

# **SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT**

## **CY2013 Annual Emissions Reporting Program**

### **Workshop**

# Agenda

- **Program Overview**
- **What's New This Year**
- **Reporting Process**
- **Frequently Asked Questions**

# Agenda

(cont.)

- **New AER Reporting Tool**
- **Questions & Answers**
- **Hands On Training**



# **Program Overview**

# **Annual Emissions Reporting AQMD Rule 301(e)**

- **Report annual emissions from permitted and non-permitted equipment / processes**
- **Pay emission fees for total emissions that exceeded the thresholds for:**
  - **Criteria Pollutants**
  - **24 Toxic Air Contaminants and Ozone Depleting Compounds (TACs and ODCs)**

# AB-2588 Facilities

## Annual Emissions Reporting

- Criteria pollutants, 24 toxics and ODCs
- Annual reporting
- Fees based on annual emissions

## AB2588 Program

- Public right-to-know program
- Approximately 177 toxics
- Once Every 4-year reporting
- Fees based on risks

## Facility ID: 999912

### Facility Information

General

Address

Other Information

Contacts

Operating Schedule

AB2588 Facility Info

Status Update

### Build Reporting Structure

Combustion Fuels

Emission Sources (ES)

### Report Process/Emissions

Summaries

Data Validation

## Facility Information

This section contains your facility's general information such as business classification, business location, operating schedule and contact information. You can also inform AQMD about your business operating status changes, such as location address change, provide status update, or request an exemption from future emission reports.

### General Facility Info

|                         |                                     |
|-------------------------|-------------------------------------|
| Facility ID             | 999912                              |
| Reporting Year          | 2013                                |
| RECLAIM                 | <input checked="" type="checkbox"/> |
| RECLAIM Designation     | R1N                                 |
| Title V                 | <input checked="" type="checkbox"/> |
| AB2588                  | <input checked="" type="checkbox"/> |
| - AB2588 Phase          | 1B                                  |
| - AB2588 Reporting Year | <input checked="" type="checkbox"/> |
| County                  | LOS ANGELES ▾                       |
| Air Basin               | SOUTH COAST ▾                       |

# Fee Exemption for TACs/ODCs

- **Small dry cleaners**
  - < 2 tons/year of Perchloroethylene
- **Other small facilities**
  - < 2 tons/year (Formaldehyde, Perchloroethylene or Methylene Chloride)
  - Need to file exemption



Definition of Small Business : 10 or less employees and \$500,000 or less in annual gross receipts)

# What are the Annual Emissions Reports Used For?

- **Criteria and toxics emissions inventory**
- **AQMP and rule development**
- **Compliance verification**
- **Title V and RECLAIM Programs**
- **Revenue projection**

# Who Should File The Report?

- **Notified by a letter**
- **Identified as:**
  - Phase 2 AB2588 facility
- **Emitted:**
  - $\geq 4$  tons/year of VOC, SPOG, NO<sub>x</sub>, SO<sub>x</sub>, or PM, or
  - $\geq 100$  tons/year of CO, or
  - In excess of the annual thresholds for 24 TACs

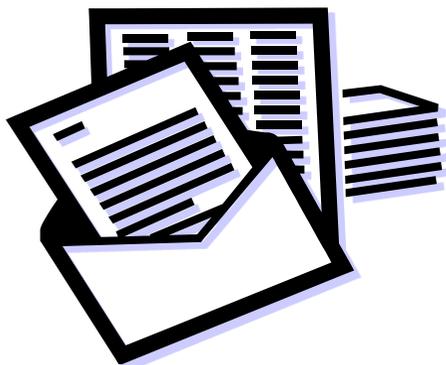
# When Is The Due Date?

- **Submittal Due date is March 4, 2014**
- **Data must be electronically submitted on or before due date**
- **Official Reports with signature must be**
  - ✓ **Postmarked by March 4, 2014 OR**
  - ✓ **Date stamped by the District as Received by 5:00 PM on March 4, 2014**
- **Reports with fees submitted after March 4, 2014 will incur late payment surcharge**

# Where Should I Submit My Report?

**Mail** - Use pre-printed return envelope and include:

- Fees Due Summary, Toxic Air Contaminants and Ozone Depleting Compounds Emissions/Fee Summary, Signature Sheet , and Facility Status Update (if applicable)
- On-Line Submittal Confirmation
- Check payable to SCAQMD for all fees due (if applicable)
- Mail to



**SCAQMD**

**2013 Annual Emissions Report**

**File No. 54493**

**Los Angeles, CA 90074-4493**

# Where Should I Submit My Report?

(cont.)

- **Drop-Off – Messenger or Courier Service**

**SCAQMD**

**2013 Annual Emissions Report**

**Attn: Finance Cashier**

**21865 Copley Drive**

**Diamond Bar, CA 91765-4178**





**What's New This Year?**

# What's New This Year?

- **Emission Fee Rates in Rule 301(e)**
- **AB2588 Quadrennial Reporting – Phase 2**
- **Updated VOC default emission factor for well cellars**
- **Updated Guidelines** for Calculating Emissions from Paint, Resin, and Ink Manufacturing Operations
- **Added Guidelines** for Calculating Emissions from Greenwaste Composting and Co-Composting Operations

# What's New This Year?

(cont.)

- **New AER Reporting Tool**
  - **Report Emissions on Device/Equipment Levels**
  - **Optional for CY 2013 Emission Reporting**
  - **Mandatory for CY 2014 Emission Reporting**
- **Refer to AER Web-Site at <http://www.aqmd.gov/aer/aer.html> for more details**

# What's New This Year?

## (cont.)

- **Few Reminders**

- **Emission Data Must Be Received Electronically (Press the submit Button)**
- **Mail in:**
  - ✓ **Signature Sheet**
  - ✓ **Data Submittal Confirmation**
  - ✓ **Emission Fees (if any)**
  - ✓ **Other Submittal Forms**

# What's New This Year?

## (cont.)

- **Reminder for TACs/ODCs Reporting Requirements:**
  - Must be reported from all equipment and processes (e.g., combustion, material usage/handling/processing, fugitives)



# Reporting Process

# Reporting Process

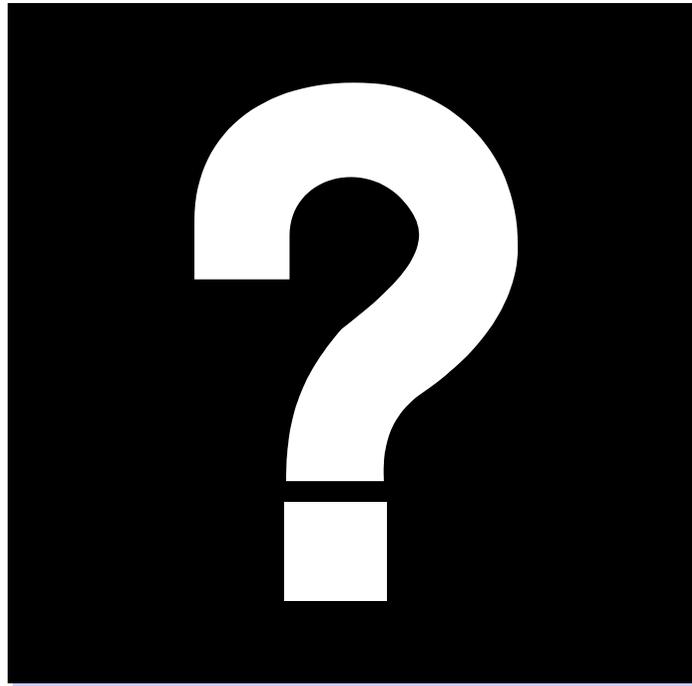
- **Read the Instructions**
  - AER Web-Site at <http://www.aqmd.gov/aer/aer.html>
- **Complete Facility Information**
- **List Combustion Fuels and Define all Emission Sources**
- **Report all Processes and Associated Emissions**
  - **Collect fuel, material usage, and throughput records**
  - **Identify appropriate emission factors for emission sources**

# Reporting Process (cont.)

- Review input data and calculations
- Run data validation
- Submit report and fees
- Keep copies of the completed submittal and supporting documentation for your records



# Frequently Asked Questions



# What Emissions Should I Report?

- **Report All Emissions from Stationary/Portable Sources**
  - Permitted Equipment and Processes
  - Non-Permitted Equipment and Processes

# What Emissions Should I Report?

## (cont.)

- **Do Not Report:**
  - On-Road and Off-Road Motor Vehicles (e.g., cars, trucks, fork lifts, construction equipment)
  - State-Registered Portable Equipment
  - Architectural Coatings (R1113: buildings, pavement, curb – if used in manufacturing not exempt-have to be reported)
  - Utility Equipment (e.g., lawn mowers)
  - Clean Air Solvents
  - Non-combustion charbroilers and deep fat fryers operated by restaurants and eatery establishments directly servicing consumers
- **Do Not Report as VOC:** Exempt Materials per Rule 102 (e.g., acetone, ethane)

# What Should I Submit?

- **Signature Sheet**
- **Fees Due Summary**
- **Toxic Air Contaminants and Ozone Depleting Compounds Emissions/Fee Summary**
- **On-Line Submittal Confirmation**
- **Check payable to SCAQMD for all fees due (if applicable)**
- **Facility Status Update (if applicable)**

# What Supporting Documentation Do I Keep?

- **References for source specific (non-default) EF:**
  - CEMS Summary Data
  - Approved Source Test
  - Material Safety Data Sheet (MSDS)
  - Documentation for TAC emission factors
  - Other References (e.g, EPA AP-42)
- **Control efficiency documentation (e.g. Source test)**
- **Other documentation (Refer to Help & Support Section)**

# How Long Should I Keep My Records?

- **Minimum of 5 Years**
- **Maintain copies of:**
  - Completed report
  - Fuel/material use records
  - Throughput records
  - Source Test / Lab Analysis Reports
  - Other supporting documentation



# What Program Support Options Are Available?

- All Instructions Available On-Line
- District Web Site for Program Materials  
<http://www.aqmd.gov/aer/aer.html>
- Link for Help & Support  
<http://www.aqmd.gov/webappl/Help/NewAER/index.html>



# What Program Support Options Are Available?

(cont.)

