

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



Guidelines for Abbreviated Reporting

December 2022

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What is AER?

The Annual Emissions Reporting (AER) program is a yearly program conducted by the South Coast Air Quality Management District where permitted facilities subject to Rule 301 report their air contaminant (criteria pollutant and air toxic) emissions. Emissions are reported using the AER web tool. The AER web tool is also used to report emissions required by the “Regulation for the Reporting of Criteria Air Pollutants and Toxic Air Contaminants” (CTR), as developed by the California Air Resources Board (CARB).

What is CTR?

CARB developed CTR to implement statewide annual reporting of criteria air pollutant (CAP) and toxic air contaminant (TAC) emissions data from permitted facilities. The reporting regulation became effective January 1, 2020, with amendments effective January 1, 2022. CTR supports the mandates of AB 617, AB 197, and AB 2588. The unofficial, underline-strikeout free (clean) version of CTR can be found at: https://ww2.arb.ca.gov/sites/default/files/2022-02/Unofficial%20CTR_Jan2022_0.pdf. If you are not sure if CTR applies to your facility, you may contact the California Air Resources Board CTR support line at (916) 382-0997 or support email at ctr-report@arb.ca.gov.

What is Abbreviated Reporting?

Abbreviated Reporting is a subset of emissions reporting under CTR and allows smaller permitted facilities to report a reduced data set. This includes facility information, location, and throughput for qualified permitted emission sources.

Who qualifies for Abbreviated Reporting?

- Facilities with active permits to operate by the South Coast Air Quality Management District.
- Facilities that are not required to report under the Green House Gas (GHG MRR) Program, are not permitted to emit more than 250 tons per year and are not categorized as “High Priority” by the South Coast AQMD.

What Emission Sources (ES) are allowed under Abbreviated Reporting in South Coast AQMD’s jurisdiction?

Abbreviated Reporting was introduced as part of the CTR regulation. Under this requirement, facilities that only perform certain activities are only required to provide facility data and activity data (i.e., not required to perform the actual emissions calculations).

The emissions sources allowed by South Coast AQMD for abbreviated reporting are slightly different than those listed in the CARB’s CTR.

Under CTR, CARB staff have granted the South Coast AQMD staff’s requests to:

1. Exclude aggregate facility activity from abbreviated reporting because of the complexity of reporting emissions from these operations based on a single throughput;
2. Limiting agricultural activities to dairy, poultry, and swine operations;
3. Allowing all gasoline fuel dispensing instead of limiting activity to retail sales;
4. Allowing diesel fuel dispensing; and
5. Expanding the internal combustion engine activity to include other permitted as emergency equipment.

The activities that qualify for Abbreviated Reporting in the South Coast AQMD's jurisdiction are found under the section titled Abbreviated Reporting Requirements and are repeated here:

- 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.

Are all the categories listed for Abbreviated Reporting required to be reported for DY 2022?

Abbreviated reporting is available for all these categories even though some of these activities are not required to report until future data years. If a facility is required to report by equipment/activities subject to CTR in the current year, it is required to report emissions from all permitted activities.

For example, if a facility is required to report emissions in DY 2022 because it operates a diesel-fueled emergency engine subject to CTR Phase I, and dispenses gasoline, it would have to report emissions from both activities in DY 2022. Even though dispensing of gasoline is not required to be reported by itself until DY 2024 reported in 2025. The only exemption is for Phase 3B facilities, which are not required to report emissions until 2029 (DY 2028 emissions).

Facilities that generated more than four tons of criteria pollutant emissions (100 tons of CO) will also need to report emissions from all activities subject to CTR and Rule 301.

What is the difference between regular and abbreviated reporting?

Regular reporting allows the use of default and site-specific emission factors, such as permit limits, source tests, continuous monitoring, etc. Abbreviated reporting allows users to estimate emissions using default emission factors. Abbreviated reporting is restricted to emission sources and fuels prescribed by CTR or amended by local air districts through the CTR process.

What if I am reporting Emission Sources (ES) not included in the above list?

The above list includes the only approved ES allowed under Abbreviated Reporting in the South Coast AQMD's jurisdiction. If you are reporting emission from other ES not listed above, you are not eligible for Abbreviated Reporting and will need to submit a regular AER.

How do I report?

Emissions reporting is conducted through the AER tool at <https://aerreportingtoolpro.aqmd.gov>. The link can also be found on www.aqmd.gov/aer.

