SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT AER REPORTING TOOL - FREQUENTLY ASKED QUESTIONS (FAQ)

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1. *Which Emissions Do I Report?*

All emissions from facility operations must be reported regardless of whether emissions are from sources that require a South Coast AQMD permit or not. Emissions should include criteria pollutants, specific organics, and toxic air contaminants/ozone depleting compounds including certain chemicals defined as exempt compounds in Rule 102. Facilities subject to reporting requirements under the AB2588 program should review the Supplemental Instructions for AB2588 for further guidance and an extensive list of toxic substances.

Criteria pollutants are reactive organic gases (ROG) or volatile organic compounds (VOC) or total organic gases (excluding methane and exempt compounds as defined in Rule 102, and specific organic gases as specified in subdivision(b) in Rule 301), carbon monoxide (CO), nitrogen oxides (NOx), sulfur oxides (SOx), carbon monoxide (CO), and particulate matter (PM).

Specific organics include hydro-fluoro-carbons (HFC) and hydro-chloro-fluoro-carbons (HCFC) as specified in subdivision(b) in Rule 301.

Ozone depleting compounds (ODC) and Ammonia

Ammonia is a pre-curser to regional particulate matter and has non-carcinogenic health effects.

Ozone depleting compounds (ODC) are Class I substances identified in 40 CFR, Part 82, Appendix A, Subpart A that include 1,1,1-trichloroethane (111-TCA) and chlorofluorocarbon (CFC).

Toxic air contaminants (TACs) are identified in Table IV of Rule 301 including carbon tetrachloride, methylene chloride, and perchloroethylene defined as exempt compounds in Rule 102. Carbon tetrachloride, methylene chloride, and perchloroethylene are reported as TACs only and not as VOC, ROG, or TOG.

Note that usage and emissions from the following categories are **NOT** subject to reporting requirements under the Annual Emission Reporting Program:

- Exempt compounds as defined in Rule 102 as **non-VOC and are not TACs**: acetone, ethane, parachlorobenzotrifluoride (PCBTF), volatile methylated siloxanes (VMS), methyl acetate;
- On-road motor vehicles (cars, trucks, vans, etc.);
- Off-road vehicles and mobile equipment (forklifts, bulldozers, tractors, lawnmowers, etc.);
- Portable equipment registered under the Statewide Portable Equipment Registration Program (PERP);
- Clean Air Solvents;
- Architectural coatings/paints (only when used on structures attached to buildings or earth); and
- Non-fuel combustion portion of char broilers and deep fat fryers operated by restaurants and eatery establishments directly servicing consumers (see FAQ #34).

2. What is the Difference Between Permitted and Non-Permitted Equipment?

All operating equipment that require a South Coast AQMD permit, even if applications have not been submitted or written permits have yet to be issued, are considered permitted equipment for Annual Emissions Reporting. Equipment or processes that are not required to have a South Coast AQMD permit are considered non-permitted equipment. A list of equipment or processes that are not required to have a South Coast AQMD permit can be found in South Coat AQMD Rule 219. Equipment/emissions exempt pursuant to Rule 219 must have separate records that clearly demonstrate that the fuels or the materials were used exclusively in non-permitted equipment in order to report the emissions for the "non-permitted" sources. If records are not available to clearly document these non-permitted emissions, emissions must be reported as "permitted." Equipment that are exempt from permitting requirements under Rule 219; however, are required to be registered per District's Rule 222 need to be reported as unpermitted unless otherwise instructed in this section.

In addition, equipment/processes/operations that are directly related to permitted equipment or processes are considered permitted, even though they themselves may not require a specific permit. For example, emissions from materials used in preparing surfaces before being sprayed in a permitted spray booth are considered permitted emissions and should also be reported under the "permitted" emission sources.

Reporters are required to add any permitted and non-permitted equipment/processes/operations that have not been pre-loaded in the AER Reporting Tool.

3. Why Do I Need to Provide Information for Both Permitted and Non-Permitted Equipment?

Emissions data from your equipment and processes, both permitted and non-permitted, are used to compile the emission inventory for this region. This information is required by state and federal air quality management programs. The emission inventory forms the basis for air quality planning and analysis, which is an important component of our region's Air Quality Management Plan (AQMP). Therefore, under South Coast AQMD Rule 301(e), facilities are required to report all emissions from facility operations.

4. How Do I Report a Status Change for My Facility?

Contact South Coast Air Quality Management District (South Coast AQMD) Permit Services at (909)396–3385. To avoid possible surcharges and enforcement actions, these steps must be taken to make official changes to the facility's status.

5. How Do I Use the AER Reporting Tool?

The AER Reporting Tool is a web program and can be accessed at https://aerreportingtoolpro.aqmd.gov/. Users must login with their username and password. New users must complete a one-time registration with a valid email address. Users must create a unique username and password and must confirm the registration to become active users. Please see "Getting Started" session in Help and Support manual for detailed instructions.

6. *The Buttons on My Screen Are Overlapping, or They Do Not Work When I Click on Them?*

Make sure that the computer internet browser meets the requirement specified in "Internet Browser Requirements" section. For Internet Explorer users, make sure the "Compatibility View" option located in Tools is not selected.

7. *Can I Use the Same User ID and Password that I Used to Submit Reports in Previous Years (2013 and earlier) in old AER web application?*

No. The current AER Reporting Tool (for reporting years 2013 and later) and the previous reporting system (used for reporting years 2013 and earlier) are different platforms. Users must complete the one-time registration process in order to access the current AER Reporting Tool first time. If the current AER Reporting Tool was used in 2013, the same User ID and password may be used.

8. *I Completed the Registration, But Did not Receive a Confirmation Email?*

Depending on South Coast AQMD website traffic, it may take some time for the automatically generated registration confirmation message to be sent. If you have not received a confirmation email after submitting your account request, you may try the following:

1) Verify that the email address you provided is valid;

2) Refresh your email Inbox to check for new messages. If using Microsoft Outlook, go to the "Tools" menu and select "Send/Receive All" to manually request new incoming messages;

3) Check your email client's "Spam" or "Junk Mail" folder and add the following email address to your email client's "Safe Senders" list: _____@aqmd.gov. For detailed instructions on how to do this, refer to your email client's "Help" page;

4) Repeat the registration process by re-entering your User Profile and Company Information in a new Account Registration form, paying close attention to the correct spelling of your email address and password.

Shortly after submitting your registration request, you will receive an automatically generated confirmation message from the South Coast AQMD. In order to complete the registration process, you must click on the link contained in the confirmation email message. **Note: You must complete the registration process (by clicking the link in the confirmation message) within 72 hours of receiving the confirmation email.** Upon confirmation, the AER Reporting Tool will activate the registration, user log-in and open the "Access Facility" screen. If you continue to have issues with the registration process, send a request for support to: aer@aqmd.gov

9. *How Do I Access My Facility Information?*

In the AER Reporting Tool, accessing facility information is a two-step process. First, the user must login to the tool with a username and password at The AER Reporting Tool welcome webpage. Next, on the "Access Facility" page, the user can access facility's information, including permit and emission profiles, using a combination of Facility ID number and PIN code.

The Facility ID number is a unique six (6) digit ID assigned by the South Coast AQMD staff for a specific facility. PIN is an eight (8) character code created by the South Coast AQMD staff for facility that is subject to annual reporting requirements. PIN codes remain valid until being re-issued and replaced. Both the Facility ID and the PIN code are provided in the notification letter sent to the facility.

10. I Do Not Know my facility PIN Code. What should I Do?

Personal Identification Number (PIN) codes are created by the South Coast AQMD staff and printed on the notifications sent to facilities via US Mail usually by December of the reporting year. If you did not receive a letter containing the facility PIN code, or you misplaced the notification letter, please contact AER staff via email (aer@aqmd.gov) to request your facility PIN code. Please note that PIN codes can only be released to facility authorized personnel and to a third party (consultant) with facility's written consent.