- E-mail: [aer@aqmd.gov](mailto:aer@aqmd.gov)
- Help & Appointment Hotline: (909) 396-3660
- One-on-One Consultation (by appointment)



# NEW AER Reporting Tool



# New AER Reporting Procedure

- **“Device” Level Reporting [Device = Emission Source (ES)]**
  - Example 1: A permitted unit (one Application Number) consisting of a dryer and a printing press has to be reported as 2 devices (2 ES).
  - Example 2: A non-permitted boiler has to be reported as 1 device (1 ES)
- **Permit Profile Preloaded for Each Facility**
  - If list of devices is not available in the AQMD database, the user has to enter the devices (ES) with emissions

# Main Sections

The 4 main sections have to be completed in the following order:

- 1. Facility Information**
- 2. Build Reporting Structure**
- 3. Report Process/Emissions**
- 4. Summaries**

These sections are accessible from a menu on the left, and from "Facility Home" page.

# AER Reporting Tool Overview

- To start the reporting process, first provide general facility information in “**Facility Information**” section.
- Next, specify the combustion fuels used at facility and define all emission sources in “**Build Reporting Structure**” section, prior to identifying processes and reporting your emissions.
- Then, proceed to “**Report Process/Emissions**” section to enter throughput data and calculate emissions for each device and process.
- Finally, select “**Summaries**” to view emissions results and associated fees.

# AER Reporting Tool Overview

## (cont.)

- Run **“Data Validation”** and make sure there are no errors
  - If errors displayed, click on the link provided to resolve errors
  - If warning displayed, click on the link provided to check the data entered
- Upload supporting documentation if desired
- Submit the report through **“Report Submission”**
- Print Submittal Confirmation to be sent to AQMD
- Sign Signature Sheet, attach other submittal forms and check for fee due (if any), and mail to AQMD

# Emission Source Classifications and Reporting Process/Emissions

- The following Emission Source Group must be selected for each defined ES with emissions:
  - External Combustion
  - Internal Combustion
  - Spray Coating/ Spray Booth
  - Other Use of Organics
  - Storage Tanks
  - Fugitive Components
  - Other Processes
  - Process Upset
- For every defined ES with emissions, depending on the Emission Source Group selected, the AER program will create a Process on the corresponding worksheet

# Emission Source Classifications and Reporting Process/Emissions (cont.)

- **External Combustion**
  - Boilers, ovens, dryers, heaters, furnaces, space heaters, afterburners, kilns, incinerator, flares
- **Internal Combustion**
  - Internal Combustion Engines (ICEs), turbines, micro turbines, engine test cells
- **Spray Coating/ Spray Booth**
  - Spray coating (open and spray booth)
- **Other Use of Organics**
  - Use of organics except in spray coating (e.g., coating, printing, adhesive application,...)

# Emission Source Classifications and Reporting Process/Emissions (cont.)

- **Storage Tanks**
  - Storage tank and dispensing, small above and underground tanks (<10,000 gallons), tanks imported from EPA TANKS Program
- **Fugitive Components**
  - Applicable only if reporting fugitive emissions per R1173 and R1176 (e.g., valves, flanges, connectors,...)
- **Other Processes**
  - All Processes not specifically addressed by other worksheets
- **Process Upset**
  - Applicable for non-routine operations such as Upsets, Break-downs, Start-ups, Shut-downs, Turn-around and Spills

# Process/Emissions Data Entry

Data must be entered in the following order:

- 1) The Process (select fuel type or activity or material type)
- 2) Throughput and specify units
- 3) Select pollutant and enter Emission Factors (EF) and source
  - Default EF (Click on “Suggest Defaults...”)
  - Specific EF for individual pollutant
- 4) Add processes as needed
- 5) Emissions will be calculated and displayed for each process
- 6) Review Summaries

# New AER Tool Features

- Ability to report permitted and non-permitted emissions on the same worksheet
- Combustion fuel usage can be entered in a variety of units that are automatically converted to the required unit
- All pollutants (Criteria, TAC/ODC and optional GHGs) are reported on the same worksheet
- Built-in parameters for emission calculations
- Allows saving of partial data
- Allows optional GHG reporting (Tier 1 calculations)
- Conversion calculator

# New AER Tool Features

## (cont.)

- Data sorting feature
- EPA TANK import:
  - Annual and/or monthly reports
  - Multiple products stored
  - Both criteria and toxic emissions
  - Adjusted for exempt VOCs
- Upload supporting documentation
- User comment fields available
- References for criteria (permitted and non-permitted) and toxics emissions summaries



# **AER Reporting Tool Demonstration**

# AER Home

New user: Complete a one time registration

Registered User: Login



South Coast  
Air Quality Management District

You are not logged in.



## Welcome to South Coast AQMD Annual Emissions Reporting (AER)

### About AQMD Annual Emissions Reporting (AER)

The South Coast Air Quality Management District's (AQMD's) Annual Emission Reporting (AER) program was developed to track emissions of air contaminants from permitted facilities. Emission fees are also assessed based on reported data. The data collected by AER is used to update the comprehensive emissions inventory for the AQMD, which includes Orange County, the non-desert portions of Los Angeles and San Bernardino counties, and the Riverside county areas west of the Palo Verde Valley.

This annual emissions inventory of pollutants and source categories is essential to effectively design and evaluate clean air strategies to comply with state and federal public health standards.

The AER is required for all facilities subject to Rule 301(e) and 301(l)(10). Additional information on the AER Program can be found at [www.aqmd.gov/aer/aer.html](http://www.aqmd.gov/aer/aer.html)

### User Login

Username:

Password:

Sign In

Forgot your username or password? [Click here to reset your password.](#)

New User? Complete a one-time registration process.

Register here

After establishing a user account, you can access and update the AERs for your facility(ies) using AQMD-assigned access pin codes.

### Notice

All information entered on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

# User Registration

Complete User Registration and click on **Sign Up**.

You will receive an email with a link that requires you to click to confirm your email address which will automatically log you in.

AER Home ?

## User Registration

Complete the information below. Fields with \* are mandatory. Upon "Sign Up", a link will be sent to the registered email box for confirmation and direct user back to AER Program home page.

### User Profile

|                  |                          |   |
|------------------|--------------------------|---|
| Username         | <input type="text"/>     | * |
| E-mail           | <input type="text"/>     | * |
| Title            | <input type="text"/>     |   |
| First Name       | <input type="text"/>     | * |
| Last Name        | <input type="text"/>     | * |
| Password         | <input type="password"/> | * |
| Confirm Password | <input type="password"/> | * |

### Work Address

|                  |                                 |   |
|------------------|---------------------------------|---|
| Company          | <input type="text"/>            | * |
| Street Direction | <input type="text"/>            |   |
| Street Number    | <input type="text"/>            |   |
| Street Name      | <input type="text"/>            | * |
| Street Suffix    | <input type="text"/>            |   |
| Suite            | <input type="text"/>            |   |
| City             | <input type="text"/>            | * |
| State            | California <input type="text"/> | * |
| Zip              | <input type="text"/>            | * |
| Zip Four         | <input type="text"/>            |   |

### Work Phone

|              |   |                             |
|--------------|---|-----------------------------|
| Phone Number | ( <input type="text"/> ) <input type="text"/> | * Ext. <input type="text"/> |
| Fax Number   | ( <input type="text"/> ) <input type="text"/> |                             |

# Enter Facility ID & PIN

Once you are logged-in, the screen below will be displayed.

To access a facility, enter Facility ID and the PIN code provided by AQMD.



 South Coast  
Air Quality Management District

MM  
Logout | Edit Profile

AER Home Access Facility  

## Access Facility

Please enter a facility ID# and PIN code to access facility detail information. Alphanumeric PIN is issued by the SCAQMD to specific facility and must be typed exactly as presented.

If you need assistance on locating the PIN, please contact AER Support by email at [aer@aqmd.gov](mailto:aer@aqmd.gov) or Hotline at (909)396-3660.

Facility ID:

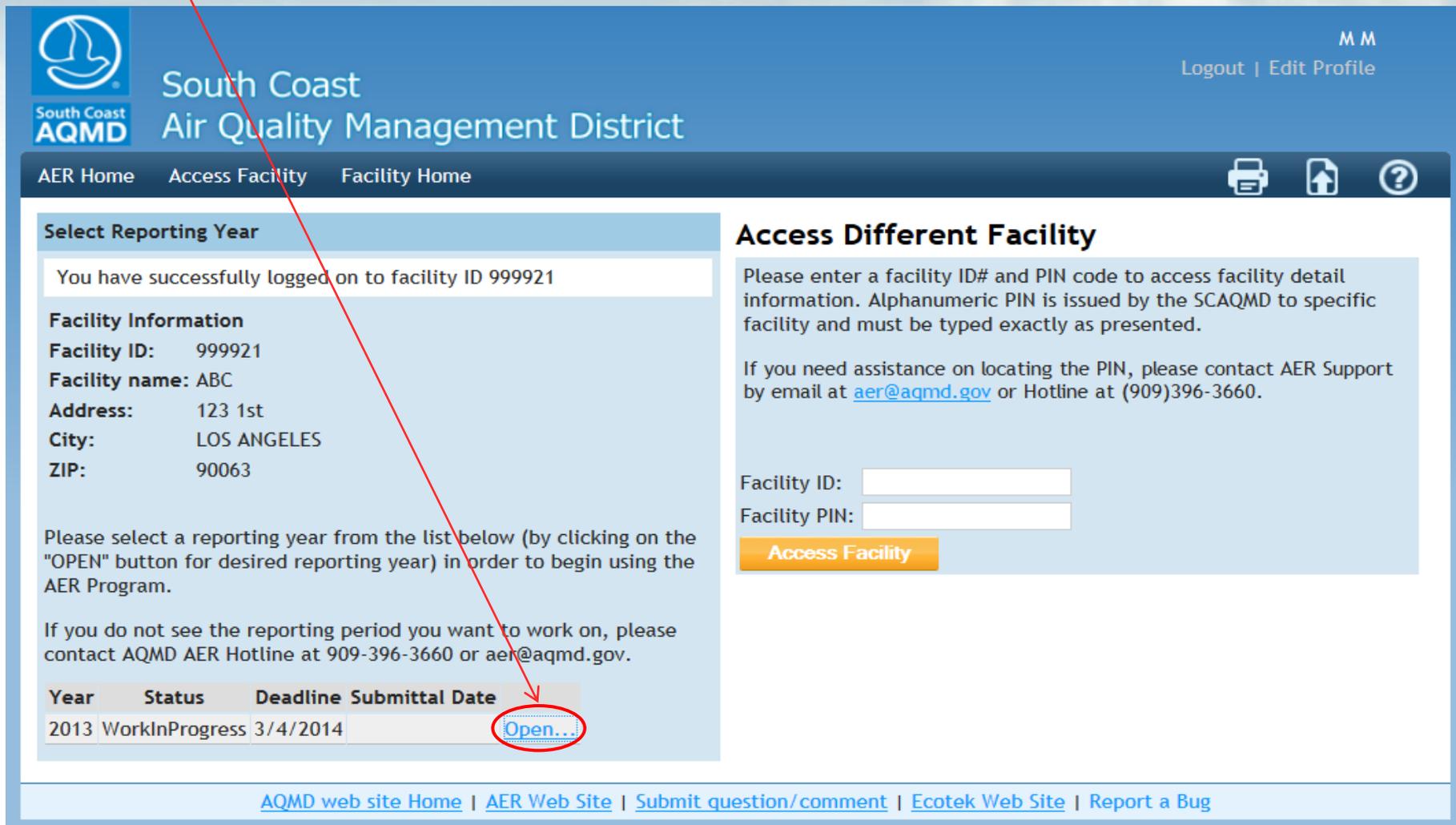
Facility PIN:

