

# CHAPTER 1—GENERAL INFORMATION

## Introduction

As part of national and state efforts to protect human health and the environment, federal and state laws require the State of Texas to develop an annual emissions inventory (EI) of the air pollutants emitted by companies at their sites.

- The Texas Commission on Environmental Quality (TCEQ) is authorized to request emissions inventories and supporting documentation under the provisions of:
- the federal Clean Air Act;
- the Texas Clean Air Act, Texas Health and Safety Code Section 382.014; and
- Title 30 of the Texas Administrative Code (30 TAC), Section 101.10.

To meet the reporting requirements of these regulations, the regulated community will be working with the Emissions Assessment Section (EAS) of the TCEQ's Office of Air.

The TCEQ uses the emissions inventory to plan pollution control programs, promote compliance with laws and regulations, conduct permit reviews, develop airshed modeling and rulemaking activities, and supply required data to the U.S. Environmental Protection Agency.

## ***EAS Objectives***

In order to improve the overall quality of the statewide emissions inventory and to meet the goals stated above, the EAS objectives are to:

- ensure that the data requested in the emission inventory meet the requirements of the federal Clean Air Act and various other federal and state mandates;
- collect data in a standard format using the EAS forms and the emissions inventory questionnaire (EIQ);
- ensure that companies consistently use the most current and accurate information available for determining their emissions;
- help industry accurately report emissions data, especially by offering assistance through the EAS Help Line (512-239-1773);
- maintain data in a standard format using the State of Texas Air Reporting System (STARS) database;
- supply data to other TCEQ personnel; and

- continually update TCEQ publications in order to improve communication with companies submitting emissions inventories.

## **What This Book Contains**

This chapter discusses 30 TAC 101.10 and what constitutes a complete EI submission. This information should help owner or operators of regulated entities determine whether an emissions inventory is required for a site and correctly prepare a complete emissions inventory submission. There is a checklist to help determine if all necessary supporting documentation is included with the EI. The chapter concludes with a brief discussion of the EAS's confidentiality policy.

Chapter 2 explains the EI process and its key concepts to those unfamiliar with the emissions inventory and discusses the EAS forms used to submit an initial EI.

Chapter 3 discusses correct EI structure (representing processes on EIQ forms), gives examples for some common industrial processes, and supplies guidance for modifying existing representations.

Chapter 4 presents information about requested emissions data; using acceptable actual emissions determination methodologies; speciating emissions; and correctly reporting actual annual emissions, ozone season emissions, and emissions due to emissions events and scheduled maintenance, startup, and shutdown activities.

Chapter 5 offers an example of creating an initial EI.

Chapter 6 contains instructions for updating an EIQ.

Chapter 7 includes instructions on revising EI data, requesting EI data, and verifying site coordinate data.

The appendixes contain:

- technical supplements intended to help determine emissions from certain common sources;
- sample letters that may help address some common situations;
- EPA and TCEQ resources that are available to assist in completing or updating an EI;
- information about qualifying for small-business assistance; and
- pollution prevention tips from the TCEQ Pollution Prevention and Education Section.

Also included are a glossary and a list of abbreviations, followed by information on contacting the EAS.

*Note:* The EI forms and instructions are available for download from the EAS Web page at <[www.tceq.texas.gov/goto/ieas](http://www.tceq.texas.gov/goto/ieas)>. Any EI forms referred to in this chapter can be found on this Web page.

## About 30 TAC 101.10

This section includes a discussion of the emissions inventory process as a self-reporting process, the special inventory request, a copy of 30 TAC 101.10, and maps and tables depicting the state's nonattainment and special inventory areas. The maps and tables are intended to clarify reporting requirements and do not supersede or replace requirements of federal or state law, including 30 TAC 101.10. It is the responsibility of the owner or operator of a regulated entity to read and understand all federal and state laws and regulations applicable to the regulated entity, including the EI rule.

### ***A Self-Reporting Process***

The EI process requires self-reporting. The owner or operator of the regulated entity is responsible for determining whether 30 TAC 101.10 applies to the site. If so, or if the TCEQ requests a special inventory, the owner or operator must submit an EI by March 31 of the calendar year immediately after the reporting year or on the due date as directed in writing by the agency. Failure to do so may result in the agency initiating an enforcement action against the owner or operator. Responsibility for submitting the EI resides with the owner or operator of the site on March 31 of the calendar year immediately after the reporting year or on the due date as directed in writing by the agency.

**Failure to receive a notification from the TCEQ to submit the annual emissions inventory does not justify noncompliance with 30 TAC 101.10.**

Requirements for submitting an EI are based on the site location and on the type and quantity of emissions released. This publication will help in determining whether the owner or operator must submit an emissions inventory and, if so, how to determine emissions and how to prepare and submit the required forms.

### ***Nonattainment Designations***

To determine the attainment status of the county where a site is located, please consult the Glossary. For the official list and boundaries of nonattainment areas, see 40 CFR Part 81 and pertinent *Federal Register* notices.

