

# Annual Emission Reporting (AER) for Data Year (DY) 2025



Virtual Informational Workshop  
January 14, 2026



*Image courtesy of [www.wallpapersafari.com](http://www.wallpapersafari.com)*

# Agenda

## Program Overview

- South Coast Air Quality Management District (South Coast AQMD) AER
- California Air Resources Board (CARB) Criteria and Toxics Reporting (CTR) Regulation

## What's New for DY 2025

## Reporting

- AER Reporting Process and WebTool
- New AER WebTool Functionalities
- AER WebTool Demonstration

## Questions & Answers



# Program Overview

# Who Must Submit a Report for DY 2025?

Responsibility of the facility to submit an AER if any of the following occur:

## Annual Emissions

- $\geq 4$  tons per year of VOC, SPOG, NOx, SOx, or PM;\* or
- $\geq 100$  tons per year of CO\*

## Subject to Hot Spots Program (AB 2588)

- Annually in addition to quadrennial years (once every four years)

## Subject to CTR

- Criteria, Greenhouse Gas (GHG), Elevated Risk Priority Facilities, Additional Applicability Sector Phase 3

## Rule 317.1

- Facilities Subject to Rule 317.1\*\* (Major Stationary Sources)

\* VOC = Volatile Organic Compounds; SPOG = Specific Organics; SOx = Sulfur Oxides; PM = Particulate Matter; CO = Carbon Monoxide

\*\* South Coast AQMD Rule 317.1 – Clean Air Nonattainment Fees for 8-Hour Ozone Standards, <https://www.aqmd.gov/docs/default-source/rule-book/reg-iii/rule-317-1.pdf>

# 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 (TAC)

Ozone Depleting Compounds (ODCs)

# AB 2588 Facilities

## Rule 301 Reporting Elements

- Report annually
- Emissions from permitted, unpermitted equipment
- Emission fees for criteria and toxics

## Additional Toxic Pollutant Reporting Elements

- Report quadrennially
- Additional toxics identified in Emission Inventory Criteria and Guidelines (same as CTR)
- Release locations required for Elevated Risk Priority facilities

# Rule 317.1 Facilities

## Rule 317.1 Facilities

- Required to submit AER annually

## Additional Requirements

- Rule 317.1 facilities must also report the following:
  - Architectural Coatings
  - Clean Air Solvents
  - Charbroilers and Deep-Fat Fryers (unpermitted)
  - Portable Equipment Registration Program (PERP)

## Emission Fees

- Emissions categories above are not subject to Rule 301 (e) criteria and toxic emission fees

# Rule 317.1 Overview

**Major Stationary Source** – facility that emits or has the potential to emit VOC or NOx emissions of  $\geq$  10 tons/year

- Notice of applicability sent November 8, 2024
- Other facilities notified due to 2024 emissions
- Option to challenge applicability determination or file Exclusion Plan

**Baseline Emissions** – lower of actual emissions or allowable emissions

- Baseline emissions will be determined using emissions in 2024
- A future year will be used for a Major Stationary Source that begins operations after 2024

**Fee Assessment Year** – the calendar year when emissions occurred for which the Clean Air Act Nonattainment Fee is being calculated and assessed

- First Fee Assessment Year is 2025, however fees won't be due until 365 days after invoice is issued

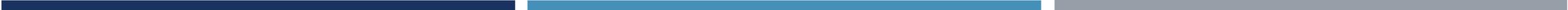
# Core CTR Facilities

For DY 2025, 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**

**Subject to State Greenhouse Gas Reporting Regulation pursuant to Health & Safety Code Section 38530; or**

**Categorized as Elevated Prioritization Facility under Toxic Hot Spots Program**



## **Reporting Applicability - CTR**



## WHAT IS CTR?

- The Regulation for the Reporting of Criteria Air Pollutants and Toxic Air Contaminants (CTR) is a statewide reporting regulation developed by the California Air Resources Board (CARB)
  - CTR applies to specified facilities that have been issued a permit to operate by the local air district
  - Requires specified facilities to provide emissions data, or the activity data needed to calculate emissions (fuel use, amount of material processed, etc.), to the local air district, on a specified schedule – as directed by the district (district then reports emissions data to CARB)
- After 7-year phase-in period, CTR will eventually require annual criteria pollutant and toxics emissions reporting for virtually all permitted facilities (few exceptions)
- During the phase-in, certain facilities will need to report data to the district using the district's online AER system; we will discuss who and when in upcoming slides