[Access Facility](#)

[AQMD web site Home](#) | [AER Web Site](#) | [Submit question/comment](#) | [Ecotek Web Site](#) | [Report a Bug](#)

# Select Reporting Year

Click **Open** to access selected facility and start the reporting process.



**South Coast Air Quality Management District**

M M  
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AER Home Access Facility Facility Home

### Select Reporting Year

You have successfully logged on to facility ID 999921

**Facility Information**

Facility ID: 999921  
Facility name: ABC  
Address: 123 1st  
City: LOS ANGELES  
ZIP: 90063

Please select a reporting year from the list below (by clicking on the "OPEN" button for desired reporting year) in order to begin using the AER Program.

If you do not see the reporting period you want to work on, please contact AQMD AER Hotline at 909-396-3660 or aer@aqmd.gov.

| Year | Status         | Deadline | Submittal Date |                         |
|------|----------------|----------|----------------|-------------------------|
| 2013 | WorkInProgress | 3/4/2014 |                | <a href="#">Open...</a> |

### Access Different Facility

Please enter a facility ID# and PIN code to access facility detail information. Alphanumeric PIN is issued by the SCAQMD to specific facility and must be typed exactly as presented.

If you need assistance on locating the PIN, please contact AER Support by email at [aer@aqmd.gov](mailto:aer@aqmd.gov) or Hotline at (909)396-3660.

Facility ID:   
Facility PIN:

[Access Facility](#)

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# Facility Home Page

Click on **Start Here** button to start reporting

**South Coast AQMD** South Coast Air Quality Management District

M M Logout | Edit Profile

AER Home Access Facility Facility Home

Facility ID: 999921 · ABC · Reporting period: 2013

This is the Facility Home Page which specifies the main elements of the AER Program. For detail Instructions please click on Help Icon. The main AER elements are accessible on menu on the left, and on this page by clicking on Section name below.

**STEP 1) Facility Information** OPEN

This section contains your facility's general information such as business classification, business location, operating schedule and contact information. You can also inform AQMD about your business operating status changes. **Start Here**

**STEP 2) Build Reporting Structure** OPEN

This section is for specifying combustion fuels used in your facility as well as identifying and/or adding emission sources for your facility to the pre-loaded facility permit profile.

**STEP 3) Report Process / Emissions** OPEN

This section contains worksheets for reporting your processes, throughput (usage of materials/fuels), emission factors, and other activity data, and calculating emissions for all emissions sources identified in "Set-up Reporting Structure".

**STEP 4) Summaries** OPEN

This section allows you to review the resulting emissions from your facility's permitted and non-permitted emission sources. This section also includes detailed report on all fees and amount due.

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# Facility General Information



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AQMD

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Air Quality Management District

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Logout | Edit Profile

AER Home Access Facility Facility Home



Facility ID: 999921 · ABC · Reporting period: 2013

Facility ID: 999921

## Facility Information

General

Address

Other Information

Contacts

Operating Schedule

GHG Additional Info

Status Update

## Build Reporting Structure

Combustion Fuels

Emission Sources (ES)

## Report Process/Emissions

## Summaries

## Data Validation

## Report Submission

## Facility Information

This section contains your facility's general information such as business classification, business location, operating schedule and contact information. You can also inform AQMD about your business operating status changes, such as location address change, provide status update, or request an exemption from future emission reports.

### General Facility Info

|                         |                                     |
|-------------------------|-------------------------------------|
| Facility ID             | 999921                              |
| Reporting Year          | 2013                                |
| RECLAIM                 | <input checked="" type="checkbox"/> |
| RECLAIM Designation     | R1N                                 |
| Title V                 | <input checked="" type="checkbox"/> |
| AB2588                  | <input checked="" type="checkbox"/> |
| - AB2588 Phase          | 1A                                  |
| - AB2588 Reporting Year | <input type="checkbox"/>            |

County

Air Basin

Latitude

Longitude

### Address

# Facility General Information Cont.

## Facility Information

General

Address

Other Information

Contacts

Operating Schedule

GHG Additional Info

Status Update

## Build Reporting Structure

Combustion Fuels

Emission Sources (ES)

## Report Process/Emissions

Summaries

Data Validation

Report Submission

Check here for Small Business as defined in [Rule 102](#).

Check this box to report non-routine emissions such as Upsets, Break-down, Spills, Start-up, Shut-down, and Turn-around.

## Contacts

### Main Contact

|             |  |   |
|-------------|--|---|
| First Name  | <input type="text" value="Mike"/>  | *                                       |
| Last Name   | <input type="text" value="Meskal"/>  | *                                       |
| Title       | <input type="text" value="VP"/>  |   |
| Telephone # | ( <input type="text" value="714"/> ) <input type="text" value="596-8836"/> | * Ext. <input type="text" value="305"/> |
| Fax #       | ( <input type="text" value="714"/> ) <input type="text" value="596-8837"/> |   |
| Email       | <input type="text" value="mmeskal@ecotek.com"/>                            | *                                       |

### Preparer

Same as Main Contact

### Authorized Facility Representative

Same as Main Contact

## Operating Schedule

|                        |                                 |   |
|------------------------|---------------------------------|---|
| Average Hours Per Day  | <input type="text" value="8"/>  | * |
| Average Days Per Week  | <input type="text" value="5"/>  | * |
| Average Weeks Per Year | <input type="text" value="52"/> | * |

## Additional GHG Information

No additional information is required.

## Save updated information

You must click the following button if changes in this form should be saved.

Click on **Save**, then **Next** and continue until you have completed all sections of “**Facility Information**” including “**Status Update**”

# Facility General Information Cont.



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M M  
Logout | Edit Profile

AER Home Access Facility Facility Home

Facility ID: 999921 · ABC · Reporting period: 2014

Facility ID: 999921

Form data is successfully saved.

**Facility Information**

**Status Update**

Facility ID 999921

Facility Shutdown

Change of Ownership

Change in Equipment Location

Emissions are zero for this year's report, or emissions reduced by 50%

Explanation

Exemption Request

Use of Alternative Calculation methodology

Other

**Save updated information**

You must click the following button if changes in this form should be saved.

The **Next** button on “**Status Update**” page will take you to “**Combustion Fuels**” in “**Build Reporting Structure**”

# Combustion Fuels

Select all combustion fuels used in your facility on this screen.  
To add a fuel, click on [Add New Fuel](#).

South Coast Air Quality Management District

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Logout | Edit Profile

AER Home Access Facility Facility Home

Facility ID: 999921

Facility ID: 999921 · ABC · Reporting period: 2013

### Combustion Fuels Specification

Specify all the combustion fuels (fuels being burned) used in your facility during the reporting year (do not include fuels used exclusively in vehicles).

[Add New Fuel](#)

| Action               | Fuel Name                 | HHV    | Default | Comment | Data Source Name |
|----------------------|---------------------------|--------|---------|---------|------------------|
| <a href="#">Open</a> | Distillate Fuel Oil No. 2 | 138.00 | YES     |         |                  |
| <a href="#">Open</a> | Propane                   | 91.00  | YES     |         |                  |

[Next](#)

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# Adding a Combustion Fuel



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[AER Home](#) | [Access Facility](#) | [Facility Home](#)



Facility ID: 999921 · ABC · Reporting period: 2013

## Facility ID: 999921

- [Facility Information](#)
- [Build Reporting Structure](#)
  - [Combustion Fuels](#)
  - [Emission Sources \(ES\)](#)
- [Report Process/Emissions](#)
- [Summaries](#)
- [Data Validation](#)
- [Report Submission](#)

### Edit Combustion Fuel Data

|         |  |
|---------|--|
| Fuel    | Propane  |
| HHV     | <input checked="" type="checkbox"/> Use Default<br>91.00 mmBtu/1000 gallon |
| Comment | <input type="text"/>   |

or [Cancel](#)

[AQMD web site Home](#) | [AER Web Site](#) | [Submit question/comment](#) | [Ecotek Web Site](#) | [Report a Bug](#)

# Emission Sources (ES)

This screen displays a list of Application Numbers and Devices (if available from AQMD permitting Database). Each device is assigned an Emission Source (ES) ID.

South Coast AQMD Air Quality Management District

Logout | Edit Profile

AER Home Access Facility Facility Home

Facility ID: 999921

Build Reporting Structure

Emission Sources (ES) Classification

This section contains facility permit profile. Please make sure that every device has a specified Emission Source (ES). New emission sources can also be added.