Submission requirements for emissions inventories will apply to those regulated entities located in a county designated as a nonattainment county

under the 1997 eight-hour ozone standard or the 2008 eight-hour ozone standard, as well as any regulated entity requested to submit a special inventory, regardless of location.

The map entitled “Emissions Inventory Reporting Requirements” on page 9 identifies the ozone nonattainment and ozone-precursor special inventory counties. A link to this map also appears on the EAS Web page at <[www.tceq.texas.gov/goto/ieas](http://www.tceq.texas.gov/goto/ieas)>. The map and its associated table are intended as guidance and do not supersede or replace any state or federal law or regulation.

## **Special Inventory Request**

The TCEQ, under the “special emissions inventory” provisions of 30 TAC 101.10(b)(3), has the authority to request emissions inventories to be completed and submitted. If a regulated entity meets the thresholds explained below and the TCEQ has notified the regulated entity with a formal written request, the owner or operator must complete and submit an EI by the required date. The TCEQ is conducting a special emissions inventory for entities that emit or have the potential to emit lead and for entities that emit ozone precursors.

### **Requirements for Sources That Emit Lead**

For the 2012 reporting year, the TCEQ is conducting a special inventory for sources of lead under the authority of 30 TAC 101.10(b)(3). Any regulated entity that emits 0.5 tons per year, or has the potential to emit 5 tons per year of lead during normal operations must submit a complete emissions inventory by the required due date, regardless of location.

### **Requirements for Sources that Emit Ozone Precursors in Specified Counties**

The TCEQ is conducting a special emissions inventory for sources that emit ozone precursors in the specified counties listed in Table 1-1 under the authority of 30 TAC 101.10(b)(3). Regulated entities that are located in one of these counties and had actual emissions of either 10 tpy of volatile organic compounds or 25 tpy of nitrogen oxides during normal operations must submit a complete emissions inventory by the required due date.

*Note:* Regulated entities that meet any of the other applicability requirements of 30 TAC 101.10 are required to submit an annual emissions inventory regardless of whether the TCEQ has made a formal written request.

**Table 1-1. Ozone-Precursor Special Inventory Counties**

Bastrop	Bexar	Caldwell	Comal	El Paso
Gregg	Guadalupe	Hardin	Harrison	Hays
Henderson	Hood	Jefferson	McLennan	Nueces
Orange	Rusk	San Patricio	Smith	Travis
Upshur	Victoria	Williamson	Wilson	

### **30 TAC §101.10. Emissions Inventory Requirements**

(a) **Applicability.** The owner or operator of an account or source in the State of Texas or on waters that extend 25 miles from the shoreline meeting one or more of the following conditions shall submit emissions inventories and/or related data as required in subsection (b) of this section to the commission on forms or other media approved by the commission:

- (1) an account which meets the definition of a major facility/stationary source, as defined in §116.12 of this title (relating to Nonattainment Review Definitions), or any account in an ozone nonattainment area emitting a minimum of ten tons per year (tpy) volatile organic compounds (VOC), 25 tpy nitrogen oxides (NO<sub>x</sub>), or 100 tpy or more of any other contaminant subject to national ambient air quality standards (NAAQS);
- (2) any account that emits or has the potential to emit 100 tpy or more of any contaminant;
- (3) any account which emits or has the potential to emit 10 tons of any single or 25 tons of aggregate hazardous air pollutants as defined in FCAA, §112(a)(1); and
- (4) any minor industrial source, area source, non-road mobile source, or mobile source of emissions subject to special inventories under subsection (b)(3) of this section. For purposes of this section, the term “area source” means a group of similar activities that, taken collectively, produce a significant amount of air pollution.

**(b) Types of inventories.**

- (1) **Initial emissions inventory.** Accounts, as identified in subsection (a)(1), (2), or (3) of this section, shall submit an initial emissions inventory (IEI) for any criteria pollutant or hazardous air pollutant (HAP) that has not been identified in a previous inventory. The IEI shall consist of actual emissions of VOC, NO<sub>x</sub>, carbon monoxide (CO), sulfur dioxide (SO<sub>2</sub>), lead (Pb), particulate matter of less than 10 microns in diameter (PM<sub>10</sub>), any other contaminant subject to NAAQS, emissions of all HAPs identified in FCAA §112(b), or any other contaminant requested by the commission from individual emission units within an account. For purposes of this section, the term “actual emission” is the actual rate of emissions of a pollutant from an emissions unit as it enters the atmosphere. The reporting year will be the calendar year or seasonal period as designated by the commission.

Reported emission activities must include annual routine emissions; excess emissions occurring during maintenance

activities, including startups and shutdowns; and emissions resulting from upset conditions. For the ozone nonattainment areas, the inventory shall also include typical weekday emissions that occur during the summer months. For CO nonattainment areas, the inventory shall also include typical weekday emissions that occur during the winter months. Emission calculations must follow methodologies as identified in subsection (c) of this section.

