

# South Coast Air Quality Management District Annual Emissions Reporting (AER)



## AER Reporting Tool - Frequently Asked Questions (FAQ)

March 2023

# AER Reporting Tool – Frequently Asked Questions (FAQ)

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# AER Reporting Tool – Frequently Asked Questions (FAQ)

## GENERAL FAQS

### *1. What Emissions Do I Report?*

If a facility is subject to annual emissions fees per Rule 301(e), then 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/ozonedepleting compounds including certain chemicals defined as exempt compounds in Rule 102.

**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-cursor 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)** subject to Annual Emission Reporting fees are identified in Table IV of Rule 301 and include carbon tetrachloride, methylene chloride, and perchloroethylene which are 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.

Facilities subject to AB 2588 or CTR must report the TACs required by those programs. AB 2588 TACs are identified in the AB 2588 Quadrennial Air Toxics Emissions Reporting Procedures posted on the AER website. CTR TACs can be found on the CARB website at <https://ww2.arb.ca.gov/our-work/programs/criteria-and-toxics-reporting>.

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) unless required by CTR for CARB criteria facilities and CARB GHG facilities (<https://ww3.arb.ca.gov/board/15day/ctr/fro.pdf>) unless directed by Core CTR Facility reporting requirements ;
- Clean Air Solvents;

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- Architectural coatings/paints (only when used on structures as defined by Rule 1113); and
- Certain emissions from charbroilers and deep fat fryers operated by restaurants and eatery establishments directly servicing consumers are exempt (see FAQ #34).

### *2. What Is the Difference Between Permitted and Non-Permitted Equipment?*

All operating equipment that requires 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 Coast AQMD [Rule 219](#). Equipment 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 under the "non-permitted" sources category. If records are not available to clearly document these non-permitted emissions, then those emissions must be reported as "permitted". Other equipment that are subject to South Coast AQMD [Rule 222](#), and emissions from these equipment need to be reported as unpermitted unless otherwise instructed in this section.

In addition, equipment/processes/operation emissions that are directly related to permitted equipment or processes that are considered permitted, even though they themselves may not require a specific permit need to be reported. For example, emissions from materials used in preparing surfaces before being sprayed in a permitted spray booth or solvents used for clean-up in the 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 Web 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.

Equipment registered under CARB's Portable Equipment Registration Program (PERP) are not required to be reported under Rule 301(e)(2). However, facilities that are categorized as Core MRR or 250 ton CTR Facilities are required to report emissions from PERP equipment. Core CTR facilities only identified as an Elevated Prioritization Toxic facility are not required to report PERP.

Facilities that submit abbreviated reports under CTR, and that do not trigger criteria pollutant emission fee thresholds in Rule 301(e) (four tons of any NO<sub>x</sub>, SO<sub>x</sub>, VOC, SPOG, or PM emissions; or 100 tons of CO emissions) are not required to report non-permitted equipment.

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### *4. How Do I Report a Status Change for My Facility (e.g., non-operation, change of ownership, or sale of business)?*

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 Web Tool?*

The AER Web 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. As a part of this process, 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 option for the web browser is not selected.

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

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;
- 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. 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 Web Tool will activate the registration, user log-in and open the



## AER Reporting Tool – Frequently Asked Questions (FAQ)

“Access Facility” screen. If you continue to have issues with the registration process, send a request for support to: [aer@aqmd.gov](mailto:aer@aqmd.gov) or call the AER hotline at (909) 396-3660.

### *8. How Do I Access My Facility Information?*

In the AER Web 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 Web Tool welcome webpage. Next, on the “Access Facility” page, the user can access facility’s information, including permit and emission profiles, by entering the requested 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. The 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 re-issued and replaced. Both the Facility ID and the PIN code are provided in the notification letter sent to the facility.

### *9. 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](mailto:aer@aqmd.gov)) or call the AER hotline at (909) 396-3660 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.

### *10. What If My Facility Is Subject to Emission Fees, But There Is No Entry in the AER Web Tool for This Year?*

Annual emission fees requirements are detailed in Rule 301(e). AER staff sends out notification letters to facilities that may be subject to reporting emission fees at the end of December of the reporting year. Notification is based on historical AER data, permitting data, and information from AB2588 and CARB. Facilities that are subject to annual emission fees, and do not see an entry for this year in the AER Web Tool, need to contact AER staff via email [aer@aqmd.gov](mailto:aer@aqmd.gov) or hotline (909) 396-3660, whether or not a notification letter was received.

### *11. How Do I View Previous AER Submittals?*

Facilities who have used the tool for filing AERs will be able to view the AER for all reporting years that have been loaded by AER staff.

### *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 Web Tool. Additional question can be sent to AER staff via email [aer@aqmd.gov](mailto:aer@aqmd.gov) or hotline 909-396-3660.

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Users should 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 Web Tool consists of two parts. Users must first login into the AER Web Tool. The user can then access facility data using the Facility ID and PIN code.

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

**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 contact AER staff via email ([aer@aqmd.gov](mailto:aer@aqmd.gov)) or call the AER hotline at (909)396-3660.

### *14. What If I Have Multiple Working Staff?*

Any working staff member can register to use the AER Web 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 Web Tool. Note, that if multiple staff are working on the same section, the last data saved will be recorded in the AER Web Tool.




### *15. I Forgot My Username/Password. What Should I Do Next?*

If you have forgotten your password, you may reset your password. Go to the AER Home webpage and look for the "Click Here" button in the User Login area.

After clicking the button, enter the email address associated with the user's profile and click the "Send" button.

# AER Reporting Tool – Frequently Asked Questions (FAQ)

[AER Home](#) [Browse Facilities](#) [Access Facility](#)



## Welcome to South Coast AQMD Annual Emissions Reporting (AER)

### About AQMD Annual Emissions Reporting (AER)

The South Coast Air Quality Management District's (AQMD's) Annual Emission Reporting (AER) program was developed to track emissions of air contaminants from permitted facilities. Emission fees are also assessed based on reported data. The data collected by AER is used to update the comprehensive emissions inventory for the AQMD, which includes Orange County, the non-desert portions of Los Angeles and San Bernardino counties, and the Riverside county areas west of the Palo Verde Valley.

This annual emissions inventory of pollutants and source categories is essential to effectively design and evaluate clean air strategies to comply with state and federal public health standards.

The AER is required for all facilities subject to Rule 301(e) and 301(l) (10). Additional information on the AER Program can be found at [www.aqmd.gov/aer/aer.html](http://www.aqmd.gov/aer/aer.html)

### User Login

Know your username and password? [Back to login form.](#)

If your e-mail address is registered as valid user address, the link with additional information will be sent to you. Please check your e-mail in few minutes.

