

## **Annual Emissions Events and Maintenance, Start-up, and Shutdown Activity Instructions**

### **Part 1**

- 1. RN:** This is the unique Registry Number assigned by the TCEQ and is used to identify the regulated entity and customer. It begins with "RN" and is followed by nine numbers. If one is not assigned to this site, complete and include a [Core Data Form](#) with the submission. **Required Field**
- 2. Reporting Year:** The calendar year this report represents. This is typically the full calendar year (Jan 1 to Dec 31) preceding the March submission date. Ex: 2006 is the year reported on or before March 2007. **Required Field**
- 3. Company Name:** The official name of the company responsible for the site. **Required Field**
- 4. Site Name:** The name of the site, if different from the company. Optional Field
- 5. Site Address Line 1:** The street address of the site or description. **Required Field**
- 6. Site Address Line 2:** Additional information needed to correctly identify the site. Optional Field
- 7. City:** City for site's address or nearest city. **Required Field**
- 8. State:** Spell out the state or use standard two character abbreviation. Ex: TX. **Required Field**
- 9. ZIP:** The seven digit zip code is required. **Required Field** (The four digit extension is optional)

### **Part 2**

- 1. Contact Last Name:** Name of individual responsible at the company for the information reported and who can be contacted for additional information regarding this form. It cannot be a consultant. **Required Field**
- 2. First Name:** Contact's First Name. Optional Field
- 3. Middle Name:** Contact's Middle Name. Optional Field
- 4. Telephone:** Contact's telephone number including area code. **Required Field**
- 5. Telephone Extension.** Optional Field
- 6. E-mail:** The contact's e-mail address. Optional Field

### **Part 3**

At least one of the fields in this section is required: reportable emission event; non-reportable emission event; reportable maintenance, start-up, or shutdown activity; or non-reportable maintenance, start-up, or shutdown activity.

- 1. Emissions Event:** Report the number of emission events or unscheduled maintenance, startup, or shutdown activities, from a common cause that resulted in emissions of air contaminants from one or more emission points at a regulated entity.
- 2. Reportable:** Total number of events that equaled or exceeded the reportable quantity (RQ) for any contaminant during the year. The RQ for each contaminant is defined in [30 TAC Rule §101.1 Definitions](#).
- 3. Non-reportable:** Total number of events that did not meet or exceed the RQ.

**4. Scheduled Maintenance, Start-up, and Shutdown Activities:** Report the number of activities for the site that the owner or operator provided prior notice to the TCEQ.

**5. Reportable:** Total number of activities that equaled or exceeded the reportable quantity (RQ) for any contaminant during the year. The RQ for each contaminant is defined in [30 TAC Rule §101.1 Definitions](#).

**6. Non-reportable:** Total number of activities that did not meet or exceed the RQ.

#### **Part 4**

**1. Contaminant Name:** Provide the name of the contaminant being reported. **Required Field**

**2. Contaminant Code:** The five-digit code associated with the contaminant. A complete list of [contaminant codes](#) is available under the heading "Tools for Completing the Point Source Emissions Inventory Questionnaires" on the [Point Source Emissions Inventory](#) website.

**3. Report Emissions in Units of Tons per Year:** Report the estimated total quantities for all compounds or mixtures of air contaminants by compound or mixtures that were emitted at this site. Values are to be reported in decimal format with up to four significant digits after the decimal place. For example, 0.0273 is in a valid format. Compounds or mixtures of air contaminants, that have an RQ greater than or equal to 100 pounds **and** the amount released is less than one pound in a 24-hr period, are not required to be reported. You are required to report emissions for any event and/or activity reported in Part 3.

**4. Emissions Events:** Quantity in **tons per year** for the reporting year of reportable emissions events.

**5. Maintenance, Start-up, and Shutdown Activities:** Quantity in **tons per year** for the reporting year of reportable maintenance, start-up, and shutdown Activities.

#### **Certification**

Please certify to the accuracy of the data submitted. Signature of the legally responsible party is required. Please refer to [30 TAC §122.165, Certification by a Responsible Official](#), for further information regarding the legally responsible party.

**1. Signed Name:** Supply the full legal signature of the responsible party. **Required Field**

**2. Printed Name:** Print the full legal name of the responsible party. **Required Field**

**3. Title:** Optional Field

**4. Date:** Please date when the form is completed. **Required Field**

#### **Questions**

Please direct questions regarding the emission events, maintenance, startup, or shutdown activity rules 101.1, 101.201, and 101.211 to, Joe Janecka, PE, at [Joe.Janecka@tceq.texas.gov](mailto:Joe.Janecka@tceq.texas.gov) or by telephone at (512) 239-1353.

Questions regarding completion of this annual reporting form can be directed to the Industrial Emissions Assessment Section help-line at (512) 239-1773.

#### **Due Date**

The annual reporting form is due each March 31 for the previous calendar year's activities. The completed form can be mailed or faxed to the TCEQ.

##### **Mail:**

Emissions Inventory Data, MC166  
Texas Commission on Environmental Quality  
P. O. Box 13087  
Austin, Texas 78711-3087

##### **Fax:**

(512) 239-1500