SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

CY2017
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 Reporting Program
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: 999121

**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**

<table>
<thead>
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Fee Exemption for TAC/ODC

- **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 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 AB2588 Facility
  - Phase 2
- Emitted:
  - $\geq 4$ tons/year of VOC, SPOG, NOx, SOx, or PM, or
  - $\geq 100$ tons/year of CO.
When is the Due Date?

- March 16, 2018
- Data must be electronically submitted on or before due date
- Official Reports with signature must be
  - Postmarked by March 16, 2018  **OR**
  - Date stamped by the District as Received by 5:00 PM on March 16, 2018
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**
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
  Annual Emissions Report
  Attn: Finance Cashier
  21865 Copley Drive
  Diamond Bar, CA 91765-4178
What’s New This Year?
What is New This Year?

- Emission Fee Rates in Rule 301(e)
- Submittal Due Date – Extended for additional 15 days
- AB2588 Quadrennial Reporting – Phase 2
- Updated Guidelines – Few guidelines are updated
- Refer to AER Web-Site at [http://www.aqmd.gov/aer/aer.html](http://www.aqmd.gov/aer/aer.html) for more details
What is 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 Sheets
What is 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)

- **On-Line Emission Fee Payment**
Reporting Process
Reporting Process

- Read the Instructions
- Complete Facility Information
- List Combustion Fuels
- Define all Emission Sources
- Report all Processes and Associated Emissions
Review input data and calculations
Uploading supporting documentation
Run data validation
Submit report and fees
Keep copies of the completed submittal for your records
Frequently Asked Questions
What Emissions Should I Report?

All Emissions from Stationary/Portable Sources

- Permitted
- Non-Permitted
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)
Can I pay My Emission Fee On-Line?

- Here are steps to follow:
  - Send an image of Fee Summary to SCAQMD Billing Services at billingservices@aqmd.gov and inquire about an invoice for emission fees.
  - Billing services will generate an invoice and return information back to you.
  - Upon received Invoice Number, user can pay fees on-line at: https://xappprod.aqmd.gov/CC_OnlinePayment/onlineinvoicepayment/invoicenp
    ayment_collect_fac_info
  - Include Fee Payment Confirmation generated with your Submittal Package in lieu of a check.
What Supporting Documentation Do I Need?

- **References for non-default emission factors:**
  - 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 Reports
  - Other supporting documentation
What Are the Program Supports?

- All Instructions Available On-Line
- District Web Site for Program Materials
  http://www.aqmd.gov/aer/aer.html
- Link for Help & Support Manual
- AER E-mail: aer@aqmd.gov
- AER Hotline: (909) 396-3660
- AB-2588 E-mail: ab2588@aqmd.gov
- AB-2588 Hotline: (909) 396-3616
AER Reporting Tool
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 = 2 devices (2 ES)
  - Example 2: A non-permitted boiler = 1 device (1 ES)

- Permit Profile Preloaded for Each Facility
  - If device is not available in the AQMD database, the user must add the device (ES) with emissions
Main Sections

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

1. Facility Information
2. Build Reporting Structure
4. Data Validation and Summaries
5. Report Submission
Emission Source Classifications

- **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 (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 completed in the following specific order:

1) Identify Process
2) Enter Throughput
3) Select Pollutant and Enter Emission Factors
AER Tool Features

- **Import Last Year** data from Home Page
- Based on ES classification, at least one process is generated,
- User can add processes for multiple component devices,
- Ability to classify permitted and non-permitted emission sources,
- Intuitive in converting and displaying combustion fuel throughputs,
- All emissions (Criteria, TAC/ODC and optional GHGs) are displayed on the same screen,
- Built-in parameters for unique emission calculation methodologies,
AER Tool Features (cont.)

- Upload supporting documentation,
- Import EPA TANK results,
- Data sorting,
- User comment fields,
- Saving of partial data,
- Option for GHG calculation (Tier 1),
- Conversion calculator,
- References for summaries.
AER Reporting Tool
Demonstration
AER Home

New user: One time registration  Registered User: Login or Reset Password
Fields with * are required. Complete User Registration and click on Sign Up. After confirming the registration, the tool will acknowledge the registration as shown in the next slide. A link to confirm your registration will be e-mailed to the valid email address in the user profile.
User Registration Cont.

Registration acknowledgement

Create User Complete

Test aer user profile has been created.

Recommendation: Print for a record, check email to activate account, and close this window.