E-mail:

### New User? Complete a one-time registration process.

After establishing a user account, you can access and update the AERs for your facility(ies) using AQMD-assigned access pin codes.

### Notice

All information entered on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

[AQMD web site Home](#) | [AER Web Site](#) | [Submit question/comment](#) | [Report a Bug](#)

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 the 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](mailto:aer@aqmd.gov) or call the AER hotline at (909) 396-3660.

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

After successfully accessing the "Access Facility" page using Facility ID and 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..." link of the desired reporting year. This will lead the user to the "Start Here" page, where the user can either import data from the most previous AER or begin entering the facility's emissions data by following the on-screen instructions.

Please complete each reporting element in sequential order presented in the Navigation Menu on the lefthand side of the AER (e.g., Step 1 Facility Information; Step 2 Build Reporting Structure, Step 3 Report Process/Emissions, Step 4 Summaries, etc.) to avoid data input errors. The Navigation Menu may differ between facilities depending on the programs (AER, AB2588, CTR, etc.) that the facilities are subject to. More detailed instructions may be found in the "Accessing the Facility's AER 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, AER Web Tool AER staff uploads the 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

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permitted equipment not listed in the “Emission Source (ES) Classification” page (click on the 4. Emission Sources (ES) link on the left menu) should be added by the user by clicking the “Add New Emission Source” button and completing all the required information fields.

Facility ID: 999001

- 1. Facility Information
- 2. Status Update
- 3. Combustion Fuels
- 4. Emission Sources (ES)
- 5. Report Process/Emissions
- 6. Perform Data Validation
- 7. Review Summaries
- 8. Print Facility Report
- 9. Report Submission

### Build Reporting Structure

#### Emission Sources (ES) Classification

**Summary:** This section contains facility permit profile. Please make sure that every device has a specified Emission Source (ES). New emission sources can also be added.

**Instruction:** Add Devices (emissions sources) by clicking “Add New Emission Source”. Edit devices by clicking “Open” under the Action Column. Add emission data by clicking “Reference” under the Process Reference column. Upload TANKS files here if applicable.

Storage Tank Emissions Batch File Import - [Click here](#) for more instructions.

Add New Emission Source

If reporting per Rule 301, users should also note that all unpermitted equipment generating air pollutants needs to be added to the Emission Source List. More detailed instructions may be found in the “Accessing the Facility’s AER and Completing the Report” section of the AER Help and Support Manual.

Facilities that submit abbreviated reports under CTR, and that do not trigger criteria pollutant emission fee thresholds in Rule 301(e) (four tons of any NO<sub>x</sub>, SO<sub>x</sub>, VOC, SPOG, or PM emissions; or 100 tons of CO emissions) are not required to report non-permitted equipment.

## 18. What Is an Emission Source (ES)?

The AER Reporting Tool is based on device-level reporting. The emission sources (ES) identification numbers are generated by the AER Web 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.

AER staff typically uploads an emission source from a permit. However, a permit may consist of multiple pieces of equipment. In such cases, if a single permit and resulting emission source has multiple throughput material or fuel that has different emissions factors, the emission source needs to be split into multiple devices. For example: A permit consists of a printing press and associated dryer. This permit 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)?

A user can add an emission source for an operation that either does not require a written permit (Rule 219 equipment or unpermitted operations) or is missing from the uploaded permit profile. Equipment not

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listed in the “Emission Source (ES) Classification” page may be added by the user by clicking the “Add New Emission Source” button and completing all the required information fields.

Facility ID: 999001

- 1. Facility Information
- 2. Status Update
- 3. Combustion Fuels
- 4. Emission Sources (ES)
- 5. Report Process/Emissions
- 6. Perform Data Validation
- 7. Review Summaries
- 8. Print Facility Report
- 9. Report Submission

### Build Reporting Structure

#### Emission Sources (ES) Classification

**Summary:** This section contains facility permit profile. Please make sure that every device has a specified Emission Source (ES). New emission sources can also be added.

**Instruction:** Add Devices (emissions sources) by clicking "Add New Emission Source". Edit devices by clicking "Open" under the Action Column. Add emission data by clicking "Reference" under the Process Reference column. Upload TANKS files here if applicable.

Storage Tank Emissions Batch File Import - [Click here](#) for more instructions.

Add New Emission Source

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 Web 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 Web Tool. Note: this option prints only what is viewable on the user’s current computer screen
- **Option 2:** Clicking on the AER Web Tool Printer icon, located at the upper right-hand corner of the webpage in the dark blue menu bar, is available for select lists (e.g., Emission Sources (ES), Report Process/Emissions, Summaries)
- **Option 3:** Clicking on the “8. Print Facility Report” link located on the navigation bar on the left side of the AER Web 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 clicking the “Print Selected Pages” button at the bottom of the page.

## 21. Can I Export My AER Data to a Spreadsheet?

Yes. Users may download their AER reporting data into a Microsoft Excel spreadsheet by clicking the “8. Print Facility Report” link on the navigation bar located at the left side of the reporting tool. Go to the bottom of the page and click the Download Report and Download TAC Report. Clicking on the Download TAC Report button will export all reported TAC emissions sources and process data, and associated emission fees into an Excel spreadsheet. The TAC Report also includes facility information, and total and individual summaries of each type of TAC emission fee. After you click the “Download Report” or “Download TAC Report” button, you will be prompted to “Open” or “Save” the Excel file. Select “Open” to view the Excel spreadsheet.

# AER Reporting Tool – Frequently Asked Questions (FAQ)

[AER Home](#) [Browse Facilities](#) [Access Facility](#) [Facility Home](#)

Work In Progress · Facility ID: 999001 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2021

**Facility ID: 999001**  
[1. Facility Information](#)  
[2. Status Update](#)  
[3. Combustion Fuels](#)  
[4. Emission Sources \(ES\)](#)  
[5. Report Process/Emissions](#)  
[6. Perform Data Validation](#)  
[7. Review Summaries](#)  
**[8. Print Facility Report](#)**  
[9. Report Submission](#)

### Facility Report

**Summary:** This section provides pdf/excel prints of their AER report.  
**Instruction:** South Coast AQMD advise facility to download a copy of their AER for their own records.

