



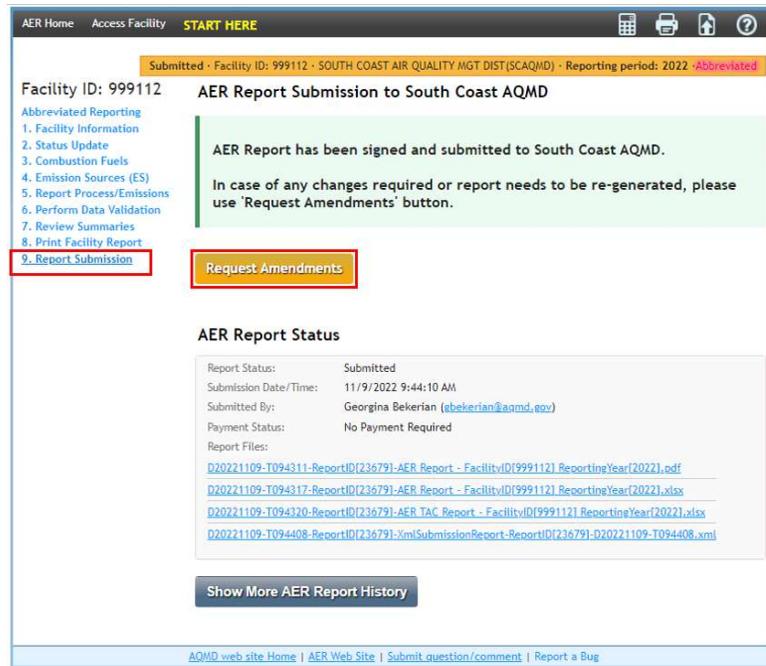
# Amending AER Reports Guideline

(Revised December 2022)

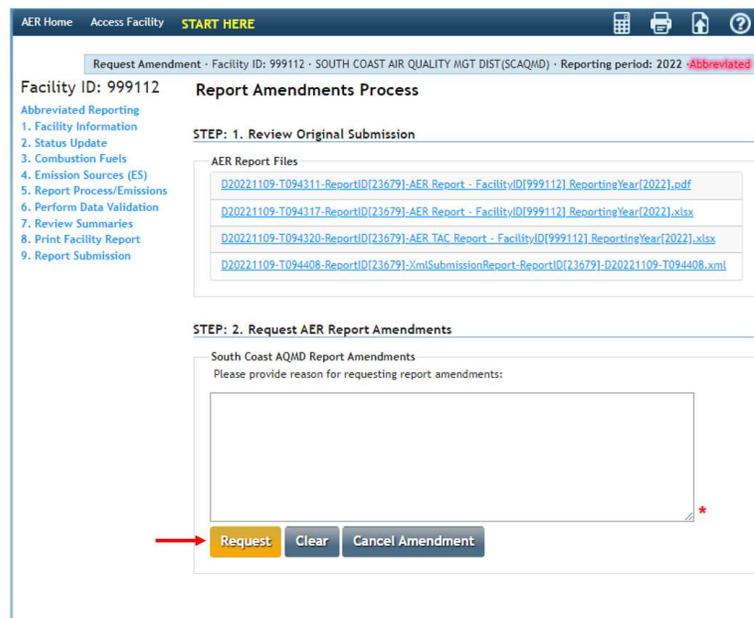
## To Amend Data Year (DY) 2019 or Later Annual Emission Reports

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

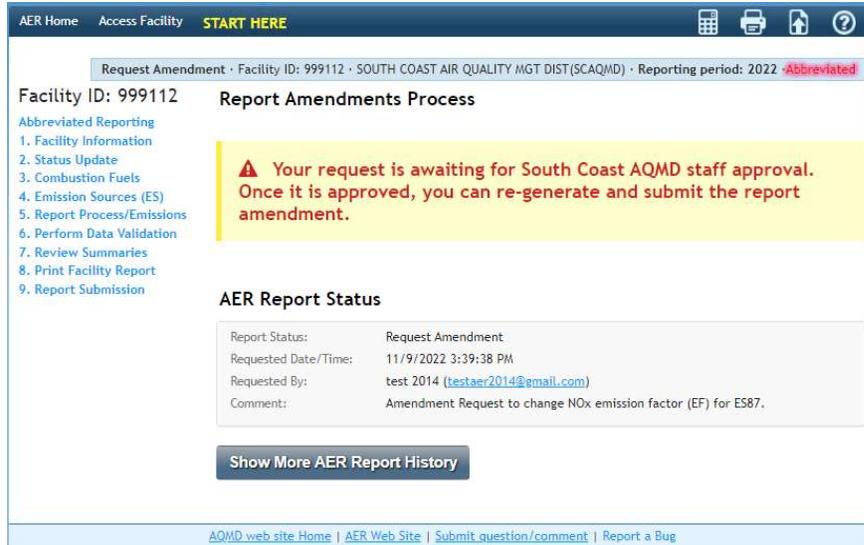
1. Click on the **Report Submission** header on the Left-Hand Navigation menu. Then click on the orange Request Amendments button.



