the 2014 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)-(4) for submitting an EI, or
- the regulated entity is being requested to submit an EI under the special EI provisions of §101.10(b)(3).

The official version of §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 2014 EI, you have been formally notified that the TCEQ is conducting a special EI for lead and ozone precursors under the authority of §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 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 §101.10(a)(1)-(4) 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, 2015, or within 90 days of the request, whichever is later.

2014 Emissions Inventory Guidelines: What's new?

The *2014 Emissions Inventory Guidelines* provides guidance for understanding the emissions inventory reporting requirements and explains how to correctly complete an EI. The Emissions Assessment Section (EAS) Web page (<http://www.tceq.texas.gov/goto/ieas>) provides additional helpful sources such as instructions for Web-EI Reporting and lists of abatement and contaminant codes. Some of the updates and considerations to the *2014 Emissions Inventory Guidelines* include:

- submitting an emissions inventory for permitted but not built facilities (Chapter 1);
- mailing confidential supporting documentation (Chapters 1 and 2);
- clarification of the ozone season formula (Chapter 4);
- clarification on determining emissions from tanks in series (Technical Supplement 6);
- information on the ozone season emissions calculations using the Exploration & Production Tank program (Technical Supplement 6);

- determining potential breathing losses from heated, insulated tanks (Technical Supplement 6);
- information on determining emissions from tanks storing heavy fuel oils (Technical Supplement 6);
- updated Emissions Inventory Checklist (after the table of contents); 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 *2014 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.

The Status of Web-EI Reporting in Texas

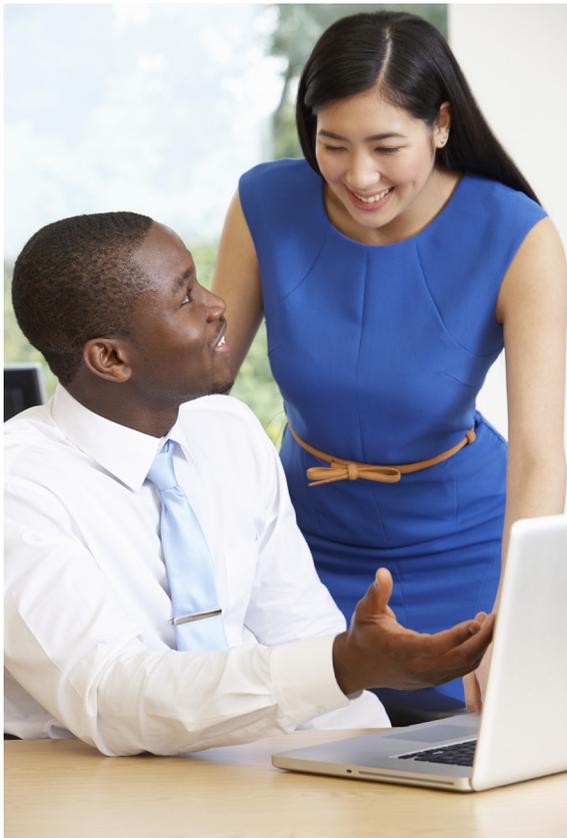
- Nearly 5,000 EIQs have been submitted through the Web.
- Approximately 60 percent of EIQs are submitted through the Web each year.

Customer Reviews

"It's easier to update an inventory using STEERS."

"Using STEERS saved lots of time."

"I actually did like doing the updates online."



For Additional Information

- Refer to the Emissions Inventory Web page: www.tceq.texas.gov/goto/psei/index.html.
- Attend an Emissions Inventory Workshop www.tceq.texas.gov/p2/events.

For Web-EI Questions or Assistance

- EI Help Line: 512-239-1773
- E-mail: psinvent@tceq.texas.gov

For General STEERS Assistance

- STEERS Help Line: 512-239-6925
- E-mail: steers@tceq.texas.gov



Texas Commission on Environmental Quality

The TCEQ is an equal opportunity employer. The agency does not allow discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, or veteran status. In compliance with the Americans with Disabilities Act, this document may be requested in alternate formats by contacting the TCEQ at 512-239-0028, Fax 512-239-4488, or 800-RELAY-TX (TDD), or by writing P.O. Box 13087, Austin, TX 78711-3087.

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How is our customer service?
tceq.texas.gov/customerurvey

Emissions Inventory (EI) Web Reporting

Are paper forms weighing you down?

There's got to be a better way!

Switch to online reporting with STEERS Web-EI!



Take Care OF Texas
TakeCareOfTexas.org

What Is STEERS?

STEERS, or State of Texas Environmental Electronic Reporting System, is a Web reporting system created by us, the Texas Commission on Environmental Quality, or TCEQ, for your use as the owner or operator of a regulated entity. STEERS provides a secure electronic infrastructure for reporting information to us to meet reporting obligations under air, water, and waste.



What Is Web-EI?

The Annual Emissions Inventory Report, or AEIR, is a program area in STEERS for all data related to the Air Emissions Inventory, and is referred to as Web-EI. Using Web-EI reporting, you can submit the annual Emissions Inventory Questionnaire, or EIQ, online. There are two options available—you can either:

- Enter the EIQ data online through the data-entry screens (EIQ Entry).

OR

- Upload a text file that meets our file-format requirements (File Upload).

Frequently Asked Questions: www.tceq.texas.gov/goto/faqstars

Benefits of Web-EI Reporting

- Saves money because there are no associated printing or mailing costs.
 - Promotes efficiency by allowing several people to work on the same inventory anywhere an Internet connection is available.
 - Saves time getting necessary signatures—no mailing to officials is needed.
 - Avoids possible misinterpretation of handwritten data.
 - Improves accuracy and reduces revisions through automated data checks.
 - Generates totals for criteria pollutants.
 - Provides e-mail acknowledgments during the submission process.
 - Provides an electronic copy of the submission record.
 - Satisfies the requirements of our EIQ reporting rule.
 - Provides an easier process for preparing and submitting an initial EI.
- * Helps *Take Care of Texas!*

Web-EI Reporting in Four Easy Steps