# WHY WAS CTR DEVELOPED?

- The CTR was developed to acquire additional data on emissions from stationary sources -- needed for several air quality programs
- Assembly Bill (AB) 197 requires CARB to provide information to the public regarding criteria pollutant and toxic substance emissions, from stationary sources, at the sub-county level
  - We will need more facility-specific emissions data than we currently collect
  - This makes data available to residents of heavily impacted communities, other CARB programs, air districts, and the general public, to identify, evaluate and address air quality problems
- AB 617 requires CARB and districts to select communities disproportionately impacted by air pollution and, with community representatives, develop plans to mitigate pollution, protect the public
  - Requires community-level emissions from all sources (mobile, area-wide, and stationary, including “smaller” sources)
  - Evaluate cumulative risk from sources, develop plans based on data

# WHO IS SUBJECT TO THE CTR REQUIREMENTS?



- 1<sup>st</sup> version of CTR approved 2018; applies to about 1,500 larger (CORE) facilities in CA
  - Facilities that report GHG emissions to CARB MRR program
  - 250+ tons of criteria pollutants in a non-attainment area
  - “High Priority” facilities, as designated by the district, under AB 2588 Hot Spots Program
- CTR amendments (aligned with amendments to AB 2588 Hot Spots EICG) were approved in November 2020 (began with 2022 data reported in 2023)
  - The three categories above continue to report annually, any facility already required to report to AER also reports annually
  - Several thousand South Coast AQMD facilities will report on a phased in schedule
  - Report at least once during the phase-in period, as specified, and annually beginning with the 2026 data year in 2027, except for the waste handling sector (Phase 3b)
    - Phase 1 began with 2022 emissions reported in 2023
    - Phase 2 began with 2024 emissions reported in 2025
    - Phase 3 begins with 2025 emissions reported in 2026
    - Phase 3B begins with 2028 emissions reported in 2029

# WHO IS SUBJECT TO THE CTR REQUIREMENTS – PHASE 3?



- Who is in Phase 3? Examples:
  - Combustion of natural gas or propane
  - Cremation of humans or animals
  - Incineration of waste or tires
  - Metal melting operations
  - Manufacturing of fiberglass, pulp and paper, or semiconductors
  - Boat and ship building and repair
- Who is **not** subject to Phase 3? – Any facility not meeting core criteria or Phase 3 criteria. Examples:
  - CTR Phase I and already reported 2022 emissions in 2023
  - CTR Phase II and already reported 2024 emissions in 2025
  - Waste handling facilities subject to CTR Phase 3B
  - Unpermitted facilities and facilities not meeting CTR core criteria or applicability thresholds

# HOW TO REPORT, WHAT TO REPORT FOR SOUTH COAST AQMD FACILITIES



- **How to report?**
  - Provide data to district through AER online tool
  - Do not provide data to CARB, unless specifically instructed to by CARB or South Coast AQMD
  - Access AER system with PIN code provided by the district; district can provide info on when to report
  - DY2025 report will be available in AER Online tool on January 1, 2026
- **What to report?**
  - Some data will already be in the system for your facility
  - Data to be entered may include information on facility location, mailing address, industrial classification
  - Information on permitted processes and devices (unpermitted sources as directed by the district)
  - Emissions or activity data as directed by the AER system and the district; may include emission factors
  - District will provide additional info

# CARB CONTACT INFORMATION



- Longwen (Owen) Gong, CTR Program Manager
  - [Longwen.Gong@arb.ca.gov](mailto:Longwen.Gong@arb.ca.gov)
- CTR Email
  - [ctr-report@arb.ca.gov](mailto:ctr-report@arb.ca.gov)
- CTR Website:
  - <https://ww2.arb.ca.gov/our-work/programs/criteria-and-toxics-reporting>
- Guidance, FAQs, and copy of the regulation:
  - <https://ww2.arb.ca.gov/our-work/programs/criteria-and-toxics-reporting/guidance-documents-ctr>