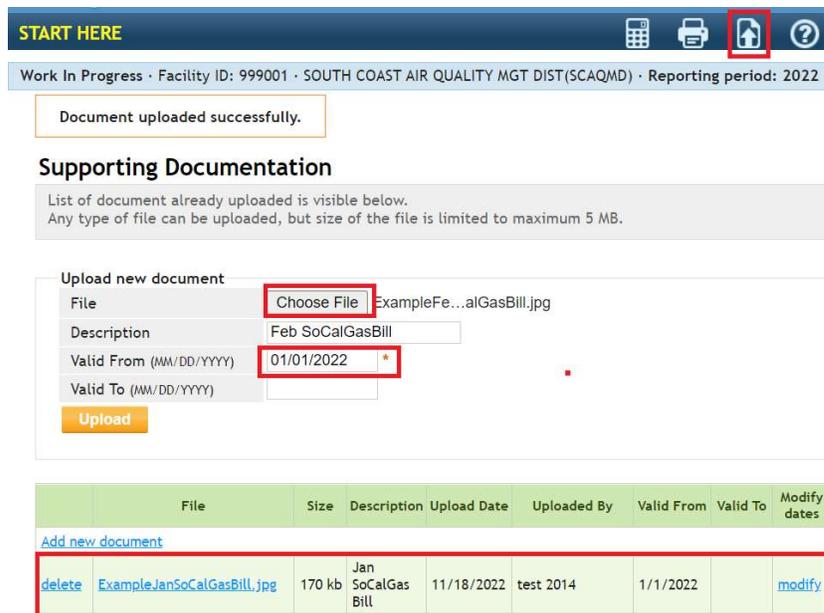
2. Under Step 2: Request AER Report Amendments, enter the reason for your amendment in the text box and click the orange Request button. The reason should include the device and process numbers, and values changed (e.g., throughput, emission factor(s), control efficiency, etc.)



- 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.



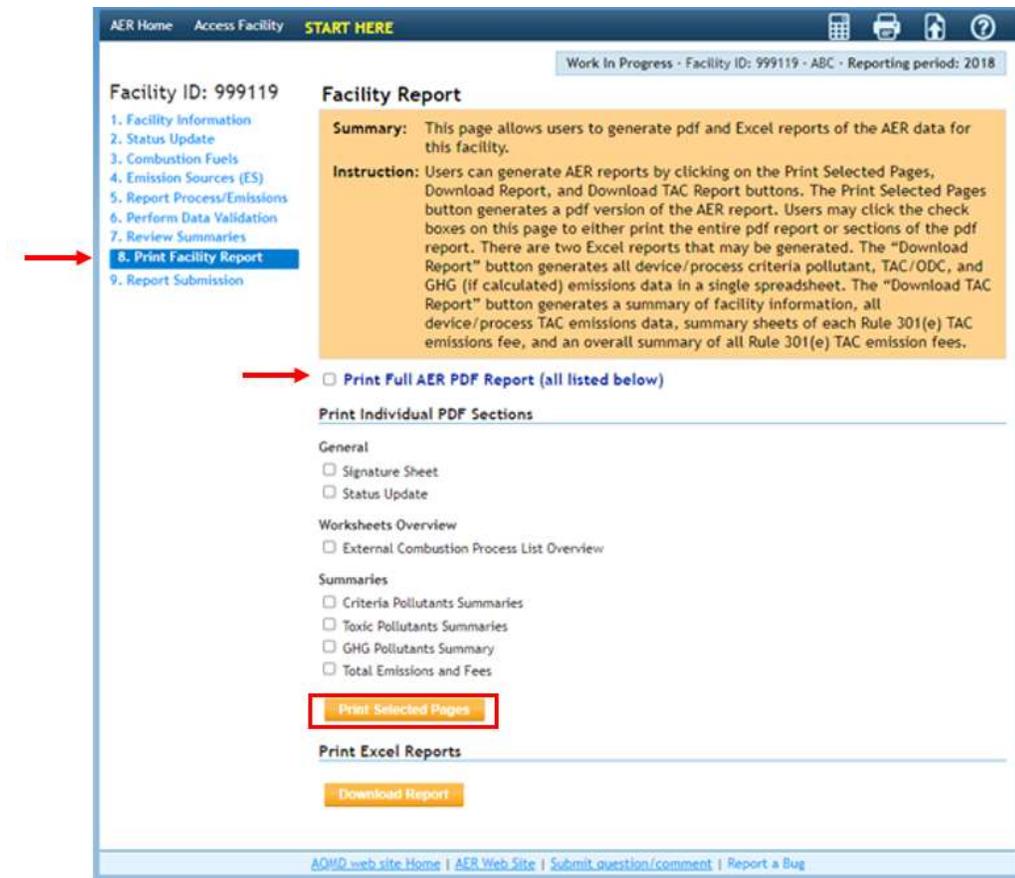
- Documentation validating the amended values (e.g., purchase or operating logs, safety data sheets (SDSs), references for emission factors, South Coast AQMD source test IDs, emission calculations, etc.) is required to be uploaded to the AER Reporting Tool by clicking on the upload icon (paper with an upward arrow) on the blue menu bar. Place a date within the same year as the AER DY. For example, if you are amending DY 2020 emissions, then your date should fall within calendar year 2020. If you choose the current calendar year instead of the DY year, for example January 1, 2021, when you are reporting DY 2020, then the file will upload to the 2021 AER instead of the 2020 AER.



## To Amend DY 2018 and Prior Annual Emission Reports

The AER Reporting Tool is not able to accept online amendments in its current design for reports submitted for Data Year 2018 and prior. In order to facilitate amendments, please follow these steps:

1. Click on the Print Facility Report header located on the Left Navigation Menu.
  - a. Checkbox the Print Full AER PDF Report (all listed below) which will select all the checkboxes. Click the orange Print Selected Pages button.



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 page.
5. Corrections to the emission fees if necessary.
  - 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. Finance Billing Service will send an invoice for any additional fees or surcharges after the amendment process is completed.

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

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

7. Documentation validating the amend values (e.g., purchase or operating logs, safety data sheets (SDSs), references for emission factors, South Coast AQMD source test IDs, emission calculations, etc.) is required to be sent along with the amended AER.