11. How Do I View Previous AER Submittals?

The AER Reporting Tool is designed for reporting emissions data for the 2013 Calendar Year and following years. Facilities who used the tool for filing the 2013 AER will be able to view the 2013 AER data. For facilities that filed their 2013 AER in the old AER Reporting Tool, previous year AER data will be available after filing the 2014 AER.

Users can still access AER data submitted in the old web AER application for 2013 Calendar Year and earlier via the old AER Web-Tool for amending historical data (by making hand-written corrections on printed forms).

12. My Facility Information Is Not Correct. What Should I Do?

Facility information, including facility name, address, status, and permit profile are uploaded from the South Coast AQMD Permit database. If the information is incorrect, please contact Permit Services at 909-396-3385 for corrections. In addition to contacting Permit Services, the reporter needs to update the incorrect information in the AER reporting tool and contact AER support via email aer@aqmd.gov or hotline 909-396-3660 with any questions.

Users may add/update the missing information or additional data in the required fields designated with a red asterisk in the tool.

13. What if I Have Multiple Locations?

For companies or agencies with multiple operating locations, each facility should have separate facility ID and PIN code. If separate notifications are sent to each facility, separate report for each facility ID must be filed. Access in the AER Reporting Tool consists of two parts. First users must login into the AER Reporting Tool. Secondly, the user access facility data using the Facility ID and PIN code.

Users can access multiple facilities using valid Facility ID numbers and PIN code.

Note: Facility ID number beginning with an "8" (800000 series) should file a single emission report for each 800000 series ID. The 800000 series "unitized" ID numbers are issued to large facilities such as refineries with equipment at contiguous or adjacent locations. If facility has an 800000 series ID and has

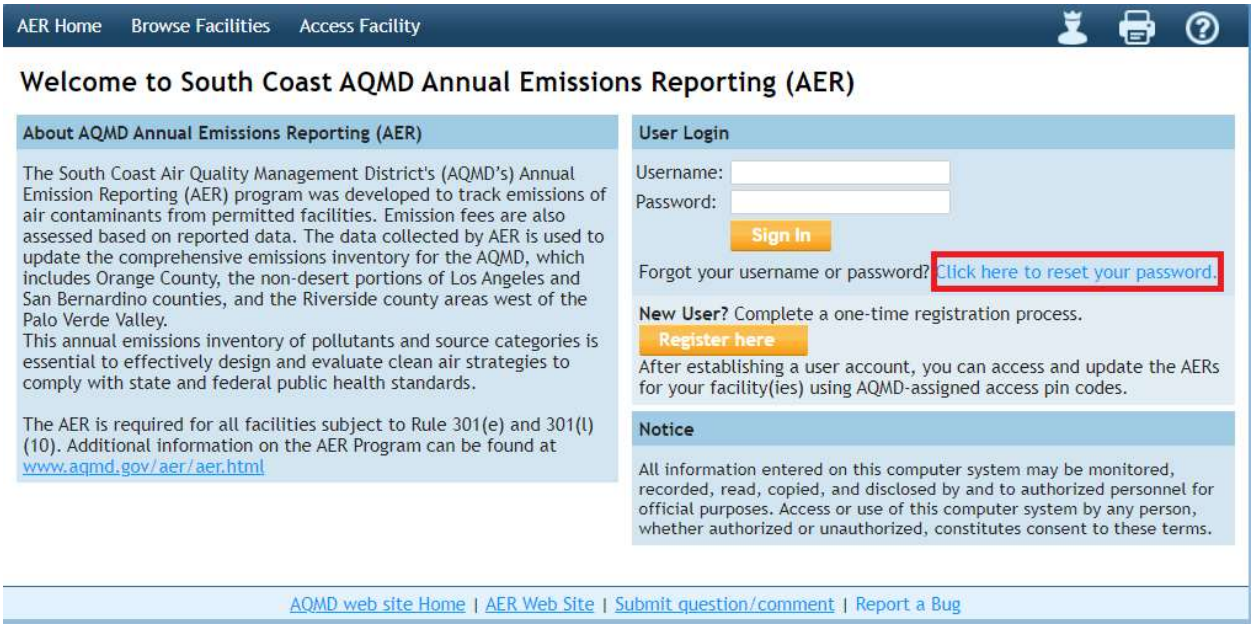
received multiple notifications for various contiguous or adjacent sub-portions of your facility, please call the AER Program support at (909)396-3660.

14. What If I Have Multiple Working Staff?

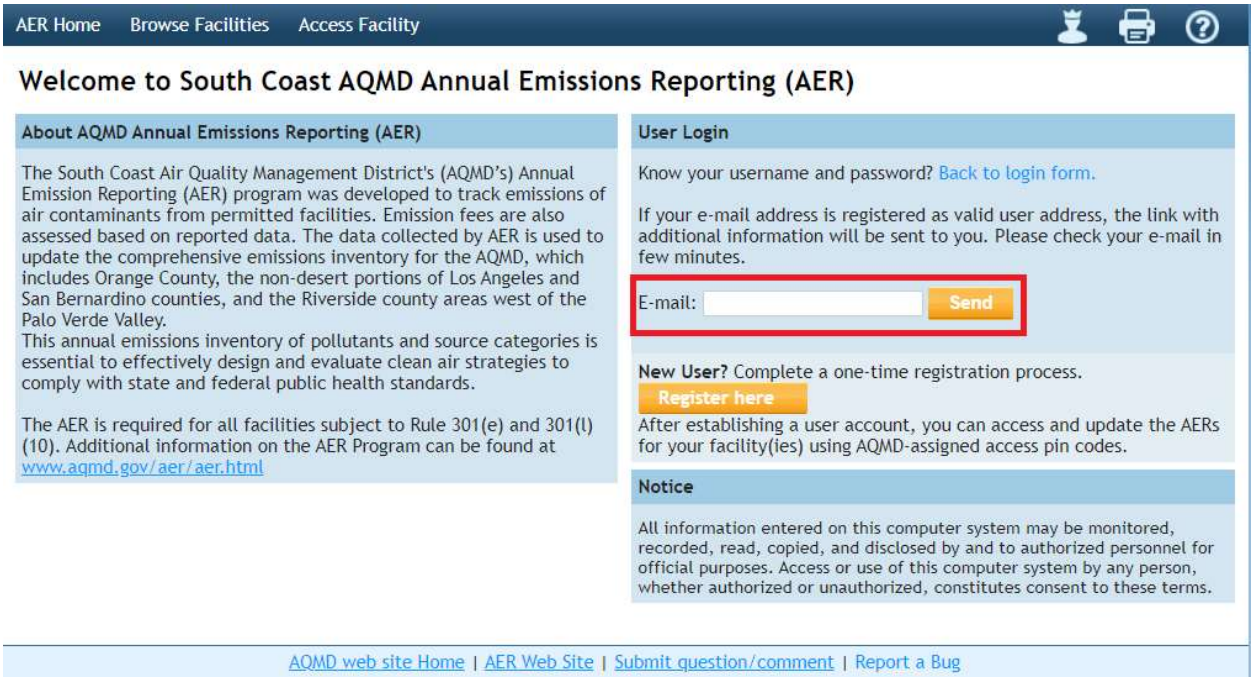
Any working staff can register to use the AER Reporting Tool. Multiple active users can access the same facility and work on different section of the emission report if they are registered and have a user account in the AER Reporting Tool. Note, that if multiple staff are working on the same section, the last data saved will be recorded in the South Coast AQMD web tool.

15. I Forgot my Username/Password. What Should I do Next?

If you forgot your password. A request to reset of password can be made at log-in screen. Go to the AER Home webpage and click on the text "Click here to reset your password."



After clicking the link, enter the valid email address in user profile and click the "Send" button.



In a few moments, you will receive an email message containing a link and instructions on how to reset your account password. If you do not receive the automatically generated email after completing the above steps, please be sure to verify that you have provided the correct email address and check your email client's "spam" or "junk mail" folder. Please see "Getting Started" session in Help and Support manual for detailed instructions. If you continue to have issues with the password reset process, send a request for support to: aer@aqmd.gov.