☐ **Print Full AER PDF Report (all listed below)**

#### Print Individual PDF Sections

**General**  
☐ Signature Sheet  
☐ Status Update

**Worksheets Overview**  
☐ External Combustion Process List Overview  
☐ Internal Combustion Process List Overview  
☐ Spray Coating/Spray Booth Process List Overview  
☐ Storage Tanks Process List Overview  
☐ Other Processes Process List Overview  
☐ Upsets, Shutdown/ Startup/ Turnaround and Spill Process List Overview

**Summaries**  
☐ Criteria Pollutants Summaries  
☐ Toxic Pollutants Summaries  
☐ Total Emissions and Fees

**Print Selected Pages**

#### Print Excel Reports

**Download Report**

## 22. Can I Exit the AER Web 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:



## AER Reporting Tool – Frequently Asked Questions (FAQ)

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” on the Edit Emission Sources page 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. Note that some control devices like afterburners do generate their own emissions. The operation status of these devices should be listed as normal operation and the Process page for these devices need to be completed.

## AER Reporting Tool – Frequently Asked Questions (FAQ)

### Edit Emission Source

**Instruction:** Add new emissions sources using information found on permits, manufacturers specifications, or identifying placards. Select the Operating ES Status that best reflect the device's operation for this reporting period. All areas with a Red Asterisk (\*) must be addressed. Note: Some devices have been pre-populated, verify that the information is correct

Permitted	<input checked="" type="checkbox"/>
Uploaded	<input type="checkbox"/>
A/N	011111 <span>Add New ▼</span>
Permit No	<input type="text"/>
Permit Device ID	<input type="text"/>
AER Device ID	will be assigned upon saving
ES Name	Baghouse *
Operating ES Status	Not Generating Emissions ▼ *
Status Year	2020 *
Comment	Controls Device IDs ES2, ES3, and ES5
Design Capacity	0 <span>▼</span>
Do you track non-routine operations (i.e. Process Upset /Break-Down, or Startup / Shutdown / Turnaround, or Spills) separately from routine operations for this emission source?	<input type="checkbox"/>

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

Airborne pollutants released because of a spill or process upset are to 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).



# AER Reporting Tool – Frequently Asked Questions (FAQ)

Facility ID: 999001

1. Facility Information

• General Info

• AB2588 Info

2. Status Update

3. Combustion Fuels

4. Emission Sources (ES)

5. Report Process/Emissions

6. Perform Data Validation

7. Review Summaries

8. Print Facility Report

9. Report Submission

NAICS	811420
Proposed NAICS for Next Year	<input type="text"/> <a href="#">NAICS</a>
SIC	3479
Proposed SIC for Next Year	<input type="text"/> <a href="#">SICS</a>
Brief Description of Operation	<input type="text"/>
Industry Type	Other Institutional/Commercial <input type="text"/>
Facility Operating Status	Operating <input type="text"/>

☐ Check here to include GHG

☐ Check here if your facility produces electricity

☐ Check here to report fugitive emissions subject to Rule [1173](#) and/or [1176](#).

☐ Check here for Small Business as defined in Rule [102](#).

☒ Check this box to report non-routine emissions such as Upsets, Break-down, Spills, Start-up, Shut-down, and Turn-around.

Please see “Reporting from Non-Routine Operations” section in the Help and Support manual found on the AER webpage 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 Web Tool.

## 28. Do I Report Emissions from Vehicle Fuel Combustion?

No. Do not report fuel throughput or usage amounts and associated emissions from motor vehicles, including fleet vehicles (cars, trucks, and vans) or off-road vehicles and mobile equipment (forklifts, bulldozers, and tractors). 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. Is My Facility Subject to RECLAIM?

Facilities are subject to the RECLAIM program based on their NO<sub>x</sub> and/or SO<sub>x</sub> emissions per South Coast AQMD Regulation XX. Facilities subject to the RECLAIM program in the AER Web Tool are identified and pre-designated by AER staff based on information from the South Coast AQMD permitting database.

# AER Reporting Tool – Frequently Asked Questions (FAQ)

[AER Home](#) [Browse Facilities](#) [Access Facility](#) [Facility Home](#)

Facility ID: 999115 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2020

Facility ID: 999115

Facility Information

[General](#)  
[Address](#)  
[Other Information](#)  
[Contacts](#)  
[Operating Schedule](#)  
[Status Update](#)  
[Build Reporting Structure](#)  
[Combustion Fuels](#)  
[Emission Sources \(ES\)](#)  
[Report Process/Emissions](#)  
[Summaries](#)  
[Data Validation](#)  
[Print Facility Report](#)  
[Excel Reports](#)  
[Report Submission](#)

Facility Information

This section contains your facility's general information such as business classification, business location, operating schedule and contact information. You can also inform AQMD about your business operating status changes, such as location address change, provide status update, or request an exemption from future emission reports.

General Facility Info

Facility ID	999115
Reporting Year	2020
RECLAIM	<input checked="" type="checkbox"/>
RECLAIM Designation	R2NS
Title V	<input checked="" type="checkbox"/>
AB2588	<input type="checkbox"/>
- AB2588 Phase	
- AB2588 Reporting Year	<input type="checkbox"/>

If you believe that the designation is in error, please email AER staff at [aer@aqmd.gov](mailto:aer@aqmd.gov) or call the AER [hotline](#) at (909) 396-3660 for clarification.

## 31. How Do I Report RECLAIM Emissions?

The AER Web 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.

## AER Reporting Tool – Frequently Asked Questions (FAQ)

**Open Criteria Emission Information - External Combustion**

AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Equipment	Fuel	SCC
ES162			P1	1146	Boiler <10 MMBTU/HR	Wood	

Annual Throughput	Criteria/Toxic Throughput	GHG Throughput
1,000.00000000 lbs	0.500000 tons	0.50 tons

Throughput used to calculate emissions: 0.500000 tons

Pollutant: NOx - Nitrogen Oxides

Emission Factor (EF):  \* lbs/tons

☐ RECLAIM

Explain why not RECLAIM:

Emission Factor Comment:

Emission Factor Data Source:  \*

Emissions: lbs

**Save** **Cancel**

### *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 1<sup>st</sup> and ends on December 31<sup>st</sup>; the Cycle 2 Compliance period starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup> 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 Web 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)?*

Only MRR or 250 ton Core CTR facilities are required to report emissions from PERP equipment. Core CTR facilities only identified as an Elevated Prioritization Toxic Facilities are not required to report PERP. Other facilities required to report under Rule 301, are not required to report PERP emissions. Please note that portable equipment with South Coast AQMD various location permits is not considered PERP; therefore, emissions from this equipment must be reported in the AER at the facility where the emissions occurred

## AER Reporting Tool – Frequently Asked Questions (FAQ)

### *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) are not subject to reporting in the AER program. However, emissions both from food processing and fuel combustion from commercial and large operations of packaged foods and operations that have permits from South Coast AQMD, must be reported (contact the AER Support Hotline at (909) 396-3660 or send an email to [aer@aqmd.gov](mailto:aer@aqmd.gov) for emission factors if needed).

