

# Frequently Asked Questions

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## Submission requirements, Applicability, Due Date, and Extensions

### 1. **What is the required method for submitting an emissions inventory (EI)?**

Beginning with the 2015 reporting year, the State of Texas Air Reporting System (STEERS)-Air Emissions Inventory (AEIR) online system, using either the Web EI entry or text file upload process, is the required method. Click [here](#) for instructions on submitting an EI online through the STEERS-AEIR system.

### 2. **Can I still submit my emissions inventory on paper?**

No, please contact the Emissions Assessment Section help line at 512-239-1773, if you have questions or concerns about online reporting.

### 3. **When is my emissions inventory (EI) due?**

The EI is due on March 31 of the calendar year immediately after the reporting year unless otherwise specified in writing by the TCEQ. Initial emissions inventories are due by March 31 of the calendar year immediately after the reporting year.

### 4. **What is the received date for emissions inventories submitted through the STEERS-AEIR system?**

An emissions inventory submitted on a given day will have that day entered as the received date.

### 5. **What if the due date falls on a weekend or legal holiday?**

If the due date falls on a weekend or legal holiday, the emissions inventory must be submitted or postmarked for notification letters by the following business day per 30 Texas Administrative Code Section 1.7.

### 6. **Can I have an extension on my emissions inventory due date?**

No, extensions are not granted.

**7. My site did not meet the reporting requirements of 30 Texas Administrative Code Section 101.10. Can I submit the inapplicability notification through the STEERS-AEIR system?**

Currently there is no method for letters to be submitted through the STEERS-AEIR system. All notification letters must be postmarked by the due date.

There are two mailing addresses options depending on the delivery service:

**Via USPS:**

Emissions Inventory Data, MC166

Texas Commission on Environmental Quality

PO Box 13087

Austin, TX 78711-3087

**Via Overnight Service (Fed Ex, UPS, etc.)**

Emissions Inventory Data, MC166

Texas Commission on Environmental Quality

12100 Park 35 Circle, Bldg. E, Third Floor

Austin, TX 78753

**8. Do I have to submit an emissions inventory (EI) if my site's Title V permit is voided?**

If the site met any of applicability thresholds of 30 TAC 101.10 at any point during the reporting year, an EI for that year is required.

**9. Are greenhouse gas emissions used to determine whether a site must submit an emissions inventory per 30 Texas Administrative Code (TAC) Section 101.10(a)(4)?**

No, greenhouse gases (GHGs) are not used (considered) when determining applicability with 30 TAC Section 101.10(a)(4). Note: GHGs are defined in 30 TAC Section 101.1.

**10. Do I add a site's regulated pollutants together to determine if a site has to submit an emissions inventory (EI) per 30 Texas Administrative Code (TAC) Section 101.10(a)(4)?**

No, to determine applicability consider each regulated pollutant (example: NO<sub>x</sub>, VOC, CO, particulate matter, etc.) individually. Do not add together regulated pollutants to determine rule reporting applicability under 30 TAC Section 101.10(a)(4). For more information, please see EI requirements in Chapter 1 of the Emissions Inventory Guidelines (TCEQ publication RG-360).

**11. Do I report greenhouse gases (GHGs) in my emissions inventory (EI)?**

No, GHGs are not required to be reported in the EI.

## **Supporting Documentation**

**12. Where do I send my non-confidential supporting documentation?**

Non-confidential sample calculations and supporting documentation can be attached to the STEERS-AEIR system. Alternatively, they can be emailed to [psdocument@tceq.texas.gov](mailto:psdocument@tceq.texas.gov).

**13. Where do I send confidential supporting documentation?**

Confidential information should not be provided electronically. There are two mailing addresses options for confidential supporting documentation and sample calculations depending on the delivery service:

**Via USPS:**

Emissions Inventory Data, MC166

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## **STEERS Reporting**

**14. How do I submit an emissions inventory (EI) through STEERS?**

Click [here](#) for instructions on submitting an EI online through the STEERS-AEIR system.