- (2) Statewide annual emissions inventory update (AEIU). Accounts meeting the applicability requirements during an inventory reporting period as identified in subsection (a)(1), (2), or (3) of this section shall submit an AEIU which consists of actual emissions as identified in subsection (b)(1) of this section if any of the following criteria are met. If none of the following criteria are met, a letter certifying such shall be submitted instead:
- (A) any change in operating conditions, including start-ups, permanent shut-downs of individual units, or process changes at the account, that results in at least a 5.0% or 5 tpy, whichever is greater, increase or reduction in total annual emissions of VOC, NO<sub>x</sub>, CO, SO<sub>2</sub>, Pb, or PM<sub>10</sub> from the most recently submitted emissions data of the account; or
  - (B) a cessation of all production processes and termination of operations at the account.
- (3) Special inventories. Upon request by the executive director or a designated representative of the commission, any person owning or operating a source of air emissions which is or could be affected by any rule or regulation of the commission shall file emissions-related data with the commission as necessary to develop an inventory of emissions. Owners or operators submitting the requested data may make special procedural arrangements with the Industrial Emissions Assessment Section to submit data separate from routine emission inventory submissions or other arrangements as necessary to support claims of confidentiality.

(c) **Calculations.** Actual measurement with continuous emissions monitoring systems (CEMS) is the preferred method of calculating emissions from a source. If CEMS data is not available, other means for determining actual emissions may be utilized in accordance with detailed instructions of the commission. Sample calculations representative of the processes in the account must be submitted with the inventory.

(d) **Certifying statement.** A certifying statement, required by the FCAA, §182(a)(3)(B), is to be signed by the owner(s) or operator(s) and shall

accompany each emissions inventory to attest that the information contained in the inventory is true and accurate to the best knowledge of the certifying official.

(e) **Reporting requirements.** The IEI or subsequent AEIUs shall contain emissions data from the previous calendar year and shall be due on March 31 of each year or as directed by the commission. Owners or operators submitting emissions data may make special procedural arrangements with the Industrial Emissions Assessment Section to submit data separate from routine emission inventory submissions or other arrangements as necessary to support claims of confidentiality. Emissions-related data submitted under a special inventory request made under subsection (b)(3) of this section are due as detailed in the letter of request.

(f) **Enforcement.** Failure to submit emissions inventory data as required in this section shall result in formal enforcement action under the TCAA, §382.082 and §382.088. In addition, the TCAA, §361.2225, provides for criminal penalties for failure to comply with this section.

December 23, 1999

# Emissions Inventory Reporting Requirements



Protecting Texas by  
Reducing and  
Preventing Pollution

Texas Commission on Environmental Quality  
P.O. Box 13087 (Mail Code 197)  
Austin, Texas 78711-3087

December 3, 2012



Texas Statewide Mapping Projection (TSMS)

