

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 Title 30, Texas Administrative Code (30 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 Section 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 annual emission rates for any of the criteria pollutants. The actual annual emission totals for volatile organic compounds, nitrogen oxides, carbon monoxide, sulfur dioxide, lead, and particulate matter with an aerodynamic diameter of 10 micrometers 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 Signature of 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.
 - Signed Emissions Events Certification (if no emissions events occurred) and Signature of Legally Responsible Party for the CY _____ emissions inventory questionnaire.

- 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 emissions 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 _____