16. *How Do I Start Entering Emission Data?*

After successfully accessing the "Access Facility" page using Facility ID#/PIN code combination provided by South Coast AQMD staff, the user can select a reporting year from the list on the lower left side of the "Access Facility" page by clicking on the "Open" button for the desired reporting year. This will lead the user to the "Facility Home Page", where the user can begin entering the facility's emissions data by following the on-screen instructions.

Please complete each reporting element in sequential order (e.g., Step 1 Facility Information; Step 2 Build Reporting Structure, Step 3 Report Process/Emissions, Step 4 Summaries, etc.) in order to avoid data input errors. More detailed instructions may be found in the "Accessing Facility and Completing the Report" section of the AER Help and Support.

17. *Not All of Our Devices/Equipment Are Listed in the "Emission Source Classification" page.*

For your convenience, the AER Reporting Tool uploads facility's permitted equipment (i.e., only equipment with an active Permit to Operate) the first-year an AER is required to be submitted. Any permitted equipment not listed in the "Emission Source Classification" page should be added by the user by clicking the "Add New Emission Source" link and completing all the required information fields.

Users should also note that all unpermitted equipment generating air pollutants should be added to the Emission Source List. More detailed instructions may be found in the "Accessing Facility and Completing the Report" section of the AER Help and Support.

18. *What is An Emission Source (ES)?*

The AER reporting program is based on device-level reporting. The emission sources (ES) identification numbers are generated by the AER Reporting Tool for tracking purposes. They are assigned to sources of emissions, whether the source is permitted or not. Each ES Device ID is assigned to a device/equipment associated with the facility's permit profile. Users are required add ES Device IDs to report missing source of emissions, whether the source is permitted or not.

If a single piece of equipment has multiple throughput material that have different emissions factors, it may need to be split into multiple devices. For example: A permitted unit consisting of a dryer and a printing press must be reported as two different devices (two ES Device ID). Device ID ES1 to report natural gas combustion emissions from the dryer and Device ID ES2 to report fugitive ink or solvent emissions from the printing process.

19. *How Do I Add an Emission Source (ES)?*

User can add an emission source for the operation that either does not require a written permit (Rule 219 equipment or un-permitted operations) or missing from the uploaded permit profile. Equipment not listed in the "Emission Source Classification" page may be added by the user by clicking the "Add New Emission Source" link and completing all the required information fields.

Please see "Adding an Emission Source" section in Help and Support manual for detailed instructions.

20. How Do I Print the Data That I Have Just Entered?

There are three options for printing from the AER Reporting Tool:

- **Option 1:** To print your current view (i.e., the current webpage that is visible on your computer screen), click the print icon (picture of a printer) located at the upper right toolbar within the AER Reporting Tool. Note: This option prints only what is viewable on the user's current computer screen

- **Option 2:** Within the AER Reporting Tool, "Print Preview" option, located at the upper right-hand corner of the webpage, is available for select lists (e.g., Emission Sources (ES), Report Process/Emissions, Summaries, etc.)

- **Option 3: "**Print Facility Report", located on the navigation bar on the left side of the AER Reporting Tool, allows user to select which reports (e.g., combination reports containing all of the individual reports, or specific individual reports) to print and then click the "Print Selected Pages" button at the bottom of the page.

21. Can I Export My AER Data to A Spreadsheet Format (EXCEL)?

Yes. Users may download their AER reporting data into a Microsoft Excel spreadsheet by clicking the "Excel Reports" button on the navigation bar located at the left side of the reporting tool.

Click the "Download Report" or "Download TAC Report" button, then you will be prompted to "Open" or "Save" the Excel file. Select "Open" to view the Excel spreadsheet.

22. Can I Exit the AER Reporting Tool If I Have Not Completed My Report?

Yes. The AER web tool will save partially completed reports; however, it is important to note that you must click the "Save" button on individual pages (wherever applicable) in order to retain the information entered on that specific page. It is recommended that users navigate to various pages within the reporting tool using the navigation menu located on the left side of the tool and avoid using the internet browser's "Back" or "Forward" buttons.

23. How Do I Report Emissions from Multiple Devices that Vent to a Common Stack and have a common emission factor?

If the devices cannot be separately reported due to a collective emissions factor and common stack, please follow these steps:

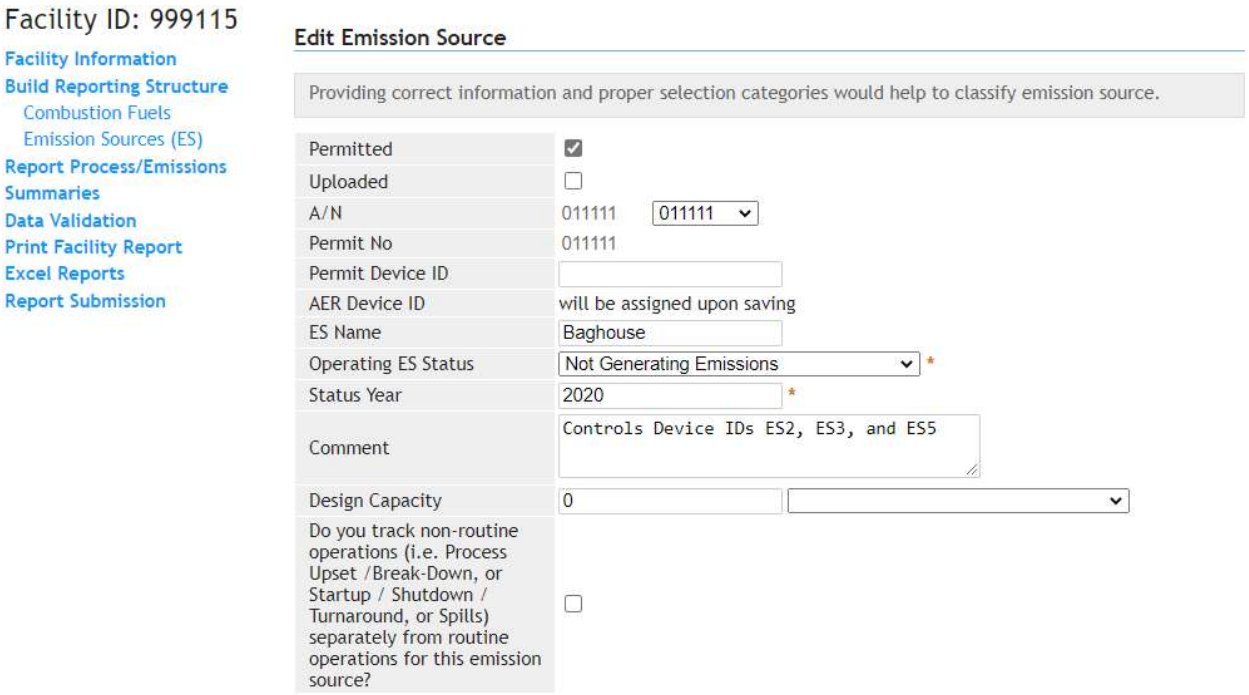
1. Identify all the emission sources from the permit profile venting to a common stack with a collective emission factor and select a representative AER device ID where the total process emissions will be reported.
2. Report all emissions under the selected AER device ID, classified under normal operating status.
3. Classify the operating status as "Duplicate" for other emission sources that share the common stack or emission factor.
4. Fill in the status year and provide a comment for each emission source to the effect that they are vented to a common stack and have collective emission factor.

24. How Do I Report Emissions from Multiple Identical Devices?

Please see "Guidelines for Reporting Emissions from Multiple Identical Equipment" on South Coast AQMD Annual Emissions Reporting webpage (http://www.aqmd.gov/home/rules-compliance/compliance/annual-emission-reporting).

