

# DATA YEAR 2021 ANNUAL EMISSIONS REPORTING (AER) PROGRAM



## VIRTUAL INFORMATIONAL WORKSHOP

JANUARY 13, 2022

### AGENDA

- Program Overview
- What's New for Data Year 2021
- CARB Criteria and Toxics Reporting (CTR) Regulation Guidance for Data Year 2022 Reported in 2023
- South Coast AQMD AER Reporting Tool and Report Process
- AER Reporting Tool Demonstration
- Questions & Answers



# **PROGRAM OVERVIEW**

# AER PROGRAM – SOUTH COAST AQMD RULE 301

**Report annual emissions from permitted and non-permitted equipment/processes**



**Pay emission fees for total emissions that exceeded the thresholds for:**

Criteria Pollutants

66 Toxic Air Contaminants  
(TACs)

Ozone Depleting  
Compounds (ODCs)

# WHO MUST SUBMIT A REPORT?

- It is the responsibility of the facility to submit an annual emissions report if any of the following occur:

## Annual Emissions

- $\geq 4$  tons/year of VOC, SPOG, NO<sub>x</sub>, SO<sub>x</sub>, or PM; or
- $\geq 100$  tons/year of CO

## Subject to the AB 2588 Hot Spots Program

- Annually in addition to quadrennial years

## Subject to the state Criteria and Toxic Reporting (CTR) Regulation (Data Year 2021)

- **Criteria Facilities**
- **Greenhouse Gas Facilities**
- **Elevated Risk Priority Facilities**

## South Coast AQMD Notification

- **Notified by South Coast AQMD to Report**

# AER AND AB2588 FACILITIES

AER	AB2588
<ul style="list-style-type: none"><li>• Criteria pollutants, 66 toxics and ODCs</li><li>• Annual reporting</li><li>• Fees based on annual emissions over thresholds</li></ul>	<ul style="list-style-type: none"><li>• Public right-to-know program</li><li>• Annual reporting of criteria pollutants, 66 toxics and ODCs under AER program</li><li>• Report longer list of toxics (~177) once every 4 years (quadrennial)</li></ul>

# CTR FACILITIES

- For Data Year 2021, CTR Regulation requires criteria and toxic emissions reporting if a facility meets any of the following:

PTE\* for any non-attainment criteria pollutant or its precursor is > 250 tons/year; or

*\*potential to emit*

Subject to State Greenhouse Gas Reporting Regulation pursuant to H&S Code Section 38530; or

Categorized as Elevated Risk Priority Facility

# FACILITY INFORMATION SECTION (AB2588 AND CTR DESIGNATION)

Work In Progress · Facility ID: 999121 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2021

Facility ID: 999121

## 1. Facility Information

- 2. Status Update
- 3. Combustion Fuels
- 4. Emission Sources (ES)
- 5. Report Process/Emissions
- 6. Perform Data Validation
- 7. Review Summaries
- 8. Print Facility Report
- 9. Report Submission

## Facility Information

**Summary:** This section contains general facility information such as business classification, business location, operating schedule, and contact information.

**Instruction:** Verify that all pre-filled information is correct and fill in any missing information. All fields and checkboxes with a red asterisk (\*) must be completed to certify and submit the AER.

Fields and checkboxes that are grey cannot be changed by users. To correct these fields and/or checkboxes, please contact AER staff at [aer@aqmd.gov](mailto:aer@aqmd.gov) or (909) 396-3660

### General Facility Info

Facility ID	999121
Reporting Year	2021
RECLAIM	<input checked="" type="checkbox"/>
RECLAIM Designation	R2N
Title V	<input type="checkbox"/>
AB2588	<input type="checkbox"/>
- AB2588 Phase	2
- AB2588 Reporting Year	<input type="checkbox"/>
AER	<input checked="" type="checkbox"/>
CTR	<input checked="" type="checkbox"/>
- MRR	<input type="checkbox"/> Mandatory Reporting Regulation
- Over 250 tons/yr (pte)	<input checked="" type="checkbox"/> Over 250 tons/yr (pte) non-attainment pollutants or precursors
- High Priority	<input type="checkbox"/> Facilities categorized as high priority for toxics
- Other	<input type="checkbox"/> Other Facilities

