

# Appendix C. EAS Contact Information and Other Resources

## Contacting the EAS

### Emissions Inventory Mailing Addresses

It is essential that you send your EI correspondence to the correct address. Failure to do so may delay or prevent delivery of your letter or package.

#### **USPS**

Send correspondence via the United States Postal Service (e.g., overnight mail, priority mail, certified mail) to:

Emissions Inventory Data, MC 166  
Texas Commission on Environmental Quality  
P.O. Box 13087  
Austin, TX 78711-3087

#### **Overnight Service**

Send correspondence via special overnight carrier (for example, FedEx, United Parcel Service) to:

Emissions Inventory Data, MC 166  
Texas Commission on Environmental Quality  
12100 Park 35 Circle, Bldg. E., 3rd Floor  
Austin, TX 78753

To send **non-confidential** supporting documents and sample calculations to the EAS, use the following e-mail address and include the RN in the subject line: [psdocument@tceq.texas.gov](mailto:psdocument@tceq.texas.gov). Reminder: Non-confidential documents can be submitted as attachments using the STEERS-AEIR Web-EI system.

### EAS Staff Mailing Addresses

To send mail to a particular EAS staff member, please use the appropriate address from above, replacing *Emissions Inventory Data, MC 166* with [*staff member's name*], *MC 164*.

### EAS Assistance

For general questions concerning EI reporting, forms, or emissions calculation methodology, contact the EAS helpline at 512-239-1773, or send an email to [psinvent@tceq.texas.gov](mailto:psinvent@tceq.texas.gov).

## **EAS Webpage**

Information on EI trends, total criteria emissions for each site that reported an EI for the previous year, tools for completing an EI, FAQ document, forms and instructions, and this manual are available on the EAS webpage, [www.tceq.texas.gov/goto/ieas](http://www.tceq.texas.gov/goto/ieas).

## **Air Fees Webpage**

Information on contacting the fee program, the air emissions fee, and obtaining/completing the fee basis form are available on the Fees webpage <https://www.tceq.texas.gov/airquality/point-source-ei/air-fees.html>.

## **EPA Resources**

### **Air CHIEF**

The EPA's Clearinghouse for Inventories and Emission Factors contains the most up-to-date emissions information and factors, including most of the tools listed below. CHIEF is accessible online at [www.epa.gov/chief](http://www.epa.gov/chief). A CD-ROM (Version 10) is available by calling the Info CHIEF Help Desk at 919-541-1000, or by email to [info.chief@epa.gov](mailto:info.chief@epa.gov).

To learn more about CHIEF, you can also write to:

Info CHIEF  
Emission Factor and Inventory Group (MD-14)  
U.S. Environmental Protection Agency  
Research Triangle Park, NC 27711

### **AP-42**

AP-42 (5th Ed., Vol. 1, January 1995, Supplements A-F) is discussed in Chapter 4 of this document ("Determining and Reporting Emissions"). It is included in Air CHIEF.

### **WebFIRE**

The EPA's Web-based Factor Information Retrieval data system is a database containing the EPA's recommended emission estimation factors for criteria and HAPs. WebFIRE is available online at <https://cfpub.epa.gov/webfire>.

### **Green Book**

The EPA's "Green Book" (Nonattainment Areas for Criteria Pollutants) contains up-to-date information on nonattainment status. The Green Book is available online at [www.epa.gov/green-book](http://www.epa.gov/green-book).

## Protocol for Equipment Leak Emission Estimates

*Protocol for Equipment Leak Emission Estimates* (EPA-453/R-95-017) may be downloaded from the EPA website at <https://www3.epa.gov/ttnchie1/efdocs/equiplks.pdf>.

If you cannot navigate directly to the PDF, navigate to [www.epa.gov/chief](http://www.epa.gov/chief), right-click (Windows) or CTRL-click (Mac) on the link “Protocol for Equipment Leak Emission Estimates,” and then select the appropriate option from the pop-up menu to save the PDF file to your desktop.

## TCEQ Resources

### Tools for Completing the EI

[www.tceq.texas.gov/goto/ieas](http://www.tceq.texas.gov/goto/ieas)

### Information about Online Reporting

[www.tceq.texas.gov/goto/ieas](http://www.tceq.texas.gov/goto/ieas)

### Central Registry IWR

[www.tceq.texas.gov/goto/cr-query](http://www.tceq.texas.gov/goto/cr-query)

### EI Account Mailing Status

[www.tceq.texas.gov/goto/ieas](http://www.tceq.texas.gov/goto/ieas)

### Air Permits Guidance Documents

*(may be helpful for determining emissions)*  
[www.tceq.texas.gov/permitting/air/guidance](http://www.tceq.texas.gov/permitting/air/guidance)

## Small Business and Local Government Assistance Information

The SBLG program provides technical assistance specifically tailored to help small businesses and local governments comply with environmental regulations.

SBLG webpage: [www.tceq.texas.gov/assistance](http://www.tceq.texas.gov/assistance)

SBLG helpline: 1-800-447-2827

## **Public Education and Pollution Prevention**

The TCEQ encourages businesses to implement policies that are beneficial while complying with state and federal rules. Please contact the TCEQ's Public Education Section for assistance with improving performance and reducing air pollution from various sources.

[www.tceq.texas.gov/p2/](http://www.tceq.texas.gov/p2/)