

DRAFT

# **On-line Annual Emissions Inventory Report**

## **User's Guide**





**Table of Contents**

**Overview: The Emissions Inventory Submission System ..... 1**  
    Changing Previously Submitted Inventory Data ..... 1

**Getting Started..... 2**  
    STEERS Access..... 2  
        Security and Recordkeeping ..... 2  
        Navigation Buttons ..... 2  
    Select RN/Account Number ..... 3

**Edit or Add Contact Information..... 3**

**Update Process for the Emissions Inventory..... 4**

**Step 1: Load Data into the Work Area ..... 5**  
    Option 1: EIQ Entry, Interactively Update an EI ..... 5  
        Update the Account-Site ..... 6  
        Update FINs, EPNs, and CINs..... 7  
        Update Emissions..... 9  
        Validation Rules..... 11  
        Adding New FINs, EPNs, and CINs..... 12  
        Deleting New FINs, EPNs, or CINs ..... 13  
        How to Create or Delete a New Path ..... 13  
        How to Add CINs to Existing Paths ..... 14  
    Option 2: Upload File, Using a Single Text File ..... 14  
    The Work Area ..... 16  
        List and Search Work Area..... 16  
        “CRUD” Status of Records in the Work Area..... 17  
        Clear the Work Area ..... 17  
        Report Emissions Events for the Site..... 18

**Step 2: Submitting Data from Work Area ..... 18**  
    Submit Work Area Emissions Inventory Records ..... 18  
    Confirm Work Area Emissions Inventory Records ..... 19

**Step 3: Submit Supporting Documentation..... 19**  
    The Submitted Status and 30 TAC §101.10 ..... 20

**File Upload Into STARS..... 20**

**Tracking and Reviewing Errors..... 20**  
    Tracking ..... 20  
    Error Log..... 20

**Quick-look Summary of Process Status..... 20**

**EI Update Organizational Tips ..... 21**

**Contact Us ..... 22**

**Acronyms..... 22**

**Glossary ..... 23**

## Overview: The Emissions Inventory Submission System

The Web-based Annual Emissions Inventory Report (AEIR) submission system is available for users with a valid State of Texas Electronic Emissions Reporting System (STEERS) account and authorization to update one or more emissions inventory (EI) reports. The user can use this system to submit their annual emissions inventory (EI) update per the requirements of 30 Texas Administrative Code (TAC) §101.10 (relating to Emissions Inventory Requirements).

Four essential steps are required for completing an annual EI update. The user must successfully:

- 1. Select the Reference Number (RN) or Account Number to be updated.**

The user may be able to read data from or update information to more than one RN.

- 2. Load or Enter Data into the Work Area.**

The user has two options for loading data into the STEERS Work Area. In Option 1, the user uses graphical user interfaces (GUI) to update an EI. Each facility identification number (FIN), emission point name (EPN), control identification number (CIN), and emissions are updated in a manner similar to submitting an emissions inventory questionnaire (EIQ) printed on paper. The user can update portions of the EI update over the course of multiple days until a complete update is ready. Limited validation routines help the user complete updates of all required information.

Or

In Option 2, the user can skip the interactive process and load a single text file with all the updates into the Work Area. The file uses the same text format as required when submitting data on diskettes. The file is loaded from the user's workstation into the STEERS Work Area.

- 3. Submit a Complete Emissions Update File From the Work Area.**

After the user has successfully loaded all data into the Work Area, the user submits the data to the Emissions Assessment Section (EAS) for upload into the State of Texas Air Reporting System (STARS.)

- 4. Submit supporting documentation.**

The user submits supporting documentation as required per the provisions of 30 TAC §101.10 for a complete submission.

Additionally, the user can view and save a copy of the data sent to the TCEQ, track file activities, and view and save any error logs. The user can update contact name, address and phone number for the site.

### ***Changing Previously Submitted Inventory Data***

The user cannot change certain FIN, EPN, and CIN data, such as labels and profiles, using this system. Previously submitted emissions data are displayed as "read only." Please contact the EAS at 512-239-1773 for changes to these data.

## Getting Started

Each user must have a STEERS account number to submit an EI update to the TCEQ. The STEERS account number is associated with the user while the RN is associated with the site. The 7-digit air account number, associated with the site, is also available.

From the STEERS Home page, select the “Annual Emissions Inventory (AEIR)” program area from the drop-down box. The drop-down box lists program choices associated with each user. If this program area selection is not listed, please contact STEERS help. After selecting the AEIR program area, the RNs that the user is authorized to update will be listed. A user may be authorized to update the inventory for more than one RN.

## STEERS Access

The user must have a STEERS account and password to submit an EI update through the web. The STEERS home page and user help documentation are available at <http://www.tceq.state.tx.us/permitting/steers/steers.html>. Access to data can be granted for “read and edit” only. A “submit” level is for individuals with direct signature authority to submit data on behalf of the site. Because the AEIR data are reported to comply with environmental regulations, the user who submits data through the STEERS must have the appropriate authority to submit EI data.

An official at the regulated entity must sign and return the STEERS participation agreement (SPA) to get a STEERS account number and a password. New accounts are probationary and users have limited access until the STEERS program receives either a signed hard copy or an electronically signed SPA using the account holder’s Texas driver’s license. The user must submit a signed SPA to STEERS to obtain access to the EI files for account numbers added to STEERS. Please contact the STEERS helpline 512-239-6925 or by e-mail at [steers@tceq.state.tx.us](mailto:steers@tceq.state.tx.us) for questions or problems accessing the STEERS webpage.

## Security and Recordkeeping

Two STEERS system features help with the security and recordkeeping of data submitted to the TCEQ. The first feature, the Copy of Record (COR), is the user's receipt of the data submitted to TCEQ. It is a copy of the data at the time of submission and contains:

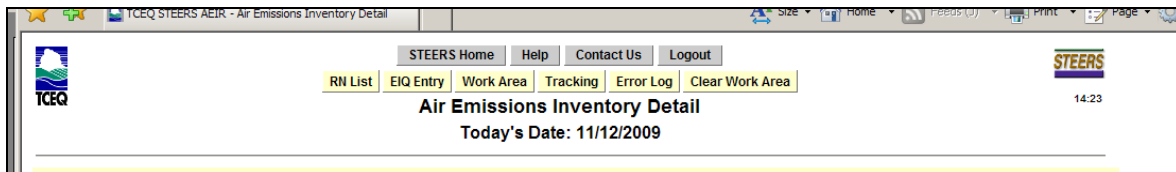
- Data and identifying tags,
- Name of the person who submitted the data,
- Date and time of the submission,
- Internet protocol (IP) address from where the data was submitted,
- Certification statement for the report,
- Confirmation number, and
- Hash code.

The second feature is the time-out clock. The system logs the user out if data are not saved or a new page accessed in a 15-minute period.

## Navigation Buttons

Navigation between windows in all STEERS applications is through the Navigation buttons located at the top of a screen. The first row of buttons includes the **STEERS Home**, **STEERS**

**HELP**, **Contact Us**, and **Logout** buttons. The second row of buttons navigates between AEIR windows. The system does not display all buttons at all times. The status of the file being processed and the security access of the user will determine which buttons are displayed.



**Figure 1: Navigation Buttons**

**Important Note: Use the navigation buttons. Added or changed data may not be saved if the browser “Back” button is used.**

### **Select RN/Account Number**

Each site has both a unique RN and a unique account number. Access to edit and submit functions are limited by the user’s security level: read, update, or submit. The **Annual Emissions Inventory Report** page lists all the STARS account numbers and RNs associated with the STEERS user. From this list, the user will select the RN to:

- Update and submit an emissions inventory file;
- View details of the account;
- Add, edit, and submit contact information changes;
- View and download any error logs; or
- View file tracking information.

