

**Mass Emissions Cap and Trade (MECT) Annual Compliance Reports**  
**Supporting Documentation Checklist for Minor Sources**  
Emissions Banking and Trading Programs  
Texas Commission on Environmental Quality

The following checklist was developed to assist owners/operators of sites that are subject to the MECT Program to prepare and submit supporting documentation for Annual Compliance Reporting per [30 Texas Administrative Code \(TAC\) §101.359](#). Although not required, the checklist will help provide complete documentation and assist in timely review of annual compliance reports.

Annual Reports must be submitted through the [State of Texas Environmental Electronic Reporting System \(STEERS\)](#) by March 31<sup>st</sup> following each control period. Please attach a completed copy of this checklist, along with the appropriate supporting documentation, to your STEERS report submission.

This checklist is not a compliance substitute for the rule requirements in 30 TAC Chapter 117 and only reflects the documentation used by the Emission Banking and Trading Team to process annual compliance reports. The official version of the Chapter 117 rules is available on the [Secretary of State](#) website.

Notes:

- Emissions for each unit must be quantified using appropriate Chapter 117 monitoring and testing methods. If the required Chapter 117 data is missing or unavailable, you must provide an alternate method, in accordance with [30 TAC §101.354\(b\)](#) as well as a detailed description of the reason the alternate data is being used.
- Data substitution provided for CEMS or PEMS downtime in accordance with Chapter 117 procedures should not be listed as §101.354(b).
- If alternate data is used due to noncompliance with Chapter 117 protocols, an additional 10% quantification penalty will be applied in accordance with 30 TAC §101.354(b)(2) for the period of noncompliance.
- The use of NO<sub>x</sub> CEMS or PEMS is optional for minor sources.

**Instructions:**

1. In the checklist below, select the appropriate Level of Activity (LOA) and Emission Factor (EF) citation(s) associated with the units at your site. **Only fill out the tables for citations relevant to your report.**
2. For each selected citation, identify which units, by Facility Identification Number (FIN) are reporting using that citation in the first row of the table.
3. Use the checklist to identify the required supporting documentation to be provided with your Annual Compliance Report. Mark off each item that has been provided with your report.

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Select (at least) one item from both the Level of Activity (LOA) and Emission Factors (EF) citation sections and include which Facility Identification Number(s) (FINs) are reporting under each applicable citation. Attach all applicable documentation required. Submit this checklist along with your Annual Compliance Report as verification that the required documents have been provided.

**Select the appropriate LOA citation(s):**

Citation	
<input type="checkbox"/>	<b>§117.2035(a)(1):</b> Totalizing fuel flow meter for each unit not equipped with Continuous Emission Monitoring System (CEMS) or Predictive Emission Monitoring System (PEMS):

FINs:	
Attached	Documentation Required
<input type="checkbox"/>	Annual fuel usage for each unit, in scf or gallons
<input type="checkbox"/>	If the unit was retested during the control period, provide the fuel usage values for before and after the test was conducted, since the new stack test value can only be used to calculate emissions from the date of the test forward
<input type="checkbox"/>	Type(s) of fuel burned
<input type="checkbox"/>	Higher (gross) heating value of the fuel(s) in Btu/scf (Btu/gallons, if liquid fuel) and the basis for the gross heating value (e.g., fuel test data, supplier data, AP-42, etc.)
<input type="checkbox"/>	For engines, heat rate in Btu/hp-hr (using data from the stack test, manufacturer's specification sheet, or other source)

Citation	
<input type="checkbox"/>	<b>§117.2035(a)(1):</b> Totalizing fuel flow meter for each unit with CEMS OR PEMS:

FINs:	
Attached	Documentation Required
<input type="checkbox"/>	Annual heat input or production rate for each unit.

Citation	
<input type="checkbox"/>	<b>§117.2035(a)(2)(A):</b> Stack exhaust flow monitoring for a unit with a CEMS:

FINs:	
Attached	Documentation Required
<input type="checkbox"/>	Stack exhaust flow for each unit (annual summaries are acceptable)

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Select the appropriate LOA citation(s):

Citation	
<input type="checkbox"/>	<b>§117.2035(a)(2)(B):</b> Totalizing fuel flow meter for multiple units that vent to a common stack with a CEMS

FINs:	
Attached	Documentation Required
<input type="checkbox"/>	Annual heat input for each unit

Citation	
<input type="checkbox"/>	<b>§117.2035(a)(2)(C):</b> Monthly fuel use records for each diesel engine operating with a run time meter:

FINs:	
Attached	Documentation Required
<input type="checkbox"/>	Annual diesel usage for each unit, in gallons
<input type="checkbox"/>	If the unit was re-tested during the control period, provide the diesel usage values for before and after the test was conducted, since the new stack test value can only be used to calculate emissions from the date of the test forward
<input type="checkbox"/>	Higher (gross) heating value of the diesel in Btu/gal and the basis for the gross heating value (e.g., fuel test data, supplier data, AP-42, etc.)
<input type="checkbox"/>	Heat rate in Btu/hp-hr (using data from the stack test, manufacturer's specification sheet, or other source)

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Select the appropriate LOA citation(s):

Citation	
<input type="checkbox"/>	<b>§117.2035(a)(2)(D):</b> Single totalizing fuel flow meter for multiple units for the same equipment category if a stack test is performed for each unit and the test results from the unit with the highest emission rate are used for all units:

FINs:	
Attached	Documentation Required
<input type="checkbox"/>	Annual fuel in scf or gallons
<input type="checkbox"/>	If the unit was retested during the control period, provide the fuel usage values for before and after the test was conducted, since the new stack test value can only be used to calculate emissions from the date of the test forward
<input type="checkbox"/>	Type(s) of fuel burned
<input type="checkbox"/>	Higher (gross) heating value of the fuel(s) in Btu/scf (Btu/gallons, if liquid fuel) and the basis for the gross heating value (e.g., fuel test data, supplier data, AP-42, etc.)
<input type="checkbox"/>	For engines, heat rate in Btu/hp-hr (using data from the stack test, manufacturer's specification sheet, or other source)
<input type="checkbox"/>	List of each unit (FIN and emission point number (EPN)) monitored with the same meter

Citation	
<input type="checkbox"/>	<b>§117.2035(a)(2)(G):</b> Continuous monitoring of horsepower and hours of operation for each stationary reciprocating internal combustion engine or stationary gas turbine:

FINs:	
Attached	Documentation Required
<input type="checkbox"/>	Total hp-hr for the control period determined by summing the total hp-hr for each day (calculated by multiplying the average hp for that day times the total hours of operation for that day – electronic version preferred)
<input type="checkbox"/>	If the unit was retested during the control period, provide the hp-hr values for before and after the test was conducted, since the new stack test value can only be used to calculate emissions from the date of the test forward

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<b>Citation</b>	
<input type="checkbox"/>	<b>§101.354(b):</b> Alternate Data

<b>FINs:</b>	
<b>Attached</b>	<b>Documentation Required</b>
<input type="checkbox"/>	Justification for not using the methods above, and the justification for the method used. <b>Note:</b> Emissions quantified under this protocol may be subject to a 10% quantification penalty

**Select the applicable EF Citation(s):**

<b>Citation</b>	
<input type="checkbox"/>	<b>§117.2035(c):</b> NO <sub>x</sub> CEMS or PEMS

<b>FINs:</b>	
<b>Attached</b>	<b>Documentation Required</b>
<input type="checkbox"/>	<a href="#">Supporting Documentation for CEMS and PEMS</a>

<b>Citation</b>	
<input type="checkbox"/>	<b>§117.2035(e):</b> Stack Test

<b>FINs:</b>	
<b>Attached</b>	<b>Documentation Required</b>
<input type="checkbox"/>	NO <sub>x</sub> emission rate in units of the applicable emission limit (§117.8010(2)(A))
<input type="checkbox"/>	Copy (electronic version preferred) of the full stack test report if not sent with a report submitted for a previous control period (if summary pages were provided previously, the complete report must be provided)
<input type="checkbox"/>	If a unit was retested during the control period, also provide a copy (electronic version preferred) of the full stack test report for the re-test, since the new stack test value can only be used to calculate emissions from the date of the new test forward.
<input type="checkbox"/>	If a unit was retested during the control period, a weighted emission factor calculated from the previous emissions test and new test must be entered for the unit in STEERS. Provide calculations for the weighted average emission factor.

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<b>Citation</b>	
<input type="checkbox"/>	<b>§101.354(b):</b> Alternate Data

<b>FINs:</b>	
<b>Attached</b>	<b>Documentation Required</b>
<input type="checkbox"/>	Justification for not using the methods above, and the justification for the method used. <b>Note:</b> Emissions quantified under this protocol may be subject to a 10% quantification penalty