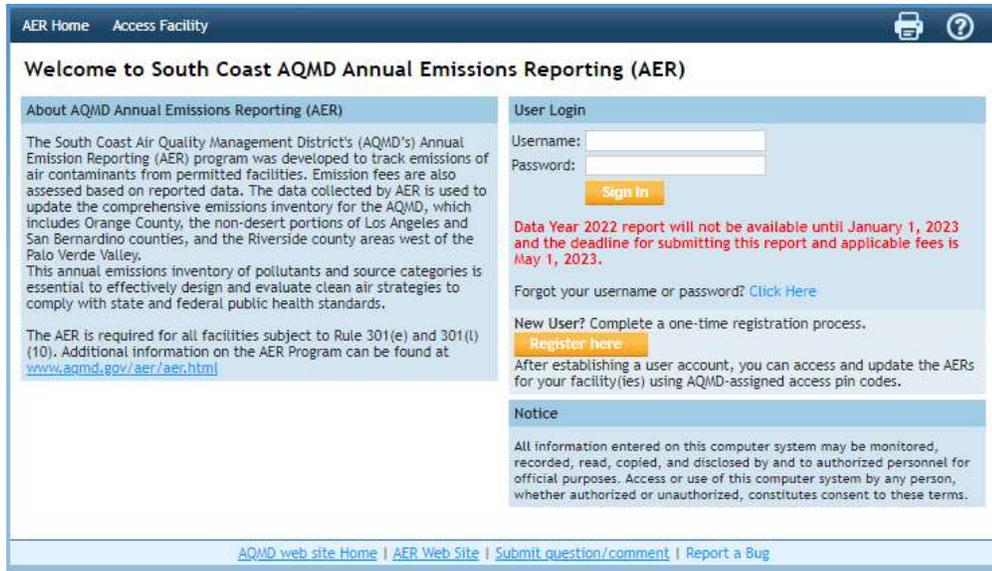
To begin your reporting process, follow the below steps:

User Registration for the AER Web Tool

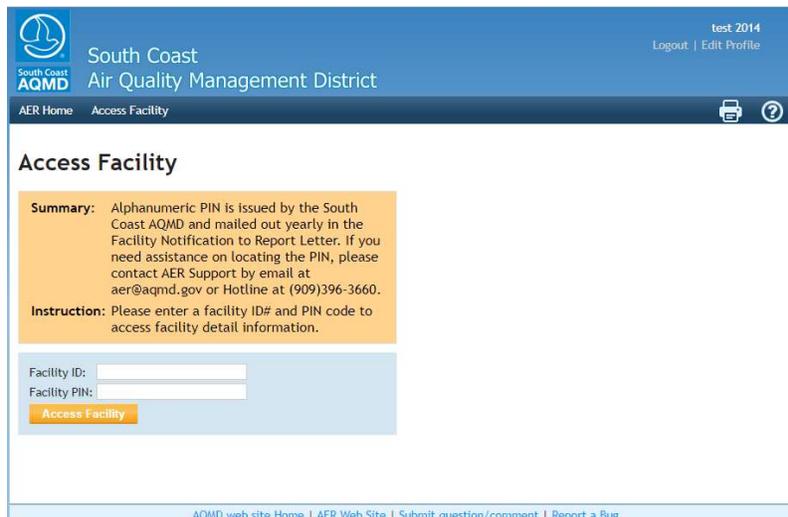
6. If this is your first-time reporting emissions in the AER web tool, you must create a username and password. If you have reported emissions in the AER web tool in the past but have

forgotten your password or username, you may click the [Click Here](#) link and an email will be sent to the email on file to create a new password. You must reply to the email within 72 hours or access to the AER web tool will expire and you will have to repeat the registration process again. Please check both your email inbox and your spam box for the registration email.

The creation of a username and password is for individual users of the AER web tool. It allows users access to the AER web tool, which is the first step in using the AER web tool. It is a separate process than accessing a facility, which is described in the next step. Every user must have their own username and password, which must not be shared with other reporters.



7. Once you have logged into your account you will be directed to the [Access Facility](#) page. You will need to enter your Facility ID and alphanumeric PIN code that is specific to your facility only. Both are included in the Notification Letter to Report that was mailed out in October of 2022. Note the AER web tool will not be opened for DY 2022 emissions reporting until January 1st, 2023.