### **Edit or Add Contact Information**

The user may update emissions inventory contact information using the “Air Emissions Inventory Detail” page. Select the “**Edit**” button to make any changes. Please note that the system only allows the user to submit contact information changes to STARS once a day. If no contact information is available in STARS or the STEERS Work Area, the “**Add**” button is displayed on the bottom of the page.

Items marked with an asterisk are required. Indicate, at the bottom of the page, if the changes are updates to the same contact or an addition of a new contact. Examples of ‘same contact’ may be a new mailing address or name change for an existing contact.

Organization Name: DOR - MIDCONE AREA

**Current STARS Emissions Inventory Contact :**

Name (First, Last): \* J Jameson

Name (Middle, Suffix): J

Title: PRINCIPAL ENVIRONMENTAL SPE

Mailing Addr. (Line1 Line2): \* 370 187TH ST STE 250

City: Housont State: TX Zip Code: 80202

Business Addr. (Line1 Line2):

City: State: Zip Code:

Phone: \* 210 - 210 - 1714 , ext.

Fax: - -

Email: JJAMESON@SPIDERMANROCKS

\*  I am the same Contact  I am a New Contact

**Figure 2: Sample Update for Contact Change on Edit Emissions Inventory Contact**

The user has two choices when saving the added or changed data. Select:

- **“Save”** to store the data in the STEERS Work Area until the file is submitted, or
- **“Save and Submit”** button to submit the data to STARS. Selecting this button starts the submission process for uploading the contact data to both the STEERS Work Area and to the STARS database. The system will request certification of the changes on submitted data. To certify these changes, enter the STEERS password and select the **“Confirm Submit”** button.

On this page, the user can also decide how the emissions inventory information will be loaded into the STEERS Work Area. To submit a single text file, select the **“Upload File”** navigation button. Selection of the **“EIQ Entry”** navigation button allows interactive entry through GUI windows.

## Update Process for the Emissions Inventory

At the beginning of the update process each year, the EAS staff extracts the EI files from the STARS database and places them on the web system. A file is ready for update if the emissions inventory status field says **“EXTRACTED”** in the banner and either or both the **“Upload File”** and **“EIQ Entry”** buttons appear.

The user must successfully complete the following steps to electronically submit an updated file over the web to the TCEQ:

1. **Upload data into the Work Area using one of the two available options.** The first option (EIQ Entry) allows the user to use their web browser to update EI data in a STEERS Work Area in multiple work sessions. Users update and save data in the Work Area until it is complete and ready for submission. A second option (Upload File) allows a single updated file to be loaded from a workstation into the STEERS Work Area. The system checks the file format as part of the upload process.
2. **Submit the updated data or file from the Work Area into the STARS system.** The system validates this file for completeness as part of the submission process.

Supporting documentation and successful completion of both steps are required for the EI to be considered submitted per the reporting requirements of TAC §101.10 (relating to Emissions Inventory Requirements.)

After saving any data (other than contact information) into the Work Area, the user will be restricted to completing the update process in the same manner it started, unless the Work Area is cleared. Thus, only one of the “**Upload File**” or “**EIQ Entry**” buttons will remain available after the first time “**Save**” is selected. Clearing the Work Area is essentially a “start-over” process and should be used with care.

In a final step, the EAS staff will upload the validated file into the STARS database. As part of this process, the data are subject to additional quality review and the user may be contacted with questions.

## **Step 1: Load Data into the Work Area**

The user may choose either of two options for updating data into the STEERS Work Area. From the EIQ Entry window, the user chooses the method of data loading by selecting one of two navigation pushbuttons: “**EIQ Entry**” or “**Upload File**”.

- **EIQ Entry.** This process allows entry of data for each piece of equipment and all the emissions through graphical user interface (GUI) windows. The user may save data in the Work Area in one or more work sessions until all data are updated. Users who have historically submitted EI updates on paper may prefer this process.
- **Upload File.** A single data text file can be loaded from the user’s personal computer. This file is a complete update of the emissions inventory. Past users who have submitted updated EIs on diskettes may prefer to use this process.

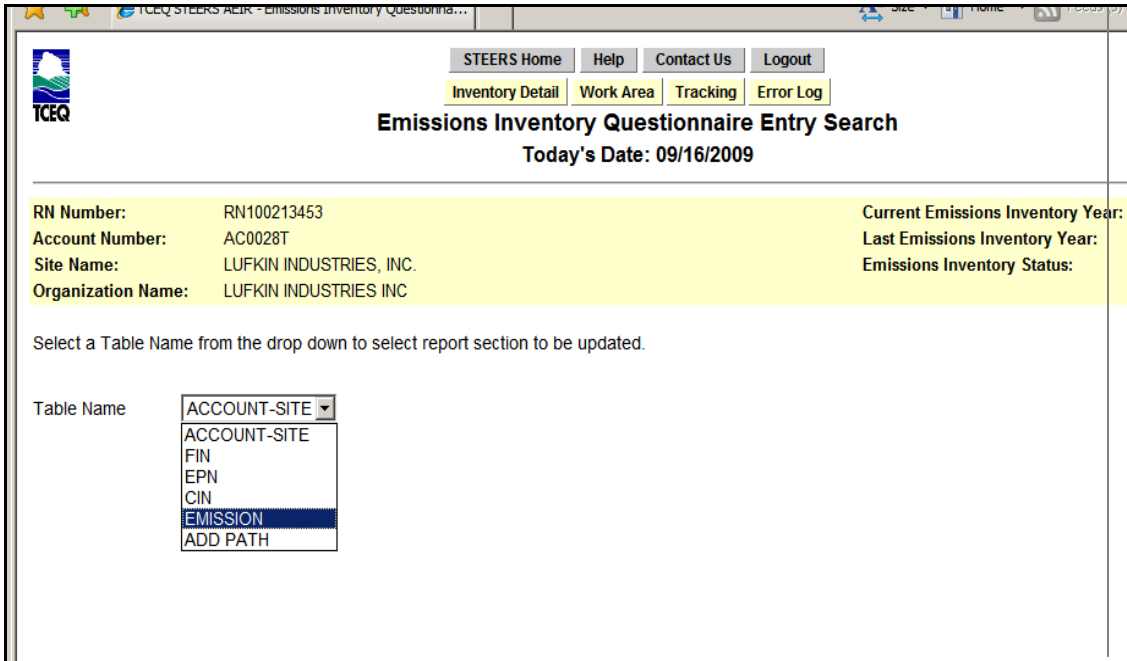
Regardless of the method chosen to load data into the Work Area, the Emissions Inventory Status field must list “EXTRACTED” in the banner at the start of the process. The “**Upload File**” and/or “**EIQ Entry**” navigation buttons must be available at the top of the **Air Emissions Inventory Detail** page. Contact the EAS helpline if the buttons are not available or the status does not list “EXTRACTED.”

After the user has started one of the two processes for update, either by selecting a file to be uploaded or entering some update data into the Work Area, the other update option is removed. For example, if an emission point parameter is saved into the Work Area using the interactive GUI system, the option to upload a single text file is removed and the “**Update File**” button is no longer available. The user must finish by updating each piece of equipment through the interactive GUI windows. The only way to change update methods is to clear the Work Area first and start over.