### *35. What Is Overall Control Efficiency?*

The overall control efficiency represents the portion of emissions that are captured or destroyed by control equipment. Capture efficiency relates to the amount of emissions that are captured. Destruction efficiency relates to the amount of emissions removed by the control device. For example, control equipment for a coating operation may consist of a hood that captures 90 percent of the VOC emissions and an afterburner that destroys 98 percent of VOC emissions. 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 PM<sub>10</sub>?*

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<sub>10</sub>, and PM<sub>2.5</sub>. If you only have PM<sub>10</sub> values available and PM<sub>10</sub> is not equal to total PM, multiply PM<sub>10</sub> 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.gov](mailto:aer@aqmd.gov) for 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 NO<sub>x</sub>, 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

## AER Reporting Tool – Frequently Asked Questions (FAQ)

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. Emission factors developed by U.S. EPA, CAPCOA, and South Coast AQMD are typically based on bhp.

### *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 residential, or worker receptor locations. Residential receptor locations include areas zoned for residential use, including currently unoccupied areas that may be developed for residential uses in the future. Worker receptor locations include areas zoned for manufacturing, light or heavy industry, retail activity, or other locations that are regular work sites.

Residential Receptor Distance - 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.

Worker Receptor Distance - 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.

## AER Reporting Tool – Frequently Asked Questions (FAQ)

### *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 (NO<sub>x</sub>) emissions. SCR and SNCR systems use ammonia (NH<sub>3</sub>) or urea (NH<sub>3</sub> derivative) as reducing agents. With both reducing agents, some excess NH<sub>3</sub> remains after the NO<sub>x</sub> reduction, and is emitted with the flue gas. This NH<sub>3</sub> emission is termed "NH<sub>3</sub> 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 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 fees for AERs prior to January 1, 2020 are based on Table IV of 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. NAICS codes can be found on the [US Census Bureau's](#) website at <https://www.census.gov/eos/www/naics/>.

### *46. How Should Emissions from Service Stations (Rule 461) 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 Guidelines for Fuel Dispensing Operations, which can be found on the AER webpage. The South Coast AQMD 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

## AER Reporting Tool – Frequently Asked Questions (FAQ)

Manual and in guidance for specific operations. U.S. 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 Safety Data Sheets (SDS) and/or Technical Data Sheets (TDS) provided by manufacturers or suppliers. If a range is provided on the SDS or TSD, the highest value should be used. For example, if the SDS provides a weight fraction range of benzene between five and 10 percent, the 10 percent value should be used for emissions estimation. 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 a Limit from a Rule or a Permit Requirement 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 emission factors from rules or permit limits, so long as those limits are applicable and enforceable to the equipment at the facility.

### *50. How Should I Report Non-Combustion RECLAIM Emissions?*

Create a new device and click on the Other Process Equipment check box in the Categorize Emission Source pop-up window in the Edit Emission Sources page.

**Categorize Emission Source**

Permitted	A/N	Permit No	Permit Device ID	Permit Equipment Description	AER Device ID	ES Name
No					ES8	Non-Combustion NOx Source 2

1. External Combustion Equipment (e.g., boiler, dryer, oven, furnace, heater, afterburner, flare, kiln or incinerator) [click here](#) to select one the following Equipment:
2. Internal Combustion Equipment (e.g., internal combustion engine (excluding vehicles), turbine or micro turbine) [click here](#) to select one of the following Equipment:
3. Spray Coating/Spray Booth (e.g., coatings, solvents, adhesives, etc.) [click here](#) to select one of the following Equipment:
4. Other Use of Organics (e.g., coatings, solvents, inks, adhesives, etc.) except in Spray Coating/Spray Booth, [click here](#) to select one of the following Equipment:
5. Liquid Storage Tank (e.g. Underground, Aboveground, Small Tanks, Dispensing Systems) [click here](#) to select one of the following Equipment:
6. Fugitive Components (Emission Leaks from Process Components per Rule 462, 1173 and 1176), [click here](#) to select all applicable Equipment:
7. Other Processes (does not fit in any of the groups mentioned above), click [click here](#) to mark "Other Process Equipment":  
☒ Other process equipment

**Save** **Cancel**

Emission Source Category: Other Processes  
**Categorize Emission Source**



## AER Reporting Tool – Frequently Asked Questions (FAQ)

Proceed to complete the device in the Edit Emission Sources page and the Other Process Page. Add criteria pollutant emissions.

### Other Processes

This reporting screen is for reporting activity data for other processes used in your facility which were not covered in previous reporting screens. Please provide specific information for every associated emission source. **You must select Activity and throughput units before reporting emissions.** If the operation of such sources involves burning fuels, make sure emissions generated from burning fuels are reported separately. Combined emissions can also be reported here; however, it must be substantiated to avoid double reporting. Detailed instructions are available by clicking on Help icon in the tool bar.

**Open Criteria Emission Information - Other Processes**

AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Activity	SCC
ES8			P1	2012	Miscellaneous Operations and Services : Others - Not Classified : Operations & Maintenance : Annual Emissions	

**Annual Throughput**  
10.00000000 mmscf

Pollutant: **NOX** \*

Emission Factor (EF): 1.00000000e-1 \* lbs/mmscf

☐ Controlled EF value  
(mark checkbox if EF listed represents EF determined after control)

Overall Control Efficiency:

Emission Factor Comment:

If not using **AQMD default** emission factor please provide detailed references in the Emission Factor Comment box above or upload file with the information.  
Processes without this information are subject to audit.

Emission Factor Data Source: **Manufacturer Specification** \*

Emissions: 1.00000000e+0 lbs

**Save** **Cancel**

After you enter and save the NOx emissions, re-open the NOx emissions box using the Open link next to the NOx emission entry in Step 3: Criteria Emissions. When you re-open the NOx emissions box, a RECLAIM check box will be below the Overall Control Efficiency text box (see screenshot below). Click the RECLAIM check box and click on the Save button.

If your facility is subject to SOx RECLAIM, re-open the SOx emissions box and follow the methodology described above for NOx emissions. Additional details can be found in the Non-combustion RECLAIM Emissions guidance document on the AER webpage.