- Username: test aer
- E-mail: aqmd.aer@gmail.com
- Title: 
- First Name: test
- Last Name: aer

Work Address
Here is a sample of email with confirmation link. The link will stay valid for 72 hours.

Upon confirmed, the tool will:
1. Activate the registration,
2. Log user in, and
3. Take user to “Access Facility” screen (Slide #47).
Forget Password
Valid email address is needed for inquiries.
It is critical to use a valid email address for effective communication.
Here is a sample of email with link to reset password. NOTE that the registered Username is also included in the email.

AER web site retrieve password token

aer@aqmd.gov
Sent: Fri 3/14/2014 9:18 AM
To: bblazicevic@ecolek.com

A password reset was requested for account with username: bblazicevic.
If you didn’t submit this request, ignore this email.
Your password can be reset by visiting http://aerreportingtoolpro.aqmd.gov/Public/ResetPassword?t=JC3vi1560dtLhLa8yJDNaQbPTZhVknUVtyq%252FzvzOBzhpVM58%252Bkn6E%252Fem4XEFZ%252B%252B

If you have any issues please contact us:
E-mail: aer@aqmd.gov
AER Hotline: 909-396-3660
Screens for setting Password. User can return to Log-in screen (Slide #38) via “AER Home” link.
Access Facility

Once logged-in, this screen will be displayed. User can access a facility using Facility ID and PIN code provided by AQMD.
Select Reporting Year

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

South Coast
Air Quality Management District

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@acmd.gov.

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<thead>
<tr>
<th>Year</th>
<th>Status</th>
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</table>

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@acmd.gov or Hotline at (909)396-3660.

**Access Facility**

- Facility ID:
- Facility PIN:

AER Home | Access Facility | Facility Home | Print | Email | Help
Facility Home Page

Click on Import Last Year button to start the import process

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.

Click here to Import Last Year information

**STEP 1) 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.

**STEP 2) Build Reporting Structure**

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**

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**

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.
Importing Data From Previous Year

Click on **Import Last Year** button to start the import process, then click the **Yes** button to continue.

**STEP 1) Facility Information**

This section contains information on your business operating status, classification, business location, and other details.

**STEP 2) Emissions Sources (ES)**

This section includes reports related to emissions classification, industrial processes, and reporting.

**STEP 3) Combustion Fuels**

This section deals with information on fuels used in the facility.

**STEP 4) Emission Factors**

This section contains worksheets for reporting your processes, throughput, and other data, and calculating emissions for all emissions sources identified in "Set-up Reporting Structure".

Facility ID: 999921

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

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Click here to **Import Last Year** information.
### Importing Data From Previous Year

#### Facility Information
- **Facility ID:** 999921

#### Build Reporting Structure
- Combustion Fuels
- Emissions Sources (ES)

#### Report Process/Emissions
- Summaries

#### Data Validation
- Print Facility Report
- Excel Reports
- Report Submission

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**Click here to Import Last Year Information**

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Facility Home Page

Click on Start Here button to start reporting

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.

Click here to Import Last Year information

STEP 1) Facility Information

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STEP 2) Build Reporting Structure

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STEP 4) Summaries

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Facility General Information

Facility ID: 999921

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

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<td>LOS ANGELES</td>
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<td>Air Basin</td>
<td>SOUTH COAST</td>
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</table>

Address

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<tr>
<th>Latitude</th>
<th>Longitude</th>
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Equipment Location

<table>
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<tbody>
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<td>Street #</td>
<td>123</td>
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</table>
### Facility General Information

**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
- Print Facility Report
- Excel Reports
- Report Submission

### Mailing
- Same as Equipment Location

### Other Information

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<tr>
<th>NAICS</th>
<th>Proposed NAICS for Next Year</th>
<th>NAICS</th>
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</thead>
<tbody>
<tr>
<td>SIC</td>
<td>Proposed SIC for Next Year</td>
<td>SICS</td>
</tr>
</tbody>
</table>

- Brief Description of Operation
- Industry Type: Amusement Parks
- Facility Operating Status: Operating

- Check here to include GHG
- Check here if your facility produces electricity
- Check here to report fugitive emissions subject to Rule 1173 and/or 1176.
- 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