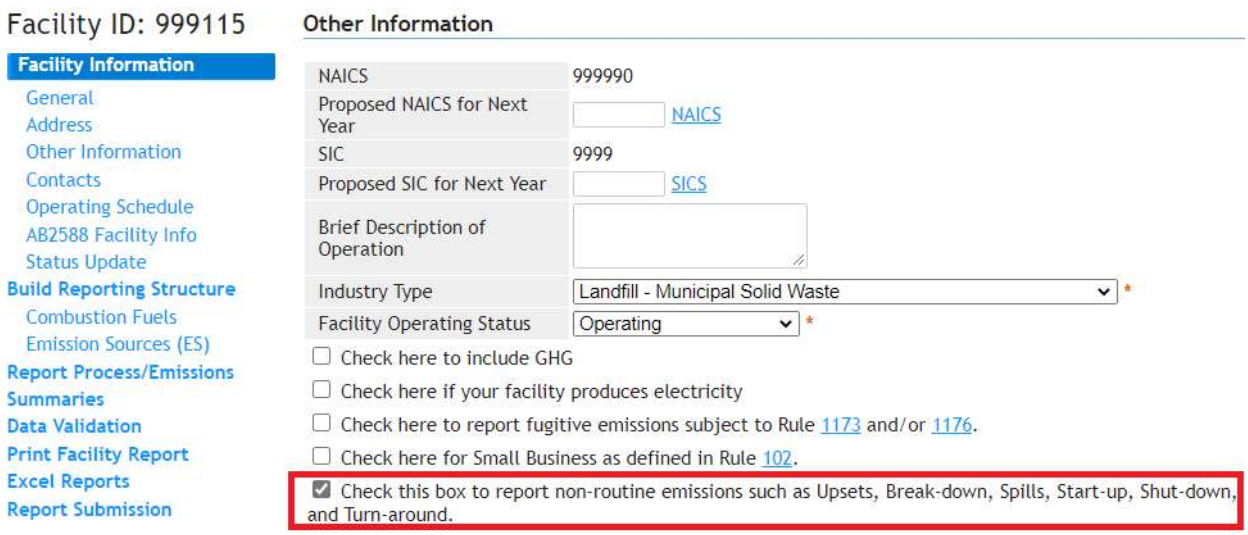
25. What If the Control Device is Not an Emission Source?

Select "Operating Status" as "Not Generating Emissions" for the control device, fill in the status year, and make a comment that the particular control device (adsorber, absorber, scrubber, bag house/filter) is not contributing air pollutants, in and of itself. List the Device ID numbers for the devices that are controlled by the control device in the comment box.



26. How Do I Report Emissions from Spill or Process Upset?

Airborne pollutants released as a result of a spill or process upset should be included in the annual emissions report. Users must check the non-routine emissions such as Upsets, Break-down, Spills, Start-up, Shut-down, and Turn-around check box in the Facility Information section in order for the tool to offer a worksheet for reporting these incidents (whether permitted or not).



Please see "Reporting from Non-Routine Operations" section in this Help and Support manual for detailed instructions.

27. Can I Receive Credits for Recycled Organic Liquid Waste?

No. Emission credits for liquid hazardous waste shipped out for recycling or disposal are no longer part of emission estimation in the AER reporting tool.

28. Do I Report Emissions from Fuels burned in a Vehicle?

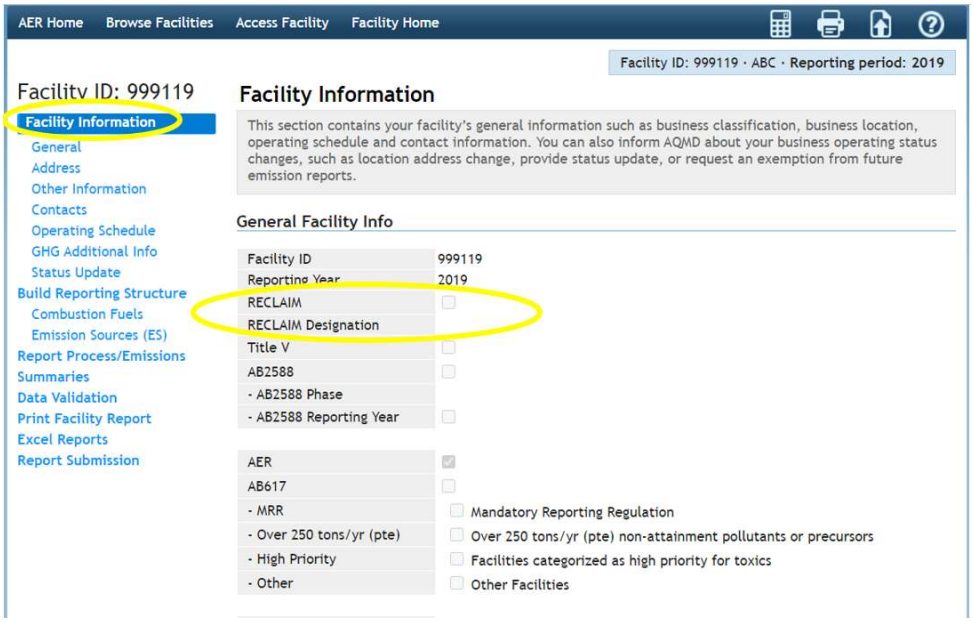
No. Do not report fuel throughput or usage amounts and associated emissions from facility "fleet" vehicles such as on-road motor vehicles (cars, trucks, and vans) or off-road vehicles and mobile equipment (forklifts, bulldozers, and tractors). Combustion emission from the fleet is exempt from reporting. If the facility has a fuel dispensing operation, emissions from the fuel dispensing operation must be reported.

29. How Long Do I Keep My Emissions Reporting Data?

South Coast AQMD reserves the right to audit reported emissions. All records and calculations used in completing the Annual Emission Report submittal are recommended to be retained for a minimum of five years.

30. Am I a RECLAIM Facility?

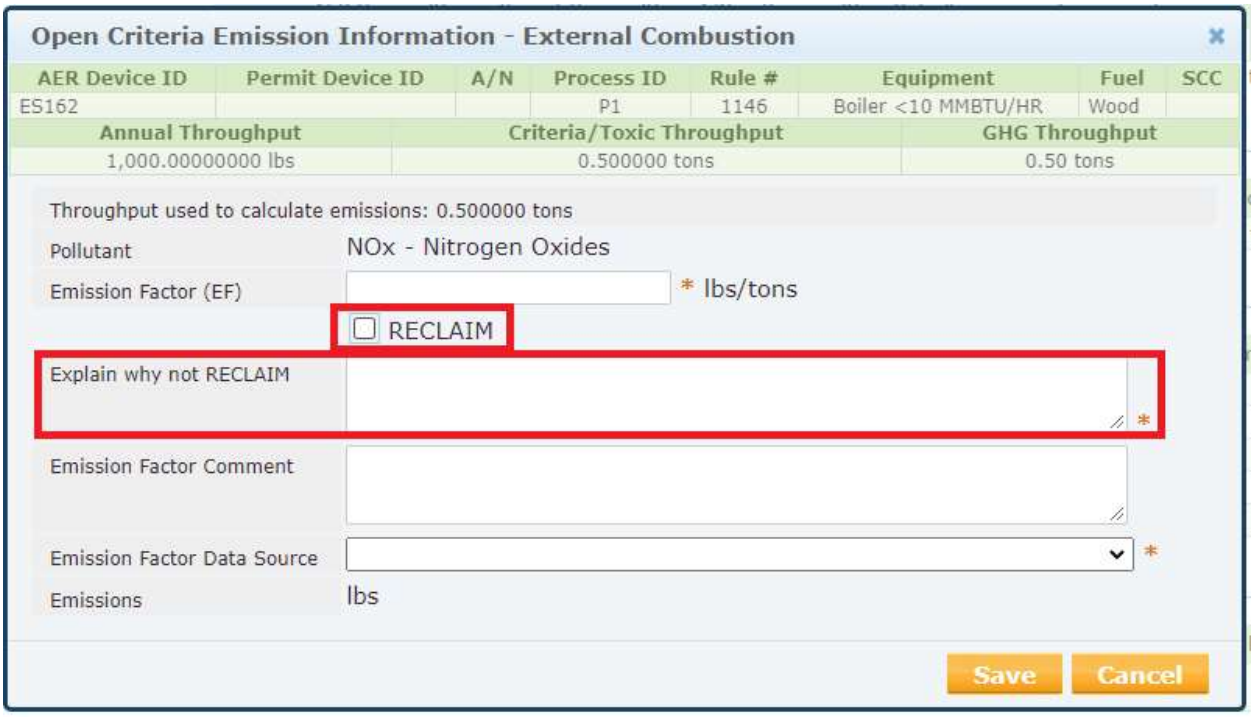
Facilities are included in the RECLAIM program based on their NOx and/or SOx emissions according to South Coast AQMD Regulation XX. Facilities subject to the RECLAIM program in the AER Reporting Tool are pre-identified and pre-designated by AER staff from the South Coast AQMD permitting database.