## AER Reporting Tool – Frequently Asked Questions (FAQ)

**Open Criteria Emission Information - Other Processes**

AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Activity	SCC
ES8			P1	2012	Miscellaneous Operations and Services : Others - Not Classified : Operations & Maintenance : Annual Emissions	

**Annual Throughput**  
10.00000000 mmscf

Pollutant: NOx - Nitrogen Oxides  
Emission Factor (EF):  \* lbs/mmscf  
☐ Controlled EF value  
(mark checkbox if EF listed represents EF determined after control)

Overall Control Efficiency:   
☐ RECLAIM

Explain why not RECLAIM:

Emission Factor Comment:   
If not using **AQMD default** emission factor please provide detailed references in the Emission Factor Comment box above or upload file with the information.  
Processes without this information are subject to audit.

Emission Factor Data Source:  \*

Emissions: 1.00000000e+0 lbs

Click here to [delete](#) this Emission.

**Save** **Cancel**

**Step 3: Criteria Emissions (lbs)**

	Pollutant	EF	Unit	Controlled EF	EF Data Source	Overall CE	Emissions
<a href="#">Open</a>	NOx	1.00000000e-1	lbs / mmscf	No	Manufacturer Specification		1.00000000e+0

**Add New**

### 51. 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 Web Tool using credit card or eCheck.

### 52. How Can I Upload Documentation of Data and Calculations I Used to Estimate Emissions in the AER?

All supporting information (SDS, 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 Web Tool using the "Supporting Documentation" page. The "Supporting Documentation" page can be accessed through the "Supporting Documentation" button, which looks like a sheet of paper with an arrow pointing up on it. The "choose file" button allows the user to locate the file to be uploaded from the user's computer. A valid date range 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.

## AER Reporting Tool – Frequently Asked Questions (FAQ)

The screenshot shows the AER Reporting Tool interface. At the top, there is a navigation bar with links: AER Home, Browse Facilities, Access Facility, and Facility Home. To the right of the navigation bar are icons for a user profile, a calendar, a printer, a home button (highlighted with a red box), and a help icon. Below the navigation bar, a status bar indicates: Submitted · Facility ID: 999115 · ABC · Reporting period: 2016.

The main content area is divided into two sections. On the left is a sidebar with links: Facility ID: 999115, Facility Dashboard, Reported Summaries, Facility Information, Build Reporting Structure, Combustion Fuels, Emission Sources (ES), Report Process/Emissions Summaries, Data Validation, Print Facility Report, Excel Reports, and Report Submission.

The right section is titled 'Supporting Documentation'. It contains a message: 'List of document already uploaded is visible below. Any type of file can be uploaded, but size of the file is limited to maximum 5 MB.' Below this is a form titled 'Upload new document'. The form has fields for File (with a 'Choose File' button highlighted by a red box), Description, Valid From (MM/DD/YYYY) (with a date field highlighted by a red box and a red asterisk), and Valid To (MM/DD/YYYY). There is an 'Upload' button. Below the form is a table with columns: File, Size, Description, Upload Date, Uploaded By, Valid From, Valid To, and Modify dates. Below the table is a link: 'Add new document'.

At the bottom of the page, there is a footer with links: AQMD web site Home | AER Web Site | Submit question/comment | Report a Bug.

### 53. 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>.

### 54. I Have Several Storage Tank Emission Batch File Versions and I Forgot Which File I Uploaded into the AER Web Tool

Starting with the 2020 AER, users can see and download the storage tank emission batch files that were uploaded into the AER Web 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.

# AER Reporting Tool – Frequently Asked Questions (FAQ)

AER Home
Browse Facilities
Access Facility
Facility Home

Facility ID: 999115 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2020

Facility ID: 999115
Facility Information
Build Reporting Structure
Combustion Fuels
Emission Sources (ES)
Report Process/Emissions
Summaries
Data Validation
Print Facility Report
Excel Reports
Report Submission

### Supporting Documentation

List of document already uploaded is visible below.  
Any type of file can be uploaded, but size of the file is limited to maximum 5 MB.

#### Upload new document

File
No file chosen

Description

Valid From (MM/DD/YYYY)

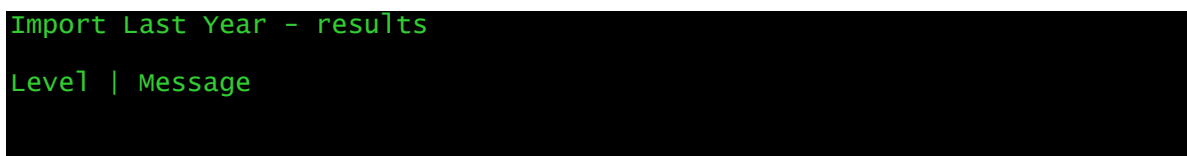
Valid To (MM/DD/YYYY)

	File	Size	Description	Upload Date	Uploaded By	Valid From	Valid To	Modify dates
<a href="#">Add new document</a>								
<a href="#">delete</a>	<a href="#">guideepatanksdata.pdf</a>	538 kb	test	1/24/2017	test 2014	1/1/2017		<a href="#">modify</a>
<a href="#">delete</a>	<a href="#">guideepatanksdata.pdf</a>	538 kb	test	1/24/2017	test 2014	1/1/2017		<a href="#">modify</a>

### Tank Import Documents

File	Size	Report Year	Upload Date	Uploaded By	Upload Comment
<a href="#">ES1.txt</a>	1 kb	2020	11/20/2020 2:59:06 PM		upload test

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



### 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		<a href="#">Open...</a>
2014	Submitted	6/4/2015	6/3/2015	<a href="#">Open...</a>
2015	Available	3/1/2016		<a href="#">Open...</a>
2016	WorkInProgress	3/2/2017		<a href="#">Open...</a>

## AER Reporting Tool – Frequently Asked Questions (FAQ)

The information in the example table above indicates 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.

The screenshot shows the AER Reporting Tool interface. The top navigation bar includes links: AER Home, Browse Facilities, Access Facility, and START HERE. On the right of the navigation bar are icons for a crown, a calendar, a printer, a home button, and a help icon. Below the navigation bar, a status bar displays: Work In Progress · Facility ID: 999125 · ABC Tracking Company · Reporting period: 2015. The main content area is titled "Facility ID: 999125" and contains a list of menu items: 1. Facility Information, 2. Status Update, 3. Combustion Fuels, 4. Emission Sources (ES), 5. Report Process/Emissions, 6. Perform Data Validation, 7. Review Summaries, 8. Print Facility Report, and 9. Report Submission. To the right of this list is a yellow box with a "Summary" and an "Instruction". The "Summary" states that the section allows the user to import information from the most recently submitted report from a prior data year, but that some information like throughputs and storage tank data are not imported and will need to be manually updated. The "Instruction" says to click "Import Last Year" to start the report, or click the link "1. Facility Information" on the left menu to start a new report. Below the yellow box, there is a link "Click here to Import Last Year information" where "Import Last Year" is highlighted with a red box. At the bottom of the page, there is a footer with links: AQMD web site Home, AER Web Site, Submit question/comment, and Report a Bug.