Scale: 1:6,623,570

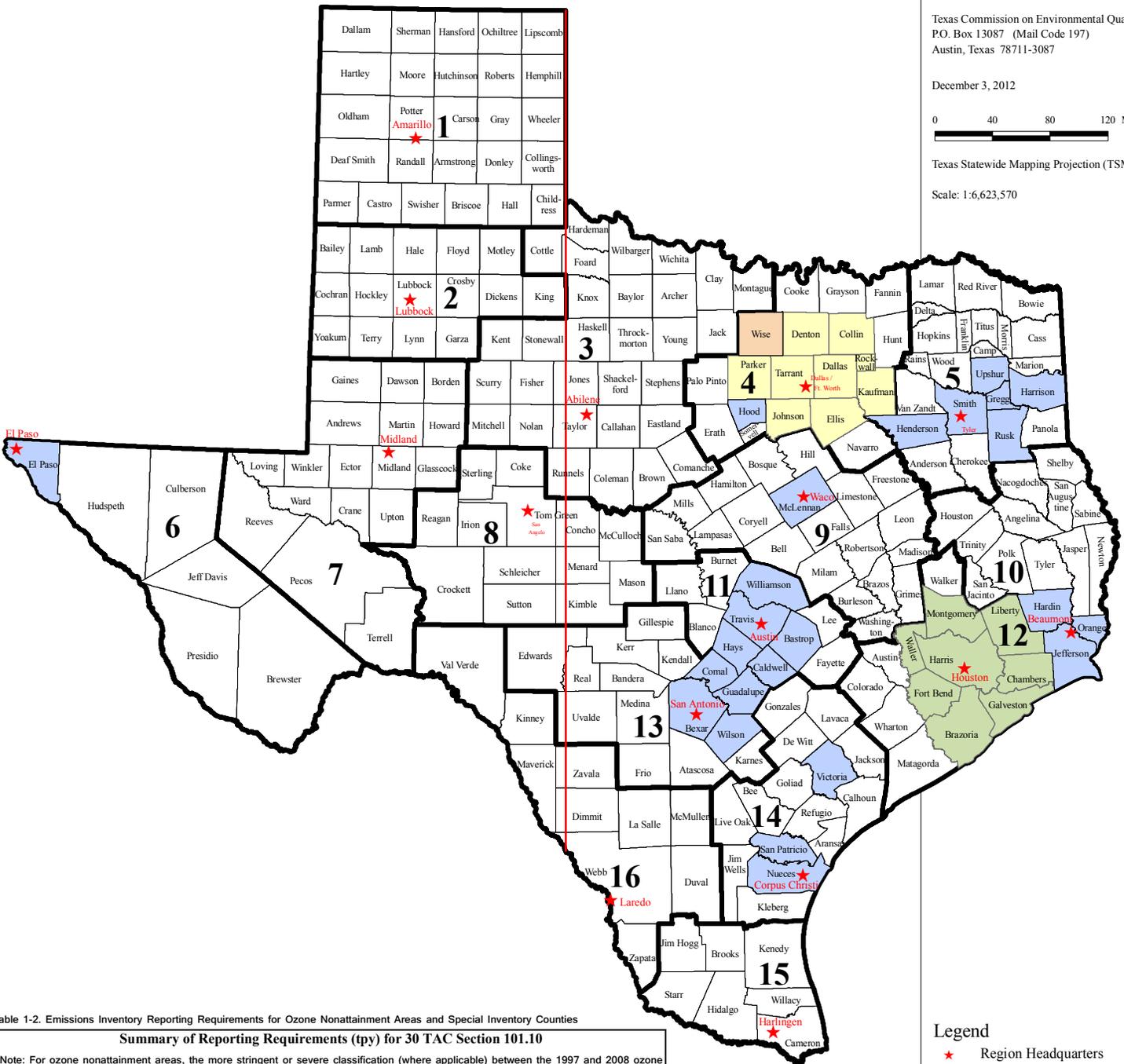


Table 1-2. Emissions Inventory Reporting Requirements for Ozone Nonattainment Areas and Special Inventory Counties

Summary of Reporting Requirements (tpy) for 30 TAC Section 101.10										
Note: For ozone nonattainment areas, the more stringent or severe classification (where applicable) between the 1997 and 2008 ozone standards is used to determine reporting requirements for ozone precursor potential emissions.										
County	VOC		NO <sub>x</sub>		Other		Individual HAP		Aggregated HAP	
	Actual	Potential	Actual	Potential	Actual	Potential	Actual	Potential	Actual	Potential
Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, Waller SEVERE / OZONE	10	25	25	25	100	100	10	10	25	25
Collin, Dallas, Denton, Ellis, Johnson, Kaufman, Parker, Rockwall, Tarrant SERIOUS / OZONE	10	50	25	50	100	100	10	10	25	25
Wise County MODERATE / OZONE	10	100	25	100	100	100	10	10	25	25
See county listing below** SPECIAL INVENTORY REPORTING THRESHOLDS FOR OZONE PRECURSORS	10	100	25	100	100	100	10	10	25	25
All Other Counties	100	100	100	100	100	100	10	10	25	25
<b>Statewide</b>	<b>Lead (Pb) Actual</b>					<b>Lead (Pb) Potential</b>				
SPECIAL INVENTORY REPORTING THRESHOLDS FOR LEAD (All counties)	0.5					5				

Note: If an account's emissions meet or exceed the tons per year (tpy) thresholds listed in this table, an emissions inventory questionnaire must be submitted to the TCEQ. This table is not the actual rule. If a discrepancy exists between the table and rule 30 TAC Section 101.10 and 30 TAC Section 116.12 (Major Stationary Source Definition), then the rule will take precedence.

\*\*SPECIAL INVENTORY COUNTIES FOR OZONE PRECURSORS Bastrop, Bexar, Caldwell, Comal, El Paso, Gregg, Guadalupe, Hardin, Harrison, Hays, Henderson, Hood, Jefferson, McLennan, Nueces, Orange, Rusk, San Patricio, Smith, Travis, Victoria, Williamson, Wilson, Upshur.

Note for Special Inventory Requests: Regulated entities must complete and submit an EI if they meet the thresholds explained in the "Special Inventory Request" section in Chapter 1 and the TCEQ has initiated a formal written request.

## Legend

- ★ Region Headquarters
- 12 Region Number
- County Boundary
- Central Meridian

Source: The county boundaries and region headquarters are U.S. Census Bureau 1992 Tiger/Line data (1:100,000).



This map was generated by the Information Resources Division of the Texas Commission on Environmental Quality. This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. For more information concerning this map, contact the Information Resource Division at (512) 239-0800.

## Due Date

The EI is due on March 31 of the calendar year immediately after the reporting year unless otherwise specified in writing by the TCEQ. The EI will not be considered late as long as it is postmarked by the due date.

The owner or operator on the date that the inventory is due is responsible for submitting the EI. New owners or operators should ensure that they obtain all appropriate records necessary to accurately represent emissions for the full EI reporting period. To document compliance, the TCEQ recommends that the owner or operator use a delivery method that confirms receipt by the agency and keep a record of the confirmation on file.

