

Appendix B. Sample Letters

Letters That May Be Submitted Instead of an EI

The sample letters in this appendix demonstrate the information required for prompt handling of EIs for situations when sites:

- Do not meet the applicability requirements of 30 TAC Section 101.10 for the current inventory year but wish to remain on the EAS mailing list to continue to receive future inventory notices.
- Do not meet the applicability requirements of 30 TAC Section 101.10 for the current inventory year and are not expected to meet those applicability requirements in future years, and therefore wish to be removed from the mailing list.
- Have experienced an insignificant change in emissions.

The EAS may require that other information be submitted with these letters. Please consult Chapter 1 for more information.

Printing and Updating Required EI Questionnaire Pages

Pages with updated information from the latest EI may be submitted with a letter when a detailed annual EI update is not required. Instructions on how to print a copy of the EI can be found at the EAS webpage.

Note: When running the EIQ report 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 replace it with the current reporting year. It is not necessary to update the year for subsequent EIQ pages.

Also note: For each revision, use a different color font to distinguish the most recently corrected EI information. There are no restrictions on font color, but colors other than black make EIQ updates more noticeable.

Inapplicability Notification

Manager
Emissions Assessment Section, MC 164
Texas Commission on Environmental Quality
P.O. Box 13087
Austin, TX 78711-3087

Re: Calendar Year _____ Emissions Inventory

Company Name: _____

Site Name: _____

TCEQ RN: _____, TCEQ Air Account No.: _____

Upon reviewing the applicability requirements of 30 Texas Administrative Code (TAC) Section 101.10, I certify the referenced account does not meet the applicability requirements of 30 TAC Section 101.10 for the current inventory year.

Please check one:

☐ **Please keep this site on the annual emissions inventory mailing list.**

I understand that:

- TCEQ will continue to mail an emissions inventory notice each calendar year.
- I (or my representative) must submit an updated emissions inventory or an Inapplicability Notification letter each calendar year until I (or my representative) submit a written request to be removed from the mailing list.
- If emissions fees apply to the site, TCEQ will base the amount of the fee it assesses on the site's potential to emit (PTE) levels unless I (or my representative) submit updated emissions for this site.

☐ **Please remove this site from the annual emissions inventory mailing list.**

I understand that all of the following apply:

- TCEQ can only remove this site from the mailing list if its latest annual emissions totals, as shown in the State of Texas Air Reporting System (STARS) database, and the PTE levels and the actual annual emissions for the current inventory year are below the required levels for emissions inventory reporting as described in 30 TAC Subsection 101.10(a). Otherwise, I (or my representative) will have to submit an updated emissions inventory demonstrating that the emissions are below those required levels, along with representative sample calculations, before this site is removed from the mailing list.

- If the site meets the reporting requirements of 30 TAC Section 101.10 in the future, it is my (or my representative's) responsibility to submit an annual emissions inventory update by March 31 following the most recent full calendar year in which the site falls under those requirements.
- If emissions fees apply to the site, TCEQ will base the amount of the fee it assesses on the site's PTE levels unless I (or my representative) submit updated emissions for this site.

Upon request, I am prepared to submit supporting documentation. This may include, but may not be limited to, representative sample calculations, stack-test results, copies of continuous emissions monitoring system reports, and copies of applicable permit maximum allowable emission rate tables (MAERTs) or, for sources not listed on any MAERT, the calculations used in determining their PTE.

If you have any questions concerning the determination of the status of this site or the calculation methodologies used, please contact _____ at _____ or via email at _____.

Sincerely,

Responsible Official (print) _____ Title (print) _____

Signature _____ Date Signed _____

Insignificant Emissions Change Notification

Manager
Emissions Assessment Section, MC 164
Texas Commission on Environmental Quality
P.O. Box 13087
Austin, TX 78711-3087

Re: Calendar Year _____ Emissions Inventory

Company Name: _____

Site Name: _____

TCEQ RN: _____, TCEQ Air Account No.: _____

Per 30 Texas Administrative Code (TAC) Subsection 101.10(b)(2)(A), this letter is to inform TCEQ that this site has not undergone any operational or process changes to produce a significant change in the actual annual emission rates for any of the criteria pollutants. The actual annual emission totals for volatile organic compounds, nitrogen oxides, carbon monoxide, sulfur dioxide, lead, and particulate matter with an aerodynamic diameter less than or equal to 10 micrometers and particulate matter with an aerodynamic diameter less than or equal to 2.5 micrometers are each within 5% or 5 tons of the most recently reported total annual emissions.

Please check one:

☐ No emissions events (EE) as described under 30 Texas Administrative Code (TAC) Section 101.201 or scheduled maintenance, startup, or shutdown (SMSS) activities as described under 30 Texas Administrative Code (TAC) Section 101.211 occurred at the above-referenced site during the entire calendar year. By submitting this letter, I understand TCEQ will copy the most recent annual and ozone season emissions as shown in the State of Texas Air Reporting System (STARS) database to the current reporting year. Therefore, I am enclosing the following completed pages of the CY _____ emissions inventory questionnaire:

- Account Information and Emissions Inventory Contact Information.
- Criteria Emissions Totals and Site Quantifiable Event Totals.
- Signed Emissions Events Certification certifying that no emissions events occurred at the site during the calendar year.
- Signature of Legally Responsible Party certifying that the information contained in the emissions inventory is true and accurate.

☐ EE and/or SMSS activities occurred at the site during the calendar year. By submitting this letter, I understand TCEQ will copy the most recent annual and ozone

season emissions as shown in the STARS database to the current reporting year. In addition, so that TCEQ can update the emissions from any EE and/or SMSS activities, I am enclosing the following completed pages of the CY_____ emissions inventory questionnaire:

- Account Information and Emissions Inventory Contact Information.
- Criteria Emissions Totals and Site Quantifiable Event Totals.
- If applicable, signed Emissions Events Certification certifying that no emissions events occurred. (Do not sign if there were emissions events.)
- Signature of Legally Responsible Party certifying that the information contained in the emissions inventory is true and accurate.
- Path Emissions page(s) to report the emissions from each EE and/or SMSS activity that occurred at each emission source.

Upon request, I am prepared to submit supporting documentation that includes, but is not limited to, representative sample calculations, stack-test results, and copies of continuous emissions monitoring system reports.

If you have any questions concerning the determination of the status of this site or the calculation methodologies used, please contact me via telephone at _____ or via email at _____.

Sincerely,

Responsible Official (print) _____ Title (print) _____

Signature _____ Date Signed _____