

TCEQ Fee Basis Form Instructions

For information on the Air Fees rules, applicability, fee rates, or assistance completing the form visit: <https://www.tceq.texas.gov/airquality/point-source-ei/air-fees.html>

Include the **Fiscal Year (FY)** the air fees are being assessed. A FY runs from **September 1- August 31** of the designated reporting year.

ACCOUNT INFORMATION/REGULATED ENTITY INFORMATION

Using your approved Air Permits application or Central Registry (CR) listing, complete this section according to the below guidelines.

Current Owner: Provide the name of the current owner (must match permit or CR).

Customer Reference Number (CN): Provide the CN for the new owner. If a CN has not been created with the TCEQ, please contact the Central Registry and obtain a CN. A CN is an identifier that corresponds to a specific company, so you may have already been assigned one by a different TCEQ program, https://www.tceq.texas.gov/permitting/central_registry

Site Name: Provide the name of the site (must match permit and CR).

Air Account Number: Provide the account number issued to this site. If the Air Account number has not been issued, please leave blank. You will be assigned an Air Account number if there is not one associated with the Regulated Entity in the system.

Regulated Entity Number (RN): Provide the RN associated to this site (must match the permit and CR).

County: Provide the permitted County of the site. If the site has a Portable designation, it is not necessary to update the County information.

Standard Industrial Code (SIC): Provide the SIC code that represents the process at the site.

Note: If a site was sold, the new owner and previous owner should each submit a fee basis form with the status information about the regulated entity and pertinent information to help process the form.

- For example, the new owner would provide a fee basis form with the accurate site status and the previous owner would provide a fee form with a sold status. Both current and previous owner would provide comments explaining the sold situation on the fee basis form.

CONTACT INFORMATION

Provide the contact information for the Responsible Party associated with the account. All Air Fees reminders, notifications, requests for information and invoices will be mailed or emailed to the contact provided. We are unable to designate two points of contact to send technical information to one contact and invoices to another.

Note: All companies are mailed a paper copy of their invoice. To receive an electronic invoice, please email AcctRec@tceq.texas.gov. Reference the RN and Account number if the Account Receivable number is unknown.

If you only make an email update with the account receivable team, the email address will not be used to email any correspondence from the Air Fees program as the two databases are not linked.

STATUS OF ACCOUNT (SITE)

Check the box on the form that best describes the activity status of the site. Note that the use of “site” and “account” are often used interchangeably. Include the required information for the status chosen. Missing or incomplete documentation may result in increased processing time, inaccurate changes to the activity status, or additional invoicing. It is very important that the status of the site is represented accurately. Please refer to the operational status explanations below.

Active - Check this box if the site will be active/operational at any time during the reporting FY

Idle - Check this box if the site will not operate at any time during the reporting FY

Under Construction - Check this box if the site obtained a permit but is under construction and will not be operating at any time during the FY or if the site is under permit review and will not operate at any time in the FY

Sold - Check this box if an ownership transfer has occurred and new ownership will be in effect during the reporting FY.

Information required: Date of sale, New Company name, Mailing address, Contact person, Phone number, Email address, New RN (if applicable). Provide a new RN **only** if the Air Permit Division issued a new RN. Typically, when an ownership transfer occurs the RN remains the same. However, in some instances the Air Permits Division issues a new RN.

- It is the previous owner’s responsibility to provide new owner information on the fee basis form.
- The new owner is required to process the fee basis form. In order for the new owner information to be reflected on the invoice, the new company must submit a Core Data Form to Central Registry to officially have the name changed in the TCEQ systems, https://www.tceq.texas.gov/permitting/central_registry/guidance.html
- If the new permit has not been finalized please reach out to the Air Permits Division about the status of the permit at [Permits and Registrations - Texas Commission on Environmental Quality - www.tceq.texas.gov](https://www.tceq.texas.gov/permitting/central_registry/guidance.html) prior to reaching out to Central Registry.

Shutdown - Check this box if the site has been permanently shut down, will not operate in any county in Texas, and was **not sold**.

Information required: Date of shut down and the air permit number(s) corresponding to the site.

If the Air Permits Division has not cancelled or voided the air permit(s) for the site, the site cannot be shutdown with our program area.