Failure to receive a request from the TCEQ to submit the annual emissions inventory does not justify non-compliance with 30 TAC 101.10.

*Note:* If the due date falls on a weekend or legal holiday, the EI must be postmarked by the following business day per 30 TAC 1.7.

## What Constitutes a Complete Submission?

A complete EI submission includes a complete and updated EI, sample calculations representative of the processes at the site, summary test results if stack test data are used to determine emissions, summary Relative Accuracy Test Audit sheets if CEMS or PEMS data are used to determine emissions, material throughput forms, Fugitive Data Forms if required by the Technical Supplement 3 in Appendix A, and any forms necessary to add or change EI structure.

All emissions inventories require signed certification statements. For paper submissions, a complete submission also includes page 3 of the EIQ, including the signed Emissions Events Certification (if applicable) and the account-information certification signed by the legally responsible party. Emissions inventories submitted through the State of Texas Environmental Electronic Reporting System (STEERS) will require the same certifications in electronic format.

For additional requirements regarding emissions inventory submissions through STEERS (Web EIs) refer to the sections later in this chapter and the information at the EAS Web page <[www.tceq.texas.gov/goto/ieas](http://www.tceq.texas.gov/goto/ieas)>. If you are supplying the supporting documentation electronically, be sure to separate confidential from nonconfidential information in different electronic files.

This section discusses various reporting situations in detail below. No matter what the reporting situation, failure to receive a request from the TCEQ to submit the annual emissions inventory does not justify noncompliance with 30 TAC 101.10.

## ***Requirements for a New Emissions Inventory***

If a site has not previously submitted an emissions inventory and it meets the EI reporting requirements of 30 TAC 101.10 for a given calendar year (reporting year), then the owner or operator is required to submit an EI—that includes all of the following forms and supporting documentation by the due date (see “Due Date” section above):

- A Core Data Form (TCEQ-10400). In the case of a new EI, this form is necessary when the information is not yet in the Central Registry. If this form has already been submitted to the Central Registry, please include a copy with the new EI.
- A full set of properly completed forms (see the EAS Web page), including:
  - A completed Account Emissions form with required signatures—
    1. *Emissions Events Certification*. This statement **must** be signed **if and only if** the regulated entity experienced no emissions events.
    2. *Signature of the Legally Responsible Party*. The signature of the individual legally responsible for certifying that the inventory is, to the best of her or his knowledge, accurate and complete. Note that the legally responsible party **may not be a consultant**. See the Account Emissions form instructions for further details.
  - An Account Information form.
  - A Contact Information form.
  - A Structural Overview form.
  - The appropriate Facility Information form for each facility listed on the Structural Overview form.
  - An Abatement Device Information form for each abatement device listed on the Structural Overview form.
  - The appropriate Emission Point Information form for each emission point listed on the Structural Overview form.
  - A Path Emissions form for each path listed on the Structural Overview form.
  - Sample calculations representative of the processes at the site.
  - Summary test results if stack test data is used to determine emissions; or summary Relative Accuracy Test Audit sheets if CEMS or PEMS data are used to determine emissions.

- Fugitive Data and material throughput forms, if required by the technical supplements in Appendix A.

## **Requirements for Updating an EI**

Any regulated entity that continues to meet the EI reporting requirements of 30 TAC 101.10 is required to submit an EI that includes all of the following forms and supporting documentation:

- A Core Data Form (TCEQ-10400) for those sites updating ownership, name, or location. If this form has already been submitted to Central Registry, please include a copy with the new EI.
- **For a hard-copy (paper) EI:** A properly and thoroughly updated paper EIQ; complete instructions appear in Chapter 6. The owner or operator may not substitute a spreadsheet for the EIQ.
  - The required signatures on the EIQ—
    - (1) *Emissions Events Certification:* This statement **must** be signed **if and only if** the regulated entity experienced no emissions events.
    - (2) *Signature of the Legally Responsible Party:* The signature of the individual legally responsible for certifying that the inventory is, to the best of her or his knowledge, accurate and complete. Note that the legally responsible party may not be a consultant. See the subheading “Signature of Legally Responsible Party” in Chapter 6, “Updating an Emissions Inventory Questionnaire,” for further details.
  - Sample calculations representative of the processes at the site.
  - Summary test results if stack test data is used to determine emissions; or summary Relative Accuracy Test Audit sheets if CEMS or PEMS data are used to determine emissions.
  - Material throughput forms if required by the technical supplements in Appendix A.
  - Any forms necessary to add or change account structure (add forms).
  - **For an EI submitted through online data entry:** Updated EI data via the STARS EI Web portal using STEERS available at <<https://www3.tceq.texas.gov/steers/>>. The Emissions Events Certification (if applicable) and Signature of the Legally Responsible Party are part of the electronic system and do not need to be submitted separately.

The following information must be submitted separately:

- Sample calculations representative of the processes at the site.
- Summary test results if stack test data are used to determine the emissions or summary Relative Accuracy Test Audit sheets if CEMS or PEMS data are used to determine the emissions.
- Fugitive Data and material throughput forms if required by the technical supplements in Appendix A.