### ***Option 1: EIQ Entry, Interactively Update an EI***

After selecting the “**EIQ Entry**” pushbutton, the user will see the **EIQ Entry Search** page. The page contains a drop-down box, allowing access to any of the tables or report sections. The user can access previous information and provides updates for existing equipment in the “Account-

Site”, “FIN,” “EPN,” “CIN,” and “Emissions” sections. The user also can add new equipment from each of the “FIN”, “EPN”, and “CIN” sections. The “Add Path” section allows the user to create new paths (associations) between new or existing equipment. The user must add at least one contaminant with emissions on any new path.



**Figure 3: Emissions Inventory Questionnaire Entry Search Page Showing Table Names in the Drop-Down Box**

Both the “**Upload File**” and “**EIQ Entry**” buttons are available until the user chooses an update method. If a file is uploaded using “**Upload File**” option, **EIQ Entry**” will be disabled. If data are entered using “**EIQ Entry**,” the “**Upload File**” option will be disabled.

The user may select and update the sections in any order or may partially complete one and move to another. However, each table must be fully updated prior to submission. Access the table by selecting a table name and “**Search.**” The system allows the user to save work-in-progress in the Work Area.

### Update the Account-Site

The system displays account and site information on this page. Enterable fields are under the “New Value” column. The data listed under the “Previous Value” column are read-only with values from the previously updated inventory.

Because the operating parameters at a site do not change often, for the user’s convenience, many of the new values are pre-filled with the previously submitted values. The user must opt to change any or all values or approve them as appropriate for the current year by selecting “**Save.**”

To change any data, the user enters a value in the box following the item and selects “**Save**.” More than one item can be updated prior to selecting the “**Save**” button. The user must update all mandatory fields. Because the number of emission events and scheduled maintenance and start-up shutdown activities (SMSS) typically vary from year to year at a site, these fields are not pre-filled and must be entered by the user.

If the user chooses a new table (section) without selecting “**Save**,” any updated information is not saved into the Work Area and this section of the EI report will remain incomplete. The user must completely update all sections; the system will not allow submission of an incomplete EI report.

STEERS Home | Help | Contact Us | Logout

Inventory Detail | **EIQ Entry** | Work Area | Tracking | Error Log

**STEERS** 14:21

**Edit Site Information**  
Today's Date: 11/12/2009

RN Number: RN100213503      Current Emissions Inventory Year: 2009  
 Account Number: MR0049F      Last Emissions Inventory Year: 2008  
 Site Name: BELVA BOOSTER      Emissions Inventory Status: EXTRACTED  
 Organization Name: DCP MIDSTREAM LP

**Site Detail**

Primary SIC: 1311      Primary SIC Name: CRUDE PETROLEUM & NATURAL GAS  
 UTM Zone: 14      UTM North Meters: 3978765.000  
                          UTM East Meters: 255957.000

Verify or update new value and save.

Attribute Name	Previous Value	New Value
Hours Per Day	24	<input type="text" value="24"/>
Days Per Week	7	<input type="text" value="7"/>
Weeks Per Year	52	<input type="text" value="52"/>
Annual Operating Hours	8760	<input type="text" value="8760"/>
Spring Percentage	25	<input type="text" value="25"/>
Summer Percentage	25	<input type="text" value="25"/>
Fall Percentage	25	<input type="text" value="25"/>
Winter Percentage	25	<input type="text" value="25"/>
Annual Number of Reportable Emission Events		<input type="text"/>
Annual Number of Non-reportable Emission Events		<input type="text"/>
Annual Number of Reportable SMSS Events		<input type="text"/>
Annual Number of Non-reportable SMSS Events		<input type="text"/>
Annual Opacity Event Total		<input type="text"/>

Save    Cancel

\* Mandatory field

**Figure 4: Edit Site Information Page Showing New Value Entry Fields**

## Update FINs, EPNs, and CINs

Equipment can be updated in any order. From the **Emissions Inventory Questionnaire Entry Search** page, select the desired table for FINs, EPNs, or CINs from the drop-down menu. An alphanumeric list of the selected equipment is shown on the list page. It can be sorted by FIN, EPN, CIN, NAME, Profile, or Work Area Status by selecting the respective column headers.

After a list page is first opened, the “Work Area Status” column will be blank. The system tracks work-in-progress by updating the “Work Area Status” after each equipment update is saved. The user must update all the equipment (FINs, EPNs, and CINs) in each table or, if the data remains valid from the previously submitted data, select the “No Change” box.

Select a FIN to update. If updates are not needed for a FIN, "No Change" may be selected.  
Save selections before leaving page.

1-13 of 13 Records

<a href="#">FIN</a>	<a href="#">FIN Name</a>	<a href="#">Profile</a>	<a href="#">Status</a> ▲	<a href="#">No Change</a>	<a href="#">Work Area Status</a>	<a href="#">Remove</a>
<a href="#">ENG1</a>	ENGINE 1100 HP SUPERIOR JOY "8GTLA PB168012"	I.C. ENGINE	ACTIVE	<input type="checkbox"/>		
<a href="#">ENG2</a>	ENGINE 2-560 HP WAUKESHA JOY "L7042 PB 169221"	I.C. ENGINE	ACTIVE	<input type="checkbox"/>		
<a href="#">ENG3</a>	ENGINE 3-520 HP SUPERIOR JOY "8G825 PB169043"	I.C. ENGINE	ACTIVE	<input type="checkbox"/>		
<a href="#">ENG4</a>	ENGINE 4-520 HP SUPERIOR JOY "8G825 PB169837"	I.C. ENGINE	ACTIVE	<input type="checkbox"/>		
<a href="#">ENG5</a>	ENGINE 5-580 HP SUPERIOR JOY "8G825 PB169739"	I.C. ENGINE	ACTIVE	<input type="checkbox"/>		
<a href="#">ENG6</a>	ENGINE 6-580 HP SUPERIOR JOY "8G825 PB169738"	I.C. ENGINE	ACTIVE	<input type="checkbox"/>		
<a href="#">ENG7</a>	ENGINE 7-580 HP SUPERIOR JOY "8G825 PB169367"	I.C. ENGINE	ACTIVE	<input type="checkbox"/>		
<a href="#">FUG1</a>	COMPONENT FUGITIVES	EQUIPMENT LEAK FUGITIVES	ACTIVE	<input type="checkbox"/>		
<a href="#">GEN-01</a>	GENERATOR ENGINE-EMERGENCY	I.C. ENGINE	ACTIVE	<input type="checkbox"/>		
<a href="#">L-1</a>	CONDENSATE LOADOUT	TANK TRUCK	ACTIVE	<input type="checkbox"/>		
<a href="#">PROC 1</a>	PROCESS AREA 1	OTHER VOC PROCESSES	ACTIVE	<input type="checkbox"/>		
<a href="#">TIKSLP1</a>	250-BBL., CONDENSATE TANK #1	VERTICAL FIXED ROOF TANK	ACTIVE	<input type="checkbox"/>		
<a href="#">TIKSLP2</a>	50-BBL., CONDENSATE TANK #2	VERTICAL FIXED ROOF TANK	ACTIVE	<input type="checkbox"/>		

**Figure 5: Example of List Page for FINs**

Because the parameters of a piece of equipment at a site do not change often, for the user's convenience, new values are pre-filled with the previous year's values. If the data remains correct, the user may select the "No Change" option for any number of pieces of equipment from the list. The user must select the "Save" button before paging or the "No Change" selections will not be saved. The Work Area Status will indicate "No Changes" and the "No Change" check box is disabled.

Selecting the equipment name will list detailed information for the selected equipment. The user may make and save changes on this detail page. If the user makes any change to a record through the detail page, the "No Changes" checkbox will be disabled.

