



# Guidelines on Additional Toxic Substances Production and Usage

February 2023

## Applicability Guidelines

### Non-CTR Facilities

The Additional Toxic Substances Production and Usage page is included for all facilities. If your facility is not subject to CTR, you are **NOT** required to enter any information on this page.

### CTR Facilities

#### *Abbreviated Reporters*

The Additional Toxic Substances Production and Usage page is included for all facilities, but only applies to facilities subject to CTR that are **NOT** submitting an Abbreviated Report.

User's submitting an Abbreviated Report are **NOT** required to enter any information on this page.

However, if the AER Reporting Tool allows you to choose between Abbreviated Reporting and Regular Reporting, and you choose Regular Reporting, then you should enter data for any CTR TAC that you could not estimate emissions for. Instructions are detailed below.

#### *Additional Applicability Facility*

Facilities subject to Sector Numbers and Sector Phases under CTR and are **NOT** submitting an Abbreviated Report are required to enter data into the Additional Toxic Substances Production and Usage page for any CTR Table B-2 (Phase 1 facilities) or Table B-3 (Phase 2 through Phase 3B) where emissions cannot be estimated. Instructions are detailed below.

#### *CTR Core Facilities*

CTR Criteria Facilities (CTR Core Facilities) are required to enter data into the Additional Toxic Substances Production and Usage page for any CTR Table B-2 (Phase 1 facilities) or Table B-3 (Phase 2 through Phase 3B) where emissions cannot be estimated. Instructions are detailed below.

## **Additional Toxic Substances Guideline**

Any additional substance that is present, used, or produced at a facility during the data year in a way that may result in airborne emissions must be reported using "best available data and methods" as defined by CTR to quantify emissions.

If no "best available data and methods" exists to provide a reasonable emissions estimate, the toxic substance and the amount used or produced at the facility during the data year must be reported instead of an emission value. Purchase records, substance inventory reconciliation, direct measurement, or other methods may be used to estimate amounts used or produced.

If a portion of the emissions of these additional toxic substances could be reasonably quantified using “best available data and methods,” that portion still needs to be reported as emissions associated with a device or process.

The AER Webtool has been updated to provide users with a means to report the presence, usage, and/or production of additional toxic substances that could not be reasonably quantified and associated with a process. This page should only be used to capture the usage or production associated with the portion that could not be reasonably quantified. The usage or production of the additional toxic substances captured in this section of report are not subject to fees.

### Add New Substance

The Additional Toxic Substances Production and Usage page can be accessed through the left navigation menu.

To add a new substance, click [Add Additional Toxic Substances Production and Usage](#)

Facility ID: 999129

- 1. Facility Information
- 2. Status Update
- 3. Combustion Fuels
- 4. Emissions Release Locations
- 5. Emission Sources (ES)
- 6. Report Process/Emissions
- 7. Additional Toxic Substances Production and Usage**
- 8. Perform Data Validation
- 9. Review Summaries
- 10. Print Facility Report
- 11. Report Submission

### Additional Toxic Substances Production and Usage

**Summary:** This section contains Additional Toxic Substances Production and Usage.

**Instruction:** Add Additional Toxic Substances Production and Usage by clicking "Add Additional Toxic Substances Production and Usage" button. Edit "Additional Toxic Substances Production and Usage" by clicking "Edit" hyperlink.

#### Annual Usage and Production of Additional Toxic Substances

CTR requires that if, during the data year, any additional toxic substances identified and required to be reported in Appendix B of CTR is present, used, or produced at a facility in a way that may result in airborne emissions, “best available data and methods” as defined by CTR must be used to quantify emissions.

If no “best available data and methods” exists to provide a reasonable emissions estimate, then the toxic substance and the amount used or produced at the facility during the data year must be reported instead of an emission value. Purchase records, substance inventory reconciliation, direct measurement, or other methods may be used to estimate amounts used or produced.

If a portion of the emissions associated to these additional toxic substances could be reasonably quantified using “best available data and methods,” that portion still needs to be reported as emissions associated with a device or process. This page should only be used to capture the usage or production associated with the portion that could not be reasonably quantified.

These additional toxic substances usage or production captured in this section of report are not subject to fees.

Click [here](#) to go to Toxic Pollutants page

[Add Additional Toxic Substances Production and Usage](#)

#### List of Additional Toxic Substances Production and Usage

Search:

TAC Code	TAC Name	Annual Usage	Usage Unit	CAS Number	Source/Process
No data available in table					

Showing 0 to 0 of 0 entries

◀ Previous Next ▶

The user will see empty fields to enter a new substance.

TAC Pollutant	Please Select TAC Code	*
		*
Annual Usage		*
Usage Unit		*
Comments	Explain why emissions could not be reasonably quantified and reported as emissions associated with a device or process.	*
Reported Partially as Emissions	<input type="checkbox"/> A portion of this substance emissions was reasonably quantified and reported in the emission section of the report.	

[Save](#) or [Cancel](#)

**TAC Pollutant:** This drop-down menu contains all of the toxics identified in Table B-2 of CTR, organized by TAC Code. For some TAC groups selected a second drop-down menu will become available to specify the substance.

**Annual Usage:** Enter the total annual usage as a whole number or decimal.

**Usage Unit:** Select the most appropriate usage unit to reflect the annual value.

**Comments:** Use this section to provide a detailed explanation why this substance could not be reasonable quantified and reported as emissions associated with a device or process.

**Reported Partially as Emissions:** If a portion of the emissions of this substance was captured as emissions associated with a device or process, check this box to open more information fields.

All fields with a \* are mandatory entries.

TAC Pollutant	95 - Chromium (III) compounds	*
	10101538 - Chromium (III) sulfate	*
Annual Usage	100.350000	*
Usage Unit	kg	*
Comments	Explain why emissions could not be reasonably quantified and reported as emissions associated with a device or process. No emissions estimate method exists for this substance during the final packaging stage.	*
Reported Partially as Emissions	<input checked="" type="checkbox"/> A portion of this substance emissions was reasonably quantified and reported in the emission section of the report.	
Emission Source	List the AER Device IDs (ES#) and Process Numbers under which a portion of emissions was reported. Separate multiple entries by commas. ES74,P1	*
Comments	Please explain why only some (and not all) of the emissions could be quantified and reported as emissions associated with a device or process. Emissions estimates for the production stage are available due to source tests.	*

[Save](#) or [Cancel](#)

**Emission Source:** Enter the AER Device IDs and Process Numbers under which a portion of emissions were reported. Multiple Device IDs and/or Process Numbers can be entered and separated with commas. Note: this field will only accept a combination of the letters E, S, and P, and numbers.

**Comments:** Use this section to provide a detailed explanation why only a portion of this substance could not be reasonable quantified and reported as emissions associated with a device or process.

Click  to save and close the Add New Substance page. The user will now see a summary of the added substance in the table.

#### List of Additional Toxic Substances Production and Usage

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Search:

TAC Code	TAC Name	Annual Usage	Usage Unit	CAS Number	Source/Process		
95	Chromium (III) compounds	100.350000	kg	10101538	ES74.P1	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 1 of 1 entries ◀ Previous Next ▶

The tool can accept multiple entries for the same CAS Number if the entry uses a different Usage Unit. For example, chromium entries can be made for the compound in pounds, gallons, and cubic feet if needed. If the same substance needs to be reported for multiple sources or process with the same unit, it should be aggregated into one entry while noting all sources and processes. For example, the AER Webtool will not allow multiple entries of chromium in pounds.