The information listed above may be mailed to the EAS or sent by e-mail to <psdocument@tceq.texas.gov>.

If sending electronic files, ensure that the data are self-contained and not linked to external data sources unavailable to the TCEQ. For electronic files, the preferred formats are Microsoft Word, Excel, and Access, and Adobe PDF. If e-mailing documentation, the site's RN and reporting year must be included in the subject line, and the company name, site name, and AEIU online submission date in the body.

If you are supplying the supporting documentation electronically, be sure to separate confidential from nonconfidential information in different electronic files.

- **For an updated electronic EI text file submitted online through STEERS:** An updated EI via the STARS EI Web portal using the STEERS available at <www3.tceq.texas.gov/steers/ >. The Emissions Events Certification (if applicable) and the signature of the legally responsible party are part of the electronic system and do not need to be submitted separately.

The following information must be submitted separately:

- Sample calculations representative of the processes at the site.
- Summary test results if stack test data are used to determine the emissions, or summary Relative Accuracy Test Audit sheets if CEMS or PEMS data are used to determine the emissions.
- Fugitive Data and material throughput forms if required by the technical supplements in Appendix A.
- Any forms necessary to add or change EI structure (add forms) if updates are not made in the text file.

The information listed above may be mailed to the EAS or sent by e-mail to <psdocument@tceq.texas.gov>.

If electronic files are provided, ensure that the data are self-contained and not linked to external data sources unavailable to the TCEQ. For electronic files, the preferred formats are Microsoft Word, Excel, and Access, and Adobe PDF. If the documentation is sent by e-mail, the site's RN and

reporting year must be included in the subject line, and the company name, site name, and AEIU online submission date in the body.

If you are supplying the supporting documentation electronically, be sure to separate confidential from nonconfidential information in different electronic files.

*Note:* The EAS will no longer accept an electronic EI submitted by mail on an external medium such as CD-ROM. All electronic EIs must be submitted through STEERS. For more information, consult the *Web-based EI Reporting Instructions* and answers to user questions available on the EAS Web page at <[www.tceq.texas.gov/goto/ieas](http://www.tceq.texas.gov/goto/ieas)> or contact the EAS.

### **Special Requirements for a Site that Experienced Insignificant Changes in Emissions**

Submission of an updated EI is not required if the total actual annual emissions of volatile organic compounds (VOCs), nitrogen oxides (NO<sub>x</sub>), carbon monoxide (CO), sulfur dioxide (SO<sub>2</sub>), lead (Pb), and particulate matter with an aerodynamic diameter of 10 microns or less (PM<sub>10</sub>) are all within 5 percent or five tons, whichever is greater, of the most recent total actual annual emissions reported in the STARS database. Instead, the owner or operator may request that the EAS copy the most recent annual emissions to the current reporting year.

If the site experienced **no** emissions due to emissions events (EE) and scheduled maintenance, startup, or shutdown (SMSS) activities, then the owner or operator may formally request to have the EAS copy the most recent annual and ozone season emissions to the current reporting year by submitting the following by the EI due date:

- a letter similar to the Insignificant Change Notification letter in Appendix B;
- the Account Information and Emissions Inventory Contact Information, page 2 of the EIQ;
- the Criteria Emissions Totals and Site Quantifiable Event Totals, page 3 of the EIQ; and
- the signed Emissions Events and Legally Responsible Party certification statements, page 4 of the EIQ.

If the site did experience emissions due to EE and SMSS activities, the owner or operator may still submit a formal request to have the EAS copy the most recent annual and ozone season emission rates to the current year. However, the emissions from emissions events and SMSS activities are required to be updated by submitting the following by the EI due date:

- a letter similar to the Insignificant Change Notification letter in Appendix B;

- the Account Information and Emissions Inventory Contact Information, page 2 of the EIQ;
- the Criteria Emissions Totals and Site Quantifiable Event Totals, page 3 of the EIQ;
- for regulated entities reporting only SMSS emissions and not reporting emissions events, the signed Emissions Events certification statement, page 4 of the EIQ;
- the signed Legally Responsible Party certification statement, page 4 of the EIQ; and
- all applicable pages relating to path emissions of the original EIQ updated to reflect emissions from EE and SMSS activities.

The hard-copy letter must be delivered to the EAS; currently there is no option to submit an Insignificant Change Notification through STEERS.

For this reporting situation, sample calculations and other supporting documentation may need to be supplied upon request.

*Please note:* The Insignificant Change Notification letter and the certification statements must be signed by a responsible official of the company. These documents cannot be signed by a consultant.

### ***If a Site Does Not Meet the Requirements of 30 TAC 101.10 for the Current Emissions Inventory Year***

An owner or operator who has determined that a site does not meet the EI reporting requirements of 30 TAC 101.10 for the current inventory year, but may meet applicability requirements in future years, must submit an Inapplicability Notification letter (Appendix B) or similarly worded letter by the emissions inventory due date. In this reporting scenario, choose “Option 1” on the Inapplicability Notification letter in Appendix B to keep the site on the mailing list. The hard-copy letter must be delivered to the EAS; currently there is no option to submit an inapplicability notification through STEERS.