# Fee Exemptions

## Qualifying Small Businesses\*

- < 2 tons per year (formaldehyde, perchloroethylene, or methylene chloride)
- Need to file for exemption for fees resulting from emissions of toxics listed above

## CTR

- PERP

## Rule 317.1

- PERP
- Architectural Coatings
- Clean Air Solvents
- Unpermitted Charbroilers and Deep-Fat Fryers

# Uses of AER Data

## Emissions Data

- Available on South Coast AQMD's Facility Information Detail (F.I.N.D.) webpage and used as a basis for fees

## Other Uses Include:

- Criteria and Toxics Emissions Inventory
- Rule 317.1
- AQMP and Rule Development
- Compliance Verification
- Identification of Facilities Subject to Programs (Title V)
- Establishing Emission Reduction Credits
- Revenue Projection for Air Quality Programs
- National and State Emissions Inventory

# Deadline for DY 2025 AER Submittal

Both the AER Electronic Report and Emissions Fee Payment must be received by **5:00 pm on Friday, May 1, 2026**

- AERs can only be electronically certified and submitted via the online AER WebTool (**no hardcopy submittals**)
- Online payment via the AER WebTool made by e-check or credit card (limit of \$1,500,000)

# Online Fee Payment

## AER Report Submission to South Coast AQMD

**AER emissions fee of \$1,501.85 is due with the AER.**

Please note that payment needs to be received by South Coast AQMD before the report deadline - 5/1/2026, 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.
- The invoice number can be found in the box at the bottom of the page next to "Payment Status". To generate an invoice document please [click here](#)

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

[Go to South Coast AQMD Payment Portal](#)



### Payment Option 2 - Pay via Check

**Attention! New mailing addresses beginning Data Year 2025. Review before mailing.**

1. [Print AER Payment Voucher and instructions](#)
2. Please print and include this AER Payment Voucher with the check and send to one of the following addresses:

For Standard Mail Only (No Certified Mail), Send to:

South Coast Air Quality Management District  
P.O. Box 744245  
Los Angeles, CA 90074-4245

For Certified Mail or Express/Oversight/Courier delivery (ex. FedEx) Only send to:

Bank of America Lockbox Services  
Lockbox 744245  
2706 Media Center Drive  
Los Angeles, CA 90065-1733

Note: The payment voucher and check are first received and processed by Bank of America. Return receipts for certified mail will be stamped by Bank of America rather than South Coast AQMD.

To use a messenger service or hand delivery, use the cashier's booth at South Coast AQMD Headquarters at:

South Coast Air Quality Management District  
ATTN: Cash Management

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

# Must Pay with Physical Check?

**Include AER Payment Voucher and check  
(must be postmarked and sent by May 1, 2026):**

**New PO Box!**  
**No certified mail!**

**For Regular  
Delivery**

South Coast AQMD  
Annual Emissions Reporting Program  
P.O. Box 744245  
Los Angeles, CA 90074-4245

**No regular mail**

**For Express or  
Overnight Delivery  
(e.g., FedEx, UPS,  
Certified Mail)**

Bank of America Lockbox Services  
Lockbox 744245  
2706 Media Center Drive  
Los Angeles, CA 90065

# Must Pay with Physical Check? (continued)

## Messenger or Courier Service to HQ\*:



South Coast AQMD  
Annual Emissions Reporting Program  
Attn: Cash Management  
21865 Copley Drive  
Diamond Bar, CA 91765-4178

# What's New for Data Year 2025

# What's New for DY 2025

- Submittal Deadline **Friday, May 1, 2026, at 5 pm**
- CTR Phase 3
- New and Updated Guidance Documents
  - Natural Gas and LPG (new)
  - Crematory (revised)
  - Oil water separators (revised)
- Full Phase-in of Abbreviated Reporting Fee
- Rule 301 Table III CPI Adjustments of 3%
- Mailing addresses for payments