EPA TANKS Software DATA IMPORT - [Click here](#) for more instructions.

Displaying 36 emission sources. You can use filter to narrow down selection.

A/N  Permit NO   
 AER Device ID  Permit Device ID

[Search Emission Sources](#)

[Add New Emission Source](#)

Search:  [Print Preview](#)

| Action               | A/N    | Permit NO | Permit Device ID | Permit Equipment Description           | AER Device ID | ES Name | Source Group | Has Emissions | Equipment | ES Status        | Process Reference |
|----------------------|--------|-----------|------------------|--|---------------|---------|--------------|---------------|-----------|------------------|-------------------|
| <a href="#">Open</a> | 537024 | G123      | D22              | TANK CHROME PLATING HEXAVALENT         | ES36          |         |              | N             |           | Work in progress |                   |
| <a href="#">Open</a> | 398164 | F65902    | D20              | HEATER/FURNACE (5-20 MMBTU/HR) NAT GAS | ES34          |         |              | N             |           | Work in progress |                   |

To add a new Emission Source, Click on [Add New Emission Source](#)

# ES Cont.

Facility ID: 999921

Facility Information

**Build Reporting Structure**

Combustion Fuels

**Emission Sources (ES)**

Report Process/Emissions

Summaries

Data Validation

Report Submission

## Build Reporting Structure

### Emission Sources (ES) Classification

This section contains facility permit profile. Please make sure that every device has a specified Emission Source (ES). New emission sources can also be added.

EPA TANKS Software DATA IMPORT - [Click here](#) for more instructions.

Displaying 36 emission sources. You can use filter to narrow down selection.

A/N  Permit NO   
AER Device ID  Permit Device ID

[Add New Emission Source](#)

Search:

| Action               | A/N    | Permit NO | Permit Device ID | Permit Equipment Description           | AER Device ID | ES Name   | Source Group        | Has Emissions | Equipment           | ES Status        | Process Reference         |
|----------------------|--------|-----------|------------------|--|---------------|-----------|---------------------|---------------|---------------------|------------------|---------------------------|
| <a href="#">Open</a> | 537024 | G123      | D22              | TANK CHROME PLATING HEXAVALENT         | ES36          |           |                     | N             |                     | Work in progress |                           |
| <a href="#">Open</a> | 398164 | F65902    | D20              | HEATER/FURNACE (5-20 MMBTU/HR) NAT GAS | ES34          |           |                     | N             |                     | Work in progress |                           |
| <a href="#">Open</a> | 309722 | D94972    | D21              | TANKS, NICKEL PLATING LINE             | ES35          |           |                     | N             |                     | Work in progress |                           |
| <a href="#">Open</a> | 312183 | D96650    | D19              | BOILER (5-20 MMBTU/HR) NAT GAS ONLY    | ES33          | Boiler #2 | External Combustion | Y             | Boiler <10 MMBTU/HR | Work in progress | <a href="#">Reference</a> |

To define each pre-loaded Emission Source Click on **Open**

# ES Cont.

South Coast Air Quality Management District

Logout | Edit Profile

AER Home Access Facility Facility Home

Facility ID: 999921 · ABC · Reporting period: 2013

### Facility ID: 999921

- Facility Information
- Build Reporting Structure
  - Combustion Fuels
  - Emission Sources (ES)
- Report Process/Emissions
- Summaries
- Data Validation
- Report Submission

### Edit Emission Source

Providing correct information and proper selection categories would help to classify emission source.

|                              |  |
|------------------------------|--|
| Permitted                    | <input checked="" type="checkbox"/>  |
| A/N                          | 312183   |
| Permit No                    | D96650   |
| Permit Device ID             | D19  |
| Permit Equipment Description | BOILER (5-20 MMBTU/HR) NAT GAS ONLY  |
| AER Device ID                | ES33   |
| ES Name                      | <input type="text" value="Boiler #2"/>   |
| Operating ES Status          | <input type="text" value="Normal Operation"/> *  |
| Comment                      | <input type="text"/>   |
| Emission Source Group        | <input type="text" value="External Combustion"/> <b>Determine Emission Source Group Type</b> * |
| Equipment                    | Boiler <10 MMBTU/HR  |
| Design Capacity              | <input type="text" value="8"/> MILLION BTU PER HOUR  |

or  or [Cancel](#)

Provide a Name for the ES. Then select "ES Status" to specify the operating status. Click on **Determine Emission Source Group Type** (See Next Slide)

# ES Cont.



Facility ID: 999921 - ABC - Reporting period: 2013

## Determine Emission Source Group Type

| Permitted | A/N    | Permit No | Permit Device ID | Permit Equipment Description        | AER Device ID | ES Name   |
|-----------|--------|-----------|------------------|-------------------------------------|---------------|-----------|
| Yes       | 312183 | D96650    | D19              | BOILER (5-20 MMBTU/HR) NAT GAS ONLY | ES33          | Boiler #2 |

1. External Combustion Equipment (e.g., boiler, dryer, oven, furnace, heater, afterburner, flare, kiln or incinerator) [click here](#) to select one the following Equipment:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Boiler <10 MMBTU/HR | <input type="checkbox"/> Furnace >100 MMBTU/HR                                      |
| <input type="checkbox"/> Boiler 10-100 MMBTU/HR         | <input type="checkbox"/> Heater <10 MMBTU/HR  |
| <input type="checkbox"/> Boiler >100 MMBTU/HR           | <input type="checkbox"/> Heater 10-100 MMBTU/HR                                     |
| <input type="checkbox"/> Oven <10 MMBTU/HR              | <input type="checkbox"/> Heater >100 MMBTU/HR                                       |
| <input type="checkbox"/> Oven 10-100 MMBTU/HR           | <input type="checkbox"/> Space/Water heater - not related to a process <10 MMBTU/HR |
| <input type="checkbox"/> Oven >100 MMBTU/HR             | <input type="checkbox"/> Afterburner <10 MMBTU/HR                                   |
| <input type="checkbox"/> Dryer <10 MMBTU/HR             | <input type="checkbox"/> Afterburner 10-100 MMBTU/HR                                |
| <input type="checkbox"/> Dryer 10-100 MMBTU/HR          | <input type="checkbox"/> Afterburner >100 MMBTU/HR                                  |
| <input type="checkbox"/> Dryer >100 MMBTU/HR            | <input type="checkbox"/> Kilns  |
| <input type="checkbox"/> Furnace <10 MMBTU/HR           | <input type="checkbox"/> Incinerator  |
| <input type="checkbox"/> Furnace 10-100 MMBTU/HR        | <input type="checkbox"/> Flare  |

If this combustions source (device) also results in Process

Save Cancel

Click on the applicable Emission Source Group Type for each ES and select the applicable equipment type then Save

# ES Cont.

South Coast Air Quality Management District

Logout | Edit Profile

AER Home Access Facility Facility Home

Facility ID: 999921 · ABC · Reporting period: 2013

## Facility ID: 999921

**Facility Information**

**Build Reporting Structure**

- Combustion Fuels
- Emission Sources (ES)

**Report Process/Emissions**

**Summaries**

**Data Validation**

**Report Submission**

### Edit Emission Source

Providing correct information and proper selection categories would help to classify emission source.

|                              |  |
|------------------------------|--|
| Permitted                    | <input checked="" type="checkbox"/>  |
| A/N                          | 312183   |
| Permit No                    | D96650   |
| Permit Device ID             | D19  |
| Permit Equipment Description | BOILER (5-20 MMBTU/HR) NAT GAS ONLY  |
| AER Device ID                | ES33   |
| ES Name                      | <input type="text" value="Boiler #2"/>   |
| Operating ES Status          | <input type="text" value="Normal Operation"/> *                                  |
| Comment                      | <input type="text"/>   |
| Emission Source Group        | External Combustion<br><b>Determine Emission Source Group Type</b> *             |
| Equipment                    | Boiler <10 MMBTU/HR  |
| Design Capacity              | <input type="text" value="8"/> <input type="text" value="MILLION BTU PER HOUR"/> |

**Save and return to List of Emission Sources** or **Save and proceed to Process Reporting** or [Cancel](#)

Optional: **Save and Mark as Completed**

To choose to define all Emission Sources prior to reporting emissions (Navigation path #1), click on **Save and Return to List of Emission Sources**

# ES Cont.



M M  
[Logout](#) | [Edit Profile](#)

AER Home   Access Facility   Facility Home






Facility ID: 999921 Facility ID: 999921 · ABC · Reporting period: 2013

Form data is successfully saved.

## Build Reporting Structure

### Emission Sources (ES) Classification

This section contains facility permit profile. Please make sure that every device has a specified Emission Source (ES). New emission sources can also be added.

EPA TANKS Software DATA IMPORT - [Click here](#) for more instructions.

Displaying 36 emission sources. You can use filter to narrow down selection.

A/N

AER Device ID

Permit NO

Permit Device ID

Search Emission Sources

[Add New Emission Source](#)

Search:

| Action | A/N    | Permit NO | Permit Device ID | Permit Equipment Description                  | AER Device ID | ES Name | Source Group | Has Emissions | Equipment | ES Status        | Process Reference |
|--------|--------|-----------|------------------|---|---------------|---------|--------------|---------------|-----------|------------------|-------------------|
| Open   | 537024 | G123      | D22              | TANK CHROME PLATING HEXAVALENT HEATER/SURFACE | ES36          |         |              | N             |           | Work in progress |                   |

Based on the Information provided in previous 2 screens, the application will populate the overview table to initiate the reporting process on the emissions worksheets. You can either continue defining the rest of your emission sources or ...