<table>
<thead>
<tr>
<th>Main Contact</th>
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<tbody>
<tr>
<td>First Name</td>
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<tr>
<td>Last Name</td>
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<tr>
<td>Title</td>
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54
Click on Save, then Next button to continue until completed all sections of “Facility Information” including “Status Update”
Click on **Save**, then **Next** button on this page will take user to “Combustion Fuels” in “Build Reporting Structure”
Build a data bank of all fuels being burned

Combustion Fuels

Facility ID: 999921

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

<table>
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<th>Action</th>
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<td>Propane</td>
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Adding A Fuel

Facility ID: 999921

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

Edit Combustion Fuel Data

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<tr>
<td>Distillate Fuel Oil No. 4</td>
</tr>
<tr>
<td>Gasoline</td>
</tr>
<tr>
<td>Aviation Gasoline</td>
</tr>
<tr>
<td>Landfill Gas (Bogas)</td>
</tr>
<tr>
<td>Digester Gas (Biogas)</td>
</tr>
<tr>
<td>Residual Fuel Oil No. 6</td>
</tr>
<tr>
<td>Refinery Gas/Refinery Mixed Gas</td>
</tr>
<tr>
<td>Jet A</td>
</tr>
<tr>
<td>Jet Naphtha (Jet B)</td>
</tr>
<tr>
<td>Coke</td>
</tr>
<tr>
<td>Tires</td>
</tr>
<tr>
<td>Wood</td>
</tr>
<tr>
<td>BioDiesel</td>
</tr>
<tr>
<td>Kerosene</td>
</tr>
<tr>
<td>Process Associated Gas</td>
</tr>
<tr>
<td>Municipal Solid Waste</td>
</tr>
<tr>
<td>Ethanol (petroleum product)</td>
</tr>
<tr>
<td>Ethanol (liquid biomass fuel)</td>
</tr>
<tr>
<td>Charcoal</td>
</tr>
</tbody>
</table>

Save or Cancel
Emission Source (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.

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 30 emission sources. You can use filter to narrow down selection.

Search Emission Sources

Add New Emission Source

<table>
<thead>
<tr>
<th>Action</th>
<th>A/N</th>
<th>Permit NO</th>
<th>Permit Device ID</th>
<th>Permit Equipment Description</th>
<th>AER Device ID</th>
<th>ES Name</th>
<th>ES Group Name</th>
<th>Source Category</th>
<th>Has Emissions</th>
<th>Equipment Type</th>
<th>ES Status</th>
<th>Process Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>537024</td>
<td>D123</td>
<td>D22</td>
<td>TANK CHROME PLATING HEXAVALENT</td>
<td>11111</td>
<td>E500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open</td>
<td>509772</td>
<td>D34572</td>
<td>D21</td>
<td>TANKS, NICKEL PLATING LINE</td>
<td>22222</td>
<td>E555</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open</td>
<td>568184</td>
<td>F34502</td>
<td>D20</td>
<td>HEAT EXCH FURNACE (5-20 MMBTU/HR) NAT GAS</td>
<td>33333</td>
<td>E5554</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open</td>
<td>512183</td>
<td>D98560</td>
<td>D10</td>
<td>BOILER (5-20 MMBTU/HR) NAT GAS ONLY</td>
<td>44444</td>
<td>E5555</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Provide a Name for the ES. Then select “ES Status” to specify the operating status. Click on Categorize Emission Source (See Next Slide)
1. External Combustion Equipment (e.g., boiler, dryer, oven, furnace, heater, afterburner, flare, kiln or incinerator) [click here] to select one of the following Equipment:

2. Internal Combustion Equipment (e.g., internal combustion engine (excluding vehicles), turbine or micro turbine) [click here] to select one of the following Equipment:

3. Spray Coating/Spray Booth (e.g., coatings, solvents, adhesives, etc.) [click here] to select one of the following Equipment:

4. Other Use of Organics (e.g., coatings, solvents, inks, adhesives, etc.) except in Spray Coating/Spray Booth, [click here] to select one of the following Equipment:

5. Liquid Storage Tank (e.g. Underground, Aboveground, Small Tanks, Dispensing Systems) [click here] to select one of the following Equipment:

6. Fugitive Components (Emission Leaks from Process Components per Rule 462, 1173 and 1176), [click here] to select all applicable Equipment:

7. Other Processes (does not fit in any of the groups mentioned above), click [click here] to mark "Other Process Equipment":

---

<table>
<thead>
<tr>
<th>Permitted</th>
<th>A/N</th>
<th>Permit No</th>
<th>Permit Device ID</th>
<th>Permit Equipment Description</th>
<th>AER Device ID</th>
<th>ES Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>312183</td>
<td>D96650</td>
<td>D19</td>
<td>BOILER (5-20 MMBTU/HR) NAT GAS ONLY</td>
<td>ES33 (ESG model)</td>
<td>Boiler #2</td>
</tr>
</tbody>
</table>
Click on the applicable Emission Source for each ES and select the applicable equipment type then Save.
To choose to define all Emission Sources prior to reporting emissions (Navigation path #1), click on Save and Return to List of Emission Sources.

