# Instructions for Obtaining a Printable Copy of Emissions Inventory Questionnaire (EIQ) report

## **Procedures:**

1. Go to the following web link to access the Central Registry query page:

https://www15.tceq.texas.gov/crpub/

2. With your Air Account number available, click on the "Program ID Search" link (Figure 1).



3. Enter the Air Account number under the "Program ID" field and click the "Search" button (Figure 2). The "Central Registry Query - ID Search Results List" screen will appear.

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4. Scroll down to the "Permits, Registrations, or Other Authorizations" section and locate the "Air Emissions Inventory" row in the "Program" column. Click on the hyperlinked Air Account Number in the "ID Number" column (Figure 3) of this row. This will route you to "Related Information" page for the Air Emissions Inventory Account Number.

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5. Click on the "Emissions Inventory Information" link under the "Related Information" section (Figure 4). The resulting screen displays the "Available Reports" for your air emissions inventory.

If no link is present, then emissions inventory report information is not available for the specified Air Account Number. Please contact the Emissions Inventory Helpline for assistance at (512) 239-1773.



6. Find the "Emissions Inventory Questionnaire (EIQ)" section under the Available Reports (Figure 5).

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7. From the drop-down menu, choose the most recent EIQ year available for your Air Account Number. For example: If you submitted a 2010 EIQ, choose 2010 to create your 2011 EIQ. Enter your e-mail address and click "Request Report" (Figure 6). The report will be compiled and emailed to the address you designate.

Please note the generated report will reference the EIQ year you specified and contains historical data for that year. For example: To use this report for 2011, update the inventory information as necessary to reflect 2011 data.

Data is only available for calendar year 2004 forward. For emissions data prior to calendar year 2004, please contact the Emissions Inventory Helpline at (512) 239-1773.



8. The report may take several minutes to run. Clicking "Request Report" more than once will result in multiple copies being run.

To make sure that your SPAM filter does not block your report, please add the following two email addresses: <<u>donotreply@tceq.texas.gov</u>> and <<u>donotreply@tceq.state.tx.us</u>>.

9. Your EIQ report will be sent as a PDF file. To open the file, you will need the latest version of the Adobe Reader software. To obtain the latest copy of Adobe Reader, go to

<<u>http://get.adobe.com/reader/</u>>.

10. Reports may only be requested one account at a time when using the Emissions Inventory Questionnaire Report.

For questions, please contact the Emissions Inventory Helpline at (512) 239-1773.