If you believe that the designation is in error, please contact AER Support at (909) 396-3660 for clarification.

31. *How do I Report RECLAIM Emissions?*

The AER Reporting Tool assesses emissions at the equipment/device level. Users have an option to indicate that the specific NOx and/or SOx pollutants are subject to RECLAIM requirements. The "RECLAIM" check box is found in the NOx and SOx emission screens under Step 3: Criteria Emissions (lbs) in the Report Process/Emissions window. Users are required to explain why the device is not subject to RECLAIM, if they uncheck the "RECLAIM" check box. Subsequently, the reporting tool will calculate and summarize emissions subject to RECLAIM requirements accordingly.



32. *How do I Report Emissions if My Facility is Subject to RECLAIM Requirements at a Time Other Than the First Day of the Reporting Year?*

RECLAIM facilities are identified by two compliance cycles: the Cycle 1 Compliance period starts on January 1st and ends on December 31st; the Cycle 2 Compliance period starts on July 1st and ends on June 30th of the following year Cycle 1 facilities will report annual RECLAIM NOx and/or SOx emissions for the compliance period that coincides with the calendar year reporting period in the AER Program. Cycle 2 facilities need to report the sum of emissions from appropriate quarters of two RECLAIM reporting periods that will coincide with the calendar year that they are reporting in the AER program (For example, for 2019 AER emission values for the last two quarters and first two quarters of RECLAIM Cycle 2 reports for 2018-19 and 2019-2020 reporting periods respectively need be summed and reported in the AER Reporting Tool. By unchecking the RECLAIM box in the tool, user is classifying emissions from that process as not being subject to RECLAIM.

33. *Do I Report Emissions from Portable Equipment Registered Under the Statewide Portable Equipment Registration Program (PERP)?*

No. Once the PERP registration is issued, registered equipment is subject to the reporting requirements of the Statewide PERP program and not to South Coast AQMD AER's. Please note that portable equipment with South Coast AQMD various location permits are not considered PERP; therefore, not subject to this requirement.

34. *How are Emissions from Charbroilers and Deep Fat Frying Operations Reported?*

Emissions (PM, VOC, and TACs) from charbroilers and deep fat fryers operated by restaurants and eatery establishments directly servicing consumers (e.g. fast foods, cafeteria, etc.) are not reportable in the AER

program. However, commercial and large operations of packaged foods and those operations that have permits from South Coast AQMD, emissions both from food processing and fuel combustion should be reported (contact the AER Support Hotline at (909)396-3660 or send an email to aer@aqmd.gov for emission factors if needed).

35. What is the Overall Control Efficiency?

The overall control efficiency represents the emission portion that is captured and destroyed by control equipment. Capture efficiency relates to the amount of emissions that are captured. For example, a device that is directly ducted to a vent may have 100 percent capture efficiency, while those vented to a fume hood would not. Destruction efficiency relates to the amount of emissions removed by the control device. For example, an afterburner may destroy 98 percent of VOC emissions from a coating operation. To calculate the overall control efficiency, use the following formula:

Overall Control Efficiency = Capture Efficiency x Destruction Efficiency

Use a decimal fraction to report efficiencies. If the control efficiency is in percent, convert percent to a decimal fraction (e.g. 0.85 for 85%, 0.925 for 92.5%).

36. Do I Need to Report Total Particulate Matter (PM) or PM10?

Particulate matter (PM) means any material, except uncombined water, which exists in a finely divided form as a liquid or solid at standard conditions. Facilities are required to report total PM, which includes, and not limited to, the following subsets: filterable PM, condensable PM, PM_{10}, and $PM_{2.5}$. If you only have PM_{10} values available and PM_{10} is not equal to total PM, multiply PM_{10} by an appropriate factor to convert it to total PM (contact the AER Support Hotline at (909)396-3660 or send an email to aer@aqmd.govfor assistance).

37. What Do Rich-Burn or Lean-Burn for Internal Combustion Engines (ICE) Mean?

Below are the definitions of each engine type:

A **Rich-Burn Engine** is a spark-ignited, Otto-cycle or four -stroke engine that is operated with gaseous fuel as defined in Rule 431.1 and with an exhaust stream oxygen concentration of less than or equal to four percent by volume and where the manufacturer's recommended operating air/fuel ratio divided by the stoichiometric air/fuel ratio at full load conditions is less than or equal to 1.1.

A Rich-Burn Engine with a Three-Way Catalyst is an engine designed to operate near stoichiometric conditions with a catalytic control device that simultaneously reduces emissions of NOx, CO and VOC. (See Rule 1110.2)

A **Lean-Burn Engine** is a spark-ignited, Otto-cycle or two-stroke engine that is operated with gaseous fuel as defined in Rule 431.1 and with high levels of excess air and an exhaust stream oxygen concentration of greater than four percent by volume and designed to use a lean mixture of fuel and air in order to reduce fuel consumption and exhaust emissions.

If engine specifications are not available, assume engines are four-stroke and lean-burn type.

38. What Does Horsepower (HP) Mean?

Horsepower (HP) is the engine power rating specified by the engine manufacturer and listed on the engine nameplate, equipment specification manual, and/ listed in the equipment permit description. Horsepower should not be mistaken with brake horsepower. Brake horsepower (bhp) is the power measured at the crankshaft just outside the engine, before the losses of power caused by the gearbox efficiency and drive train efficiency.

39. What is the Difference between a Two-Stroke or Cycle Internal Combustion (IC) Engine and a Four-Stroke or Cycle IC Engine?

A four-stroke (cycle) IC engine completes its one operation or power cycle by utilizing four distinct piston strokes (intake, compression, power, and exhaust) and in two crankshaft revolutions; i.e., the piston makes two complete passes in the cylinder to complete one operating cycle.

A two-stroke or cycle IC engine completes its one operating a power cycle by utilizing two piston strokes (i. e., up and down movements) and in only one crankshaft revolution. This information can be found on the facility's South Coast AQMD permit description and/or equipment specification manual.

40. What is BTU/HR (British Thermal Unit per Hour)?

British thermal unit (BTU/HR) is the power rating of a burner (e.g., for a boiler) specified by the equipment manufacturer, and normally listed on the nameplate and/or equipment specification manual. It specifies the amount of heat energy released per hour by burning fuels in combustion equipment.

41. What are the Worker and Residential Receptor Distances?

In general, receptor locations are off-site locations where persons may be exposed to toxic air contaminant emissions from equipment. Receptor locations are classified either as: (1) Residential, or (2) Worker receptor locations. Residential receptor locations include current residential land uses and areas that may be developed for residential uses in the future, given land use trends in the general area. Worker receptor locations include areas zoned for manufacturing, light or heavy industry, retail activity, or other locations that are regular work sites.

<u>Residential Receptor Distance</u> - Closest distance between any source of toxic air contaminant emissions from your facility and the property boundary of any one of the following locations: house, apartment, convalescent home, trailer park, or other residence.
<u>Worker Receptor Distance</u> - Closest distance between any source of toxic air contaminant emissions from your facility and the property boundary of any one of the following locations: other business or worksite, school, day-care center, shopping center, or hospital.

42. What is SCR and SNCR?

Selective catalytic reduction (SCR) and selective non-catalytic reduction (SNCR) are emission control systems for stationary source combustion equipment to reduce nitrogen oxide (NOx) emissions. SCR and SNCR systems use ammonia (NH_3) or urea (NH_3 derivative) as reducing agents. With both reducing agents, some excess NH_3 remains after the NOx reduction, and is emitted with the flue gas. This NH_3 emission is termed "NH_3 slip."