EPN Detail		
<b>EPN:</b> GEN-01	<b>Name:</b> EMERGENCY GENERATOR	
<b>Profile:</b> STACK		
Verify or update new value and save.		
Attribute Name	Previous Value	New Value
UTM Zone	14	* 14 - Zone 14 ▼
UTM North Meters	3978748	* 3978748
UTM East Meters	255978	* 255978
Diameter (FEET)	0.25	* 0.25
Height (FEET)	6	* 6
Velocity (FT/SEC)	50	* 50
Temperature (DEG F)	500	* 500
Horizontal Discharge	N	* N - NO ▼
Moisture Percent (%)		* <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		
* Mandatory field		

**Figure 6: Example of an EPN Detail Page for a Stack**

The user can select the equipment to make changes or view the parameters for a piece of equipment. The detail window for the selected equipment will open. For the user's convenience, the new values are pre-filled with the previous year's values. If any of these values are no longer valid, the user enters any changed values into the entry boxes under the "New Value" column. Some fields may remain unpopulated because the data do not exist in STARS. All mandatory fields must be updated before selecting "Save." The Work Area Status will indicate "Updated."

The user can still make changes to a piece of equipment that has been marked "No Changes" by selecting the equipment from the list and making any change in the detail page. The Work Area Status will then indicate "Updated." After a change is made on any equipment, the "No Changes" option will be disabled.

The user must update all equipment. The Work Area status remains blank until either the data are changed through the detail window or the "No Changes" check box is selected. The Work Area Status column will indicate "Updated" or "No Changes" on all updated equipment. The FIN, EPN, or CIN has not been updated if the field is blank.

The user cannot change the name of the FIN, EPN, or CIN, the EPN profile type, abatement name, and previous values using this system. Additionally, the user cannot change certain information such as SCC, FIN group or profile using this system. Please contact the EAS to request changes to these types of information.

## Update Emissions

The user must update all emissions for each path (FIN/EPN pairing). The user also enters emissions from maintenance and emissions events in this section. The user can also add new contaminants to any path using this system. Ozone season rates are not required for sites in certain counties. Enter a zero if no rate is required. The system will not accept a blank ozone emissions record.

Select the Emission table from the drop-down on the **Emissions Inventory Questionnaire Entry Search** page. This page lists all the paths for the site and the Work Area Status for each path. The page also indicates with a "Y" or "N" link if a control device (CIN) exists for the path. Selecting link under the CIN column will provide the name of all of the control devices associated with the path. Also on this page, the user may remove any newly created paths from the Work Area. This option is restricted to removing paths from the Work Area that have not been updated into STARS.

Select a FIN or an EPN to update Path Emissions.

Page 1 2 > 1-20 of 30 Records

<a href="#">FIN</a>	<a href="#">FIN Name</a>	<a href="#">EPN</a>	<a href="#">EPN Name</a>	<a href="#">CIN</a>	<a href="#">Work Area Status</a>	<a href="#">Remove</a>
<a href="#">S-10</a>	ASSEMBLY / COATING AREA RUST PREVENTATIVE FACILITY	<a href="#">S-10</a>	ASSEMBLY / COATING AREA RUST PREVENTATIVE FACILITY	<a href="#">N</a>		
<a href="#">S-14</a>	WOOD CUTTING FACILITY	<a href="#">S-14</a>	WOOD CUTTING FACILITY	<a href="#">N</a>		
<a href="#">S-15</a>	ASSEMBLY / SACK PARTS RUST PREVENTATIVE FACILITY	<a href="#">S-15</a>	ASSEMBLY / SACK PARTS RUST PREVENTATIVE FACILITY	<a href="#">N</a>		
<a href="#">S-16</a>	COOLING TOWER #1 (NON- ENCLOSED)	<a href="#">S-16</a>	COOLING TOWER # 1 (NON-ENCLOSED)	<a href="#">N</a>		
<a href="#">S-17</a>	COOLING TOWER # 2 (ENCLOSED)	<a href="#">S-17</a>	COOLING TOWER # 2 (ENCLOSED)	<a href="#">N</a>		
<a href="#">S-18</a>	COMFORT AIR CONDITIONING	<a href="#">S-18</a>	COMFORT AIR CONDITIONING	<a href="#">N</a>		
<a href="#">S-19</a>	FABRICATION FACILITY	<a href="#">S-19</a>	FABRICATION FACILITY	<a href="#">N</a>		
<a href="#">S-20</a>	METAL OIL TRAILER FACILITY	<a href="#">S-20</a>	METAL OIL TRAILER FACILITY	<a href="#">N</a>		

**Figure 7: Example of FIN/EPN Paths for a Site**

The Work Area status column reflects the status of the update for each path. The Work Area Status column remains blank until emissions are entered for a path. The column will indicate “In Progress” if the user is in the process of updating the emissions for a path and has not selected the “Save” button. After the user selects the “Save” button, the system will initiate a validation routine. If an attempt to validate has been unsuccessful, the Work Area column will indicate “Error.” The column will indicate “Updated” for a selected path after a successful validation.

The user can pick a path by selecting either the FIN or EPN label in a row. The number of contaminants associated with a path are listed on the **Edit Emissions Information** page. More than one page of contaminants for each path may be available.

**Emission Detail**  
 FIN: S-107      Name: TANK 107  
 EPN: S-107      Name: TANK 107

13 Contaminant(s) Exist.  
 Emissions for all contaminants must be updated. Click 'Rollover' if emissions are unchanged from previous value.  
 Only newly added contaminants may be removed.

Code	Contaminant	Determination Method	Previous		Previous		SMSS (TPY)	EE (TPY)	Remove
			Annual (TPY)	Annual (TPY)	Ozone (PPD)	Ozone (PPD)			
50001	VOC-UNCLASSIFIED	AP-42	10.6087		57.9700		0.0000	0.0000	Rollover
52416	TRIMETHYL BENZENE, 1,2,4-	AP-42	0.0029		0.0158		0.0000	0.0000	Rollover
52420	BENZENE	AP-42	0.0788		0.4305		0.0000	0.0000	Rollover
52440	CUMENE	AP-42	0.0004		0.0021		0.0000	0.0000	Rollover
52450	ETHYL BENZENE	AP-42	0.0069		0.0377		0.0000	0.0000	Rollover

Add Contaminant   Save   Cancel   Next Page

\* Mandatory field

Done   Internet   100%

**Figure 8: Edit Emissions Information for a FIN/EPN Path**

The previously reported annual and, if any, ozone season emissions will be displayed on this page under the Previous columns. If any values are incorrect, please contact the EAS for guidance on correcting the values. The annual and ozone season emissions will be defaulted to blank on initial opening of the window. The shutdown, maintenance, and scheduled start-up (SMSS) and emission event (EE) emissions will be defaulted to “0.”

In some cases, the user may determine that the current year’s emissions have not changed from the previous year’s emissions. For users with JavaScript® enabled in the browser, a “Rollover” function is available. If the user selects the “Rollover” pushbutton, the current year’s annual and ozone season values will be set to the previous year’s values for the selected row. There is no function to “Rollover” the entire path’s emissions.

The user can delete any newly added contaminant from the Work Area by marking the “Remove” check box. The system will not allow the user to delete any contaminant that is no longer valid; mark all emissions for invalid contaminants as zero. After an emissions record is submitted to the STARS database, it cannot be removed using this system.

Paging without data loss is available if more contaminants exist than can fit on a single page by

selecting “**Next Page**” or “**Previous Page.**” Selecting “**Next Page**” or “**Previous Page**” also places the “In Progress” status in the Work Area Status column.