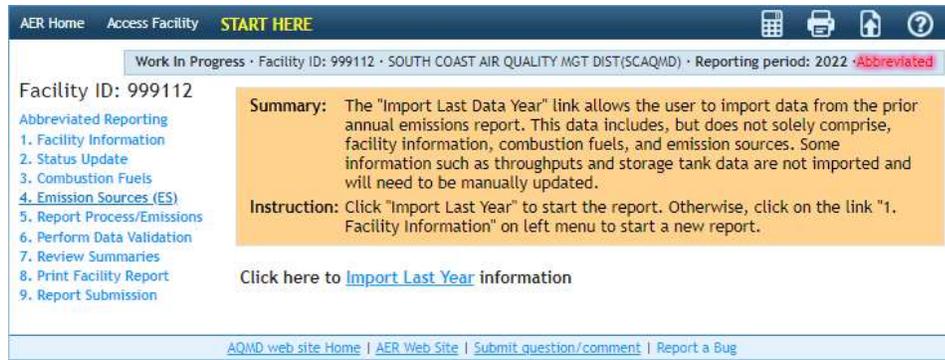


8. Once you have entered your Facility ID and PIN code, you will be directed to the Facility page. All the reports for the years you were asked to report will be shown in the table. If this is the first year you are reporting, you will only see DY 2022 uploaded. If you have not started preparing the AER for a given year, the status will be listed as “Available.” If you have begun with the reporting process the status change to “Work in Progress,” and once you have submitted your report the status will change to “Submitted.” To begin the reporting process, click on the [Open](#) link next to the 2022 Year report.

The screenshot shows the 'Access Facility' page. On the left, under 'Select Reporting Year', it says 'You have successfully logged on to facility ID 999112'. Below this is 'Facility Information' with details: Facility ID: 999112, Facility name: ABC, Address: 123 1st, City: LOS ANGELES, ZIP: 90063. A table below shows a reporting year of 2022 with status 'Available' and a deadline of 3/17/2023, with an 'Open...' link. On the right, 'Access Different Facility' has a summary and instruction. The instruction states: 'Please enter a facility ID# and PIN code to access facility detail information. If you are getting an Invalid PIN Error message, please note that the Data Year 2022 report will not be available until January 1, 2023. New reporters will not be able to log in with their PIN and access the report until this date.' Below this are input fields for Facility ID and Facility PIN, and an 'Access Facility' button. The footer contains links for AQMD web site Home, AER Web Site, Submit question/comment, and Report a Bug.

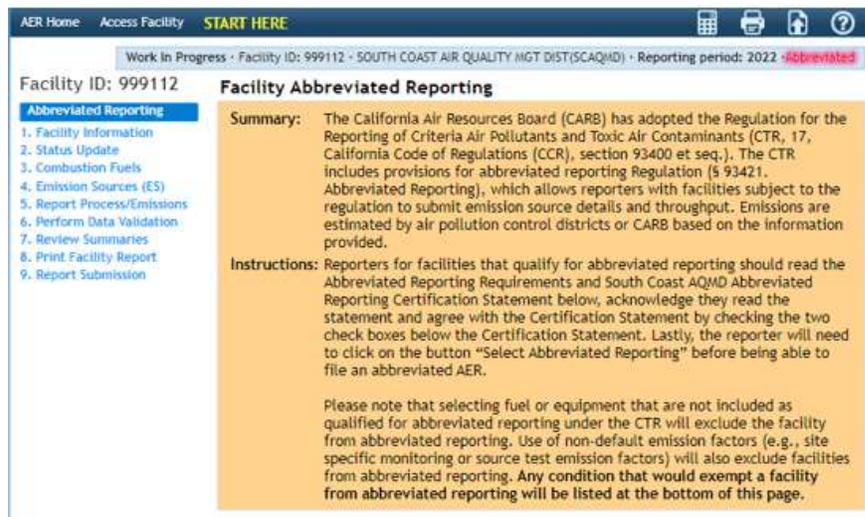
Starting an AER

9. You will now begin the reporting process. If no previous AERs are listed in Facility page described in the previous step, please skip to the next step. If there is more than one AER listed on the Facility page, please follow the step below:
- If the Facility page described in the previous step includes AERs for past data years, you can import from the previous DY AER listed. The page shown below allows you to import data from last year by clicking the [Import Last Year](#) link. You must import data from last year before you continue updating the report since doing this later will erase all the newly added data. If you are reporting emissions for the first time, permitted equipment will already have been loaded into your report by AER staff. Every page includes an orange Summary and Instruction button which will explain and guide you in filling out this report.



