

# How to Amend an Annual Emission Report

## How to Amend Calendar Year 2019 or Later Annual Emission Reports Using the AER Reporting Tool

Amendments to the 2019 AERs or later can be made within the AER Reporting Tool.

1. Click on Report Submission on the right-hand menu of the AER Reporting Tool.

AER Home Access Facility Facility Home

Facility ID: 999914 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2020

Facility ID: 999914

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

### Report Amendments Process

STEP: 1. Review Original Submission

AER Report Files

- [D20201202-T151739-ReportID\(13203\)-AER Report - FacilityID\(999914\) ReportingYear\(2020\).pdf](#)
- [D20201202-T151748-ReportID\(13203\)-AER Report - FacilityID\(999914\) ReportingYear\(2020\).xlsx](#)
- [D20201202-T151754-ReportID\(13203\)-AER TAC Report - FacilityID\(999914\) ReportingYear\(2020\).xlsx](#)
- [D20201202-T151856-ReportID\(13203\)-xmlSubmissionReport-ReportID\(13203\)-D20201202-T151856.xml](#)

STEP: 2. Request AER Report Amendments

South Coast AQMD Report Amendments  
Please provide reason for requesting report amendments:

Please open the 2020 AER for amendment. We forgot to report PM emissions for spray booth Device ID E55.

Request Clear Cancel Amendment

2. Enter the reason for your amendment in the text box and click the gold request button (see screenshot above).
3. You will see a confirmation note on the screen. You will be sent an email confirming the amendment submittal and be assigned an AER staff member who will assist you with the amendment process.

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### Report Amendments Process

**⚠ Your request is awaiting for South Coast AQMD staff approval. Once it is approved, you can re-generate and submit the report amendment.**

#### AER Report Status

Report Status:	Request Amendment
Requested Date/Time:	12/9/2020 4:22:50 PM
Requested By:	test 2014 ( <a href="mailto:testaer2014@gmail.com">testaer2014@gmail.com</a> )
Comment:	Testing amendment process

Show More AER Report History

## How to Amend 2018-2014 Annual Emission Reports Using the AER Reporting Tool

Prior to 2019 emissions reporting, the AER Reporting Tool is not able to accept online amendments in its current design. In order to facilitate amendments, please follow these steps:

1. Print the reports with relevant data to be amended,
2. On the print-out, **manually ~~strikeout~~ the INCORRECT DATA,**
3. Write the NEW DATA above the old one,
4. Correct the new total emissions on the Summaries,
  - a. If amended total emissions resulted in **underpayment** of emission fees, refer to Rule 301(e)(10)(C) and (D),
  - b. If amended total emissions resulted in **overpayment** of emission fees (or refund), refer to Rule 301(e)(9)(B),
  - c. For amendments **with NO FEE impact**, please refer to Rule 301(e)(9)(A) for a non-refundable standard evaluation fee.

DO NOT send additional emissions/evaluation fees or surcharges. The Finance Unit will send an invoice for any additional fees or surcharges after the amendment process is completed.

5. Submit the authorized (signed) amendment and applicable fees to:

**South Coast Air Quality Management District  
AER Program  
21865 Copley Drive  
Diamond Bar, CA 91765**

## How to Amend 2013-2008 Annual Emission Reports Using Old AER Reporting Tool

For amending calendar year 2008-2013 annual emission reports submitted under the old AER-Web Tool, users must follow these steps:

1. Login to the AER-Web Tool (at <http://www3.aqmd.gov/webappl/wc/security/login.aspx>) using user name and password registered with that old tool,
2. After entering facility ID, select the AER year to amend,
3. On the AER-Web Tool menu bar - click Forms & Reports tab,
4. Select and Re-generate All Report,
5. Select and print Summary Forms (S, X, A, C, CU, TACS and CR – if applicable). Sign on Form X,
6. Select and print the AER form(s) to amend. (i.e. B1, B2, B3, B4, TAC, etc),
7. On the print-out, manually strikeout the INCORRECT DATA,
8. Manually write the NEW DATA above the old one,
9. Correct the new total emissions on the Summary Forms ( C, CU, S, TACS).

10. If amended total emissions resulted in underpayment of emission fees, refer to Rule 301(e)(10)(C) and (D).
11. If amended total emissions resulted in overpayment of emission fees (or refund), refer to Rule 301(e)(9)(B).
12. If amendment was submitted after one year and sixty days from the official due date with NO FEE impact, the amendment should include a non-refundable standard evaluation fee. Please refer to Rule 301(e)(9)(A) for evaluation fee rate.
13. Submit ALL amended forms, signed Form X, and applicable fees to the SCAQMD Headquarters listed above.

**Review of the amendments can result in any of the following actions:**

- **Additional Fees** – Additional fees are subject to the surcharge provisions and time frame outlined earlier under the “Underpayment Surcharge” section. Emission data will be updated accordingly after the amendment has been verified.
- **Refund** - A refund may be made as a result of the amendment only if a written claim for refund is filed with AQMD within one year and sixty days from the official due date, or three years in case of AQMD errors (not including revisions to applicable emission factors). However, the facility emissions will be updated accordingly, after the amendment has been verified.
- **Denial** - As a result of AQMD evaluation, the amendment or fee refund may be denied. This action can be appealed to the Fee Review Committee. See “Other Fee Issues” in Help and Support manual.

Any questions regarding amending AERs can be emailed to AER staff at [aer@aqmd.gov](mailto:aer@aqmd.gov) or by calling the AER Support Hotline at (909) 369-3660.