

# Frequently Asked Helpline Questions

## Applicability, Due Date, and Extensions

### 1. When is my EIQ 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. The EI will not be considered late as long as it is postmarked by the due date.

Note: If the due date falls on a weekend or legal holiday, the EI must be postmarked by the following business day per 30 Texas Administrative Code (TAC) Section 1.7.

### 2. Can I have an extension?

No, extensions are not granted.

### 3. Do I have to submit an EI if my site's Title V permit is voided?

It depends. If the Title V permit was active at any point during the reporting year and was voided during that calendar year, an emissions inventory must be submitted for that calendar year because the site met reporting thresholds during a portion of the year. If the Title V permit was voided before the start of the reporting year, but emissions in the State of Texas Air Reporting System (STARS) database are above reporting thresholds, an inventory must be submitted to lower the emissions to below the thresholds before the site can be removed from the mailout list.

The company may choose to submit a rule inapplicability letter in lieu of the EI, but if the emissions in STARS are above reporting thresholds, then the site cannot be removed from the mailout list.

### 4. Where do I mail my paper EIQ?

There are two mailing addresses 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, Airborne, etc.)

Emissions Inventory Data, MC166  
Texas Commission on Environmental Quality  
12100 Park 35 Circle, Bldg. E, Third Floor  
Austin, TX 78753

## EIQ Forms

### 5. How do I print a copy of my EIQ?

Click [here](#) for instructions on printing a copy of your EIQ.

### 6. Where are the forms for completing an initial emissions inventory?

EIQ forms are available on our Web page: <http://www.tceq.texas.gov/airquality/point-source-ei/psei.html>

## **STEERS Reporting**

### **7. How do I submit an EIQ through STEERS?**

Click [here](#) for instructions on submitting an EIQ online through STEERS.

### **8. I am submitting an emissions inventory 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.

### **9. 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.

### **10. I edited my EI 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 it gets overwritten.

### **11. I get an error message: "No corresponding 10000 series contaminant entered". What does this mean?**

It means there's a PM<sub>10</sub> contaminant that's missing its corresponding PM partner. PM includes all sizes of particulate matter. PM<sub>10</sub> 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 PM<sub>10</sub> also report PM. Most speciated PM<sub>10</sub> 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 PM<sub>2.5</sub>. PM<sub>2.5</sub> is a subset of PM<sub>10</sub>, which is a subset of PM. Therefore, report all three contaminants in equal amounts.

### **12. 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.

### **13. I try to use the Rollover button, but the system logs me out instead.**

This error occurs with certain browsers. Unfortunately, until a fix is in place, you will not be able to use that feature.

### **14. 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.

**15. The EIQ 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.

**16. 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.

**17. How do I submit the EIQ 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 emissions inventory. By clicking the "Submit" button, you are e-signing and certifying that emissions are correct as reported.

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

Please consult either our EI Reporting Using STEERS FAQ document:

<http://www.tceq.texas.gov/assets/public/implementation/air/ie/pseiforms/faqstarsweb.pdf> or

our Web-based reporting Instructions:

<http://www.tceq.texas.gov/assets/public/implementation/air/ie/pseiforms/aierusersguide.pdf>

## **Supporting Documentation**

**19. Where do I send my supporting documentation?**

Sample calculations and supporting documentation can be emailed to [psdocument@tceq.texas.gov](mailto:psdocument@tceq.texas.gov). Include RN and EIQ year on the subject line.

## **Emissions Reporting**

**20. 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 EIQ.

**21. Do I include emissions events or scheduled maintenance, startup, and shutdown 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) SMSS emissions that are reported as part of the actual annual emissions.

**22. EE emissions less than 0.0001 tons per year (tpy) can't be reported, so should I not report the number of EE activities if I can't report EE in the EI?**

There is no de minimis amount of EE or SMSS emissions. Report any EE emissions above 0 and record the number of emissions events in the EI. For EE or SMSS emissions that are below 0.0001 tpy, round up to 0.0001 tpy.

**23. 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 TAC 101.1.