# ES Cont.

South Coast Air Quality Management District

Logout | Edit Profile

AER Home Access Facility Facility Home

Facility ID: 999921

Facility ID: 999921 · ABC · Reporting period: 2013

### Edit Emission Source

Providing correct information and proper selection categories would help to classify emission source.

|                              |  |
|------------------------------|--|
| Permitted                    | <input checked="" type="checkbox"/>  |
| A/N                          | 312183   |
| Permit No                    | D96650   |
| Permit Device ID             | D19  |
| Permit Equipment Description | BOILER (5-20 MMBTU/HR) NAT GAS ONLY  |
| AER Device ID                | ES33   |
| ES Name                      | <input type="text" value="Boiler #2"/>   |
| Operating ES Status          | <input type="text" value="Normal Operation"/> *  |
| Comment                      | <input type="text"/>   |
| Emission Source Group        | External Combustion<br><input type="button" value="Determine Emission Source Group Type"/> * |
| Equipment                    | Boiler <10 MMBTU/HR  |
| Design Capacity              | <input type="text" value="8"/> <input type="text" value="MILLION BTU PER HOUR"/>             |

or  or [Cancel](#)

Optional:

Choose to report your process emissions immediately after defining each ES (Navigation path #2), click on **Save and Proceed to Process Reporting**

# ES Cont.



South Coast  
AQMD

South Coast  
Air Quality Management District

MM

Logout | Edit Profile

AER Home Access Facility Facility Home



Facility ID: 999921 · ABC · Reporting period: 2013

Facility ID: 999921

Form data is successfully saved.

Facility Information

Build Reporting Structure

## Build Reporting Structure

### Process References

| A/N    | Permit NO | Permit Device ID | Permit Device Description           | AER Device ID | ES Name   | Source Group        | Emissions? | Equipment           | ES Status        |
|--------|-----------|------------------|-------------------------------------|---------------|-----------|---------------------|------------|---------------------|------------------|
| 312183 | D96650    | D19              | BOILER (5-20 MMBTU/HR) NAT GAS ONLY | ES33          | Boiler #2 | External Combustion | Y          | Boiler <10 MMBTU/HR | Work in progress |

Process ID

Source Group

Process Name

Process Status

Operation Type

P1

External Combustion

Work in progress

routine

Add Process

OK

Search Emission Sources

Click on P1 to open the initiated Process to Report Emissions (see next slide)

# Switch from ES to Process


**South Coast Air Quality Management District**

[AER Home](#)
[Access Facility](#)
[Facility Home](#)

Facility ID: 999921 · ABC · Reporting period: 2013

**Facility ID: 999921**

[« Back to Emission Source Process Reference](#)

## External Combustion

Please provide specific information for every process associated with your external combustion Emission Sources including usage, emission factor and control efficiency (if any). **You must select Fuel and throughput units before reporting emissions.** Detail instructions are available by clicking on Help icon in the tool bar.

**Optional: Mark as Completed**

|                      | AER Device ID | Permit Device ID | A/N    | Process ID | Rule # | Equipment           | Fuel    |
|----------------------|---------------|------------------|--------|------------|--------|---------------------|---------|
| <a href="#">Open</a> | ES33          | D19              | 312183 | P1         | 1121   | Boiler <10 MMBTU/HR | Propane |

[Click here to delete](#) this process.

## Throughput

|                      | Annual Throughput | Criteria/Toxic Throughput | GHG Throughput |
|----------------------|-------------------|---------------------------|----------------|
| <a href="#">Open</a> | 600.0 gal         | 0.6 M gal                 | 600.0 gal      |

[Suggest Defaults](#) if available for criteria and GHG pollutants.

## Criteria Emissions (lbs)

|                      | Pollutant | EF    | Unit        | EF Data Source | Overall CE | Emissions |
|----------------------|-----------|-------|-------------|----------------|------------|-----------|
| <a href="#">Open</a> | VOC       | 0.26  | lbs / M gal | AQMD default   |            | 0.16      |
| <a href="#">Open</a> | NOx       | 12.80 | lbs / M gal | AQMD default   |            | 7.68      |
| <a href="#">Open</a> | SOx       | 4.60  | lbs / M gal | AQMD default   |            | 2.76      |
| <a href="#">Open</a> | CO        | 3.20  | lbs / M gal | AQMD default   |            | 1.92      |
| <a href="#">Open</a> | PM        | 0.28  | lbs / M gal | AQMD default   |            | 0.17      |

## Toxic (TAC/ODC) Emissions (lbs)

**Facility Information**

**Build Reporting Structure**

- [Combustion Fuels](#)
- [Emission Sources \(ES\)](#)
- [Report Process/Emissions](#)**

**Combustion**

- [External Combustion](#)**
- [Internal Combustion](#)

**Use of organics**

- [Spray Coating/Spray Booth](#)
- [Other Use of Organics](#)

**Storage Tanks**

- [Fugitive Components](#)

**Other Processes**

- [Process Upset](#)

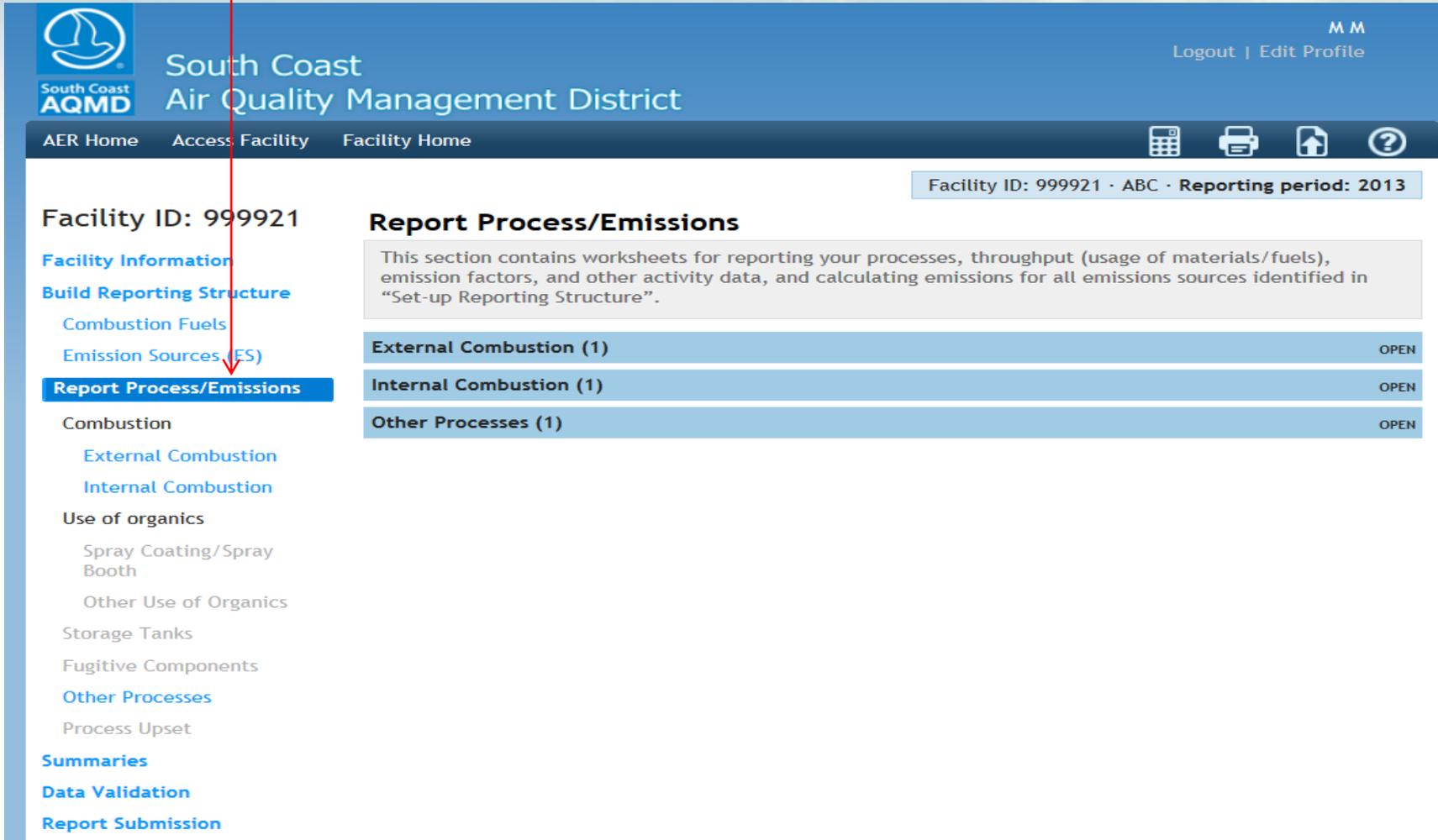
**Summaries**

**Data Validation**

**Report Submission**

# Access Emissions Worksheets

Click on “[Report Process/Emissions](#)” to see a list of all worksheets that were assigned based on information provided on [Emission Sources](#) section



South Coast Air Quality Management District

Logout | Edit Profile

AER Home Access Facility Facility Home

Facility ID: 999921 · ABC · Reporting period: 2013

## Report Process/Emissions

This section contains worksheets for reporting your processes, throughput (usage of materials/fuels), emission factors, and other activity data, and calculating emissions for all emissions sources identified in “Set-up Reporting Structure”.

|                         |      |
|-------------------------|------|
| External Combustion (1) | OPEN |
| Internal Combustion (1) | OPEN |
| Other Processes (1)     | OPEN |

Facility ID: 999921

[Facility Information](#)

[Build Reporting Structure](#)

[Combustion Fuels](#)

[Emission Sources \(ES\)](#)

**[Report Process/Emissions](#)**

[Combustion](#)

- [External Combustion](#)
- [Internal Combustion](#)

[Use of organics](#)

- [Spray Coating/Spray Booth](#)
- [Other Use of Organics](#)

[Storage Tanks](#)

[Fugitive Components](#)

[Other Processes](#)

[Process Upset](#)

[Summaries](#)

[Data Validation](#)

[Report Submission](#)

Click on the worksheet you want to work on. If you click on Internal Combustion...

(see next slide)

# Internal Combustion Process List

By clicking on each worksheet name, a list of all processes for the worksheet will be displayed.

The screenshot shows the South Coast Air Quality Management District (AQMD) web application interface. The top navigation bar includes the AQMD logo, the text "South Coast Air Quality Management District", and user options "Logout | Edit Profile". Below this is a secondary navigation bar with "AER Home", "Access Facility", and "Facility Home", along with icons for calculator, printer, upload, and help. A status bar displays "Facility ID: 999921 · ABC · Reporting period: 2013".