Note: By signing this letter or a similar letter, the owner or operator of the regulated entity will remain on future EAS mailing lists and continue to receive a request to submit annual emissions inventory questionnaires. The owner or operator must submit a letter to the agency for each reporting year that the site does not meet the reporting requirements. The letter must be signed by the owner or operator and may not be signed by a consultant or other employee or agent.

For this reporting situation, sample calculations and other supporting documentation may need to be supplied upon request.

## **If a Site Does Not Expect to Meet the Requirements of 30 TAC 101.10 in Future Years**

If the owner or operator has determined that a site does not meet the applicability requirements of 30 TAC 101.10 for the current reporting year and does not expect to do so in future reporting years, then the owner or operator may formally request the site's removal from the EAS mailing list by submitting an Inapplicability Notification letter (Appendix B) or a similarly worded letter by the EI due date. In this reporting scenario, choose "Option 2" on the Inapplicability Notification letter in Appendix B to remove the site from the mailing list. The hard-copy letter must be delivered to the EAS; currently there is no option to submit an Inapplicability Notification through STEERS.

*Note:* The owner or operator—not a consultant or other employee or agent—must sign a letter requesting this action. The EAS only accepts written requests for removal from the mailing list.

Annual Emissions Inventory Update (AEIU) requests are based primarily on the most recent EI as it appears in the STARS database. If the latest emissions reported in the STARS database exceed the rule applicability requirements, the TCEQ cannot remove the regulated entity from the annual EI mailing list unless the owner or operator submits a current updated EIQ and sample calculations. After the EI data are updated in STARS, the site can then be removed from the mailing list.

If the site is a major source as defined in 30 TAC 116.12 at any time during the calendar year, the site cannot be removed from the mailing list for that year. The owner or operator must submit an EI by the applicable due date.

An owner or operator may have to void the site's Title V permit to demonstrate that PTE levels are below the EI reporting requirements as described in 30 TAC 101.10(a) before the TCEQ can remove the site from the mailing list. If the site meets the EI reporting requirements of 30 TAC 101.10 at any time during the calendar year, the owner or operator shall submit an annual emissions inventory for that calendar year.

For example, if the owner or operator of a major source lowers a site's PTE levels by voiding a Title V permit in June of a calendar year, or accepting federally enforceable emission limits that limit the site's PTE, and actual emissions for that calendar year do not meet 30 TAC 101.10 reporting thresholds, the owner or operator shall submit an inventory for the entire calendar year. If a regulated entity that has been removed from the mailing list meets the EI reporting requirements of 30 TAC 101.10 at any time in the future, it is the responsibility of the owner or operator to submit an EI by the due date.

## Sample Calculations

Per 30 TAC 101.10(c), sample calculations representative of the processes at the site must be submitted with the inventory and updated each year. Submit sample calculations showing determinations of actual annual emissions for each different type of process present in the EIQ, including enough data so that the determination results may be reasonably reproduced. The TCEQ cannot accept generic sample calculations, since they do not contain representative process data and do not demonstrate actual annual emissions determinations. For similar reasons, summary spreadsheets listing emissions quantities are not considered sample calculations. Sample calculation templates giving minimum requirements for common source types are located on the EAS Web page.

Refer to the following guidelines when sending representative sample calculations:

- When several sources of the same type are present and a **single** calculation methodology was used to determine emissions:
  - Include calculations for the source with the highest emissions.
  - Include typical process data for each source for which sample calculations are not supplied.
- When several sources of the same type are present but **different** calculation methodologies were used to determine emissions:
  - Include calculations for the source with the highest emissions for each calculation methodology.
  - Include typical process data for each source that uses a different calculation methodology and for which sample calculations are not supplied.

Examples of typical process data include heat inputs and fuel types for combustion sources and chemical types and throughputs for storage tanks and loading sources.

*Note:* All printed supporting documentation should be submitted in 10 point or larger type unless specifically approved by the EAS.

## Confidential Data and Information

The TCEQ holds data confidential as requested in accordance with agency policy and rules (see 30 TAC 1.5) unless the Texas Attorney General's Office rules or a court issues an opinion that the data are not protected by state law. If there are any special concerns about confidentiality, contact the EAS. Confidentiality claims do not justify withholding relevant information from the TCEQ.

The following information will be kept confidential in accordance with agency policy and rules (see 30 TAC 1.5) unless the Texas Attorney General's Office rules or a court issues an opinion that the data are not protected by state law:

- material data (as reported on material throughput forms)
- process flow diagrams
- process rates
- trade secrets (information that reveals secret processes or methods of manufacture or production)

Information **not** considered confidential includes:

- emission rates
- emission point data
- type of emissions control equipment
- type of emitting equipment

Under no circumstance should the owner or operator enter confidential information on the EIQ. Instead, submit confidential information separately, with each page clearly marked CONFIDENTIAL. If you are supplying the supporting documentation electronically, be sure to separate confidential from nonconfidential information in different electronic files. If both confidential and nonconfidential information is included in a single electronic file, the TCEQ will treat all of the information as nonconfidential.