# Additional Applicability Sector Phase 3 Facilities

<b>Sector No</b>	<b>Permitted Process</b>
33	Hexavalent chromium use in cooling towers
34	Incineration of hazardous, municipal, or biomedical waste, or tires
35	Cremation of humans or animals
36	Fiberglass and various fiberglass materials and product manufacturing
37	Pulp and paper manufacturing
38	Semiconductors and related devices manufacturing
39	Oil and gas extraction or production
40	Melting, smelting, recovery, reclamation, or recycling of lead-containing materials, including but not limited to lead batteries
41	Primary or secondary metal melting, smelting, refining, alloying, forging, or foundry/casting operations
42	Prepared feed manufacturing
43	Wood preserving
44	Long term asbestos removal on a routine and predictable basis
45	Combustion of residual, distillate, or diesel oil in agricultural operations-related industry sectors
46	Boat and ship building and repair
47	Combustion of natural gas or propane

# Abbreviated Reporting

## Do Not Qualify

- Core CTR
- AB 2588
- Rule 317.1
- Rule 301 (e.g., exceed 4 tpy criteria)

## Common Qualified Activities

- Combustion of natural gas or propane in boilers or heaters
- Cremation of human or animal remains
- Agricultural operations limited to dairy, poultry, and swine farms
- Diesel-powered emergency standby generators, direct-drive emergency standby fire suppression pump engines, direct-drive emergency standby fire water pump engines, or other engines permitted as emergency equipment

Default emission factors for these activities are pre-populated in the tool

Abbreviated Reporting fee pursuant to Rule 301

# Reminders for DY 2026

## Recordkeeping Reminder for Future Years

- **All facilities** except Sector 3B (examples):
  - Track usage of materials, such as coatings
  - Track fuel usage for combustion equipment
  - Consult CTR Table A-3 for full list

## Not Required to Report

- Sector Phase 3B (examples)
  - Collection and disposal of refuse
  - Composting
  - Scrap and waste handling, recycling
  - Wastewater treatment

# Overview of WebTool

# Accessing AER WebTool and Facility Report

## Instructions

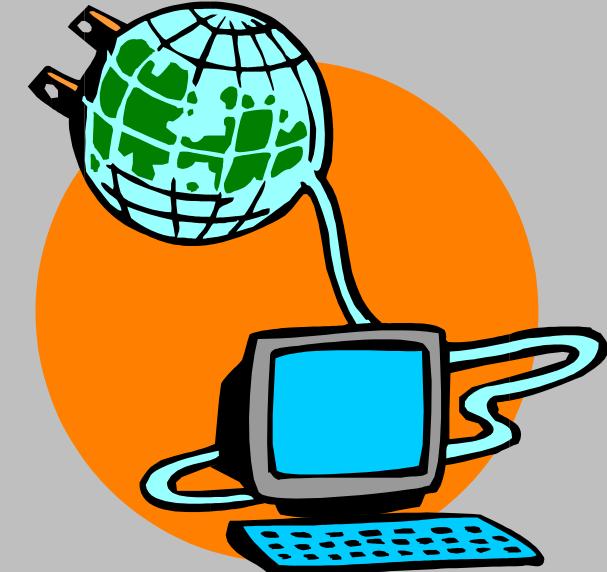
- Available on AER Webpage:  
[www.aqmd.gov/aer](http://www.aqmd.gov/aer)
- Help and Support Manual
- Additional tutorial information available within the AER WebTool

## Register

- Go to the AER WebTool at  
<https://aerreportingtoolpro.aqmd.gov/>

## Access

- Access report using Facility ID and PIN code (obtained from Notification Letter)



# Help in AER WebTool

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

Submitted · Facility ID: 999007 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2022 · Abbreviated

Facility ID: 999007

**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) 396-3660. 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.