# FEE EXEMPTION FOR SOME SMALL BUSINESSES

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



*\*Small Business is 10 or less employees and \$500,000 or less in annual gross receipts per Rule 102*








# USES OF ANNUAL EMISSIONS DATA

- Emissions data is available on South Coast AQMD's Facility Information Detail (F.I.N.D.) webpage and used as a basis for fees
- Other use include:
  - Criteria and Toxics Emissions Inventory
  - AQMP and Rule Development
  - Compliance Verification
  - Identification of Title V Facilities
  - Establishing Emission Reduction Credits
  - Revenue Projection for Air Quality Programs
  - Statewide Emissions Inventory

## DUE DATE FOR DATA YEAR 2021 AER SUBMITTAL

- Both the AER Electronic Report and Emissions Fee Payment must be received by **5:00pm on March 17, 2022**
  1. AERs can only be electronically certified and submitted via the online AER Reporting Tool (**no hardcopy submittals**)
  2. Online payment via the AER Reporting Tool made by e-check or credit card (not available for amounts > \$300,000)

# ONLINE FEE PAYMENT

AER Home Browse Facilities Access Facility **START HERE**     

Submitted · Facility ID: 29085 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2021

Facility ID: 29085

Facility Dashboard  
Reported Summaries

1. Facility Information
2. Status Update
3. Combustion Fuels
4. Emission Sources (ES)
5. Report Process/Emissions
6. Perform Data Validation
7. Review Summaries
8. Print Facility Report
9. Report Submission

## AER Report Submission to South Coast AQMD

**AER emissions fee of \$39,206.33 is due.**

Please note that payment needs to be received by South Coast AQMD before the report deadline - 3/17/2022, or you will be subject to late fees.

**Important:**

- Please note that online payments made to South Coast AQMD may take up to 24 hours to show up in our system. If you have already made a payment please wait and check your Report Payment Status in 24 hours.
- Please note that your AER Fees Payment has to be processed or postmarked before the deadline or you will be subject to late fees.

Payment Option 1 - Pay via South Coast AQMD Online Payment Portal

**Go to South Coast AQMD Payment Portal**

Payment Option 2 - Pay via Check

1. [Print AER Payment Voucher and instructions](#)

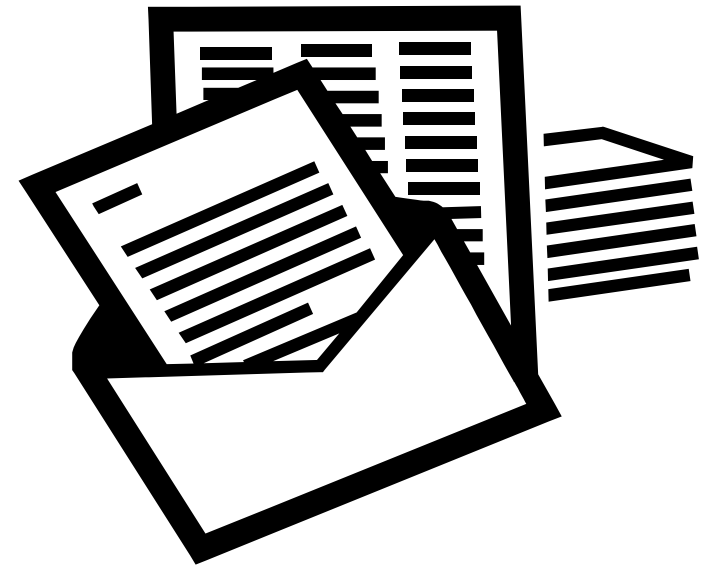
- AER Reporting Tool will automatically generate an invoice during checkout if emissions fees are due
- Click on “Go to South Coast AQMD Payment Portal”

## HAVE TO PAY BY PHYSICAL CHECK?

- Print the AER Payment Voucher to submit along with check payable to SCAQMD for all fees due
- Mail to (must postmarked by March 17, 2022)
  - **For Regular Delivery**

South Coast Air Quality Management District  
Annual Emissions Reporting Program  
File No. 54493  
Los Angeles, CA 90074-4493
  - **For Overnight Delivery (e.g., FedEx)**