<table>
<thead>
<tr>
<th>Facility ID: 999921</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Facility Information</strong></td>
</tr>
<tr>
<td><strong>Build Reporting Structure</strong></td>
</tr>
<tr>
<td><strong>Combustion Fuels</strong></td>
</tr>
<tr>
<td><strong>Emission Sources (ES)</strong></td>
</tr>
<tr>
<td><strong>Report Process/Emissions Summaries</strong></td>
</tr>
<tr>
<td><strong>Data Validation</strong></td>
</tr>
<tr>
<td><strong>Print Facility Report</strong></td>
</tr>
<tr>
<td><strong>Excel Reports</strong></td>
</tr>
<tr>
<td><strong>Report Submission</strong></td>
</tr>
</tbody>
</table>

### Edit Emission Source

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permitted</td>
<td>✓</td>
</tr>
<tr>
<td>Uploaded</td>
<td>✓</td>
</tr>
<tr>
<td>A/N</td>
<td>312163</td>
</tr>
<tr>
<td>Permit No</td>
<td>D96650</td>
</tr>
<tr>
<td>Permit Device ID</td>
<td>D19</td>
</tr>
<tr>
<td>Permit Equipment Description</td>
<td>BOILER (5-20 MMBTU/HR) NAT GAS ONLY</td>
</tr>
<tr>
<td>AER Device ID</td>
<td>ES33</td>
</tr>
<tr>
<td>ES Name</td>
<td></td>
</tr>
<tr>
<td>Operating ES Status</td>
<td>Normal Operation</td>
</tr>
<tr>
<td>Comment</td>
<td></td>
</tr>
<tr>
<td>Emission Source Category</td>
<td>External Combustion</td>
</tr>
<tr>
<td>Design Capacity</td>
<td>0</td>
</tr>
</tbody>
</table>

**Save** or **Save and return to List of Emission Sources**

**Save and proceed to Process Reporting** or **Cancel**

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

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
- Print Facility Report
- Excel Reports
- Report Submission

Facility: 999921 - ABC - Reporting period:

- External Combustion (2)
- Internal Combustion (1)
- Other Processes (1)
Internal Combustion Process List

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

South Coast
Air Quality Management District

Facility ID: 999921

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.

External Combustion Process List Overview

<table>
<thead>
<tr>
<th>AER Device ID</th>
<th>Permit Device ID</th>
<th>L/H</th>
<th>Process ID</th>
<th>Status</th>
<th>Equipment</th>
<th>Fuel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open ES34</td>
<td>D20</td>
<td>3B3104</td>
<td>P1</td>
<td>Work in Progress</td>
<td>Boiler &lt;10 MMBTU/HR</td>
<td>Propane</td>
</tr>
<tr>
<td>Open ES33</td>
<td>D19</td>
<td>312183</td>
<td>P1</td>
<td>Work in Progress</td>
<td>Boiler 10-100 MMBTU/HR</td>
<td>Natural Gas</td>
</tr>
</tbody>
</table>

Search:
## Process Reference Window

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

**Facility ID:** 999921

### Build Reporting Structure

#### Emission Sources (ES) Classification

**Process References**

<table>
<thead>
<tr>
<th>A/N</th>
<th>Permit No</th>
<th>Permit Device ID</th>
<th>Permit Device Description</th>
<th>AER Device ID</th>
<th>ES Name</th>
<th>ES Group Name</th>
<th>Source Category</th>
<th>Emissions?</th>
<th>Equipment</th>
<th>ES Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>312103</td>
<td>D90550</td>
<td>D19</td>
<td>BOILER (5-20 MMBTU/HR) NAT GAS ONLY</td>
<td>ES33</td>
<td></td>
<td></td>
<td>External Combustion</td>
<td>Y</td>
<td>Boiler 10-100 MMBTU/HR</td>
<td>Work in progress</td>
</tr>
</tbody>
</table>

**Operation Type:**
- Process ID: P1
- Source Group: External Combustion
- Status: Work in progress
- Operation Type: routine

**Add Process/Material/Fuel**
Worksheet Main Sections

Facility ID: 999921

Step 1) Process
Info: Click Open to complete

Step 2) Throughput
Info: Click Open to complete

Step 3) Suggest Default Factors will assign criteria and GHG defaults (if available)
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).
Enter throughput and units, then save.

