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| **Texas Commission on Environmental Quality Reportable Event/Activity Notification/Reporting Form** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Submittal**  **Type** | **Initial**  **Notification** | |  | | **Final**  **Report** | | |  | **Agency Use Only** | | | | **Incident #** | | | |  | | | | | **Affirmative Defense?** | | | | | | | | □ **Yes** □ **No** | | | |
| **Name of Owner or Operator (Customer)** | | | | |  | | | | | | | | | | | | | | | | | **CN # (9 digits)** | | | | | | | |  | | | |
| **Name of Regulated Entity** | | | | |  | | | | | | | | | | | | | | | | | **RN # (9 digits)** | | | | | | | |  | | | |
| **Physical Location** *(how to get to location of release; may also include site name)* | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| **Process Unit or Area Common Name** | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Facility Common Name**  *(where air contaminants were generated)* | | | | | | |  | | | | | | | **Emission Point Common Name**  *(where emissions were released to air)* | | | | | | | | | | | | |  | | | | | | |
| **Facility Identification Number (FIN)** | | | | | | |  | | | | | | | **Emission Point Number (EPN)** | | | | | | | | | | | | |  | | | | | | |
| **This Event/**  **Activity Type**  ***(Indicate one)*** | | ***Emissions Event*** | |  | | ***Sch. Maintenance*** | | | | |  | ***Sch.***  ***Startup*** | | |  | | | ***Sch. Shutdown*** | | | | |  | | | ***Excess Opacity Event*** | | | | | | |  |
| ***Date / Time Event Discovered or Scheduled Activity Start (e.g., 9/12/02 @ 13:21)*** | | | | ***mm*** | | ***dd*** | | ***yy*** | ***@*** | | | | ***hh*** | | | ***mm*** | | ***Event Duration***  ***(hh:mm:sec)*** | | | | | | | | ***hh*** | | | ***mm*** | ***sec*** | |
|  | |  | |  |  | | |  | |  | | |  |  | |
| ***List of Compound Descriptive Type(s) of Individually Listed or Mixtures of Air Contaminant Compounds Released, Including opacity***  *(See the notification and reporting requirements under 30 TAC §§ 101.201 and 101.211 for detailed information related to how to report compounds and opacity. See also 30 TAC §101.1(88)).* Use attachments if necessary to report additional contaminants. | | | | | | | | | | | **Estimated Total Quantity for Air Contaminants for Emissions/ Opacity Value for Opacity** | | | | | ***Units*** | | | ***Authorized Emissions Limit / Opacity Limit*** | | | | | ***Units*** | | | | | ***Authorization (rule or permit #)*** | | | | |
|  | | | | | | | | | | |  | | | | |  | | |  | | | | |  | | | | |  | | | | |
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| ***Cause of Emissions Event or Excess Opacity Event, or Reason for Scheduled Activity****:* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***Actions Taken, or Being Taken, to Minimize Emissions and/or Correct the Situation:*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***Basis Used to Determine Quantities and Any Additional Information Necessary to Evaluate the Event*:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Person Making Notification/ Date and Time** | | | | | | |  | | | | | | | | | | | | | | **Phone** | | | |  | | | | | | | | |
| **Incident Contact Person** | | | | | | |  | | | | | | | | | | | | | | **Phone/ E-mail** | | | |  | | | | | | | | |
| **Local Program(s) Notified** | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |

## **Texas Commission on Environmental Quality**

This form is ONLY for use when the State of Texas Environmental Electronic Reporting System (STEERS) is unavailable due to mechanical failures or scheduled maintenance, or you are a small business. If you are experiencing issues with STEERS, please contact the STEERS help line at 512-239-6925 or [steers@tceq.texas.gov](mailto:steers@tceq.texas.gov)

Notifications using this form are required to be submitted to the TCEQ Emissions Event Review Section (EERS) at [EE@tceq.texas.gov](mailto:EE@tceq.texas.gov) *and* any appropriate local air pollution control agency whose jurisdiction includes the site experiencing the event *(See 30 TAC §§101.201(a)(1)(B) and 101.211(a)).* Final reports are required to be submitted to the TCEQ EERS at the email address above. For assistance completing this form, please see the [instructions](https://www.tceq.texas.gov/downloads/compliance/investigations/assistance/tceq-10360-inst.pdf).

**Note:** Once STEERS is operational, you must enter your report into STEERS. For non-small businesses, use of the form allows you to meet the reporting deadline.

Reporting requirements can be located in [30 Texas Administrative Code (TAC) Chapter 101](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=30&pt=1&ch=101)

### **Local Air Pollution Control Programs**

Note: The [local air pollution control programs list](https://www.tceq.texas.gov/assets/public/permitting/air/local-programs.pdf) is provided for your convenience only. There may be a local program with jurisdiction of your site not listed. Please consult with local municipal or county offices to determine your local program contact requirements.