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 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.

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.

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.

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. 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.

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. *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.

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 www.epa.gov/sites/default/files/2020-09/documents/protocol_for_equipment_leak_emission_estimates.pdf

If you cannot navigate directly to the PDF, navigate to 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

Information About Online Reporting

www.tceq.texas.gov/goto/ieas

Central Registry Integrated Web Reports

www.tceq.texas.gov/goto/cr-query

EI Account Mailing Status

www.tceq.texas.gov/goto/ieas

Air Permits Guidance Documents

(*may be helpful for determining emissions*)
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
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/