Chapter 7. EI Revisions and Data, and Site Coordinate Data

This chapter covers submitting EI revisions, requesting EI data, and reviewing site coordinate data.

A regulated entity can make a revision request to correct erroneous EI data it previously reported. A discussion on how to submit a revised EI for the current and previous reporting years is included in this chapter.

Regulated entities may request historical EI data from the TCEQ. Whether the request is for retrieving electronic data from STARS or for viewing a historic EI file, procedures are in place to request such information. This chapter discusses what data the TCEQ can supply and when an "open records" request may be more appropriate.

Because EPN and site centroid coordinate data are used for modeling, the TCEQ may request updates to those data. This chapter discusses coordinate data and can assist in locating a site's coordinates.

Revising an EI

Current and Previous Reporting Year

All revision requests are subject to TCEQ review and approval. In the cover letter, indicate the years being revised.

For any of the methodologies, data from a current year must not be used to report or revise emissions for any previous year's EI. For example, if NO_x emissions from an engine were stack tested in calendar year 2022, those test results can be used starting with the 2022 EI. The stack-test results cannot be used to report NO_x emissions in the 2021 EI, or to revise any EI submitted for a year prior to 2022.

Note: Revision requests are generally processed after the TCEQ has reviewed and loaded the emissions inventories for the current reporting year.

What Is Required

A revision must address errors in the self-reported EI. Submit the following to revise EI data:

- A signed cover letter describing the revisions being made and the reason for the revisions.
- Revised EIQ pages only.
  - It is not necessary to submit the entire EIQ (STEERS printouts are not an acceptable format for submitting revisions).
  - A printable version of the EIQ is available through the IWR system at the Central Registry website, at www.tceq.texas.gov/goto/cr-query.

- Instructions for navigating the Central Registry website and downloading an EIQ formatted for printing are available at http://www.tceq.texas.gov/downloads/air-quality/point-source/forms/eiq-print-copy.pdf.
- Updated criteria emissions totals for the site (found on page 3 of the EIQ) to help identify any errors in entering or submitting data.
- Detailed sample calculations and supporting documentation for the revised emissions—see Chapter 1 for additional instructions.

Note: When printing the EIQ using the Central Registry's IWR system, the previous reporting year will appear on the EIQ pages. The EIQ referenced is a historical report containing the latest data as entered in STARS. To update, cross out the previous year on page 2 of the EIQ and write the current reporting year. It is not necessary to update the year for subsequent EIQ pages.

Note: Please use permanent ink instead of pencil when revising the EIQ. Pencil tends to smudge and can be difficult to read, increasing the chance of data entry errors or omissions. For each revision, use a different ink color to distinguish the most recently corrected EI information. There are no restrictions on ink color, but colors other than black make EIQ updates more noticeable.

To obtain an electronic copy of the most current data for the EI revision year, contact the EAS helpline at 512-239-1773.

How to Submit

The revised EIQ pages submitted to the TCEQ must be printed on only one side of the page and not copied on both sides of the page (do not duplex). Do not submit pages printed from STEERS. STEERS printouts are not an acceptable format for submitting revisions.

Contact the EAS to identify the staff member assigned to review the EI for the current year. When submitting revisions, address them to the applicable EAS staff member at MC 164.

Note: Provide notice to other program areas that may be impacted by the revisions. For example, if a company submits EI revisions and is also subject to the annual emissions fee per 30 TAC Section 101.27, contact the air fees program at airfees@tceq.texas.gov.

Other Reporting Years

All revision requests are subject to TCEQ review and approval. If the revision request is for a year two to four years prior to the current reporting year, the TCEQ may or may not update the emissions data in STARS. The TCEQ will review revision requests to determine if the data currently in STARS should be updated. This review considers the justification for the revisions, the EI year in question, and the magnitude of the change in emissions, if applicable. For any of the methodologies, data from a current year must not be used to report or revise emissions for any previous year's EI. For example, NO_x from an engine was stack tested in calendar year 2022; those test results can be used starting with the 2022 EI. The stack-test results cannot be used to report NO_x

emissions in the 2021 EI or revise any previous year's EI. After the review, the TCEQ will determine whether to update the emission revisions in STARS or, alternatively, to file them in the EI folder. Since each revision is unique, the TCEQ recommends that the owner or operator contact the EAS to address any questions about the submitted revisions.