Bank of America Lockbox Services  
Lockbox LAC-054493  
2706 Media Center Drive  
Los Angeles, CA 90065



## HAVE TO PAY BY PHYSICAL CHECK? (CONTINUED)

- Drop-Off\*: Messenger or Courier Service



SCAQMD

Annual Emissions Reporting Program

Attn: Cash Management

21865 Copley Drive

Diamond Bar, CA 91765-4178

\*If a receipt is requested, please provide email address on note line of the check



# **WHAT'S NEW FOR DATA YEAR 2021?**

## WHAT'S NEW FOR DATA YEAR 2021?

- Updated Help in AER Reporting Tool
- AB2588 Quadrennial Reporting – Phase 2 Facilities
- Changes to Emissions Fees
- Continued Reporting for Some CTR Facilities

# UPDATED HELP IN AER REPORTING TOOL

AER Home Browse Facilities Access Facility **START HERE**

Work In Progress · Facility ID: 999121 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2021

Facility ID: 999121

- 1. Facility Information
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### Status Update

**Summary:** This page informs AER staff about any changes in business operation status.

**Instruction:** Click on the status change check box(es) that apply to the facility. If no changes have occurred, select the “No Changes” check box. If the user believes that the facility is not subject to annual emission fees per Rule 301(e), please contact AER staff at [aer@aqmd.gov](mailto:aer@aqmd.gov) or (909) 369-3660.

Facility shutdown, change of ownership, and/or change of equipment location should also be reported to Permit Services at [permitservices@aqmd.gov](mailto:permitservices@aqmd.gov) or (909) 396-3385.

Report sections with updated summaries and instructions

Add New Fuel *i*

Reporters should add Fuels before emission sources (ES)

Action	Fuel Name	Source Name
<a href="#">Open</a>	Natural Gas	
<a href="#">Open</a>	Landfill Gas (Biogas)	841.00 YES
<a href="#">Open</a>	Distillate Fuel Oil No. 2	138.00 YES
<a href="#">Open</a>	Process Associated Gas	840.00 YES
<a href="#">Open</a>	Digester Gas (Biogas)	841.00 YES
<a href="#">Open</a>	Gasoline	125.00 YES

Pan over “i” icons to reveal report entry tips



## CHANGES TO EMISSIONS FEES

- Increase in emissions fees for criteria pollutant and ozone depleting compounds:
  - Rule 301 amendment (July 2021)
  - CPI-based fee increase of 4.5%
  - 4.5% accounts for CPI increase of 1.7% that was temporarily deferred in 2020 and a normal 2.8% CPI increase in 2021

# CTR REQUIREMENTS FOR REPORTING DATA YEAR 2021

- Continued reporting for Criteria, GHG, and Elevated Toxic Facilities
  - Criteria Facilities – permitted potential to emit > 250 tons/year for any non-attainment pollutant or its precursor
  - Greenhouse Gas Facilities – subject to the Mandatory Reporting Regulation (Title 17, CCR, Section 95100 et seq.)
  - Elevated Toxic Facilities – identified by local air district as “high priority” as of January 1<sup>st</sup> of the data year, based on the District’s implementation of the AB2588 “Hot Spots” requirements
- No “*Business as Usual*” reporting; must report all data content per Section 93404 (except stack parameter data)



# **CARB CTR GUIDANCE FOR DATA YEAR 2022 REPORTED IN 2023**

- If you meet one of the Phase 1 (2022) sector applicability criteria:
  - Collect 2022 activity data or emissions for sources as directed by the district (e.g. fuel use, amount solvent used, etc.)
  - Report 2022 activity data or emissions to the district, as directed by the district, in 2023
  - If you do that, your facility will be in compliance with CTR
- If you don't meet other applicability criteria (> 4T criteria pollutants, MRR, high priority), and you are in Phase 2, (e.g., auto body shops, gas stations, etc.):
  - CTR requirements don't apply yet; report as directed by district

# Who Reports 2022 Data in 2023?



- Permitted facilities with:
  - >4 tpy (actual or permitted PTE) of a criteria pollutant (100tpy for CO), and/or
  - Permitted process(es) listed in Table A-3, Phase 1 of the regulation
- Facilities already subject continue to report (GHG, >250 tpy, High Priority Toxics)