Selecting “**Save**” initiates a validation routine prior to saving this path’s emissions data to the Work Area. If the validation routine fails, the status is listed as “Error” on the Work Area column on the **Emissions List** page. The user must correct all errors before submitting the EI from the Work Area. The validation routine is not performed on data until the user selects “**Save.**” Paging does not validate the data. The system will not allow data to be submitted to the TCEQ until all the emission data are saved without any validation errors.

### **Validation Rules:**

After the user selects “**Save,**” the system initiates a basic validation routine on the emissions for the path. Errors may be detected if an incomplete update of the emissions for a path is detected. Therefore, it is recommended that all emissions records on the selected path be added or updated before selecting “**Save.**” If errors are listed because of incomplete entry, the user should finish the entry process before selecting “**Save**” again. Paging does not save the data, nor initiate the validation process, but will “hold” the updated emissions values until “**Save**” is selected.

Basic validation includes:

- Total suspended particulates (TSP) are greater than or equal to particulate matter less than 10 microns (PM<sub>10</sub>). In turn, the PM<sub>10</sub> is greater than or equal to the fine particulate matter less than 2.5 microns (PM<sub>2.5</sub>). (Or  $TSP \geq PM_{10} \geq PM_{2.5}$ .)
- If an emissions value is entered for a PM<sub>10</sub> contaminant code series, a corresponding value that is greater than or equal to that in the TSP contaminant code series must be reported.

### **Add Emissions Records**

The user can add new emissions records by selecting the “**Add Contaminant**” button. Each contaminant must have its own row of records. The system is able to search contaminants and start a new row on the emissions page with the selected contaminant. The user then enters emissions rates into the entry fields. This process is repeated for all additional contaminants. If a contaminant cannot be found, please contact the EAS for guidance.

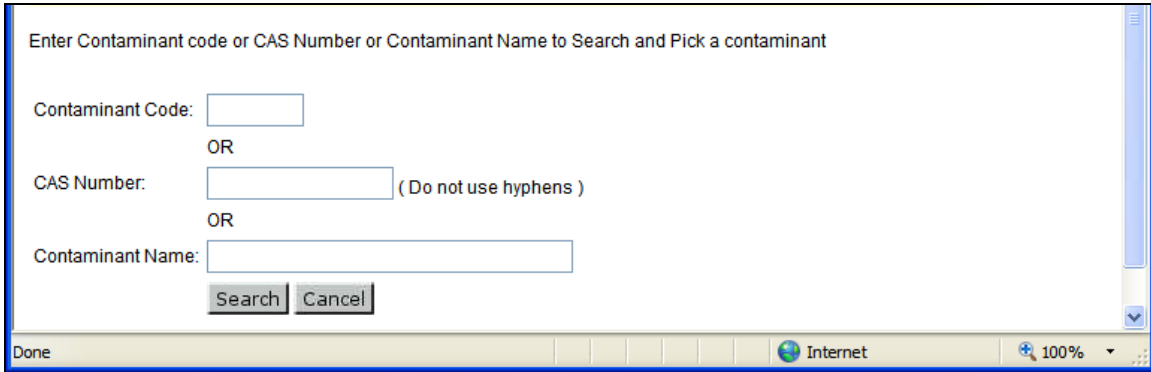
### **Search for a Contaminant**

The user can search for contaminant information using one of three criteria: the contaminant code, the contaminant name, or the Chemical Abstracts Service (CAS) number. If more than one criterion is entered for the search, the search will use the first one listed on the window.

Contaminant name search is a wild card search. For example, searching for alcohol will return contaminants with alcohol anywhere in the name. If no contaminants exist for the provided search criteria, the window will list all the contaminants in the database. The list will not display contaminants already reported on the path.

If the user selects a contaminant code record, the system will return to the **Edit Emission**

**Information** page with the selected contaminant entered into the next row.



The screenshot shows a web-based search interface. At the top, it says "Enter Contaminant code or CAS Number or Contaminant Name to Search and Pick a contaminant". Below this are three input fields: "Contaminant Code:" with a text box, "OR", "CAS Number:" with a text box and a note "( Do not use hyphens )", "OR", and "Contaminant Name:" with a larger text box. At the bottom of the form are "Search" and "Cancel" buttons. The browser's address bar shows "Internet" and "100%".

**Figure 9: Search Function is Available for Finding Contaminants and Codes**

### **Adding New FINs, EPNs, and CINs**

The user can add new equipment to the emissions inventory. Only FINs with an active status can be added. All new equipment must be associated with another piece of equipment in a path. The system does not allow the user to submit an inventory with any unassociated equipment (often referred to as floaters).

To add equipment, select the appropriate area of the inventory (FIN, EPN, or CIN) name from the drop-down list on the **Emissions Inventory Questionnaire Entry Search** page. For example, to add a new FIN to the inventory, the user selects the FIN table from the dropdown list. The system will display the **FIN List** page. To add equipment, the user will:

1. Select the “**Add FIN**”, “**Add EPN**”, or “**Add CIN**” button at the bottom of the **List** page, and,
2. Label and name the FIN, EPN, or CIN. Each FIN must be uniquely named; each EPN must be uniquely named; and each CIN must be uniquely named.

When adding FINs and EPNs:

3. Select a Profile from the drop-down.
4. Select the “**Next**” button to display characteristics unique to the type of FIN or EPN.
5. For FINs, select the **Select SCC** button and select the appropriate code.

Or, if adding CINs, select the “**Select Abatement**” button.

The system lists available Source Classification Codes (SCC) and Abatement codes. To some extent, the SCC is prescreened to list only valid SCC for a profile. If more than one criterion is entered, the search will use the first value entered. The SCC description search is a wild card search. For example, searching for electric will return descriptions with electric anywhere in the name. If no description exists for the provided search criteria, the window will list all the SCC in the database.

Complete all required information. Select the “**Save**” button to save the newly created FIN, EPN, or CIN information into the Work Area.

**Important Note: Each added FIN, EPN, or CIN must be placed on a path. The path must have one FIN, one EPN, one or more emissions records, and, optionally, one or more CINs.**

## **Deleting New FINs, EPNs, or CINs**

The user can remove newly created FINs, EPNs, or CINs by selecting the “**Delete**” button on the **FIN, EPN, or CIN List** page or at the bottom of a detail page. Any FINs, EPNs, or CINs listed in the Work Area not submitted to the EAS in any previous emissions inventory can be deleted.

The system will take three actions if the deleted FIN, EPN, or CIN is associated in a new path.

1. The equipment will be removed from the Work Area,
2. The path will be dissolved, and
3. The emissions on the path will be deleted from the Work Area.

The system will not remove any other new FIN, EPN, or CIN associated with the path or the deleted equipment. Associated equipment is not deleted from the Work Area until specifically deleted in a separate step.

The system obtains existing data, shown on these windows, from STARS. These data may have history or other constraints preventing a deletion. Please contact the EAS if any existing FINs, EPNs, or CINs need to be removed from the inventory

## **How to Create or Delete a New Path**

The user can add new paths by associating an existing or newly created FIN and EPN. The path optionally includes one or more CINs and must include one or more emissions records. To create a path, the user selects the FINs, EPNs, or CINs from the Work Area. Thus, before any FIN, EPN, or CIN can be included in a path, it must first be created or updated and saved into the Work Area.

The user may create a new path using the following steps.

