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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)** |  |
| **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)** |  |
| **Event Type (choose one)** | ***Emissions Event*** |  | ***Sch. Maintenance*** |  | ***Sch. Startup*** |  | ***Sch. Shutdown*** |  | ***Excess Opacity (initial = final)*** |  |
| **Date / Time of Discovery of Event or Scheduled Start of Activity** **(e.g. 09/12/24 @ 1525)** | ***mm*** | ***dd*** | ***yy*** | @ | ***hh*** | ***mm*** | **Event Duration** | ***hh*** | ***mm*** |
|  |  |  |  |  |  |  |
| ***Date / Time Event Started (e.g. 09/12/24 @ 1320*** | **mm** | **dd** | **yy** | ***@*** | ***hh*** | ***mm*** |  | ***Date / Time Event Ended (e.g. 09/14/24 @ 1915*** | **mm** | **dd** | **yy** | @ | ***hh*** | ***mm*** |
|  |  |  |  |  |  |  |  |  |  |
| ***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****:* |
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| ***Actions Taken, or Being Taken, to Minimize Emissions and/or Correct the Situation:*** |
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| ***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 & Email** |  |
| **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

Notifications using this form are required to be submitted to the TCEQ Emissions Event Review Section (EERS) at 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, excluding Excess Opacity, 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%24ext.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.