For permit status see, https://www.tceq.texas.gov/permitting/air/nav/air_status_permits.html

- Allow processing time before it is reflected in the database.
- Provide an explanation if the site needs to be shut down without the permits being cancelled/voided.

Merged - Check this box if the site was merged by the Air Permits Division and the merger will be in effect during the reporting FY

Information required: Date of merger, the RN numbers affected, and emissions, if applicable.

- If the merger has not been approved by the Air Permits Division, then the site cannot be merged within our program area.
- Check Central Registry to see if the merger has been processed
<https://www15.tceq.texas.gov/crpub/>

Does Not Qualify (DNQ) - Check this box if the site does not have an applicable SIC code/tier letter and the site is not operating under Title V conditions.

Information required: Air permit number(s) corresponding to the site

- Verify that none of the site's SIC code(s) are applicable under 30 TAC §101.24(f) and that the site does not operate under Title V conditions as noted in 30 TAC §101.27(a).
- Provide an explanation and any applicable supporting documentation to verify the DNQ

INSPECTION FEE BASIS INFORMATION

Report the applicable SIC code/tier letter for the associated FY. For more information on the FY2003 base inspection fees visit our website and click on the "SIC Codes" hyperlink.

To check the SIC codes associated with the Regulated Entity, please refer to the TCEQ's Central Registry at: <https://www15.tceq.texas.gov/crpub/>. The site may have been applicable to more than one SIC code at the time of the permit application. If there are SICs that no longer apply to the site, submit a data core form to the CR to have your file updated.

Compare the Standard Industrial Classification (SIC) code(s) the site is associated with to the table listed in 30 TAC §101.24(f) for permitted and non-permitted sites. If more than one SIC category can apply to a site, report the SIC category that has the highest FY 2003 base inspection fee.

If the SIC code has an applicable tier letter (i.e., A, B, or C), provide the tier letter that is applicable for the plant, site, and/or processes. Tier letters are assigned to assist in identifying the different levels of SIC categories.

For a complete listing of the SIC codes, tiers with associated process descriptions and fee rate for the inspection fee, visit our fees web page: <http://www.tceq.texas.gov/airquality/point-source-ei/air-fees.html> and view the "Air Inspection Fee Rates" document.

If a SIC code and/or tier letter changes from the previous year to reflect operational changes, provide an explanation in the comment box and submit the applicable documentation.

If the site is not applicable to any SIC code/Tier letter or if the **site did not operate**, then enter NA, **do not leave blank**.

EMISSIONS FEE BASIS INFORMATION

The following information is required to determine if an owner or operator of an account (site) is subject to being assessed an emissions fee per 30 TAC §101.27(a).

Provide an answer to the question: **Is the site required to obtain/possess a Title V permit?**

If the site is not operating under Title V conditions regardless of permit authorizations during the reporting FY, then the answer is 'No'. The site does not need to report emissions on the table and can then proceed to submit the fee form to airfees@tceq.texas.gov.

If the site is operating under Title V conditions regardless of permit authorizations during the reporting FY then the answer is 'Yes'.

If the answer is "Yes", review the definitions below and report the site-level annual emissions for each regulated pollutant or group of pollutants in the table below to establish the emissions fee basis. Routine, Scheduled Maintenance, Startup, and Shutdown, Emissions Events should be reported for the last full calendar year (Air Fees reporting FY- 2 FY years = Emissions Inventory Calendar Year emissions =) (e.g. if reporting for FY2025, Calendar Year 2023 emissions must be reported)

- a) **Allowable emissions rates:** Limits specified in an enforceable document such as a permit, certified registration of emissions, or Commission Order (hereafter referred to as enforceable emissions limits) that are in effect during the fiscal year that a fee is due. This is also referred to as the site's potential-to-emit emissions.
- b) **Routine:** Calendar year (CY) emissions associated with planned activities, including routine operations, and authorized maintenance, startup, and shutdown activities.
- c) **Scheduled Maintenance, Startup, and Shutdown (SMSS):** CY emissions from all SMSS that are not authorized by a permit as defined in 30 TAC §101.1(91).
- d) **Emissions Events (EE):** CY emissions from all releases due to emissions events as defined in 30 TAC §101.1(28).