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

**Step 1: Process**

<table>
<thead>
<tr>
<th>AER Device ID</th>
<th>Permit Device ID</th>
<th>A/N</th>
<th>Process ID</th>
<th>Rule #</th>
<th>Equipment</th>
<th>Fuel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>ES1</td>
<td>D1</td>
<td>123456</td>
<td>P1</td>
<td>474</td>
<td>Boiler ≤10 MBTU/HR Natural Gas</td>
</tr>
</tbody>
</table>

Click here to delete this process.

**Step 2: Throughput**

<table>
<thead>
<tr>
<th>Annual Throughput</th>
<th>Criteria/Toxic Throughput</th>
<th>GHG Throughput</th>
</tr>
</thead>
<tbody>
<tr>
<td>Therm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 3: Criteria Emissions (lbs)**

Use Default Emission Factors if available.

<table>
<thead>
<tr>
<th>Pollutant</th>
<th>EF</th>
<th>Unit</th>
<th>EF Data Source</th>
<th>Emissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>VOC</td>
<td>5.50000</td>
<td>lbs /</td>
<td>AQMD default</td>
</tr>
<tr>
<td>Open</td>
<td>NOx</td>
<td>100.000000</td>
<td>lbs /</td>
<td>AQMD default</td>
</tr>
<tr>
<td>Open</td>
<td>SOx</td>
<td>0.6000000</td>
<td>lbs /</td>
<td>AQMD default</td>
</tr>
<tr>
<td>Open</td>
<td>CO</td>
<td>84.0000000</td>
<td>lbs /</td>
<td>AQMD default</td>
</tr>
<tr>
<td>Open</td>
<td>PM</td>
<td>7.6000000</td>
<td>lbs /</td>
<td>AQMD default</td>
</tr>
</tbody>
</table>

**Step 4: Toxic (TAC/ODC) Emissions (lbs)**

<table>
<thead>
<tr>
<th>TAC/ODC Group</th>
<th>CAS #</th>
<th>EF</th>
<th>Unit</th>
<th>EF Data Source</th>
<th>Emissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benzene</td>
<td>71432</td>
<td>8.000000e-3</td>
<td>lbs /</td>
<td>AQMD default</td>
<td></td>
</tr>
<tr>
<td>Formaldehyde</td>
<td>50000</td>
<td>1.700000e-2</td>
<td>lbs /</td>
<td>AQMD default</td>
<td></td>
</tr>
<tr>
<td>PAHs [PAH, POM]</td>
<td>1151</td>
<td>1.000000e-4</td>
<td>lbs /</td>
<td>AQMD default</td>
<td></td>
</tr>
<tr>
<td>PAHs [PAH, POM]</td>
<td>91203</td>
<td>3.000000e-4</td>
<td>lbs /</td>
<td>AQMD default</td>
<td></td>
</tr>
<tr>
<td>Ammonia</td>
<td>7664417</td>
<td>1.800000e+1</td>
<td>lbs /</td>
<td>AQMD default</td>
<td></td>
</tr>
</tbody>
</table>
Specific EF

To enter specific EF, select pollutant, un-check Use Default, enter specific EF value and select Emissions Factor Data Source.
Select different worksheets from the left menu. To select process, click on Open.
General Worksheet Approach

- **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. For example, select VOC for pollutant and enter data for VOC.
General Worksheet Approach

- **Edit Emission Process - Other Processes**

  - **AER Device ID**: ES34
  - **Permit Device ID**: D20
  - **A/N**: 398164
  - **Process ID**: P1
  - **Rule #**: D20

  **Activity Code**

  **Sector**: 

  **Industry**: 

  **Operation**: 

  **Process**: 

  **Rule #**: 

  **Save** | **Cancel**
Entering VOC Data

Select pollutant, enter EF, Overall Control Efficiency (in decimal), if any, and source of data.
### Summaries

