CHAPTER 7—EI REVISIONS, DATA REQUESTS, SITE COORDINATE DATA

This chapter covers submitting EI revisions, requesting EI data, and reviewing site coordinate data.

A revision request is made to correct erroneous EI data previously reported. A discussion on how to submit a revised EI for the current and previous reporting years is included in this chapter.

Regulated entities may request historical EI data from the TCEQ. Whether retrieving electronic data from STARS or viewing an EI file on paper, procedures are in place to request such information. This chapter discusses what data the TCEQ can supply and when an "open records" request may be more appropriate.

Because EPN and site centroid coordinate data are used for modeling, the TCEQ may request updates to this information. This chapter discusses coordinate data and can assist in locating a site's coordinates.

Revising an EI

Current and Previous Reporting Year

All revision requests are subject to TCEQ review and approval. In the cover letter, indicate the years being revised: the current year, the year immediately prior, or both.

Please note: Revision requests are processed as time permits. Generally processing takes place after the TCEQ has reviewed all emissions inventories for the current reporting year.

What Is Required

A revision must address errors in the self-reported EI. Submit the following to revise EI data:

- a signed cover letter describing the revisions being made and the reason for the revisions
- revised EIQ pages; it is not necessary to submit the entire EIQ (STEERS printouts are not an acceptable format for submitting revisions; see "Printing the EIQ" in Chapter 6 for information on obtaining EIQ pages)
- updated criteria emissions totals for the site (found on page 3 of an EIQ) to help identify any errors in entering or submitting data
- detailed sample calculations and supporting documentation for the revised emissions—see Chapter 1 for additional instructions.

To obtain an electronic copy of the most current data for the EI revision year, contact the EAS. The EAS help line number is 512-239-1773.

Use Permanent Ink

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 ink color 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.

How to Submit

The revised EIQ pages submitted to the TCEQ must be printed on only one side of the page and not copied on both sides of the page (do not duplex). Do not submit pages printed from STEERS.

Contact the EAS to identify the staff member assigned to review the EI for the current year. When submitting revisions, address them to the applicable EAS staff member at MC 164.

Other Reporting Years

All revision requests are subject to TCEQ review and approval. If the revision request is two to four years prior to the current reporting year, the TCEQ may or may not update the emissions data in STARS. The TCEQ will review revision requests to determine if the data currently in STARS should be updated. This review takes into account the justification for the revisions, EI year in question, and the magnitude of the change in emissions, if applicable.

After the review, the TCEQ will determine whether to update the emission revisions in STARS or, alternatively, to file them in the EI folder. Since each revision is unique, the TCEQ recommends that the owner or operator contact the EAS to address any questions about the submitted revisions.

Requests for revisions to EI reporting years five or more years prior to the current reporting year will be filed with the appropriate EIQ and will be noted in the STARS tracking system.

Example: The current reporting year is 2013. Revision requests may be processed and updated in STARS for 2013 and 2012. The EAS will review revision requests for 2011, 2010, and 2009 on a case by case basis. The EAS will determine whether the emissions will be updated in STARS or filed in the EIQ folder. Revision requests for 2008 and prior will be filed with the appropriate EIQ and noted in the STARS tracking system.

EI Data Requests

Historical EI data are available in several formats. General emissions data are available through the TCEQ Data Clearinghouse. Site-specific

EI data and reports are available through the Central Registry Integrated Web Reports (IWR) system at <www12.tceq.state.tx.us/crpub/>. Site-level EI information also appears online at the EAS Web page, while more detailed data can be obtained by completing and faxing an Emissions Data Request form (TCEQ-20473), which can be downloaded at <www.tceq.texas.gov/cgi-bin/comm_exec/forms.pl>. EI files can also be viewed in person at the TCEQ central office in Austin.

TCEQ Data Clearinghouse

A wide collection of regulatory and environmental information is available through the TCEQ Data Clearinghouse, including historical EIQs and site-wide contaminant summary reports. The clearinghouse is at 512-239-DATA (3282) or online at <www.tceq.texas.gov/goto/data>.

TCEQ Central Registry Integrated Web Reports

Site-specific data and reports are available through the TCEQ Central Registry IWR system, including path-level and site-level emissions, path-list reports, and the EIQ. The IWR Web page is at <www12.tceq.state.tx.us/crpub/>.

Data Available at the EAS Web Page

The EAS Web page titled Point Source Emissions Inventory <www.tceq.texas.gov/goto/ieas> links to easily accessible EI data. Before contacting the TCEQ for EI data, please refer to that Web page to make sure the information is not already available. Information available there includes emissions inventory trends, total criteria emissions for each site that reported an EI for the previous year, tools for completing an EI, this document, and emissions inventory forms.

Emissions Data Requests

To request emissions data, please complete the Emissions Data Request form and fax it to the TCEQ at the number on the form. The form can be downloaded at <www.tceq.texas.gov/goto/ieas>.The TCEQ will determine if the requested data are available electronically or if paper EI files are available for review. Please allow at least 10 business days for the TCEQ to produce the data.

For additional guidance on how to complete the form or on what EI data are available, please call the EAS help line at 512-239-1773.

Paper EI Data Requests

EI Files Available at the TCEQ Central Office

The TCEQ maintains files for the current EI reporting year and the two most recent years. To request them, contact the EAS help line at

512-239-1773. The account number or RN, company and site names, and EI years desired are required so the files can be identified and located.

Please allow at least 48 hours' prior notice to view a file for the TCEQ to retrieve it and to ensure it contains no confidential information. It will then be available in the Central File Room for review. Copying and various other services are also available.

After two years, EI files are transferred to the state archives at the Texas State Library.

Archived Files

If an EI file has already been sent to the Texas State Library, an "open records" request is necessary to obtain the file. This request can be made by e-mail to <openrecs@tceq.texas.gov> or in writing to the Public Information Officer. Please allow a few days for the state library to forward the files. For more information, visit <www.tceq.texas.gov/goto/openrecords>.

Coordinate Data

Spatial Queries and Mapping Application Viewer

Advancements in GIS software and its wide availability have drawn increased attention to obtaining accurate coordinate data for the site centroid and EPNs. Because site coordinates can potentially have an impact on emissions modeling, the TCEQ may request updates to them.

The TCEQ has recently made available an online viewer that uses Google Maps to help determine accurate coordinate data. See <www.tceq.texas.gov/goto/sqmaview>.