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

Work In Progress · Facility ID: 999125 · ABC Tracking Company · **Reporting period: 2015**

Facility ID: 999125

- 1. Facility Information
- 2. Status Update
- 3. Combustion Fuels
- 4. Emission Sources (ES)
- 5. Report Process/Emissions
- 6. Perform Data Validation
- 7. Review Summaries
- 8. Print Facility Report
- 9. Report Submission

**Summary:** This section allows the user to import information from the most recently submitted report from a prior data year. This data includes, but does not solely comprise, facility information, combustion fuels, and emission sources. Some information such as throughputs and storage tank data are not imported and will need to be manually updated.

**Instruction:** Instruction: Click "Import Last Year" to start the report. Otherwise, click on the link "1. Facility Information" on left menu to start a new report.

Click here to **Import Last Year** information

[AQMD web site Home](#) | [AER Web Site](#) | [Submit question/comment](#) | [Report a Bug](#)

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.

This screenshot is identical to the one above, showing the AER Reporting Tool interface. The only difference is in the status bar, which now displays: Work In Progress · Facility ID: 999125 · ABC Tracking Company · Reporting period: 2016. The "Import Last Year" link in the main content area remains highlighted with a red box.

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

Work In Progress · Facility ID: 999125 · ABC Tracking Company · **Reporting period: 2016**

Facility ID: 999125

- 1. Facility Information
- 2. Status Update
- 3. Combustion Fuels
- 4. Emission Sources (ES)
- 5. Report Process/Emissions
- 6. Perform Data Validation
- 7. Review Summaries
- 8. Print Facility Report
- 9. Report Submission

**Summary:** This section allows the user to import information from the most recently submitted report from a prior data year. This data includes, but does not solely comprise, facility information, combustion fuels, and emission sources. Some information such as throughputs and storage tank data are not imported and will need to be manually updated.

**Instruction:** Instruction: Click "Import Last Year" to start the report. Otherwise, click on the link "1. Facility Information" on left menu to start a new report.

Click here to **Import Last Year** information

[AQMD web site Home](#) | [AER Web Site](#) | [Submit question/comment](#) | [Report a Bug](#)

## AER Reporting Tool – Frequently Asked Questions (FAQ)

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

### *56. Is My Facility Subject to CARB's Regulation for the Reporting of Criteria Air Pollutants and Toxic Air Contaminants (CTR)*

CARB's Regulation for the Reporting of Criteria Air Pollutants and Toxic Air Contaminants can be found at <https://ww2.arb.ca.gov/our-work/programs/criteria-and-toxics-reporting/ctr-regulation>. The initial regulation was adopted in 2018. Amendments were adopted on November 19, 2020.

AER staff has posted a list of facilities that are believed to be subject to reporting under CTR on the AER webpage. However, South Coast AQMD staff is not able to accurately identify all facilities that may be subject to CTR. In some cases, CTR applicability is based on either NAICS, SIC, activity or emissions data that staff has not collected (e.g., facilities may never have been subject to reporting, previously). Therefore, this list is not comprehensive. A facility that is not listed is not immediately exempt from reporting for DY 2022. Any unlisted facility with an active permit in South Coast AQMD jurisdiction shall perform their own applicability analysis pursuant to South Coast AQMD Rule 301 (e) and CTR and report their emissions if they are required to report. The links to these Rule 301 and CTR are provided below:

CARB CTR: [https://ww2.arb.ca.gov/sites/default/files/2022-02/Unofficial%20CTR\\_Jan2022\\_0.pdf](https://ww2.arb.ca.gov/sites/default/files/2022-02/Unofficial%20CTR_Jan2022_0.pdf)

South Coast AQMD Rule 301: <http://www.aqmd.gov/docs/default-source/rule-book/reg-iii/rule-301.pdf>

### *57. AOL.com Users Were Not Able to Communicate with the AER Web 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:

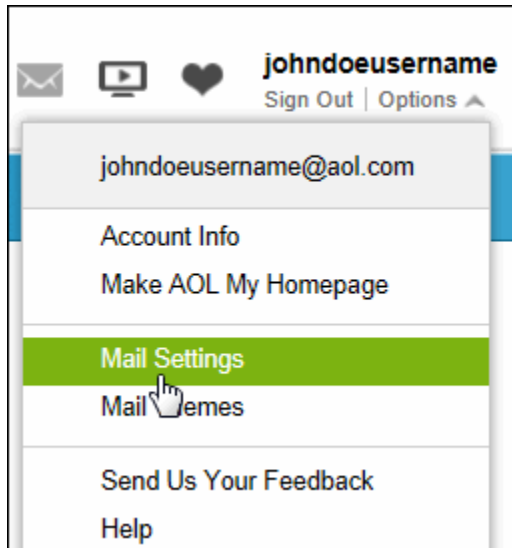
#### **Check your spam settings:**

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

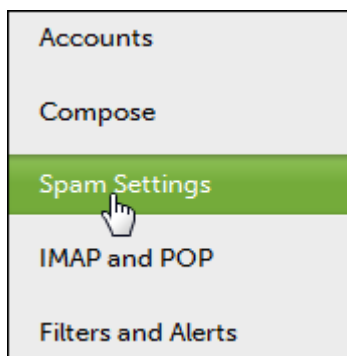
**Note:** You need to sign in using a Master Username or a Username in the General Access category to access Spam Settings. A Master Username is the first username that you created for this account and any Username that you have assigned the Master Username's status can be viewed by clicking this link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

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

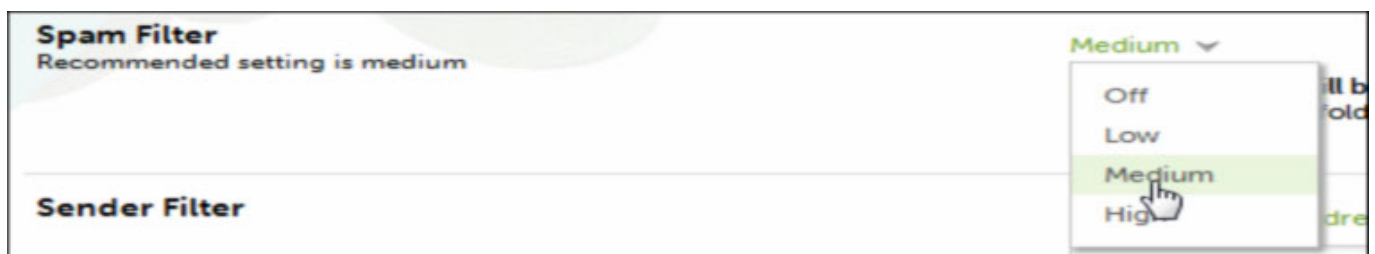
## AER Reporting Tool – Frequently Asked Questions (FAQ)



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**.