43. What Are Architectural Coatings?

Architectural coatings are materials applied to stationary structures and their appurtenances, to mobile homes, to pavements, or to curbs (see Rule 1113). For example, pipes connected to stationary structures that deliver products are considered an architectural appurtenance, and protective coatings used on them are considered architectural coatings.

Coatings used in manufacturing or production of goods such as window shutters (wood surface), doors (wood or metal surface), mobile homes or parts (metal, wood, ceramic, etc.) are not considered architectural coating under the AER program and must be reported.

44. How are the Toxic Air Contaminant Emission Fees Estimated?

TAC emission fee applicability is detailed in Rule 301(e). TAC emission fees are estimated according to Rule 301(e)(7). Annual emissions thresholds for TAC emissions are presented in Table IV of Rule 301. TAC emission fess for AERs prior to January 1, 2020 are based on Table IV or Rule 301.

45. What is NAICS?

NAICS stands for North American Industry Classification System which replaces the Standard Industrial Classification (SIC) by the Office of Management and Budget (OMB). NAICS reflects the structure of today's economy in the United States, Canada, and Mexico. NACIS codes can be found on the US Census Bureau's website at https://www.census.gov/eos/www/naics/.

46. How Emissions from Service Stations (Rule 461) are estimated and reported?

VOC and TAC emissions from gasoline and diesel fuel transfer and dispensing (Rule 461) may be estimated and reported using default South Coast AQMD emission factors. The emission factors can be found in the South Coast AQMD AER group's Supplemental Instruction for Liquid Organic Storage Tanks. The SCAQMD emission factors include losses from loading, storing, dispensing, and spills or leaks from all components of the transfer and dispensing process at service stations.

47. Where Can I Find Default Emission Factors or Emission Estimation Methodologies?

Default emission factors or emission estimation methodologies can be found in several places. South Coast AQMD default emission factors and methodologies can be found in the AER Help and Support Manual and in guidance for specific operations. EPA's AP-42: Compilation of Air Emission Factors can be found at https://www.epa.gov/air-emissions-factors-and-quantification/ap-42-compilation-air-emissions-factors.

48. What If I Wish to Use VOC Contents Different from the Default Values?

The best available data should always be used to report the VOC content whether it is higher or lower than the default value. South Coast AQMD recognizes and encourages the use of specific VOC data from the Material Safety Data Sheets (MSDS) and/or Technical Data Sheets (TDS) provided by manufacturers/suppliers. Commercial grade generic organic chemicals used as solvents and thinners

have their densities as the emission factors (VOC content) and the default VOC values are adequate in these instances.

49. What If I Wish to Use Rule-Based Emission Factors Rather than the Default Values?

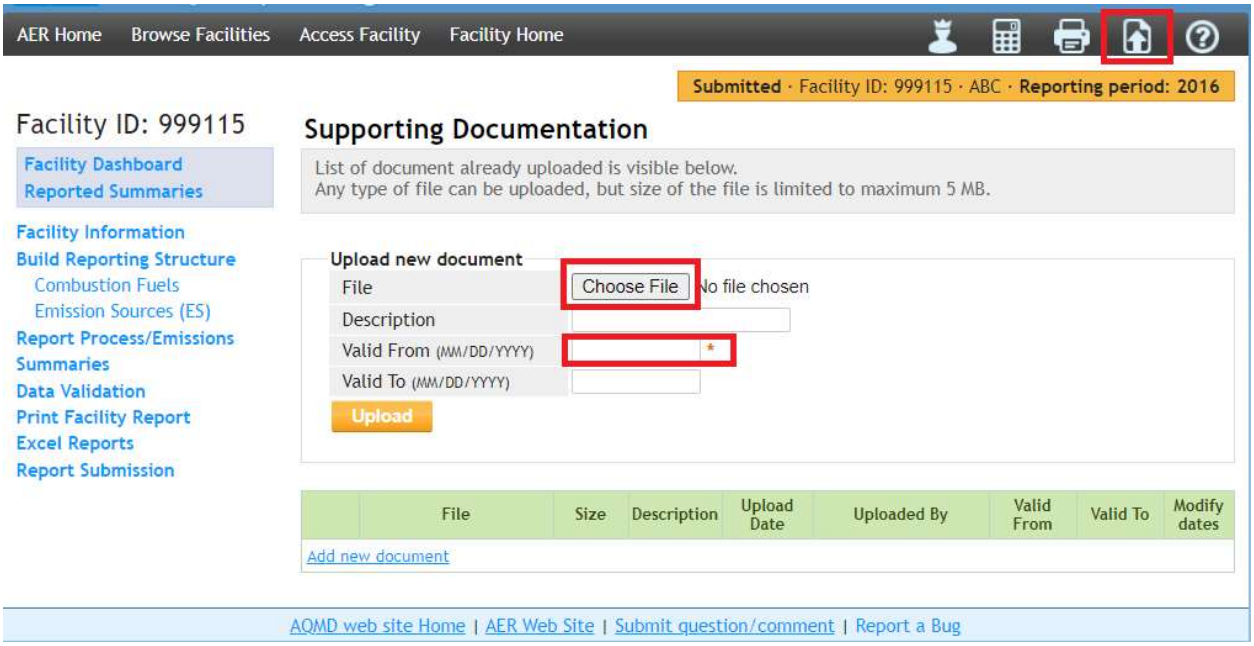
Reporters should use emission factors that most accurately reflect emissions from its operations whether it is higher or lower than the default values. Reporters may use rule-based values, permit limit values, source tested values in reports that were approved by Source Testing Group of South Coast AQMD, Material Safety Data Sheets (MSDS), EPA AP-42 values, continuous emission monitoring system (CEMS) summary data, BACT values as long as the equipment complies with the corresponding rule, permit, or BACT level.

50. Can I Pay Emission Fees Online?

Yes. For emission fee payments of less than $300,000 the reporter can pay the emission fees for the original submittal directly in the AER Reporting Tool using credit card or eCheck.

51. How can I upload documentation of data and calculations I used for an AER?

All supporting information (MSDS, fuel bills or meter logs, coating logs, calculation examples, flow diagrams, laboratory tests, source test, emission factor references, PowerPoint, Word or Excel files, etc.) used to estimate emissions in the AER should be uploaded to the AER Reporting Tool using the "Supporting Documentation" page. The "Supporting Documentation" page can be accessed through the "Supporting Documentation" button, which looks like a paper with an arrow pointing up on it. The "choose file" button allows the user to locate the file he/she would like to upload on his/her computer. A valid from date must also be entered by the user. Note: The valid from date should be the beginning of the calendar year for the emissions reported, not the year that the user is entering the data. So, if the emissions are for the 2020 AER, then the valid from date should be 01/01/2020, not the date that the user is uploading the file, which would be between January and March of 2021. If the user in this example enters a valid from date in calendar year 2021, then the file will not be visible in the 2020 AER, but visible in the 2021 AER.