Status Update \*

Facility ID: 999007

No Change

Report sections have summary instructions

Add New Fuel 

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

Pan over “i” icons to reveal report entry tips

# General Report Sections



1. Facility Information
2. Status Update
3. Combustion Fuels
4. Release Location
5. Emission Sources (ES)
6. Report Process and Emissions
7. Additional Toxic Substances Production/Usage
8. Architectural Coatings\*
9. Certified Clean Air Solvents\*
10. Perform Data Validation
11. Review Summaries
12. Print Facility Report
13. Electronic Report Submission and Payment

# Facility-Specific Sections

Facility Type	Details
<b>All CTR and AB 2588 Facilities</b>	<ul style="list-style-type: none"> <li>• Expanded List of Toxic Substances</li> <li>• Additional Toxic Substances Production and Usage</li> </ul>
<b>Core CTR</b>	<ul style="list-style-type: none"> <li>• Expanded List of Toxic Substances</li> <li>• Additional Toxic Substances Production and Usage</li> <li>• PERP</li> <li>• Release Location</li> </ul>
<b>Rule 317.1 (NOx and VOC)</b>	<ul style="list-style-type: none"> <li>• PERP</li> <li>• Architectural Coatings</li> <li>• Certified Clean Air Solvents</li> <li>• Unpermitted Charbroilers, Deep-fat Fryers</li> </ul>

# 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: An unpermitted 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, use of 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 WebTool Features

**Import data from  
Previous Reports**

**Ability to create  
emission 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**

**Automatic  
Conversion  
For Different  
Throughput**

# What Emissions Should Be Reported?

## Report

- Emissions from all stationary and portable sources, both permitted and unpermitted (with qualifier for PERP)
- Relevant criteria and toxic compounds available in the AER WebTool emitted in subject year

## Do Not Report

- On-Road and Off-Road Motor Vehicle Tailpipe Emissions
- Grounds Maintenance (e.g., lawn mowers, leaf blowers)
- Architectural Coating Usage (must report if used in manufacturing)\*
- Unpermitted Charbroilers and Deep-Fat Fryers\*
- Some exempt materials per Rule 102 (e.g., acetone, ethane)

# Portable Emission Sources

- AER Requirements
  - Permitted and Unpermitted Portable Emission Sources, except PERP
- CTR
  - Permitted and Unpermitted Portable Emission Sources
  - PERP for GHG or Criteria Facilities
- Must report under the Facility ID where it was operated
  - Each permitted equipment reported as a separate emission device
- See Portable Equipment Guideline



**Portable Generator Sets (power generation, fire control)**

**Soil Remediation Equipment**

# What Supporting Documentation Do I Need?

## References for Non-Default Emission Factors:

- Continuous Emission Monitoring System (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., U.S. EPA AP-42, CARB)

## Control Efficiency Documentation

- (e.g., manufacturer's guarantee/certification, source tests)

## Other Documentation

- Refer to the Help & Support Manual on the AER webpage

# How Long Must Records Be Kept?

Maintain copies of supporting documentation for a minimum of five years (examples):

Completed Annual Emissions Report

Throughput/Material Usage Records

Source Test Reports



# Available Resources

## South Coast AQMD

- Tutorial Videos
- Guideline Documents for AER WebTool New Features
- Additional Process-Specific Emissions Calculation Guidelines
- AER Help & Support and FAQ Documents
- List of Facilities Subject to Reporting DY2025
- [www.aqmd.gov/aer](http://www.aqmd.gov/aer)

## CARB CTR

- Fact Sheet and FAQ
- <https://ww2.arb.ca.gov/our-work/programs/criteria-and-toxics-reporting/guidance-documents-ctr>

# QUESTIONS & ANSWERS

# WEBTOOL DEMONSTRATION

# QUESTIONS & ANSWERS

# Program Supports

- **AER Webpage**
  - <http://www.aqmd.gov/aer>
- **AER Staff**
  - Email: [aer@aqmd.gov](mailto:aer@aqmd.gov)
  - Hotline: (909) 396-3660
- **CTR Staff**
  - Email: [ctr-report@arb.ca.gov](mailto:ctr-report@arb.ca.gov)
  - Hotline: (208) 208-7865
- **AB 2588 Staff**
  - Email: [ab2588@aqmd.gov](mailto:ab2588@aqmd.gov)
  - Hotline: (909) 396-3616
- **Rule 317.1**
  - Email: [rule317.1@aqmd.gov](mailto:rule317.1@aqmd.gov)