## AER Reporting Tool – Frequently Asked Questions (FAQ)



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**.



## AER Reporting Tool – Frequently Asked Questions (FAQ)

### CTR ABBREVIATED REPORTING FAQS

#### *58. There is a new item on the left Navigation titled “Additional Toxic Substances Production and Usage”, am I supposed to fill this out and if so how?*

Reporters do not need to enter data in the Additional Toxic Substance Production and Usage page for facilities not subject to CTR requirements. Reporters submitting an abbreviated AER are not required to enter data in the Additional Toxic Substance Production and Usage page. Please refer to “Additional Toxic Substances Production and Usage Guidelines” posted in the Guideline Documents section of the main AER webpage for details.

#### *59. Are all my devices uploaded or does the reporter have to upload them manually?*

All permitted devices are preloaded in the AER Reporting Tool the first year a facility is asked to report emissions or this year for facilities identified as Additional Applicability Facilities under CARB’s CTR Regulation. However, for any missing or newly permit equipment, it is the reporter’s responsibility to manually add these devices.

Reporters that are not submitting CTR Abbreviated Reports are also responsible for adding any non-permitted equipment or activities that generate emissions to their AERs.

#### *60. Do facilities with emergency generators have to submit an AER?*

If the facility has triggered reporting requirements due to South Coast AQMD Rule 301 or is subject to AB 2588 or is a Core CTR facility, then emissions from the engines powering the emergency generators must be included in reporting. Facilities with only permitted emergency diesel backup generators are required to report if they operate the engine(s) in exceedance of the thresholds specified in the CTR regulation. Those thresholds include fuel usage thresholds. For any diesel backup generator, five hours per year is the CTR threshold.

#### *61. The Timer for My Engine Records Activity in Hours. How Do I Convert the Hours to Gallons for AER Reporting?*

The conversion for engine hours of operation to gallons of fuel consumed can be found in the Guidelines for Calculating Emissions from Internal Combustion Engine, which is posted on the AER web page.

#### *62. Do gas station facilities have to report Annual Emissions?*

If the facility has triggered reporting requirements due to South Coast AQMD Rule 301 or is subject to AB 2588 or is a Core CTR facility, then emissions from this equipment must be included in reporting to AER.



## AER Reporting Tool – Frequently Asked Questions (FAQ)

Under CTR, retail gasoline stations will be required to prepare an AER report with 2024 emissions reported in 2025. Fueling of gasoline does not need to report under CTR until then unless VOC emissions exceed four tons per year (thereby triggering Core CTR and Rule 301 reporting requirements) or they are subject to AB 2588. CARB has mentioned that 10 million gallons per year as a the "rule-of-thumb" estimate for that would generate four tons of VOC emissions.

### *63. Do facilities have to report Rule 222 registered equipment?*

Facilities without South Coast AQMD permitted equipment are not required to report annual emissions.

Facilities subject to reporting due to Rule 301 or AB 2588 are required to report emissions from equipment registered under Rule 222. Core CTR facilities are also required to report these emissions since all Core CTR facilities are subject to Rule 301 reporting requirements.

Other facilities subject to reporting only due to CTR, such as Additional Applicability or Abbreviated Reporting Facilities do not need to report Rule 222 registered equipment since they are not permitted.

### *64. If facility emit less than four tons per year (tpy) of criteria pollutant emissions (100 tons of CO emissions), does the facility need to report?*

If the facility emits less than four tpy of criteria pollutant emissions (and less than 100 tpy of CO emissions), there are still certain categories of permitted processes that would trigger the requirement to report. For example, the facility may be subject to AB 2588 or categorized as a CTR Additional Applicability Facility (e.g., has a permitted diesel engine or other permitted process listed in CTR Table 2 in DY 2022), and therefore subject to reporting.

### *65. Does the facility have to report unpermitted/fugitive emissions to AER?*

This response is the same as that under Question 63.

### *66. If facility is only subjected to Abbreviated Reporting, will they be exempted from facility device and other toxic fees?*

Yes, so long as the facility is not subject to any other reporting requirements, such as Rule 301 (criteria pollutant emissions thresholds) or AB2588.

### *67. How can facility confirm how many active permits they have?*

If facility do not have a record of your active permits, they can visit the Facility Information Detail (F.I.N.D) tool, located at [www.aqmd.gov/nav/FIND](http://www.aqmd.gov/nav/FIND).

### *68. How does one know if they qualify for Abbreviated Reporting?*

To see if your facility qualifies for Abbreviated Reporting, see the Abbreviated Reporting Guideline at [www.aqmd.gov/docs/default-source/planning/annual-emission-reporting/guidelines-for-abbreviated-reporting.pdf](http://www.aqmd.gov/docs/default-source/planning/annual-emission-reporting/guidelines-for-abbreviated-reporting.pdf). The AER Reporting Tool is configured to allow users to choose between abbreviated or

## AER Reporting Tool – Frequently Asked Questions (FAQ)

regular reporting on the Abbreviated Reporting page. The Abbreviated Reporting option is only available for facilities that have permitted devices that are consistent with Abbreviated Reporting requirements. If you believe that you qualify for abbreviated reporting and the AER Web Tool does not provide the option for abbreviated reporting, please contact AER staff. Facilities with these permitted activities only may qualify for Abbreviated Reporting:

- Agricultural operations limited to dairy, poultry, and swine farms
- Combustion of natural gas, propane, or LNG fuel in boilers or heaters
- 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
- Dispensing of gasoline or diesel fuel
- Cremation of humans or animals.

### *69. Do I need to notify South Coast AQMD or CARB if am not going to report?*

Reporters are advised to review the Exemptions from Annual Reporting document, available at <http://www.aqmd.gov/docs/default-source/planning/annual-emission-reporting/exemptions-from-annual-emissions-reporting.pdf>. Although reporters are not required to notify South Coast AQMD or CARB if their facilities are not subject to annual reporting, notifying South Coast AQMD AER staff may reduce future notifications.