- Diesel combustion (not including agricultural operations or medical-related)
- Metal plating, anodizing, or grinding using cadmium or chromium
- Plating, polishing, coating, engraving, and allied services, including thermal spraying, using chromium, cadmium, or nickel
- Dry cleaning facilities (except water or CO<sub>2</sub> based systems)

*Refer to Table A-3 in CTR regulation for full criteria*

- Industrial machinery manufacturing (SIC codes 353x, 356x; NAICS codes 333xxx)
- Petroleum refining and related industries
- Rubber and miscellaneous plastic products manufacturing
- Release of fumigant or fumigation of crops for market

*Refer to Table A-3 in CTR regulation for full criteria*

- Solvent use:
  - General solvent cleaning and degreasing (if any substances used are a carcinogen or potential carcinogen, or if annual average exceeds 55 gallons per month)
  - 1,4-dioxane uses emitting >10lbs/year
  - Methylene chloride use for paint or coating removal, printing or print shop cleaning, or aircraft maintenance or repair >1gal/year
  - Paint stripping and varnish stripping in reupholstery and furniture repair
  - N-methyl pyrrolidone use >1gal/year
  - Tert-butyl acetate use >1gal/year
  - PCBTF use in cleaning and degreasing solvents, adhesives, printing inks, or coating operations (excluding autobody repair and coating), >0.5gal or 5lb/year
  - Processes emitting greater than 1 pound of styrene per year

*Refer to Table A-3 in CTR regulation for full criteria*



# What to Report?

- Sources
  - All permitted equipment
  - Unpermitted if district requires it
- Methods
  - Use “best available data and methods”
- Substances
  - Existing substances listed in Appendix A-I of 2007 EICG
  - Table B-2 of CTR Regulation
  - No method available?: must indicate presence and amount used or produced



# **SOUTH COAST AQMD AER REPORTING TOOL AND REPORT PROCESS**

# ACCESSING AER REPORTING TOOL AND FACILITY REPORT

- Instructions available on AER webpage (<http://www.aqmd.gov/aer/aer.html>)
  - Help and Support Manual and FAQs
  - Additional tutorial information available within the AER Reporting Tool
- Go to the AER Reporting Tool at <https://aerreportingtoolpro.aqmd.gov/> and register
- Access report using Facility ID# and Facility PIN (from notification letter)



# GENERAL REPORT SECTIONS



1. Facility Information
2. Status Update
3. Combustion Fuels
4. **Emission Sources (ES)**
5. **Report Process and Emissions**
6. Perform Data Validation
7. Review Summaries
8. Review Facility Report
9. Electronic Report Submission and Payment

## EMISSION SOURCES (ES)

- Device-Level Reporting (entered as “Emission Sources” or 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 (ES) is not available in the South Coast AQMD permit database, the user must add the device (ES)

# EMISSION SOURCE CATEGORIES

- External Combustion
  - Boilers, ovens, dryers, heaters, furnaces, space heaters, afterburners, kilns, incinerators, flares
- Internal Combustion
  - Internal combustion engines, turbines, microturbines, engine test cells
- Spray Coating Operations
  - Open spraying, paint spray booths
- Other Use of Organics
  - Use of organics except in spray coating operations (e.g., printing applications, adhesives)

## EMISSION SOURCE CATEGORIES (CONTINUED)

- Storage Tanks
  - Storage tank and dispensing, small aboveground/underground tanks (< 10,000 gallons), tank data imported using *Storage Tank Emissions Upload Files*
- Fugitive Components
  - Applicable only if reporting fugitive emissions from components per South Coast Rule 1173 and 1176 (e.g., valves, flanges, connectors)
- Other Processes
  - Processes not specifically addressed by available process templates
- Process Upsets
  - Applicable for non-routine operations (e.g., upsets, breakdowns, spills)

## PROCESS AND EMISSIONS DATA ENTRY

- After emission sources are inputted, data must be completed in the following order:
  1. Identify Process
  2. Enter Throughput/Material Usage
  3. Select Pollutant and Enter Emission Factors