## **Electronic Reporting**

Two options are available for updating EI data through the Web: an online data entry system or submission of a text file.

### ***Updating an Electronic AEIU through Online Data Entry***

The electronic AEIU can be updated and submitted through an online data-entry option in STEERS, and the TCEQ encourages this online option instead of the paper EIQ. The Annual Emissions Inventory Report (AEIR) system is a Web-based application that allows owners or operators to update their AEIU data using an online data-entry interface.

The online data-entry option allows updating of the EI data on the company, site, contacts, facility, control devices, emission points, and path emissions through graphical-user-interface (GUI) windows. The user may save the data in the work area in one or more work sessions until online data entry for the entire updated EI is complete. Users who have historically submitted EI updates on paper may prefer this process.

Built-in data checks help prevent errors such as missing required information, data in the wrong format, or limited data that fall outside preset constraints. After all of the required EI data is entered, the AEIU is submitted through STEERS. The system will run validation routines—typically overnight—and inform the user of the status (usually the following business day) by e-mail. If no errors were encountered, the e-mail will state, “AEIR validation process successful,” and the electronic submission will be considered complete. If errors were encountered, the e-mail will state, “AEIR validation process failed,” and an error log will be attached with instructions for viewing the log through STEERS. The STEERS user must correct the errors and attempt validation again. The system will also supply the user with a copy of record of the transacted data. *Note:* All file-status e-mails are sent to each individual with “submit” authorization as identified by STEERS.

A date of receipt will be assigned to the file on the day the validation is successful. The TCEQ must receive the file by the EI due date. Otherwise, it will consider the AEIU submission delinquent. The sample calculations and supporting documentation must also be submitted by the EI due date.

Sample calculations and supporting documentation may be mailed to the EAS or sent by e-mail to <psdocument@tceq.texas.gov>. For electronic files, the preferred formats are Microsoft Word, Excel, Access, and PDF. If the documentation is sent by e-mail, the site’s RN and reporting year must be included in the subject line, and the company name, site name, and AEIU online submission date in the body. If submitting supporting documentation electronically, be sure to separate confidential from nonconfidential information in different electronic files.

For more information, consult the *Web-based EI Reporting Instructions* and answers to user questions available on the EAS Web page at <www.tceq.texas.gov/goto/ieas> or contact the EAS.

## ***Submitting an Electronic Text File of the AEIU Online through STEERS***

An electronic AEIU can be submitted online. The AEIR system is a Web-based application that allows owners or operators to submit their AEIU to the TCEQ using STEERS.

The AEIR text file can be loaded from the user’s personal computer. This file is a complete update of their EI. Past users who have submitted updated emissions inventories on diskettes or compact discs may prefer to use this process. Historically, these files were submitted via diskettes or compact disks and loaded into STARS by TCEQ. Owners or operators must now submit the electronic AEIU through STEERS. The file must be in an approved electronic format, as outlined in the *Electronic Emissions Inventory File Specification*. This document is available online at <www.tceq.texas.gov/goto/starsguide>.

All electronic EIs **must** be submitted through STEERS. Two steps are required to submit the AEIU text file. First, the text file must be loaded into the STEERS work area from the user's personal computer. After the electronic AEIU is submitted to the STEERS work area, the TCEQ will respond via e-mail, detailing whether the system accepted the AEIU file. Second, the user will submit the file from the STEERS work area to the EAS. The system will run validation routines, typically overnight, and inform the user of the status, usually the following business day, by e-mail. If no errors were encountered, the e-mail will state "AEIR validation process successful" and the electronic submission is considered complete. If errors were encountered, the e-mail will state "AEIR validation process failed." The system will also supply the user with a copy of record of the transacted data. *Note:* All file-status e-mails are sent to each individual with "submit" authorization as identified by STEERS.

If the electronic AEIU does not pass the validation routine by the EI due date, the TCEQ will consider the AEIU submission delinquent. The sample calculations and supporting documentation must also be submitted by the EI due date.

Sample calculations and supporting documentation may be mailed to the EAS or sent by e-mail to <psdocument@tceq.texas.gov>. For electronic files, the preferred formats are Microsoft Word, Excel, Access, and PDF. If the documentation is sent by e-mail, the site's RN and reporting year must be included in the subject line, and the company name, site name, and AEIU online submission date in the body. If submitting supporting documentation electronically, be sure to separate confidential from nonconfidential information in different electronic files.

For more information, consult the *Web-based EI Reporting Instructions* and answers to user questions available on the EAS Web page at <www.tceq.texas.gov/goto/ieas> or contact the EAS. Contact the EAS for further assistance with electronic reporting.