## CTR FAQs

### *70. Do I need to report PERP equipment?*

The CTR regulation section 93404 (c)(2)(C) requires emission reporting from PERP equipment “rated at 50 maximum rated horsepower [brake horsepower (bhp)] or above and operated at a GHG and/or Criteria Facility [CTR sections 93401 (a)(1-2)], regardless of equipment ownership or permit status, if the engine or device is operated on site at any time during the data year.” Facilities that are not defined as a GHG or Criteria Facility do not need to report emissions from PERP equipment.

### *71. Are PERP equipment subject to Rule 301 emissions fees?*

No, PERP equipment is not subject to Rule 301 emission fees. Emissions from equipment marked as PERP in the AER Reporting Tool will not be included in emission fee calculations.

### *72. Can I aggregate portable equipment?*

CTR regulation section 93404 (c)(2)(C) allows facilities to aggregate portable equipment if approved by the local air district. In situations where the facility is only subject to CTR (i.e., criteria pollutant emissions are below the thresholds in Rule 301(e)(2), and not subject to AB2588, portable contractor equipment may be aggregated. Aggregation of equipment should be consistent with the emission factors used. For example, emission factors developed for a range of fire rating (e.g., < 10 MMBTU, 10 -100 MMBTU) require

## AER Reporting Tool – Frequently Asked Questions (FAQ)

that the aggregated equipment be within the range of power ratings applicable to the emission factors chosen.

Equipment (stationary and portable) owned by the facility are not allowed to be aggregated in the AER Reporting Tool.

Facilities that are subject to AER or AB2588 and/or CTR should not aggregate equipment but follow the standard procedure for reporting devices (i.e., each permitted unit or non-permitted piece of equipment should be reported as a separate device).

### *73. Do I need to report emissions every year under CTR?*

Facilities reporting in any of the Phase years do not need to report again until 2026 data year reported in 2027 after which reporting must be done annually. Reporting of emissions every year is not required by CTR until DY 2026 reported in 2027. Before 2027, emissions are reported according to the activities and/or SIC/NAIC codes described in CTR regulation Table A-3.

Facilities that emit more than four tons of criteria pollutant emissions are subject to both Rule 301 and CTR. Facilities subject to Rule 301 are required to report emissions every year.

### *74. What if activities at my facility fall under multiple CTR phases?*

If facility activities fall under Phase 3B of the CTR regulations, criteria pollutant emissions are less than four tons, and not subject to AB2588; emissions reporting is not required until 2029 for DY 2028 emissions even if activities under earlier CTR Phase occur at the facility.

If facility activities do not include Phase 3B activities, and criteria emissions are less than four tons; CTR regulations require that emissions from all CTR regulated activities be reported in the earliest applicable CTR Phase. For example, if gasoline dispensing, which is required to report emissions under Phase 2, and an emergency engine, which is required to report emission under Phase 1 occur at the same facility, then all emissions from those processes are required to be reporting in Phase 1 (DY 2022 emissions reported in 2023).

### *75. When do gas stations need to report emissions under CTR?*

The CTR regulation requires the reporting of retail gasoline emissions under Sector 28 in Sector Phase 2 in DY 2024 reported in 2025. Facilities that have retail gasoline dispensing and another permitted activity that is included in Sector Phase 1 (see Table A3 of the CTR regulation) need to report all permitted activity emissions for DY 2022 reported in 2023.

Any facility, including retail gasoline dispensing facilities, with actual emissions exceeding four tons of criteria pollutant emissions or more per year are subject to reporting under Rule 301. CARB estimates that dispensing 10,000,000 gallons of gasoline would generate four tons of criteria pollutant emissions. See table below for other scenarios and reporting requirements.

## AER Reporting Tool – Frequently Asked Questions (FAQ)

Facility Description	DY 2022 Emissions Reporting in 2023	DY 2024 Emissions Reporting in 2025	Annual Reporting Starting in 2027
Holds only active permits for gasoline dispensing; Less than ten million gallons dispensed in DY 2022	No	Yes	Yes
Dispensed more than ten million gallons of gasoline in DY	All years per Rule 301		
Holds only active permits for gasoline dispensing; Dispensed 25,000 gallons or more in DY 2024	No	Yes	No
Holds active permits for gasoline dispensing along with other permits described in other CTR Phase 1 activities; Less than ten million gallons dispensed in DY 2022	Yes	No	Yes

The CTR regulation also allows abbreviated reporting of emissions from retail gasoline stations. In the South Coast AQMD jurisdiction, CARB has agreed to Abbreviated Reporting for facilities that only have permits for gasoline and diesel dispensing.

### *76. When do autobody shops need to report emissions under CTR?*

Autobody repair and coating operations at autobody shops are listed under Sector 28 in Sector Phase 2 of CTR. All Sector Phase 2 facilities are required to report emissions for data year (DY) 2024 in 2025. Facilities that have autobody shop activities and another permitted activity that is included in Sector Phase 1 (see Table A3 of the CTR regulation) need to report all permitted activity emissions for DY 2022 reported in 2023.

Any facility, including autobody repair shops, with actual emissions exceeding four tons per year of criteria pollutant emissions are subject to reporting under Rule 301. See table below for other scenarios and reporting requirements.

## AER Reporting Tool – Frequently Asked Questions (FAQ)

Facility Description	DY 2022 Emissions Reporting in 2023	DY 2024 Emissions Reporting in 2025	Annual Reporting Starting in 2027
Holds only active permits for autobody painting; used less than 50 gallons of paint	No	No	No
Holds only active permits for autobody painting; used 50 gallons or more of paint used per year	No	Yes	Yes
Emitted more than four tons of criteria pollutants in DY	All years per Rule 301		
Holds active permits for autobody painting along with other permits described in CTR Phase 1 activities; Emitted less than four tons or more of criteria pollutants in DY 2022	Yes	No	Yes

### *77. What source test methods should I be using to report the new TACs identified in CTR?*

Please contact the South Coast AQMD Source Testing Unit. If new TACs identified in CTR are known to exist but cannot be quantified, these TACs should be reported in the Additional Toxic Substances Production and Usage page of the AER Web Tool.

- ST Methods: Tommy Mai, [Imai@aqmd.gov](mailto:Imai@aqmd.gov)
- CEMS RECLAIM: Dipankar Sarkar, [dsakar@aqmd.gov](mailto:dsakar@aqmd.gov)

### *78. How do I know if there are new TACs identified in CTR in the products I use?*

Facilities should use contact suppliers to get the most current safety data sheet (SDS) or technical documents. Current SDS or technical documents are considered best available information for emission estimates. If new TACs identified in CTR are known to exist but cannot be quantified, these TACs should be reported in the Additional Toxic Substances Production and Usage page of the AER Web Tool.