1. Select "Add Path" in the drop-down on the **Emissions Inventory Questionnaire Entry** Page.
2. Select the “**Select FIN**” button to search a list of FINs in the Work Area.
3. Select the “**Select EPN**” button for an EPN in the Work Area. The system only displays EPNs not already associated with the FIN in a path. The user may select either the FIN or EPN first.
4. Optionally, the user may add one or more CINs to the path. Select the **Select CIN** button to search for CINs saved in the Work Area. Check all that apply and select “**Add Selected CINs**”.
5. Add at least one emissions and contaminant record by selecting “**Add Emissions**” button to start this process.

**Important Note: The system will not create a path if the process is canceled before the user adds and saves an emissions record.**

The user can delete new paths from the Work Area. Because only newly created paths can be deleted from the Work Area, the system displays the “**Delete**” button only for new paths. Select the “**Delete**” box to remove the path between a FIN and EPN. Because the emissions are associated with the path, emissions reported on the selected path will be also be deleted from the Work Area. With this function, the user is deleting the path or the association between two pieces of equipment. The FIN, EPN, and, if applicable, CIN will not be deleted unless deleted in a separate specific step. To remove any equipment from the Work Area, the user must proceed to the FIN, EPN, or CIN lists and select the item.

The system does not allow the user to delete an existing path. These paths have emissions history or other constraints preventing a deletion. Please contact the EAS to request deletion of existing paths from the inventory.

## **How to Add CINs to Existing Paths**

The user can add control devices listed in the Work Area to existing paths. These paths are listed on the Emission table. Select the Emission table from the Table Name dropdown on the **Emissions Inventory Questionnaire Entry Search** page. Existence of control devices as part of the path is indicated by yes (Y) or no (N).” The user can select this indicator to obtain more information about any CIN(s) associated with the path.

1. Select the Emission table in the drop-down on the **Emissions Inventory Questionnaire Entry Search** page.
2. Select the Y or N indicator under the CIN column for a particular path.
3. Select the “**Select CIN**” button to go to the **Select CIN** page.
4. Select one or more CINs to add to the path.
5. Select “**Add Selected CINs**” button on the **Select CIN** page
6. Select “**Save**” on the Add/Delete CINs form Path page.

## **Option 2: Upload File, Using a Single Text File**

A user not wanting to update each FIN, EPN, CIN, and emissions record on-line, may prefer to upload a single text file to the Work Area. The EAS will accept a single text file through STEERS. Any user with a valid STEERS account may use this option.

The user will complete these steps to upload a file to the STEERS Work Area:

1. Select an air account number/RN by selecting its link.
2. Select the “**Upload File**” navigation button.
3. Browse for or type in the full address of the file to be uploaded. The EI update file name must include the same RN selected in the **Air Emissions Inventory Report** page. The file name is also listed in the banner at the top of the **Upload Air Emissions Inventory File** page. The file name format is RN123456789\_UPLOAD.txt.

STEERS Home | Help | Contact Us | Logout

Inventory Detail | EIQ Entry | Work Area | Tracking | Error Log

**Upload Air Emissions Inventory File**  
Today's Date: 11/12/2009

RN Number:	RN100213503	Current Emissions Inventory Year:	2009
Account Number:	MR0049F	Last Emissions Inventory Year:	2008
Site Name:	BELVA BOOSTER	Emissions Inventory Status:	EXTRACTED
Organization Name:	DCP MIDSTREAM LP		

Press browse and select the file you want to upload. Then press the "Upload File" button. To be accepted, the file cannot exceed 13 MB in size, must be [ASCII text, Pipe delimited format](#), and the file name should be RN100213503\_UPLOAD.txt. Imported files are placed in a queue to process.

File to be uploaded:

**Figure 10: Reference Number (RN) in File Address Matches RN in Banner**

The file must be ASCII text and pipe delimited and must match the format of this file in the *Stars Electronic Reporting Users Guide* at <http://www.tceq.state.tx.us/implementation/air/industei/psei/psei.html>. Copies of the format and documentation can be obtained by contacting the emissions inventory helpline at 512-239-1773 or by e-mail at [psinvent@tceq.state.tx.us](mailto:psinvent@tceq.state.tx.us).

4. Select “**Upload File**” button to load the EI file into the STEERS Work Area.

Selecting “**Upload File**” starts the process for loading the selected file into the Work Area. The EI file is placed in a queue for basic file validations. These basic validations include format of the fields. The status in the banner will indicate IMPORTING.

The amount of time it takes to process the EI file depends on file size and current database activity. Loading the EI file into the STEERS Work Area may take overnight during heavy traffic.

The contact listed in STARS for the EI will receive an e-mail summarizing the results of the upload attempt. The user can also view or download errors from the Error Log. The status of the EI, as displayed on the Inventory Detail page banner, will be one of the following:

- **IMPORTING.** The file is in the queue waiting for processing.
- **IMPORTED.** The EI data file is successfully loaded into the Work Area. *This step does not complete the submission of data to the EAS.* The next step is to submit the EI data file from the Work Area to STARS.
- **IMPORT ERROR.** Errors were detected in the EI file and it was not imported. The errors are viewed by selecting the “Error Log,” the Import Errors in the drop-down, and then Search. **The user must correct ALL errors before reloading the EI file (repeat steps 2-4).**

View the status of the EI file submission on-line by selecting the import log link, the program area, (AEIR), and the account number/RN. A successfully imported file lists “Processed” in the Status column.

Home Logout Contact Us Help

My Account Activity Submissions File Imports

TCEQ STEERS

Search Results for Import Log 14:46

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Your Search Returned 1 Records - [Search Again?](#)

1-1 of 1 Records

<a href="#">Upload Date</a> ▼	<a href="#">Area</a>	<a href="#">Facility</a>	<a href="#">Account</a>	<a href="#">Status</a>
11/12/2007 12:22:54	Air Emissions Inventory Report	RN100213503	ER000622	Processed

Result: 1225 records received, 1225 records imported successfully.

---

**The following search criteria was entered:**  
 Program Area: AEIR  
 Facility: 'RN100213503'  
 Areas: 'AIR EMISSIONS INVENTORY REPORT'  
 Month: November  
 Year: 2007

**Figure 11: Import Log Search Shows Processed in Status Column**

## ***The Work Area***

Data in the Work Area can be listed, searched, or cleared. After the EI file was successfully loaded into the Work Area, either by the EIQ process or by uploading a single text file, the status in the banner will say IMPORTED and the “**Work Area**” button appears on the **Air Emissions Inventory Detail** page. The user can list the records in the Work Area prior to submitting them. Saved data can also be reviewed in the Work Area at any time during the EIQ Entry process. The user can review records by selecting the “**Work Area**” button from the bottom row of the navigation buttons.

### **List and Search Work Area**

The user can review inventory records prior to submitting them with the functions on the **List Work Area Emissions Inventory Records** page. Sort the records alphabetically by selecting the field header. Many files loaded into the Work Area are quite large. A search function allows the user to view the tables in the Work Area. To list the records, the user may choose a table or all records and selects **Search**. A drop-down box provides the names of the available tables. To search the records again before submitting the file, select “**Search Again**.”

STEERS Home Help Contact Us Logout  
Inventory Detail EQ Entry Tracking Error Log

TC&E STEERS 14:18

**List Work Area Emissions Inventory Records**  
Today's Date: 11/12/2009

RN Number: RN100213503 Current Emissions Inventory Year: 2009  
Account Number: MR0049F Last Emissions Inventory Year: 2008  
Site Name: BELVA BOOSTER Emissions Inventory Status: EXTRACTED  
Organization Name: DCP MIDSTREAM LP

1-13 of 13 Records for the search criteria.