## USEFUL AER REPORTING TOOL FEATURES

- Import data from Last Year Report
- Ability to create emissions sources for both permitted and unpermitted operations
- Same screen summary display for all emissions (criteria, toxics, ODC)
- Import function for *Storage Tank Emissions Upload Files*
- Saving of partially completed report
- Upload function for supporting documentation
- Conversion calculator

# WHAT EMISSIONS SHOULD BE REPORTED?

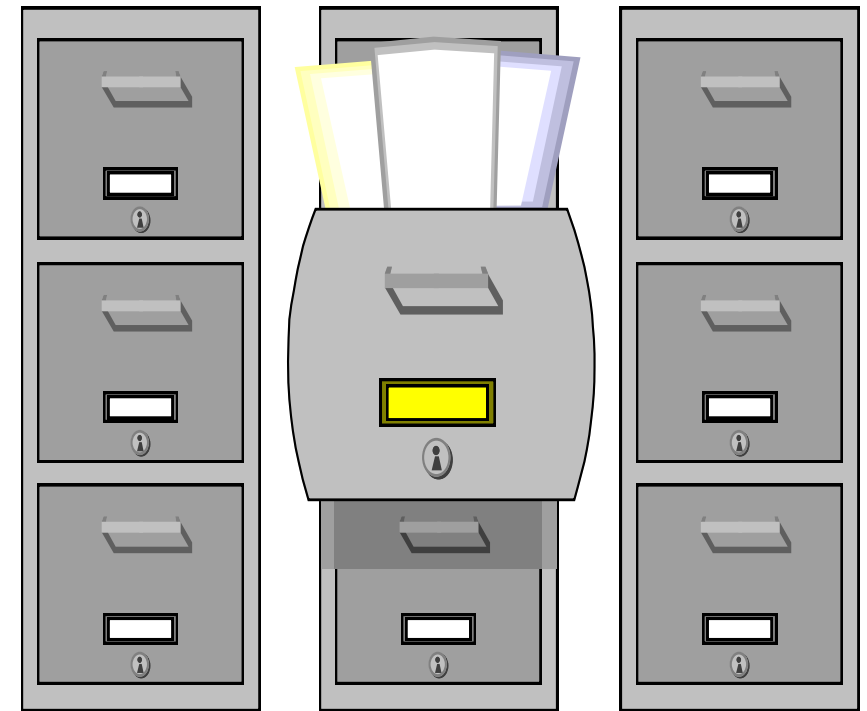
- Report:
  - All listed criteria and toxic compounds available in the AER Reporting Tool emitted in subject year
  - Emissions from all stationary and portable sources, both permitted and unpermitted
- Do Not Report:
  - On-Road and Off-Road Motor Vehicles (mobile sources)
  - Architectural Coating Usage (must report if used in manufacturing)
  - Utility Equipment (e.g., lawn mowers, leaf blowers)
  - Clean Air Solvents
  - Charbroilers & Fryers at Restaurants/Eateries
  - Exempt Materials per Rule 102 (e.g., acetone, ethane)

# WHAT SUPPORTING DOCUMENTATION DO I NEED?

- References for non-default emission factors:
  - CEMS summary data
  - Source tests (approved or submitted for approval)
  - Method and data for back-calculations
  - Safety Data Sheets
  - Documentation for toxic emission factors
  - Other references (e.g., CAPCOA factors, EPA AP-42)
- Control efficiency documentation (e.g., manufacturer's guarantee/certification, source tests)
- For other documentation refer to the Help & Support Manual on the AER webpage

# HOW LONG SHOULD RECORDS BE KEPT?

- Maintain copies of supporting documentation for a minimum of 5 years (examples):
  - Completed annual emissions report
  - Throughput, fuel/material usage records
  - Source test reports





# **AER REPORTING TOOL DEMONSTRATION**



# **QUESTIONS & ANSWERS**



## PROGRAM SUPPORTS

### **AER Webpage**

- <http://www.aqmd.gov/aer/aer.html>
- Program Information
- Help & Support Manual
- FAQs
- Guidance Documents for Emissions Calculations

### **AER Staff**

- Email: [aer@aqmd.gov](mailto:aer@aqmd.gov)
- Hotline: (909) 396-3660

### **AB2588 Staff**

- Email: [ab2588@aqmd.gov](mailto:ab2588@aqmd.gov)
- Hotline: (909) 396-3616