Requests for revisions to EI reporting years five or more years prior to the current reporting year will be filed with the appropriate EIQ and will be noted in the STARS tracking system.

Example: The current reporting year is 2022. Revision requests may be processed and updated in STARS for 2022 and 2021. The EAS will review revision requests for 2020, 2019, and 2018 case by case. The EAS will determine whether the emissions will be updated in STARS or filed in the EIQ folder. Revision requests for 2017 and earlier will be filed with the appropriate EIQ and noted in the STARS tracking system.

EI Data

Historical EI data are available and can be obtained through the processes described below. Please choose the appropriate process based on the type of data requested.

View and Download Data from the Emissions Assessment Section Webpage

The EAS webpage, titled "Point Source Emissions Inventory," www.tceq.texas.gov/goto/ieas, links to site-specific summary EI data. Before contacting the TCEQ for EI data, please refer to this webpage for more information on available EI data and other related useful resources. Information available on the webpage includes EI trends, total criteria emissions for each site that reported an EI for the previous year, tools for completing an EI, this document, and EI forms.

Run TCEQ Central Registry Integrated Web Reports

Site-specific EI reports are available through the TCEQ Central Registry IWR system, including path-level and site-level emissions, path-list reports, and the EIQ. The IWR webpage is at www.tceq.texas.gov/goto/cr-query. For instructions on navigating the Central Registry online and obtaining EI reports, please refer to the EAS webpage, www.tceq.texas.gov/goto/ieas.

Request Detailed Emissions Data from the Emissions Assessment Section

To request customized data extracts or detailed emissions data that are not available on our EAS webpage, please complete the Emissions Data Request form and email psinvent@tceq.texas.gov the form to the TCEQ. The form can be downloaded at www.tceq.texas.gov/goto/ieas. The TCEQ will determine if the requested data are available electronically or if paper EI files are available for review. Data requests may

require a fee. Please allow 10 business days for the TCEQ to contact you about your request.

For additional guidance on how to complete the form or on what EI data are available, please contact the EAS helpline at 512-239-1773.

File a TCEQ Open Records Request

A data request may be referred to the TCEQ's open records request team when it involves other program areas, media, EI contact information, or EI files that have been sent to the Texas State Library. These types of requests can be made by email to openrecs@tceq.texas.gov or in writing to the public information officer.

View Paper EI Data

EI Files Available at the TCEQ Central Office

EI files can also be viewed in person at the TCEQ central office in Austin. The TCEQ maintains files for the current EI reporting year and the three most recent years. To request them, contact the EAS helpline at 512-239-1773. The account number or RN, company and site names, and EI years desired are required so the files can be identified and located.

Please allow at least 48 hours' notice to view a file for the TCEQ to retrieve it and to ensure it contains no confidential information. It will then be available in the Central File Room for review. Copying and various other services are also available.

After three years, EI files are transferred to the state archives at the Texas State Library.

Archived Files

If an EI file has already been sent to the Texas State Library, an "open records" request is necessary to obtain the file. This request can be made by email to openrecs@tceq.texas.gov or in writing to the Public Information Officer. Please allow at least a few days for the state library to forward the files. For more information, visit www.tceq.texas.gov/agency/data/records-services/reqinfo.html.

Coordinate Data

Spatial Queries and Mapping Application Viewer

Advancements in GIS software and its wide availability have drawn increased attention to obtaining accurate coordinate data for the site centroid and EPNs. Because site coordinates can potentially have an impact on emissions modeling, TCEQ may request updates to them.

TCEQ has recently made available an online viewer that uses Google Maps to help determine accurate coordinate data. See www.tceq.texas.gov/gis/hb-610-viewer.