**15. I am submitting an emissions inventory (EI) for the first time. Can I create it in STEERS?**

Yes, but certain information must exist in STARS before it's ready for STEERS. If you cannot locate the EI information in STEERS, it likely means that the account has not been extracted. Call the EI helpline and provide an RN, EI contact information, and basic site information, such as operating schedule and centroid geographical coordinates. Once the account has been extracted, it is then ready for entry in STEERS.

**16. I created my STEERS account, but my status is probationary. What does this mean?**

It means that you do not have full access to STEERS until a Steers Participation Agreement (SPA) has been received. If you have a valid Class "C" Texas Driver's License (TDL) you can use it to electronically sign (e-sign) the SPA and activate your account and all program areas/IDs for which you have direct authorization. If you don't have a valid TDL, then you have to mail in the SPA and allow a few days for the STEERS program to process your request.

**17. I edited my emissions inventory contact information in STEERS, but I still see the old contact information.**

You must hit the “Save and Submit” button for the new information to overwrite the old contact information in STARS. If you hit “Save”, the new information is only saved in the Work Area. The current STARS contact information still exists until the new contact data saved to the Work Area is submitted using the “Save and Submit” button.

**18. I get an error message: “No corresponding 10000 series contaminant entered”. What does this mean?**

It means that there are PM10 emissions that are missing its corresponding PM emissions. PM includes all sizes of particulate matter. PM10 is a portion of PM that has an aerodynamic diameter less than or equal to 10 microns. It is a subset of PM. Therefore, when reporting PM10 emissions also report PM emissions. Most speciated PM10 contaminants have a corresponding PM contaminant. For example, if you’re reporting hydrochloric acid, report both contaminant code 21160 and its PM equivalent, 11160.

For combustion sources, it is assumed that all particulates are PM2.5. PM2.5 is a subset of PM10, which is a subset of PM. Therefore, report all three contaminants in equal amounts.

**19. How do I delete a FIN in STEERS?**

Existing FINs, CINs, and EPNs in the STARS database cannot be deleted in STEERS. However, you can request for it to be deleted in your cover letter at the same time you submit sample calculations.

**20. How do I remove a former employee from our STEERS account?**

Send an email to [steers@tceq.texas.gov](mailto:steers@tceq.texas.gov) and formally request that the individual's access be removed.

**21. The emissions inventory entry FIN table does not allow me to SAVE because there is a message to fix errors, but there are no errors listed.**

Review the aggregate heat input and NO<sub>x</sub> factor values for that FIN. If one of those fields is missing, the other must also be blank. Either both fields must have values or both fields must be blank.

**22. How do I clear my work area in STEERS?**

Click on the “Inventory Detail” button at the top of the page. This will take you to the Air Emissions Inventory Detail window. Now the “Clear Work Area” button appears. Clicking it will erase all entries you make so that you can start over.

**23. How do I submit the emissions inventory (EI) in STEERS once I’m done entering all the data?**

Click on the “Work Area” button at the top of the page. You can either review the records or submit the EI. By clicking the “Submit” button, you are e-signing and certifying that emissions are correct as reported.

**24. What if my STEERS question is not on this document?**

Please consult either our Emissions Inventory Reporting Using [STEERS FAQ document](#) or the [Web-based reporting Instructions](#).

## **Emissions Reporting**

**25. How do I enter leap year emissions?**

Use leap year hours to calculate emissions, but report no more than the maximum 8760 hours in the emissions inventory.

**26. Do I include emissions events (EE) or scheduled maintenance, startup, and shutdown (SMSS) emissions in determining total ozone season emissions?**

No, do not include EE or unauthorized SMSS emissions in calculating ozone season emissions. However, do include any authorized (permitted) MSS emissions that are reported as part of the actual annual emissions.

**27. What is the difference between a flare, a vapor combustion unit, and a thermal oxidizer?**

Flares are open combustion devices, whereas thermal oxidizers are enclosed combustion devices that destroy VOCs at high temperatures using specific residence times. Flares have fewer combustion controls (air control, etc.) than thermal oxidizers. For further descriptions, see 30 Texas Administrative Code Section 101.1.

## **EIQ Forms**

**28. How do I print a copy of my historical emissions inventory (EI)?**

Click [here](#) for instructions on printing a copy of your EI. Please note that paper EI submissions are no longer accepted without prior approval.