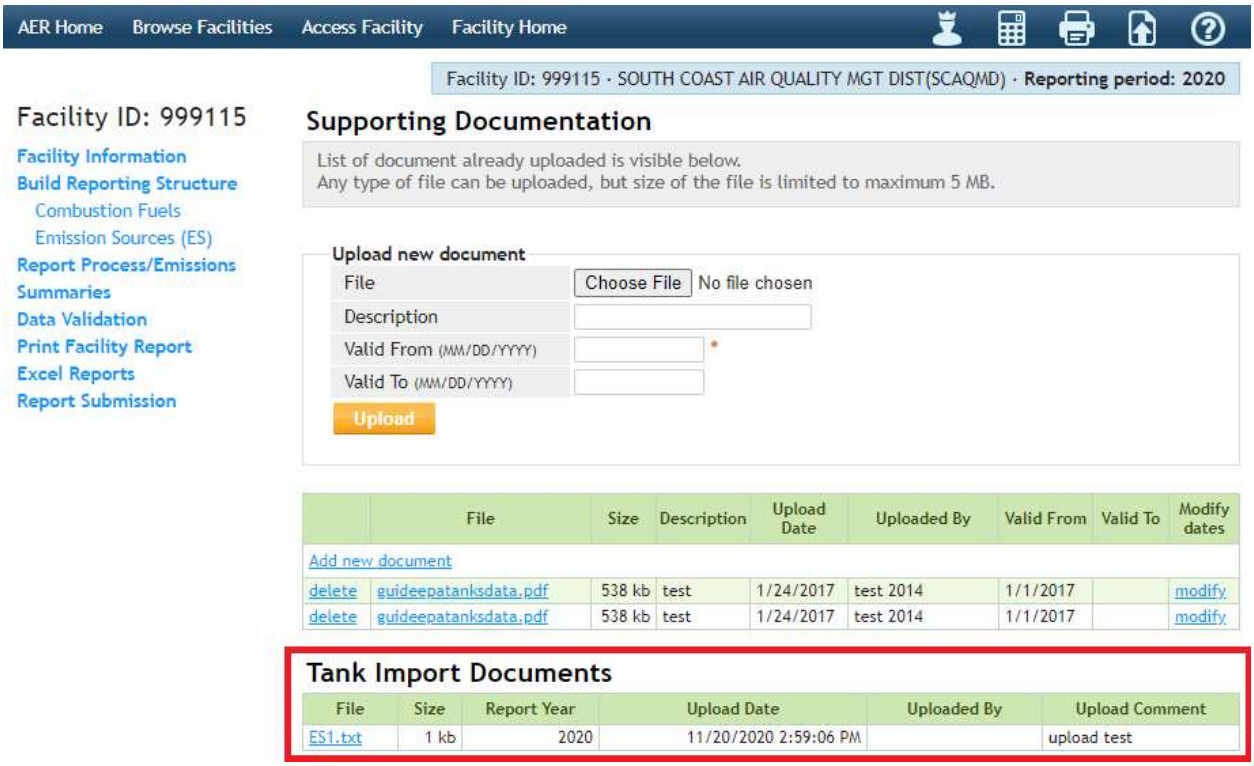


52. *How do I upload batch files for storage tank emissions?*

Guidance on uploading storage tank emissions batch files can be found on the South Coast AQMD AER's webpage at http://www.aqmd.gov/docs/default-source/planning/annual-emission-reporting/guideepatanksdata.pdf.

53. *I have several storage tank emission batch file versions and I forgot which file I uploaded into the AER Reporting Tool*

Starting with the 2020 AER, users will be able to see and download the storage tank emission batch files that were uploaded into the AER Reporting Tool. The files can be downloaded from the "Supporting Documentation" page. The "Supporting Documentation" page can be accessed through the "Supporting Documentation" button, which looks like a paper with an arrow pointing up on it. The storage tank emissions batch file can be downloaded by clicking on the file name.



54. *I Clicked on "IMPORT LAST YEAR" Icon and Got the Black and Green Blank Screen*

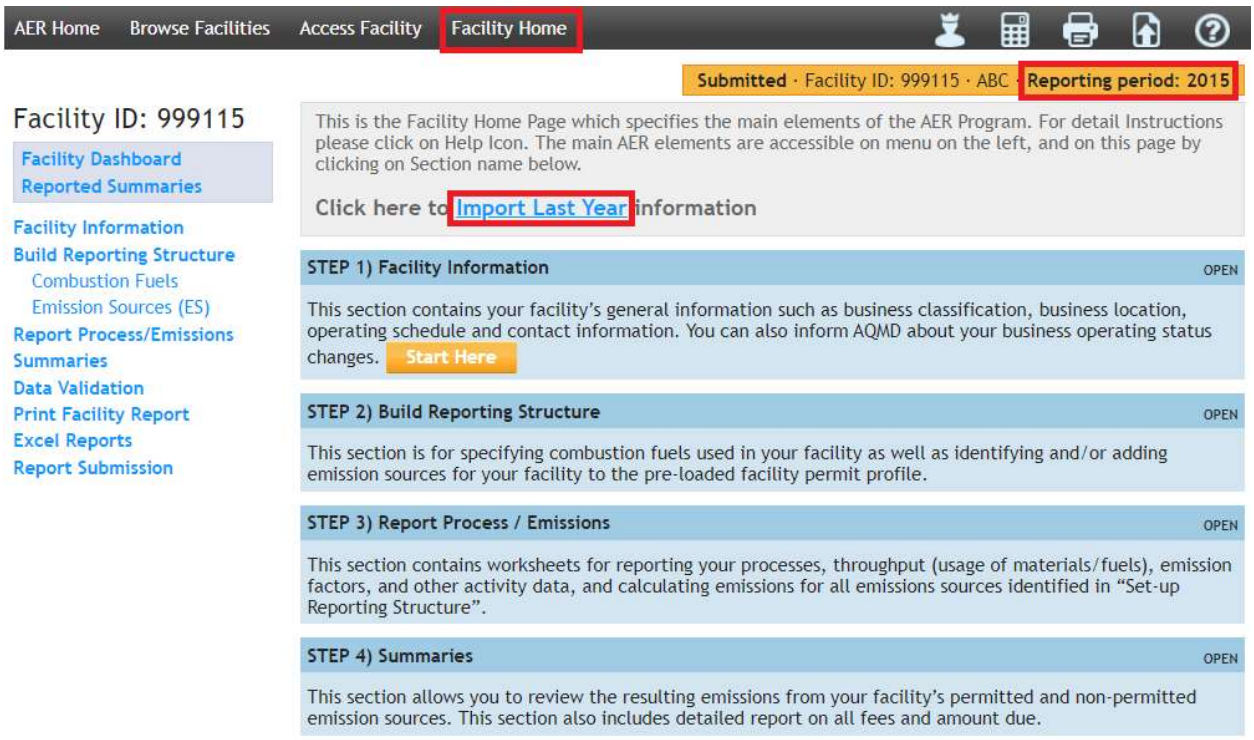
```
Import Last Year - results
Level | Message

        3  | Importing from year 2015 into year 2016
```

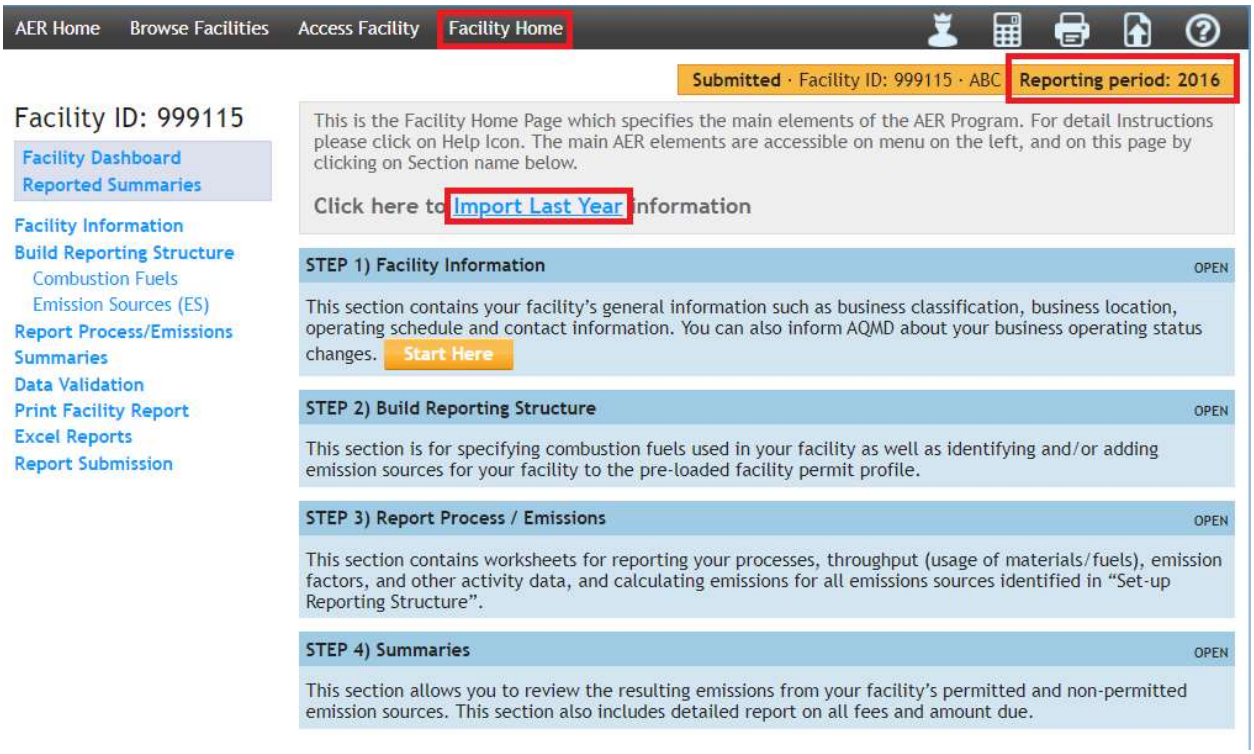
This is caused by a data gap between these reporting periods. Data is only allowed to be imported between consecutive years. This the example below, there are calendar years where AER data was not imported from a previous year.