The main content area is divided into two columns. The left column contains a sidebar with the following items: "Facility ID: 999921", "Facility Information", "Build Reporting Structure" (with sub-items "Combustion Fuels" and "Emission Sources (ES)"), "Report Process/Emissions" (highlighted), "Combustion" (with sub-item "External Combustion"), "Internal Combustion" (highlighted in blue), "Use of organics" (with sub-items "Spray Coating/Spray Booth" and "Other Use of Organics"), "Storage Tanks", and "Fugitive Components".

The right column is titled "Internal Combustion" and contains a grey instruction box: "Please provide specific information for every process associated with your internal combustion Emission Sources including usage, emission factor, and control efficiency (if any). **You must select Fuel and throughput units before reporting emissions.** Detailed instructions are available by clicking on Help icon in the tool bar." Below this is the "Internal Combustion Process List Overview" section, which includes an "Add New" button, a "Print Preview" button, and a table of processes.

|                      | AER Device ID        | Permit Device ID | A/N    | Process ID | Status           | Equipment                                   | Fuel                      |
|----------------------|----------------------|------------------|--------|------------|------------------|---|---------------------------|
| <a href="#">Open</a> | <a href="#">ES13</a> | D8               | 555555 | P1         | Work in Progress | Stationary I.C. Engines, 4 Stroke-Rich Burn | Distillate Fuel Oil No. 2 |

Below the table is a search bar labeled "Search:".

Click "Open" to open the Process you want to work on

# Worksheet Main Sections

AER Home Access Facility Facility Home

Facility ID: 999921 · ABC · Reporting period: 2013

Facility ID: 999921

Facility Information  
Build Reporting Structure  
Combustion Fuels  
Emission Sources (ES)  
**Report Process/Emissions**

Combustion  
External Combustion  
**Internal Combustion**  
Use of organics  
Spray Coating/Spray Booth  
Other Use of Organics  
Storage Tanks  
Fugitive Components  
Other Processes  
Process Upset

Summaries  
Data Validation  
Report Submission

### Internal Combustion

Please provide specific information for every process associated with your internal combustion Emission Sources including usage, emission factor, and control efficiency (if any). You must select Fuel and throughput units before reporting emissions. Detailed instructions are available by clicking on Help icon in the tool bar.

Process Optional: Mark as Completed

|                      | AER Device ID | Permit Device ID | A/N    | Process ID | Rule # | Equipment                                   | Fuel                      |
|----------------------|---------------|------------------|--------|------------|--------|---|---------------------------|
| <a href="#">Open</a> | ES13          | D8               | 555555 | P1         | 1470   | Stationary I.C. Engines, 4 Stroke-Rich Burn | Distillate Fuel Oil No. 2 |

Click here to [delete](#) this process.

### Throughput

|                      | Annual Throughput | Criteria/Toxic Throughput | GHG Throughput |
|----------------------|-------------------|---------------------------|----------------|
| <a href="#">Open</a> | 2,000.0 bbl       | 84.0 M gal                | 84,000.0 gal   |

[Suggest Defaults](#) if available for criteria and GHG pollutants.

### Criteria Emissions (lbs)

|                      | Pollutant | EF     | Unit        | EF Data Source | Overall CE | Emissions |
|----------------------|-----------|--------|-------------|----------------|------------|-----------|
| <a href="#">Open</a> | VOC       | 37.50  | lbs / M gal | AQMD default   |            | 3,150.00  |
| <a href="#">Open</a> | NOx       | 395.00 | lbs / M gal | Source Test    |            | 33,180.00 |
| <a href="#">Open</a> | SOx       | 0.21   | lbs / M gal | AQMD default   |            | 17.64     |
| <a href="#">Open</a> | CO        | 102.00 | lbs / M gal | AQMD default   |            | 8,568.00  |
| <a href="#">Open</a> | PM        | 33.50  | lbs / M gal | AQMD default   |            | 2,814.00  |

Step 1) Process Info: Click **Open** to complete

Step 2) Throughput Info: Click **Open** to complete

Step 3) **Suggest Defaults** will assign criteria and GHG defaults (if available)

# Process Information

**Edit Emission Process - Internal Combustion**

| AER Device ID | Permit Device ID | A/N    | Process ID | Rule # | Equipment                                   | Fuel |
|---------------|------------------|--------|------------|--------|---|------|
| ES13          | D8               | 555555 | P1         |        | Stationary I.C. Engines, 4 Stroke-Rich Burn |      |

|                  |   |                  |              |
|------------------|---|------------------|--------------|
| AER Device ID    | ES13  | AER Device Name  | Primary pump |
| <b>PERMITTED</b> | AN: 555555                                    | Permit Device ID | D8           |
| Process ID       | P1  | Process Name     | Primary Fuel |
| Process Comment  | <input type="text"/>                          |                  |              |
| Fuel             | Distillate Fuel Oil No. 2 ▼ *                 |                  |              |
| Rule #           | 1470 ▼  | * Add Rule       |              |
| Equipment        | Stationary I.C. Engines, 4 Stroke-Rich Burn ▼ |                  |              |

**Save** **Cancel**

The drop list consists of the fuels listed in the [Combustion Fuels](#) section. Select fuel type before you proceed (fuel type determines corresponding throughput units and assigns default EFs).

# Throughput

Based on fuels selected, different options for throughput units will be offered:

| AER Device ID | Permit Device ID | A/N    | Process ID | Rule # | Equipment                                   | Fuel                      |
|---------------|------------------|--------|------------|--------|---|---------------------------|
| ES13          | D8               | 555555 | P1         | 1470   | Stationary I.C. Engines, 4 Stroke-Rich Burn | Distillate Fuel Oil No. 2 |

**Annual Throughput**

Fuel Usage (Annual Throughput)  \*  \*

Throughput Type  \*

Fuel Usage Comment

You have to list throughput and throughput units, then save.

You can also provide optional data.

Application will automatically convert throughput to units needed to calculate criteria and GHG emissions.

## Throughput

|                      | Annual Throughput | Criteria/Toxic Throughput | GHG Throughput |
|----------------------|-------------------|---------------------------|----------------|
| <a href="#">Open</a> | 2,000.0 bbl       | 84.0 M gal                | 84,000.0 gal   |

# Using Criteria & GHG Defaults



South Coast  
Air Quality Management District

M M  
Logout | Edit Profile

AER Home   Access Facility   Facility Home






Facility ID: 999921 · ABC · Reporting period: 2013

**Facility ID: 999921**

[Facility Information](#)

[Build Reporting Structure](#)

[Combustion Fuels](#)

[Emission Sources \(ES\)](#)

[Report Process/Emissions](#)

Combustion

[External Combustion](#)

[Internal Combustion](#)

Use of organics

[Spray Coating/Spray Booth](#)

[Other Use of Organics](#)

Storage Tanks

Fugitive Components

Other Processes

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[Report Submission](#)

## Internal Combustion

Please provide specific information for every process associated with your internal combustion Emission Sources including usage, emission factor, and control efficiency (if any). **You must select Fuel and throughput units before reporting emissions.** Detailed instructions are available by clicking on Help icon in the tool bar.

Optional: Mark as Completed

|                      | AER Device ID | Permit Device ID | A/N    | Process ID | Rule # | Equipment                                   | Fuel                      |
|----------------------|---------------|------------------|--------|------------|--------|---|---------------------------|
| <a href="#">Open</a> | ES13          | D8               | 555555 | P1         | 1470   | Stationary I.C. Engines, 4 Stroke-Rich Burn | Distillate Fuel Oil No. 2 |

Click here to [delete](#) this process.

## Throughput

|                      | Annual Throughput | Criteria/Toxic Throughput | GHG Throughput |
|----------------------|-------------------|---------------------------|----------------|
| <a href="#">Open</a> | 2,000.0 bbl       | 81.0 M gal                | 84,000.0 gal   |

[Suggest Defaults](#) available for criteria and GHG pollutants.

## Criteria Emissions (lbs)

|                      | Pollutant | EF     | Unit        | EF Data Source | Overall CE | Emissions |
|----------------------|-----------|--------|-------------|----------------|------------|-----------|
| <a href="#">Open</a> | VOC       | 37.50  | lbs / M gal | AQMD default   |            | 3,150.00  |
| <a href="#">Open</a> | NOx       | 395.00 | lbs / M gal | Source Test    |            | 33,180.00 |
| <a href="#">Open</a> | SOx       | 0.21   | lbs / M gal | AQMD default   |            | 17.64     |
| <a href="#">Open</a> | CO        | 102.00 | lbs / M gal | AQMD default   |            | 8,568.00  |
| <a href="#">Open</a> | PM        | 33.50  | lbs / M gal | AQMD default   |            | 2,814.00  |

Click on [Suggest defaults](#) to populate criteria and GHG defaults, if available.

# Entering Site Specific EF

To enter specific EF, select pollutant, un-check Use Default, enter specific EF value and select Emissions Factor Data Source. The other data fields are optional.

Open Criteria Emission Information - Internal Combustion

| AER Device ID     | Permit Device ID | A/N                       | Process ID | Rule # | Equipment                                   | Fuel                      |
|-------------------|------------------|---------------------------|------------|--------|---|---------------------------|
| ES13              | D8               | 555555                    | P1         | 1472   | Stationary I.C. Engines, 4 Stroke-Rich Burn | Distillate Fuel Oil No. 2 |
| Annual Throughput |                  | Criteria/Toxic Throughput |            |        | GHG Throughput                              |                           |
| 2,000.0 bbl       |                  | 84.0 M gal                |            |        | 84,000.0 gal                                |                           |

Throughput used to calculate emissions: 84.0 M gal

Pollutant: **NOx - Nitrogen Oxides**

Emission Factor (EF): **395.00** \* lbs/M gal

Use default  
 RECLAIM

Emission Factor Comment:

Emission Factor Data Source: **Source Test**

Emissions: 39,396.00 lbs

**Save** **Cancel**

Emissions are automatically calculated and transferred to summaries.