**Facility ID:** 999921

<table>
<thead>
<tr>
<th>Criteria Pollutants Summary</th>
<th>VOC (tons)</th>
<th>SPOG (tons)</th>
<th>NOx RECLAIM (tons)</th>
<th>NOx (tons)</th>
<th>SOx (tons)</th>
<th>SOx RECLAIM (tons)</th>
<th>CO (tons)</th>
<th>PM (tons)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>External Combustion</strong></td>
<td>0.20</td>
<td></td>
<td>9.70</td>
<td>3.48</td>
<td>2.42</td>
<td></td>
<td>0.21</td>
<td></td>
</tr>
<tr>
<td><strong>Internal Combustion</strong></td>
<td>0.56</td>
<td></td>
<td>6.96</td>
<td>0.00</td>
<td>1.51</td>
<td></td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td><strong>Spray Coating/ Spray Booth</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Use of Organics</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Storage Tanks</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fugitive Components</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Process Emissions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Shutdown/ Startup/ Turnaround and Upsets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Permitted Emissions</strong></td>
<td>0.76</td>
<td>0.00</td>
<td>0.00</td>
<td>16.66</td>
<td>3.48</td>
<td>0.00</td>
<td>3.93</td>
<td>0.71</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Permitted Emissions Summary</th>
<th>VOC (tons)</th>
<th>SPOG (tons)</th>
<th>NOx RECLAIM (tons)</th>
<th>NOx (tons)</th>
<th>SOx (tons)</th>
<th>SOx RECLAIM (tons)</th>
<th>CO (tons)</th>
<th>PM (tons)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>External Combustion</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Internal Combustion</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spray Coating/ Spray Booth</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Use of Organics</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Storage Tanks</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fugitive Components</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td><strong>Other Process Emissions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Shutdown/ Startup/ Turnaround and Upsets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Non-Permitted Emissions</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
### TAC/ODC Pollutants Summary

<table>
<thead>
<tr>
<th>TAC Group</th>
<th>TAC / ODC</th>
<th>Reference</th>
<th>Annual Emissions (lbs)</th>
<th>Emissions Subject to Fee (lbs)</th>
<th>Fee Rates ($/lbs)</th>
<th>Fee Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>Ammonia</td>
<td>Reference</td>
<td>2.436e-2</td>
<td>244</td>
<td>0.03</td>
<td>7.32</td>
</tr>
<tr>
<td>1</td>
<td>Asbestos</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Benzene</td>
<td></td>
<td>1.566e-1</td>
<td>16</td>
<td>1.97</td>
<td>31.52</td>
</tr>
<tr>
<td>3</td>
<td>Beryllium</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Butadiene [1,3]</td>
<td>Reference</td>
<td>1.931e-1</td>
<td>18</td>
<td>5.85</td>
<td>105.30</td>
</tr>
<tr>
<td>5</td>
<td>Cadmium</td>
<td></td>
<td>1.260e-1</td>
<td>0</td>
<td>5.85</td>
<td>0.00</td>
</tr>
<tr>
<td>6</td>
<td>Carbon tetrachloride</td>
<td>Reference</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Chlorinated dioxins and dibenzofurans</td>
<td>Reference</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>1,4-Dioxane</td>
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<td>9</td>
<td>Ethylene dibromide [1,2-Dibromomethane]</td>
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<td>10</td>
<td>Ethylene dichloride [1,2-Dichloroethane]</td>
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<td>11</td>
<td>Ethylene oxide</td>
<td>Reference</td>
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<td>12</td>
<td>Formaldehyde</td>
<td>Reference</td>
<td>1.450e-2</td>
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<td>13</td>
<td>Chromium, hexavalent (and compounds)</td>
<td>Reference</td>
<td>8.400e-3</td>
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<td>14</td>
<td>Arsenic and Compounds (inorganic)</td>
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<td>1.344e-1</td>
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<td>15</td>
<td>Lead compounds (inorganic)</td>
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<td>6.972e-1</td>
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<td>16</td>
<td>Methylene chloride (Dichloroethane)</td>
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<td>17</td>
<td>Nickel</td>
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<td>18</td>
<td>Perchloroethylene [Tetrachlorethene]</td>
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<td>19</td>
<td>PAHs [PAH, POM]</td>
<td>Reference</td>
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<td>20</td>
<td>Trichloroethylene</td>
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<td>21</td>
<td>Vinyl chloride</td>
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<td>Fluorocarbons (chlorinated)</td>
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</table>