CRUD	Table Name	Business Key	Attribute Name	Value	Unit
U	ACCOUNT-SITE	RN100213503	HOURS PER DAY	24	
U	ACCOUNT-SITE	RN100213503	DAYS PER WEEK	7	
U	ACCOUNT-SITE	RN100213503	WEEKS PER YEAR	52	
U	ACCOUNT-SITE	RN100213503	TOTAL OPERATING HOURS	8760	
U	ACCOUNT-SITE	RN100213503	SPRING PERCENTAGE	25	
U	ACCOUNT-SITE	RN100213503	SUMMER PERCENTAGE	25	
U	ACCOUNT-SITE	RN100213503	FALL PERCENTAGE	25	
U	ACCOUNT-SITE	RN100213503	WINTER PERCENTAGE	25	
U	ACCOUNT-SITE	RN100213503	TOT NUM RPT EMISSION EVENTS	1	
U	ACCOUNT-SITE	RN100213503	TOT NUM NONRPT EMISSION EVENTS	1	
U	ACCOUNT-SITE	RN100213503	TOT NUM RPT SMSS EVENTS	1	
U	ACCOUNT-SITE	RN100213503	TOT NUM NONRPT SMSS EVENTS	1	
U	ACCOUNT-SITE	RN100213503	ANNUAL OPACITY EVENT TOTAL	1	

Cancel

**Figure 12: Sample of Account Records Returned from a Search of the Work Area**

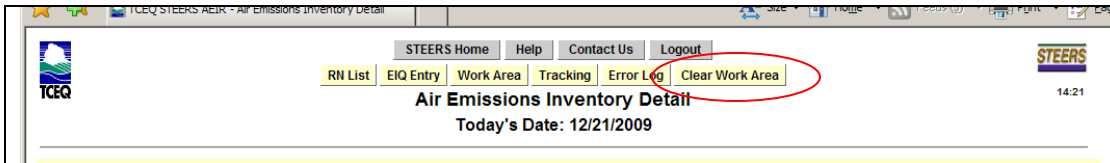
### **“CRUD” Status of Records in the Work Area**

The “CRUD” status in the left-most column reflects the requested database functions to be performed on each record. Traditionally, the acronym stands for “Create,” “Read,” “Update,” and “Delete.” However, for the STARS application, the user will see “A” on added records; “E” on extracted records, “U” for records to be updated (changed), or “N” on unchanged records (listed as No Change).

The user must review and update all records. All emission records should read “A” and all other records should read “N” or “U” on the CRUD record. Initially extracted records are marked with an “E,” and have not been updated and saved. An “E” on any submitted record will result in the file not validating on the upload.

### **Clear the Work Area**

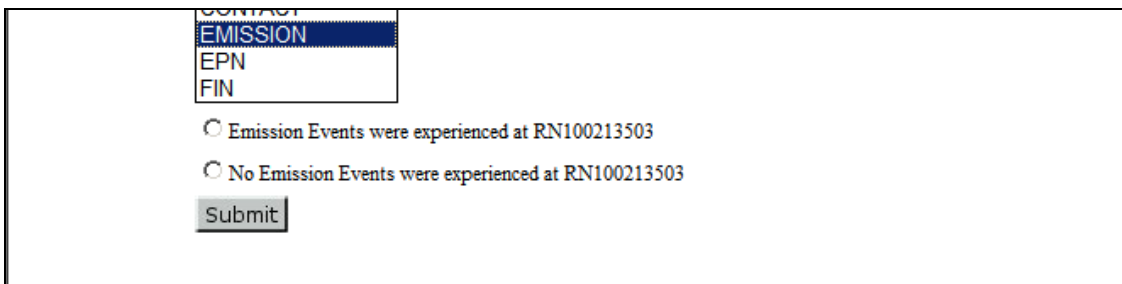
The user can clear the Work Area from the **Air Emissions Inventory Detail** page. Clearing the Work Area is a “Start-Over” function and **removes all the updated data** in the Work Area for the selected account. Data removed from the Work Area cannot be recovered. Selecting the “**Clear Work Area**” navigation button also restores the option allowing how the Work Area to be loaded: updating each table through the interactive GUI or submitting a single text file.



**Figure 13: Clear Work Area Navigation Button on the Air Emissions Inventory Detail Page.**

### ***Report Emissions Events for the Site***

Two radio buttons are on the **Review or Submit Work Area Emissions Inventory Records** page. The user must select whether the site experienced any emissions events during the calendar year.



**Figure 14: Radio Buttons for Emission Events Are on the Bottom of the “Review or Submit Work Area Emissions Inventory Records” Page**

## **Step 2: Submitting Data from Work Area**

The EI is ready for submission to the EAS after the updated data have been successfully uploaded into the Work Area, either through a single text file or by updating the tables. The user can start the file submission process at any time from the Work Area. The user submits the file by selecting “**Submit.**”

Access the Work Area by selecting the “**Work Area**” button. Scroll to the bottom of the page to search or to submit data. Data can be optionally reviewed prior to submission by selecting the appropriate table in the drop-down on the **Review or Submit Work Area Emissions Inventory Records** page. All data will be submitted, not just the data shown as a result of searching. A confirmation of the data submitted is provided in an e-mail and in the application.

### **Submit Work Area Emissions Inventory Records**

The **Submit Work Area Emissions Inventory Records** page lists the summary of records and several certification statements. A “submit” level is for individuals with direct signature authority to submit data on behalf of the site. This user enters the STEERS password and selects “**Confirm**” to submit the EI file. If the password is correct, the **Confirm Work Area Emissions Inventory Records** page will appear. Selecting **Do Not Submit** returns the **List Work Area** page.

To submit the records in the Work Area the authorized user will:

1. Review the certification statements and indicate whether the site experienced any emission events on the **Submit Work Area Emissions Inventory Records** page.
2. Initiate the submission process by selecting “**Submit.**”
3. Enter the STEERS password and select “**Confirm Submit**” to submit the records. The records are sent for validation. If “**Do Not Submit**” was selected, the user is returned to the **List Work Area** page.

The list of records submitted is displayed in the **Confirm Work Area Emissions Inventory Records** page. The user can further review the records or select “**Finished.**”

Submitting the file starts the validation and submission process. The file status will say PROCESSING or PROCESSED. The processed file is placed in a queue and the validation program is typically run overnight. The user is sent an e-mail summarizing the results of the validation process.

After the submission is complete, the status of the EI file, as shown on the **Air Emissions Inventory Detail**, page, will be one of the following:

- **VALIDATED.** The data are electronically submitted for this site. Supporting documentation is still required for a complete EI submission. The system assigns a received date for the file the day the validation process is successful.
- **DATA-ERROR.** Errors can be reviewed by selecting the “**Error Log**” button and “Import Errors” in the drop-down. The user must correct these errors before reloading the corrected data file into STEERS and resubmitting to STARS

**Important Note: Files with errors will not be considered submitted. The user must correct all errors, reload (if a single file) the file into the STEERS Work Area, and resubmitted the file for validation.**

### **Confirm Work Area Emissions Inventory Records**

This window shows a confirmation page of the information submitted. The page will include the confirmation number and an **Emissions Inventory Records** link to the submitted records. It is recommended this page be printed for future reference. All the records will not typically fit on one screen but can be searched by groups of 10,000 records. Selecting “**Finished**” will take the user back to the **Air Emissions Inventory Detail** page.

## **Step 3: Submit Supporting Documentation**

Rule 30 TAC §101.10 requires supporting documentation, such as sample calculations, to be submitted to the EAS. This documentation is due by the AEIR submission due date. Failure to submit this supporting documentation may cause the annual EI submission to be considered incomplete and may result in enforcement action.

