

# Appendix C. Contact Information and Other Resources

## Contacting the Emissions Assessment Section

### 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.

#### ***United States Postal Service***

Send correspondence via the USPS (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 (e.g., FedEx, UPS) to:

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

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

### Staff Mailing Addresses

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

### Assistance

For general questions concerning EI reporting 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).

### EI 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, 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 [www.tceq.texas.gov/airquality/point-source-ei/air-fees.html](http://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 [cfpub.epa.gov/webfire](http://cfpub.epa.gov/webfire). *Note:* Custom factors designed using WebFIRE data can only be used when no other data is available and are subject to TCEQ approval. Document all assumptions and the design of the emissions factor in the site's supporting documentation. The method code that applies to the use of such factors would be "E."

### 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 [www3.epa.gov/ttnchie1/efdocs/equiplks.pdf](http://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 Integrated Web Reports**

[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**

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

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

SBLGA helpline: 1-800-447-2827

### **Public Education and Pollution Prevention**

TCEQ encourages businesses to implement policies that are beneficial while complying with state and federal rules. Please contact 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/)