#### References

- **EF513**  
  Process Type: Internal Combustion  
  Emissions (lbs): 1.565e+1
- **EF33**  
  Process Type: External Combustion  
  Emissions (lbs): 4.259e-4
### GHG Pollutants Summary

<table>
<thead>
<tr>
<th></th>
<th>CO₂ (excluding biogenic) [metric ton]</th>
<th>CH₄ [metric ton]</th>
<th>N₂O [metric ton]</th>
<th>CO₂e (excluding biogenic) [metric ton]</th>
<th>CO₂b (biogenic) [metric ton]</th>
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<tbody>
<tr>
<td>External Combustion</td>
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<tr>
<td>Internal Combustion</td>
<td>857.4</td>
<td>0.03</td>
<td>0.010</td>
<td>860.2</td>
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<tr>
<td>Spray Coating / Spray Booth</td>
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<tr>
<td>Other Use of Organics</td>
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<td>Storage Tanks</td>
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<td>Fugitive Components</td>
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<tr>
<td>Other Process Emissions</td>
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<td>Shutdown/Startup/Turnaround and Upsets</td>
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<tr>
<td>Total Emissions</td>
<td>857.4</td>
<td>0.03</td>
<td>0.010</td>
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## Fees

### Total Emissions and Fees

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<tr>
<th></th>
<th>Total Permitted Emissions (tons)</th>
<th>Total Non-Permitted Emissions (tons)</th>
<th>Total RECLAIM Emissions (tons)</th>
<th>Total Emissions (tons)</th>
<th>Total Emissions Subject to Fees (tons)</th>
<th>Emission Fees Due</th>
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<tbody>
<tr>
<td>Organic Gases</td>
<td>0.76</td>
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<tr>
<td>Specific Organics</td>
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<tr>
<td>Nitrogen Oxides</td>
<td>0.00</td>
<td>0.00</td>
<td>16.66</td>
<td>16.66</td>
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<tr>
<td>Sulfur Oxides</td>
<td>3.48</td>
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<tr>
<td>Carbon Monoxide</td>
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<td>0.00</td>
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<tr>
<td>Particulate Matter</td>
<td>0.71</td>
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<td>0.71</td>
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</table>

1. Total emission fees for all criteria pollutants $ 4,718.00
2. Toxic air contaminants/ozone depleter fees $ 100.42
3. Total fees due $ 4,818.42
4. Installments Paid For 2015 (if any): All Criteria Pollutants $ 0.00
5. Installments Paid For 2015 (if any): Toxic Air Contaminants/Ozone Depleters $ 0.00
6. Balance Due (Line 3 - Line 4 - Line 5) $ 4,818.42
7. Late Payment Surcharge (enter the postmark date to calculate the late payment surcharge)
   - Report Deadline: 3/2/2017
   - Postmark Date
   - Late Payment Surcharge $ 0.00
8. Amount Due (Line 6 + Line 7)
   - Please write AER Facility ID(s) and 2016 AER on the check
   $ 4,818.42

Save
Data Validation

Facility ID: 999921

<table>
<thead>
<tr>
<th>Rule</th>
<th>ES/Process</th>
<th>Type of Errors or Warnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>V03</td>
<td>Facility</td>
<td>Error: No emissions are reported, please return to the Status Update and provide an explanation for no emissions.</td>
</tr>
<tr>
<td>V01</td>
<td>ES1</td>
<td>Error: This field is mandatory, but is missing. (Equipment)</td>
</tr>
<tr>
<td>V02</td>
<td>ES1</td>
<td>Error: No emissions were reported for this Emission Source, report the emissions OR if this source does not have emissions: correct Emission Source Status Code.</td>
</tr>
</tbody>
</table>
Submit Report

Facility ID: 999921

Facility Information
Build Reporting Structure
Combustion Fuels
Emission Sources (ES)
Report Process/Emissions
Summaries
Data Validation
Print Facility Report
Excel Reports

Report Submission

1. Validation check:
   - Errors: 0
   - Warnings: 0

2. Please review the Summary before submitting your report.

3. Submittal Date (MM/DD/YYYY):
   - Today: 1/8/2018
   - Facility Report Deadline: 3/16/2018

4. Submit Report
Print Report Submittal

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

Facility ID: 999921

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.
Print Report Submittal

Print the required submittal forms, sign the Signature Sheet (a check for fees due, if applicable) and mail to the SCAQMD.
Questions & Answers