# Choose Different Worksheets



Facility ID: 999921 · ABC · Reporting period: 2013

Facility ID: 999921

Facility Information

Build Reporting Structure

Combustion Fuels

Emission Sources (ES)

Report Process/Emissions

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Spray Coating/Spray Booth

Other Use of Organics

Storage Tanks

Fugitive Components

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## Other Processes

This reporting screen is for reporting activity data for other processes used in your facility which were not covered in previous reporting screens. Please provide specific information for every associated emission source. **You must select Activity and throughput units before reporting emissions.** If the operation of such sources involves burning fuels, make sure emissions generated from burning fuels are reported separately. Combined emissions can also be reported here; however, it must be substantiated to avoid double reporting. Detailed instructions are available by clicking on Help icon in the tool bar.

## Other Process Emissions Process List Overview

Add New

Print Preview

|                      | AER Device ID       | Permit Device ID | A/N    | Process ID | Status           | Activity  | Throughput | Units |
|----------------------|---------------------|------------------|--------|------------|------------------|---|------------|-------|
| <a href="#">Open</a> | <a href="#">ES8</a> | D6               | C17113 | P1         | Work in Progress | Miscellaneous Operations and Services : Others - Not Classified : Operations & Maintenance : Annual Emissions | 100.00     | gal   |

Search:

Select different worksheets from the left menu. To select process, click on **Open**.

# General Worksheet Approach

Facility ID: 999921 · ABC · Reporting period: 2013

Facility ID: 999921

- Facility Information
- Build Reporting Structure
  - Combustion Fuels
  - Emission Sources (ES)

**Report Process/Emissions**

- Combustion
  - External Combustion
  - Internal Combustion
- Use of organics
  - Spray Coating/Spray Booth
  - Other Use of Organics
- Storage Tanks
- Fugitive Components

**Other Processes**

- Process Upset
- Summaries
- Data Validation
- Report Submission

**Other Processes**

This reporting screen is for reporting activity data for other processes used in your facility which were not covered in previous reporting screens. Please provide specific information for every associated emission source. **You must select Activity and throughput units before reporting emissions.** If the operation of such sources involves burning fuels, make sure emissions generated from burning fuels are reported separately. Combined emissions can also be reported here; however, it must be substantiated to avoid double reporting. Detailed instructions are available by clicking on Help icon in the tool bar.

**Process**

Optional: Mark as Completed

| AER Device ID | Permit Device ID | A/N    | Process ID | Rule # | Activity |
|---------------|------------------|--------|------------|--------|----------|
| ES8           | D6               | C17113 | P1         |        |          |

Open

Click here to [delete](#) this process.

**Throughput**

| Annual Throughput |
|-------------------|
|                   |

Open

**Criteria Emissions (lbs)**

| Pollutant | EF | Unit | Controlled EF | EF Data Source | Overall CE | Emissions |
|-----------|----|------|---------------|----------------|------------|-----------|
| Add New   |    |      |               |                |            |           |

**Toxic (TAC/ODC) Emissions (lbs)**

| TAC/ODC Group | CAS # | EF | Unit | Controlled EF | EF Data Source | Overall CE | Emissions |
|---------------|-------|----|------|---------------|----------------|------------|-----------|
| Add New       |       |    |      |               |                |            |           |

**GHG Emissions (kilograms)**

| Pollutant | EF | Unit | EF Data Source | EF Methodology | Emissions | Units | GWP | CO2e |
|-----------|----|------|----------------|----------------|-----------|-------|-----|------|
| Add New   |    |      |                |                |           |       |     |      |

Step 1) Process info: Click [Open](#) to complete

Step 2) Throughput info: Click [Open](#) to complete

Step 3) Emissions: Click [Add New](#) to select pollutant or TAC and complete. For example select VOC for pollutant and enter data for VOC

# Entering VOC Data

Select pollutant, enter EF, EF Data Source, and Overall Control Efficiency, if any. Emissions will be automatically calculated and transferred.

| Open Criteria Emission Information - Other Processes |   |        |            |        |  |
|--|---|--------|------------|--------|--|
| AER Device ID  | Permit Device ID  | A/N    | Process ID | Rule # | Activity   |
| ES8  | D6  | C17113 | P1         | 1140   | Miscellaneous Operations and Services : Others - Not Classified : Operations & Maintenance |
| <b>Annual Throughput</b>                             |   |        |            |        |  |
| 100.0 gal  |   |        |            |        |  |
| Pollutant  | VOC *   |        |            |        |  |
| Emission Factor (EF)                                 | 1.2000 * lbs/gal  |        |            |        |  |
|  | <input type="checkbox"/> Controlled EF value<br>(mark checkbox if EF listed represents EF determined after control) |        |            |        |  |
| Overall Control Efficiency                           | 0.80000   |        |            |        |  |
| Emission Factor Comment                              |   |        |            |        |  |
| Emission Factor Data Source                          | MSDS *  |        |            |        |  |
| Emissions  | 24.00 lbs   |        |            |        |  |

**Save** **Cancel**

# Review Summaries

Facility ID: 999921 · ABC · Reporting period: 2013

Facility ID: 999921

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**Criteria Pollutants**

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## Criteria Pollutants Summary

### Permitted Emissions Summary

|   | VOC (tons)           | SPOG (tons) | NOx (tons)  | NOx RECLAIM (tons)    | SOx (tons)           | SOx RECLAIM (tons) | CO (tons)            | PM (tons)            |
|---|----------------------|-------------|-------------|-----------------------|----------------------|--------------------|----------------------|----------------------|
| External Combustion                     |                      |             |             |                       |                      |                    |                      |                      |
| Internal Combustion                     | <a href="#">1.58</a> |             |             | <a href="#">16.59</a> | <a href="#">0.01</a> |                    | <a href="#">4.28</a> | <a href="#">1.41</a> |
| Spray Coating/ Spray Booth              |                      |             |             |                       |                      |                    |                      |                      |
| Other Use of Organics                   |                      |             |             |                       |                      |                    |                      |                      |
| Storage Tanks                           |                      |             |             |                       |                      |                    |                      |                      |
| Fugitive Components                     |                      |             |             |                       |                      |                    |                      |                      |
| Other Process Emissions                 | <a href="#">0.01</a> |             |             |                       |                      |                    |                      |                      |
| Shutdown/Startup /Turnaround and Upsets |                      |             |             |                       |                      |                    |                      |                      |
| <b>Total Permitted Emissions</b>        | <b>1.59</b>          | <b>0.00</b> | <b>0.00</b> | <b>16.59</b>          | <b>0.01</b>          | <b>0.00</b>        | <b>4.28</b>          | <b>1.41</b>          |

### Non-Permitted Emissions Summary

|   | VOC (tons)  | SPOG (tons) | NOx (tons)  | NOx RECLAIM (tons) | SOx (tons)  | SOx RECLAIM (tons) | CO (tons)   | PM (tons)   |
|---|-------------|-------------|-------------|--------------------|-------------|--------------------|-------------|-------------|
| External Combustion                     |             |             |             |                    |             |                    |             |             |
| Internal Combustion                     |             |             |             |                    |             |                    |             |             |
| Spray Coating/ Spray Booth              |             |             |             |                    |             |                    |             |             |
| Other Use of Organics                   |             |             |             |                    |             |                    |             |             |
| Storage Tanks                           |             |             |             |                    |             |                    |             |             |
| Fugitive Components                     |             |             |             |                    |             |                    |             |             |
| Other Process Emissions                 |             |             |             |                    |             |                    |             |             |
| Shutdown/Startup /Turnaround and Upsets |             |             |             |                    |             |                    |             |             |
| <b>Total Non-Permitted Emissions</b>    | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>        | <b>0.00</b> | <b>0.00</b>        | <b>0.00</b> | <b>0.00</b> |

# Summaries Cont.

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- Report Process/Emissions
  - Summaries
  - Criteria Pollutants
  - Toxic (TAC/ODC) Pollutants**
  - GHG Pollutants
  - Fees
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- Report Submission

## TAC/ODC Pollutants Summary

### Toxic Air Contaminants (TAC) / Ozone Depleting Compounds (ODC) Emissions and Fees Summary

| TAC Group | TAC / ODC                                | Reference                 | Annual Emissions (lbs) | Emissions Subject to Fee (lbs) | Fee Rates (\$/lbs) | Fee Due |
|-----------|--|---------------------------|------------------------|--------------------------------|--------------------|---------|
| 32        | Ammonia                                  | <a href="#">Reference</a> | 2.436e+2               | 244                            | 0.03               | 7.32    |
| 1         | Asbestos                                 |                           |                        |                                |                    |         |
| 2         | Benzene                                  | <a href="#">Reference</a> | 1.565e+1               | 16                             | 1.97               | 31.52   |
| 3         | Beryllium                                |                           |                        |                                |                    |         |
| 4         | Butadiene [1,3]                          | <a href="#">Reference</a> | 1.826e+1               | 18                             | 5.85               | 105.30  |
| 5         | Cadmium                                  | <a href="#">Reference</a> | 1.260e-1               | 0                              | 5.85               | 0.00    |
| 6         | Carbon tetrachloride                     |                           |                        |                                |                    |         |
| 7         | Chlorinated dioxins and dibenzofurans    |                           |                        |                                |                    |         |
| 8         | 1,4-Dioxane                              |                           |                        |                                |                    |         |
| 9         | Ethylene dibromide {1,2-Dibromoethane}   |                           |                        |                                |                    |         |
| 10        | Ethylene dichloride {1,2-Dichloroethane} |                           |                        |                                |                    |         |
| 11        | Ethylene oxide                           |                           |                        |                                |                    |         |
| 12        | Formaldehyde                             | <a href="#">Reference</a> | 1.450e+2               | 145                            | 0.43               | 62.35   |
| 13        | Chromium, hexavalent (and compounds)     | <a href="#">Reference</a> | 8.400e-3               | 0                              | 7.79               | 0.00    |
| 14        | Arsenic and Compounds (inorganic)        | <a href="#">Reference</a> | 1.344e-1               | 0                              | 5.85               | 0.00    |
| 15        | Lead compounds (inorganic)               | <a href="#">Reference</a> | 6.972e-1               | 1                              | 1.97               | 1.97    |
| 16        | Methylene chloride {Dichloromethane}     |                           |                        |                                |                    |         |
| 17        | Nickel                                   | <a href="#">Reference</a> | 3.276e-1               | 0                              | 3.88               | 0.00    |
| 18        | Perchloroethylene {Tetrachloroethene}    |                           |                        |                                |                    |         |
| 19        | PAHs [PAH, POM]                          | <a href="#">Reference</a> | 4.696e+0               | 5                              | 5.85               | 29.25   |
| 20        | Trichloroethylene                        |                           |                        |                                |                    |         |
| 21        | Vinyl chloride                           |                           |                        |                                |                    |         |
| 22        | Fluorocarbons (chlorinated)              |                           |                        |                                |                    |         |
|           | Methyl chloroform [1,1,1-]               |                           |                        |                                |                    |         |