The supporting documentation can be attached in pdf format to an e-mail or mailed to the EAS. Documentation, up to 50 megabytes and in pdf format, may be sent by e-mail to [psdocument@tceq.state.tx.us](mailto:psdocument@tceq.state.tx.us). The RN and inventory year should be in the subject line of the e-mail.

## ***The Submitted Status and 30 TAC §101.10***

Both successful validation of the data file (the file was successfully submitted from the STEERS Work Area) and **submission of the required supporting documentation** to the EAS are required to complete the annual update for the site per the requirements of 30 TAC §101.10.

## **File Upload Into STARS**

After the data file is successfully submitted from the Work Area, the EAS staff will load the data into the State of Texas Air Reporting System database. If any problems are encountered loading the file into STARS, EAS staff will contact the user with guidance for corrections. Staff may also contact the user requesting additional documentation regarding this inventory update.

## **Tracking and Reviewing Errors**

The status of the file can be obtained by checking the tracking log and reviewing the e-mail messages from STEERS. Both the STARS emissions inventory and STEERS contacts will receive status e-mails at certain stages of the submission process. E-mail updates will be sent when the file is loaded into the STEERS Work Area, after the file is first submitted from the Work Area for validation processing, and after the validation process is complete. Instructions on accessing copies of record or error logs, in the event of an unsuccessful file transfer or validation, are provided in the e-mail. To view the status of the EI file on-line, select the import log link, the program area (AEIR), and the account number/RN.

### ***Tracking***

This page contains the activity logs for the selected EI file. The user can retrieve “Upload file to STEERS Staging Area” history from the “Upload Log” and “Upload File” tables for a given user and Emissions Inventory Year. The “Submit File to TCEQ History,” “Validate File,” and “Submit Logs” can also be viewed. Tracking records can be accessed through the “**Tracking**” Navigation button.

### ***Error Log***

An error log is created after the file import (file is exported from the user’s system into the STEERS holding area), validation, and update processes. The user can select the report of interest. The error log created can be searched on-line or downloaded.

## **Quick-look Summary of Process Status**

A user can determine each file’s update status from the Emissions Inventory Status in the banner.

Prior to any data being entered or loaded into the Work Area the status will be:

- **EXTRACTED** – the file is ready for updating either by submitting a single text file or entering data through the interactive submission windows.

For user's submitting a single text file, the status will say:

- **IMPORTING** – a single text file is being imported from a user's personal computer to the STEERS Work Area.
- **IMPORTED** – the single text file was successfully loaded or
- **IMPORT-ERROR** – an error was detected in the text file. The user must correct the error and reload the file.

The user will submit data from the Work Area to the EAS for processing. The file will say:

- **PROCESSING** – the file is in the queue to be processed or it is being processed.
- **PROCESSED** – the file was submitted to the EAS. Basic data validation checks are not initiated.

Some data checks are made on these files. The status will say:

- **VALIDATING** – depending upon the size of the file and how long it takes to validate the data, the user may not see this status.
- **VALIDATED** – the file was successfully validated or
- **DATA-ERROR** – errors were detected in the data. The user must correct the data in the work area if the data were entered using the GUI. Or, if submitting a single text file, the user must correct and reload the file from user's personal computer. The corrected data will must be resubmitted from the Work Area.

The EAS staff will take the data to the final step of uploading the file into the STARS. The status will say:

- **COMPLETE** – for files that have been successfully uploaded into STARS or
- **UP-ERROR** – staff may contact the user to correct errors and resubmit the file.

## EI Update Organizational Tips

The user can update the equipment (FINs, EPNs and CINs) tables in any order when using the EIQ entry option. Tables or sections may be partially updated before another table is started. Paths can be created after the needed equipment is saved into the Work Area. Equipment can also be added to the inventory at any time during the update process.

Work may be saved to the Work Area over several days of work sessions. Because of the system's flexibility, it is possible to add equipment and neglect to create a path for it by associating it with another piece of equipment. An inventory submission with unassociated equipment (also known as floaters) will not be accepted for update. The user will need to create paths for all unassociated equipment before the file can be submitted. Although the process chosen to update their inventory is up to the user, the following update process is recommended, but not required, to help organize an EI update with added equipment or paths.

Updating and saving existing information first places these data into the Work Area.

1. Update and save information on existing equipment.
2. Update emissions and add any new contaminants for existing paths.

To help keep track of new equipment and paths, create new paths one at a time.

3. Create and add any new CINs for existing paths

4. Add and save a new FIN, EPN, and/or CIN needed for a new path.
5. Create the new path for the new equipment (or by associating existing equipment).
6. Add and save all contaminants and emissions for the new path.

It is also recommended that a cross-reference list be made in advance of all new FINs, EPNs, CINs, and paths.

## Contact Us

### Emissions Inventory Help:

**Help Line:** 512-239-1773

**E-mail at** [psinvent@tceq.state.tx.us](mailto:psinvent@tceq.state.tx.us)

### Documentation Submission:

#### Emissions Inventory Mailing address:

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

#### Emissions Inventory Physical Address:

Emissions Assessment Section, MC-166  
Texas Commission on Environmental Quality  
12100 Park 35 Circle, Building E  
Austin, TX 78753

#### E-mail:

[psdocument@tceq.state.tx.us](mailto:psdocument@tceq.state.tx.us)

### STEERS:

**Help Line:** 512-239-6925 or

**E-mail at** [steers@tceq.state.tx.us](mailto:steers@tceq.state.tx.us)

## Acronyms

**AEIR** - Annual Emissions Inventory Reporting

**EAS** - Emissions Assessment Section

**EI** - Emissions Inventory

**EIQ** - Emissions Inventory Questionnaire

**EPN** - Emissions Identification Number, the label for the point where emissions enter the atmosphere

**CIN** - Control Identification Number, the label for a device controlling or reducing emissions

**FIN** - Facility Identification Number, the label for the equipment that generates emissions

**RE** - Regulated Entity

**RN** - Regulated Entity Reference Number

**SPA** - State of Texas Environmental Electronic Reporting System (STEERS) participation agreement

**STARS** - State of Texas Air Reporting System

**STEERS** - State of Texas Environmental Electronic Reporting System

## **Glossary**

**EAS** - Emissions Assessment Section, a business unit within the TCEQ that is primarily responsible for the collection and review of air emissions data.

**Received Date** - The date when a file completed validation. This date is typically one day after the user started the validation process.

**STARS** - The State of Texas Air Reporting System database is the repository for all historical air industrial emissions inventory data. Annual updates are made to this database using data submitted from regulated entities.

**STEERS** - The State of Texas Environmental Electronic Reporting System is used by authorized employees or representatives of the regulated entity to report environmental data to TCEQ through the web.

**Submitted Emissions Data** - Data are submitted to the TCEQ in accordance with the requirements of Title 30 Texas Administrative Code (30 TAC) Rule §101.10 after the data are validated. In addition to the AEIR file, supporting documentation, such as sample calculations, is required per 30 TAC §101.10 and is due to the agency within five business days of the AEIR submission due date. Failure to submit this supporting documentation may cause the annual EI submission to be considered incomplete and may result in enforcement action. Supporting documentation can be mailed to:

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

**Upload Process** - The process for extracting a file from the user's system and loading the information into the STEERS Work Area.

**Validation Process** - The process whereby submitted data are reviewed for basic EAS data

checks. Data must be successfully validated to be considered submitted. Data that fail the validation process must be corrected by the user and resubmitted.

**Work Area** - The staging area that provides the user the ability to review data to ensure proper and complete file transfer prior to submitting data. Please be aware that data loaded into this staging area are not submitted to the TCEQ Emissions Assessment Section.