

# Appendix B. Sample Letters

## Letters that May Be Submitted Instead of an EI

The sample letters in this appendix demonstrate the information required for prompt handling of EIs for situations when sites:

- Do not meet the applicability requirements of 30 TAC Section 101.10 for the current inventory year but wish to remain on the EAS mailing list to continue to receive future inventory notices.
- Do not meet the applicability requirements of 30 TAC Section 101.10 for the current inventory year and are not expected to meet those applicability requirements in future years, and therefore wish to be removed from the mailing list.
- Have experienced an insignificant change in emissions.

## Printing and Updating EIQ Pages Required with These Letters

Pages with updated information from the latest EI may be submitted with a letter when a detailed annual EI update is not required. Instructions on how to print a copy of the EI can be found at the EAS webpage.

*Note:* When printing the EIQ using the Central Registry's IWR system, the previous reporting year will appear on the EIQ pages. The EIQ referenced is a historical report containing the latest data as entered in STARS. To update, cross out the previous year on page 2 of the EIQ and write the current reporting year. It is not necessary to update the year for subsequent EIQ pages.

*Also note:* Please use permanent ink instead of pencil when revising the EIQ. Pencil tends to smudge and can be difficult to read, increasing the chance of data entry errors or omissions. For each revision, use a different color of ink to distinguish the most recently corrected EI information. There are no restrictions on ink color, but colors other than black make EIQ updates more noticeable.

## Inapplicability Notification

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.: \_\_\_\_\_

Upon reviewing the applicability requirements of 30 Texas Administrative Code (TAC) Section 101.10, I certify the referenced account does not meet the applicability requirements of 30 TAC Section 101.10 for the current inventory year.

Please check one:

**Please keep this site on the annual emissions inventory mailing list.**

I understand that:

- The TCEQ will continue to mail an emissions inventory notice each calendar year.
- I (or my representative) must submit an updated emissions inventory or an Inapplicability Notification letter each calendar year until I (or my representative) submit a written request to be removed from the mailing list.
- If emissions fees apply to the site, the TCEQ will base the amount of the fee it assesses on the site's potential to emit (PTE) levels unless I (or my representative) submit updated emissions for this site.

**Please remove this site from the annual emissions inventory mailing list.**

I understand that all of the following apply:

- The TCEQ can only remove this site from the mailing list if its latest annual emissions totals, as shown in the State of Texas Air Reporting System (STARS) database, and the PTE levels and the actual annual emissions for the current inventory year are below the required levels for emissions inventory reporting as described in 30 TAC Subsection 101.10(a). Otherwise, I (or my representative) will have to submit an updated emissions inventory demonstrating that the emissions are below those required levels, along with representative sample calculations, before this site is removed from the mailing list.
- If the site meets the reporting requirements of 30 TAC Section 101.10 in the future, it is my (or my representative's) responsibility to submit an annual emissions inventory update by March 31 following the most recent full calendar year in which the site falls under those requirements.

- If emissions fees apply to the site, the TCEQ will base the amount of the fee it assesses on the site’s PTE levels unless I (or my representative) submit updated emissions for this site.

Upon request, I am prepared to submit supporting documentation. This may include, but may not be limited to, representative sample calculations, stack-test results, copies of continuous emissions monitoring system reports, and copies of applicable permit maximum allowable emission rate tables (MAERTs) or, for sources not listed on any MAERT, the calculations used in determining their PTE.

If you have any questions concerning the determination of the status of this site or the calculation methodologies used, please contact \_\_\_\_\_ at \_\_\_\_\_ or via email at \_\_\_\_\_.

Sincerely,

Responsible Official (print) \_\_\_\_\_ Title (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

## Insignificant Emissions Change Notification

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.: \_\_\_\_\_

Per 30 Texas Administrative Code (TAC) Subsection 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 less than or equal to 10 micrometers and particulate matter with an aerodynamic diameter less than or equal to 2.5 micrometers are each within 5 percent or 5 tons of the most recently reported total annual emissions.

Please 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 and Emissions Inventory Contact Information.
- Criteria Emissions Totals and Site Quantifiable Event Totals.
- Signed Emissions Events Certification certifying that no emissions events occurred at the site during the calendar year.
- Signature of Legally Responsible Party certifying that the information contained in the emissions inventory is true and accurate.

Emissions events and/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/or maintenance, startup, or shutdown activities, I am enclosing the following completed pages of the CY \_\_\_\_\_ emissions inventory questionnaire:

- Account Information and Emissions Inventory Contact Information.
- Criteria Emissions Totals and Site Quantifiable Event Totals.
- If applicable, signed Emissions Events Certification certifying that no emissions events occurred. (Do not sign if there were emissions events.)
- Signature of Legally Responsible Party certifying that the information contained in the emissions inventory is true and accurate.
- Path Emissions page(s) to report the emissions from each emissions event and/or 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 email at \_\_\_\_\_.

Sincerely,

Responsible Official (print) \_\_\_\_\_ Title (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