References x

| Reference                               | Process Type        | Emissions (lbs) |
|---|---------------------|-----------------|
| <a href="#">ES13</a> <a href="#">P1</a> | Internal Combustion | 1.565e+1        |
| <a href="#">ES33</a> <a href="#">P1</a> | External Combustion | 4.259e-4        |

OK

# Summaries Cont.



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## GHG Pollutants Summary

|  | CO2<br>(excluding biogenic)<br>[metric ton] | CH4<br>[metric ton] | N2O<br>[metric ton] | CO2e<br>(excluding biogenic)<br>[metric ton] | CO2b<br>(biogenic)<br>[metric ton] |
|--|---|---------------------|---------------------|--|------------------------------------|
| External Combustion                        | 3.4   | 0.00                | 0.000               | 3.4  |                                    |
| Internal Combustion                        |   |                     |                     |  |                                    |
| Spray Coating/ Spray Booth                 |   |                     |                     |  |                                    |
| Other Use of Organics                      |   |                     |                     |  |                                    |
| Storage Tanks                              |   |                     |                     |  |                                    |
| Fugitive Components                        |   |                     |                     |  |                                    |
| Other Process Emissions                    |   |                     |                     |  |                                    |
| Shutdown/Startup<br>/Turnaround and Upsets |   |                     |                     |  |                                    |
| Total Emissions                            | 3.4   | 0.00                | 0.000               | 3.4  | 0.0                                |

# Summaries Cont.

Facility ID: 999921

## Fees

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## Total Emissions and Fees

|                    | Total Permitted Emissions (tons) | Total Non-Permitted Emissions (tons) | Total RECLAIM Emissions (tons) | Total Emissions (tons) | Total Emissions Subject to Fees (tons) | Emission Fees Due |
|--------------------|----------------------------------|--------------------------------------|--------------------------------|------------------------|--|-------------------|
| Organic Gases      | 1.59                             | 0.00                                 |                                | 1.59                   | 0                                      | \$ 0.00           |
| Specific Organics  | 0.00                             | 0.00                                 |                                | 0.00                   | 0                                      | \$ 0.00           |
| Nitrogen Oxides    | 0.00                             | 0.00                                 | 16.59                          | 16.59                  | 17                                     | \$ 4,579.68       |
| Sulfur Oxides      | 0.01                             | 0.00                                 | 0.00                           | 0.01                   | 0                                      | \$ 0.00           |
| Carbon Monoxide    | 4.28                             | 0.00                                 |                                | 4.28                   | 0                                      | \$ 0.00           |
| Particulate Matter | 1.41                             | 0.00                                 |                                | 1.41                   | 0                                      | \$ 0.00           |

|    |   |   |
|----|---|---|
| 1. | Total emission fees for all criteria pollutants   | \$ 4,579.68   |
| 2. | Toxic air contaminants/ ozone depleter fees   | \$ 239.68   |
| 3. | Total fees due  | \$ 4,819.36   |
| 4. | Installments Paid For 2013 (if any): All Criteria Pollutants                                | \$ 3,200.00   |
| 5. | Installments Paid For 2013 (if any): Toxic Air Contaminants/Ozone Depleters                 | \$ 200.00   |
| 6. | Balance Due (Line 3 - Line 4 - Line 5)  | \$ 1,419.36   |
| 7. | Late Payment Surcharge<br>(enter the postmark date to calculate the late payment surcharge) | Report Deadline<br>3/4/2014<br><br>Estimated Postmark Date<br>(MM/DD/YYYY)<br>03/03/2014<br><br>Late Payment Surcharge<br>\$ 0.00 |
| 8. | Amount Due (Line 6 + Line 7)<br>Please write AER Facility ID#(s) and 2013 AER on the check  | \$ 1,419.36   |

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# Data Validation



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| Rule | ES/Process             | Type of Errors or Warnings  |
|------|------------------------|---|
| V01  | <a href="#">ES1</a>    | Error: This field is mandatory, but is missing. (Emission Source Operating Status)  |
| V01  | <a href="#">ES8 P1</a> | Error: This field is mandatory, but is missing. (Emission Factor)   |
| V01  | <a href="#">ES8 P1</a> | Error: This field is mandatory, but is missing. (Emission Factor Data Source)   |
| V10  | <a href="#">ES8 P1</a> | Warning: VOC toxic Overall Control Efficiency value you have entered is higher than usual, please verify. Please explain this value entered in Emission Factor Comment. |

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# Submit Report



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## Report Submission

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1. Validation check:
  - **Errors: 0**
  - **Warnings: 0**
2. Please review the [Summary](#) before submitting your report.
3. Submittal Date (MM/DD/YYYY):
  - Today: 1/8/2014
  - Facility Report Deadline: 3/4/2014
4. [Submit Report](#)

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# Print Submittal Forms

Please print the submittal forms, sign the Signature Sheet (a check for fees due, if applicable) and mail to the SCAQMD.

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**Report Submission**

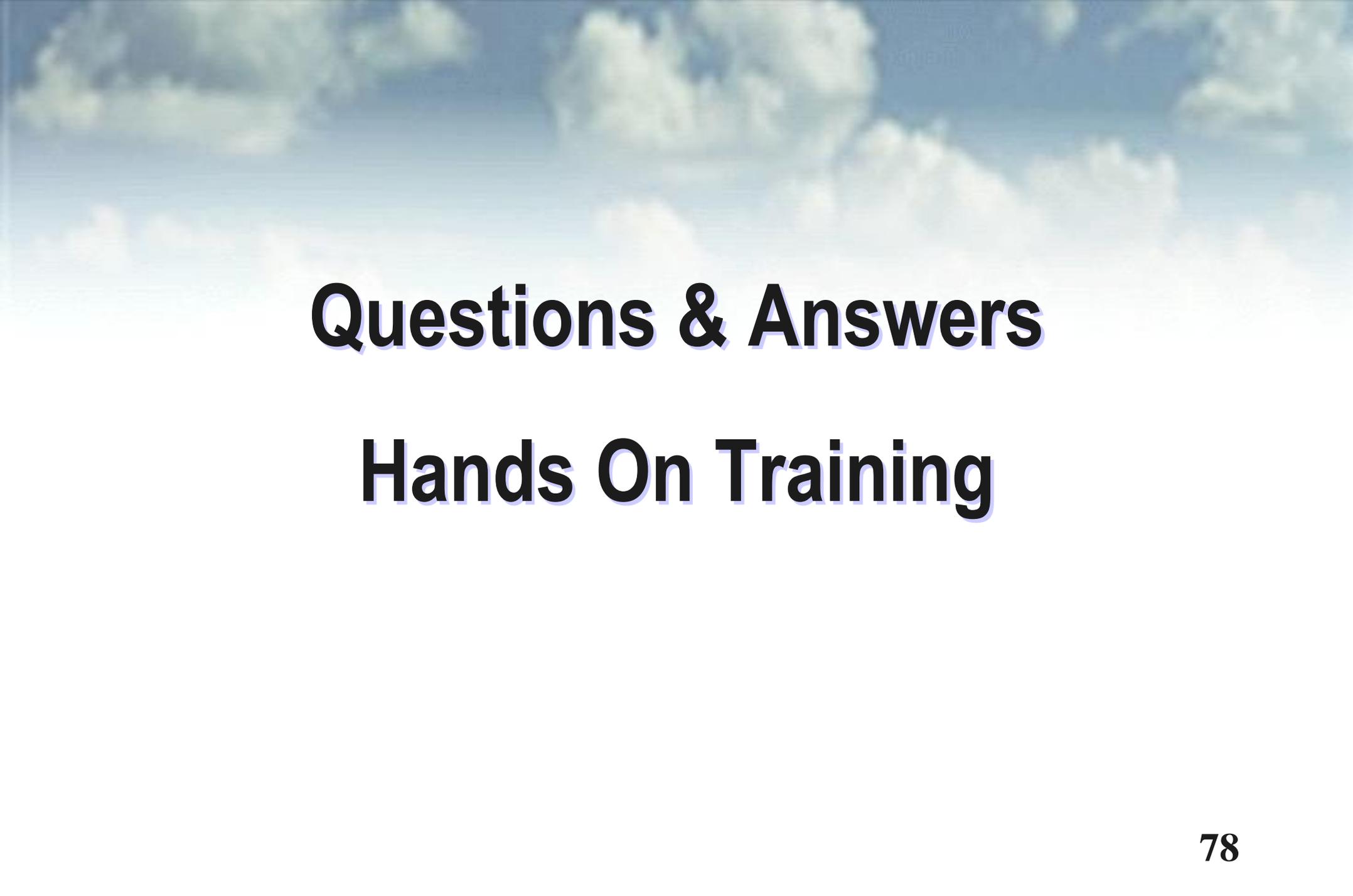
Successfully submitted. Please remember that if any changes are needed, the Amendment needs to be submitted.

Please Print the submittal forms:

1. [Signature Sheet \(Form X\)](#)  
Sign the Signature Sheet and be sure to mail them on time.
2. [Facility Status Update](#)
3. [Fees Due Summary](#)
4. [Toxic Air Contaminants and Ozone Depletes Emissions/Fee Summary](#), if applicable Other Toxic Air Contaminants Emissions Summary (only applicable to AB2588 facilities for their quadrennial report)
5. [Confirmation](#)

Please remember that all records and calculations used in completing this report are recommended to be retained for a minimum of five years. Please make a copy of complete submittal including supporting documentations and complete printout.

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# **Questions & Answers**

## **Hands On Training**