**EMISSIONS FEE BASIS INFORMATION
CONTINUED**

When reporting a site's emissions, select the option or options that best represents the emissions released at the site during the associated CY.

For sites reporting emissions for Air Curtain Incinerators/Trench Burners, use the in the Air Curtain Incinerator Worksheet to determine the emissions: https://wayback.archive-it.org/414/20220308213238/https://www.tceq.texas.gov/assets/public/implementation/air/ie/pseiforms/aci_worksheet.xlsx. Input the annual operating hours from the associated CY in the yellow cell of the worksheet. Add the calculated emissions from the worksheet to the Actual Emissions portion of the emissions table. Provide a screenshot or printout of the worksheet with submission of the fee form. Please note that pollutants are listed in a different order on the worksheet compared to the emissions table.

Option 1: Permit Allowables	Option 2: Actual	Option 3: Actual
<p>If the site has enforceable emissions limits establishing allowable levels for regulated pollutants, and the site <u>did not submit an EI</u> to the TCEQ, then report the site's allowable emission rates under the "Permit Allowables" section below.</p> <p>In addition, report any SMSS and EE emissions experienced at the site during the associated CY in the table below under the "Actual" column.</p> <p>Submit a copy of the Maximum Allowable Emissions Rate Table for all active permits and/or any authorized certified emissions limits for the site.</p>	<p>If the site submitted a complete and verifiable emissions inventory (EI) for the applicable CY, then report the site's routine, SMSS, and EE emissions during CY in the "Actual" section below.</p> <p>Note: If submitting an EI, emissions reported in the table below should be within 5 tons of the emissions reported on the EI. Any discrepancies between the EI and Fee emissions will need to be rectified prior to the submission of the fee basis form.</p>	<p>If the site <u>does not</u> have enforceable emissions limits establishing allowable levels for regulated pollutants and the site <u>was not required</u> to submit an EI, then the site's routine, SMSS, and EE emissions emitted during CY must be used to calculate the fee basis and should be reported in the "Actual" section below.</p> <p>Submit actual production, throughput, or measurement records along with the complete documentation of the calculation methods.</p>

Please note that the site will be invoiced for the *combined total* of all emissions reported, so avoid "double reporting" VOC and PM emissions at the site.

Example:

If 20 tons are reported as "Actuals" and 40 tons are reported as "Permit Allowables" then 60 tons will be assessed for the emissions fee.

Regulated Pollutants (Includes all regulated pollutants on site)	Allowable Emissions Rates (Tons per Year)	ACTUAL EMISSIONS for CALENDAR YEAR		
		Routine (Tons per Year)	SMSS (Tons per Year)	EE (Tons per Year)
Volatile organic compounds (VOC)				
Carbon monoxide (CO)				
Nitrogen oxides (NO _x)				
Sulfur dioxide (SO ₂)				
Particulate matter (PM) total				
Other1				
Other2				
Other3				
Other4				

When reporting VOC emissions, only include VOCs as defined in 40 Code of Federal Regulations Section 51.100(s). To view a list of VOCs, see contaminants spreadsheet located at: <https://www.tceq.texas.gov/airquality/point-source-ei> Including hydrocarbons that are not VOCs can result in over-reported emissions and the assessment of a higher fee.

When reporting PM emissions, note that Total PM includes PM10 and PM 2.5 emissions. To avoid over-reporting PM emissions and the assessment of a higher fee, only report Total PM emissions and do not separately report PM10 and/or PM2.5 emissions.

For contaminants not listed, use the Other category to add the three highest pollutants and use Other 4 to group the rest of the remaining contaminants.

Under no circumstances may the emissions on the fee basis form be less than the actual emissions at the site.

Reporting both permit allowable and actual emissions will result in the site being assessed a fee for the **combined total**.

SUBMITTING A FEE BASIS FORM

Return this form along with any supplemental documentation and/or emissions calculations to the following email address: airfees@tceq.texas.gov.

- a) Reference the account's RN and Air Account number in the email subject line
- b) Indicate in the subject line if multiple accounts are included/attached in one email
- c) Do not group multiple fee basis forms into one document attachment
- d) See FAQs on our website for more information

****DO NOT REMIT YOUR FEE PAYMENT AT THIS TIME****