Year	Status	Deadline	Submittal Date	
2013	WorkInProgress	3/4/2014		Open...
2014	Submitted	6/4/2015	6/3/2015	Open...
2015	Available	3/1/2016		Open...
2016	WorkInProgress	3/2/2017		Open...

The information in the example table above indicates the following status: a reporter has worked on 2013 data and did not submit the report; 2014 AER was submitted on time; the "available" status means no action was taken for the 2015 AER report; and lastly, a reporter is currently working on 2016 report. It is the reporting gap between 2014 and 2016 that causes this error. For data to be imported into the 2016 AER, two-step process must be followed: first the 2014 AER data must be imported into the 2015 AER, then the data that was imported in the 2015 AER can be imported in the 2016 AER. To do this, the user must open the 2015 AER and complete the "Import Last Year" profile and data step that can be found under the "Facility Home" menu, which will import data from the 2014 AER to the 2015 AER.



After the data is imported from the 2014 AER to the 2015 AER, the reporter will be able to import data from the 2015 AER into the 2016 AER.



In order to be in compliance with South Coast AQMD's Rule 301, all the outstanding reports here need to be submitted and necessary emission fess and surcharges need to be paid.

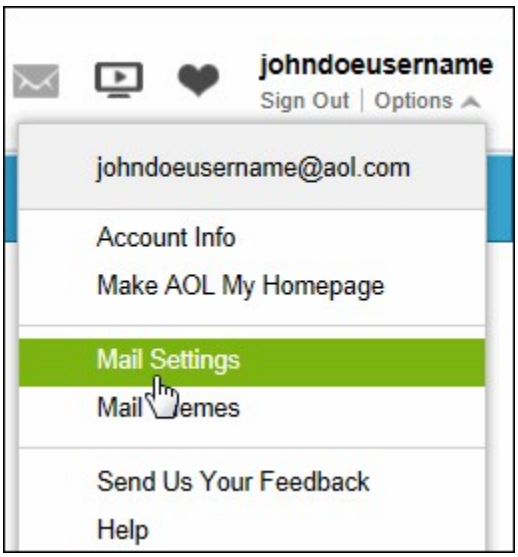
55. AOL.com Users Were Not Able to Communicate with the AER Reporting Tool

There are problems in communicating between South Coast AQMD and AOL mailboxes, users may want to investigate this: https://postmaster.info.aol.com/whitelist-request. In addition, the following extra information may help AOL customer:

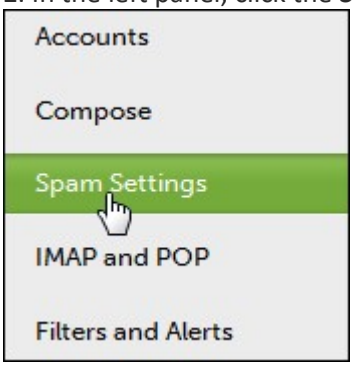
Check your spam settings:
The spam settings for your Username may block email from an email address or email containing pictures, certain words, or phrases.

Note: You need to sign in using a Master Username or a Username in the General Access category to access Spam Settings. A Master Username is the first username that you created for this account and any Username that you have assigned the Master Username's status can be viewed by clicking this link http://names.aol.com.

1. In the upper right, under your Username, click **Options** and then click **Mail Settings**.

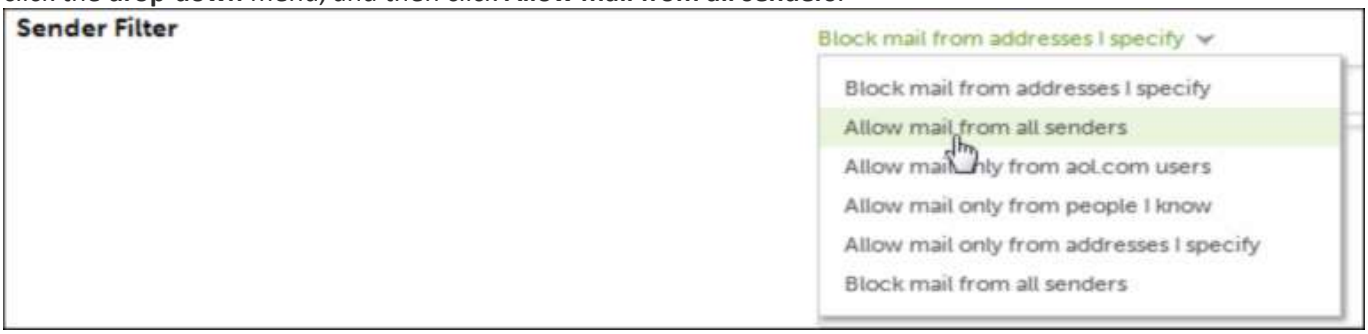


2. In the left panel, click the **Spam Settings** link.

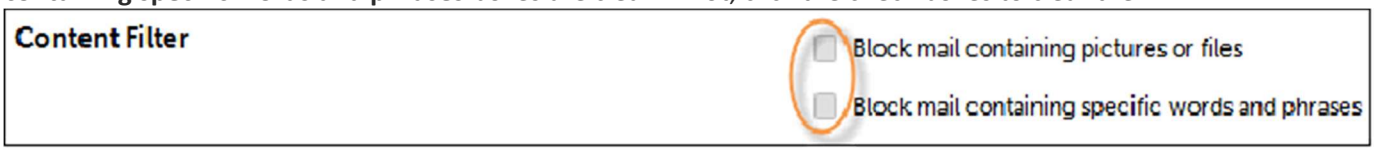


3. In the "Spam Filter" section, make sure your Spam Filter is set to **Medium**. If not, click the **drop-down** menu, and then click **Medium**.

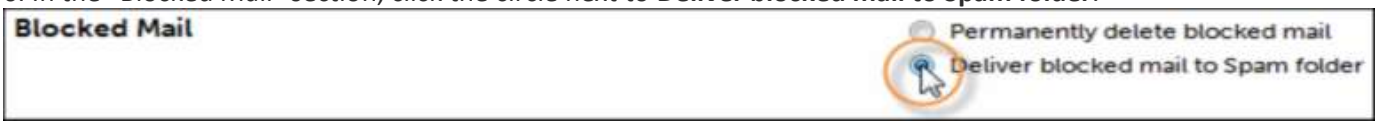
4. In the "Sender Filter" section, make sure your Sender Filter is set to **Allow mail from all senders**. If not, click the **drop-down** menu, and then click **Allow mail from all senders**.



5. In the "Content Filter" section, make sure the **Block mail containing pictures or files**, and the **Block mail containing specific words and phrases** boxes are clear. If not, click the check boxes to clear them.



6. In the "Blocked Mail" section, click the circle next to **Deliver blocked mail to Spam folder**.



7. At the bottom of the page and click **Save Settings**.