

## 1 pg Overview of AER Reporting Program

- The AER reporting program is based on “device” level reporting. Each device is considered an individual Emission Source (ES). For example: *A permitted unit consisting of a dryer and a printing press has to be reported as 2 devices (2 ES).*
- For each facility, a list of permitted devices with their corresponding permit/application numbers from AQMD’s database will be preloaded into the AER program and listed in the ES screen. The user will be required to enter the facility’s non-permitted devices. If the list of devices is not available first “Import Last Year”, then enter any missing devices including permitted sources under appropriate application number (A/N) and non-permitted sources.

- 1) New User: Following a one-time registration process, the user can log-in to the AER program.
- 2) Once logged-in, enter Facility ID and Pin number (provided by AQMD) and choose the reporting year.
- 3) The AER Tool has **4 main sections** presented in the AER Home page that have to be completed in the following order:
  - a. Step 1: Complete **Facility Information** (Click “Start Here” to begin the process). Complete, Save and click “Next”.
  - b. Step 2: Complete **Build Reporting Structure**:
    - i. List all combustion fuels used in the facility
    - ii. Define all Emission Sources (devices) in the facility: For each emission source, as a minimum:
      1. Provide an ES name (brief description-optional but very useful),
      2. Choose ES Status (e.g., ES operating during reporting year, not operating, etc.), and,
      3. Determine Emission Source Group Type for every operating ES with emissions.

For every defined ES with emissions, depending on the Emission Source Group selected, the AER program will create a Process on the appropriate worksheet (e.g., external or internal combustion, use of organics, storage tanks, etc.) for reporting emissions.

- c. Step 3: **Report Process/Emissions**: Complete Process/Emissions worksheets for all devices (and processes in devices) by entering fuel or material, throughput and activity data.
  - d. Step 4: Review **Summaries** for criteria, toxics, and if applicable GHG emissions as well as fees due.
- 4) The application has 2 paths (navigation options) for reporting emissions **once done with defining ES**. User can access a Process:
  - a. Immediately after defining a single ES by clicking on “Save and proceed to Process Reporting” which opens “Process Reference” window where process can be selected to finish reporting emissions for that ES, and then go to next ES, or
  - b. By opening a specific worksheet from the left menu or from the Report Process/Emission screen. In other words: user can define all ES first (Click on “Save and return to List of Emission Sources” after defining each ES), then go through worksheets and complete all Processes.
  - c. Once the ES is defined, the Process can be accessed either from each worksheet (using left Navigation menu) or by clicking the Process Reference link on ES screen.
- 5) The main AER sections are accessible from a menu on the left as well as from “Facility Home”.
- 6) Every **Process/Emissions worksheet** has 4 (or 5 if reporting GHG) sections:
  - a. **Process**: First, provide process information depending on emission source type (i.e., at a minimum: fuel type for combustion, material/activity type for the use of organics, component type for fugitives, activity type for other processes, product type for storage tanks)
  - b. **Throughput**: Enter fuel usage or throughput amount and units.
  - c. **Criteria Emissions**: For the combustion worksheets, default emission factors are provided for several fuels and combustion equipment (which can be modified if better information is available). For all other worksheets, the corresponding pollutant and emission factors have to be specified.
  - d. **Toxic Emissions**: For fuel combustion, toxic default emission factors will be automatically assigned once the fuel is selected (which can be modified). For all other worksheets, the corresponding toxic pollutant and emission factors have to be specified.
  - e. **GHG Emissions** (optional): For fuel combustion, Tier I (Subpart C: Eq. C-1 or C-8 and Table C-1 and C-2) default emission factors are offered based on fuel type (default can be modified if better data available). For all other worksheets, the GHG pollutant and emission factors have to be specified by user.
- 7) Every Process/Emissions worksheet has an overview of all processes for that worksheet. Additional processes can be added for each defined ES (by clicking “Add New” in worksheet Process List Overview or in Process Reference window on ES screen).
- 8) Review emissions/fees **Summaries** and enter/edit if needed the installments paid, late fees, if any, and the postmark date. (Postmark date has to be “today’s” or later date.)
- 9) Run Data **Validation** to identify and correct reporting errors.
- 10) Save **Excel Report** for record.
- 11) **Submit**, print **Facility Report** for record, print submittal forms, sign Signature Sheet, mail submittal forms and check, if any due.