Choosing Abbreviated Reporting

10. Continue the report by clicking on the **Abbreviated Reporting** header on the Left Navigation Menu. On this page, you will find a short description of the Abbreviated Reporting guidelines.
 - a. If you believe you are eligible for the Abbreviated Reporting program you must Certify & Submit by marking the check boxes and clicking on the orange Abbreviated Reporting button. **The South Coast AQMD may review report submission and if needed, will revert your report from Abbreviated to Regular Reporting.**
 - b. If you believe you are subject to regular reporting, click on the orange **Regular Report** check box. If you are unsure of whether you can submit as Abbreviated Reporting, you can contact the AER staff at (909) 396-3660 or support email at aer@aqmd.gov to inquire about abbreviated reporting applicability.



Abbreviated Reporting Requirements

Except for facilities subject to the CTR applicability criteria in sections 93401(a)(1), (2), and (3) (i.e., GHG MRR Facilities, Criteria Facilities, and Elevated Toxics Facilities respectively) as well as AB2588 facilities, the facilities that only operate activities listed below are qualified to use the abbreviated reporting provisions of CTR.

1. Some agricultural operations.
2. Combustion of natural gas or propane in boilers or heaters.
3. 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
4. Dispensing of gasoline and diesel.
5. Cremation of humans or animals.

For a detailed guide on abbreviated reporting please refer to the AER webpage [here](#)

Certify you qualify for Abbreviated Reporting

South Coast AQMD Abbreviated Reporting Certification Statement

I understand and agree that both I and the facility I am representing will be held as legally bound, obligated, or responsible by my electronic certification, and that legal action can be taken against me or the facility I am representing based on my use of my electronic certification in knowingly submitting false information in an electronic document to the South Coast AQMD AER Electronic Reporting System.

I certify that I have been authorized by an officer of the permit holder as an individual who has knowledge and responsibility for emissions data to submit and certify the accuracy of the data presented in the emissions report on behalf of the permit holder, based on best available knowledge.

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this emissions report, and believe that the information is true, accurate and complete.

I understand and agree that both I and the facility I am representing will be held as legally bound, obligated, or responsible by my electronic certification, and that legal

I acknowledge that I have read the South Coast AQMD Abbreviated Certification Statement.*

I agree on the responsibility for this AER Report Submission in accordance with Certification Statement.*

• South Coast AQMD may review report submission and if needed will revert your report from Abbreviated to Regular Reporting.

Abbreviated Reporting Regular Report

11. Please note, if you choose Abbreviated Reporting, and add Emission Sources (ES) or combustion fuels later in the report that are not qualified per CTR, the AER web tool will automatically revert your report to regular reporting. If this happens, an error will be shown at the bottom of the page, like the one shown in the image below, stating what data is not allowable under Abbreviated Reporting and that you have been reverted to regular reporting. In the example below, a heater designated as Emission Source- ES 68 P1, was reported using Distillate Fuel Oil No. 2 (Diesel). Under Abbreviated Reporting, only natural gas heaters are subject to abbreviated reporting. For clarification, reporters may refer to the first page question, “What Emission Sources (ES) are allowed under Abbreviated Reporting in South Coast AQMD’s jurisdiction.”

Abbreviated Reporting Requirements

Except for facilities subject to the CTR applicability criteria in sections 93401(a)(1), (2), and (3) (i.e., GHG MRR Facilities, Criteria Facilities, and Elevated Toxics Facilities respectively) as well as AB2588 facilities, the facilities that only operate activities listed below are qualified to use the abbreviated reporting provisions of CTR.

1. Some agricultural operations.
2. Combustion of natural gas or propane in boilers or heaters.
3. Diesel-powered emergency standby generators and direct-drive emergency standby fire suppression pump engines and direct-drive emergency standby fire water pump engines.
4. Retail sale of gasoline or diesel.
5. Cremation of humans or animals.

For a detailed guide on abbreviated reporting please refer to the AER webpage [here](#)

- South Coast AQMD may review report submission and if needed will revert your report from Abbreviated to Regular Reporting.

Based on your Emission Sources and Fuels usage you DO NOT qualify for Abbreviated Reporting.

You have selected Abbreviated Reporting

[Change Selection](#)

Reason(s) Why this Report Does NOT Qualify for Abbreviated Reporting

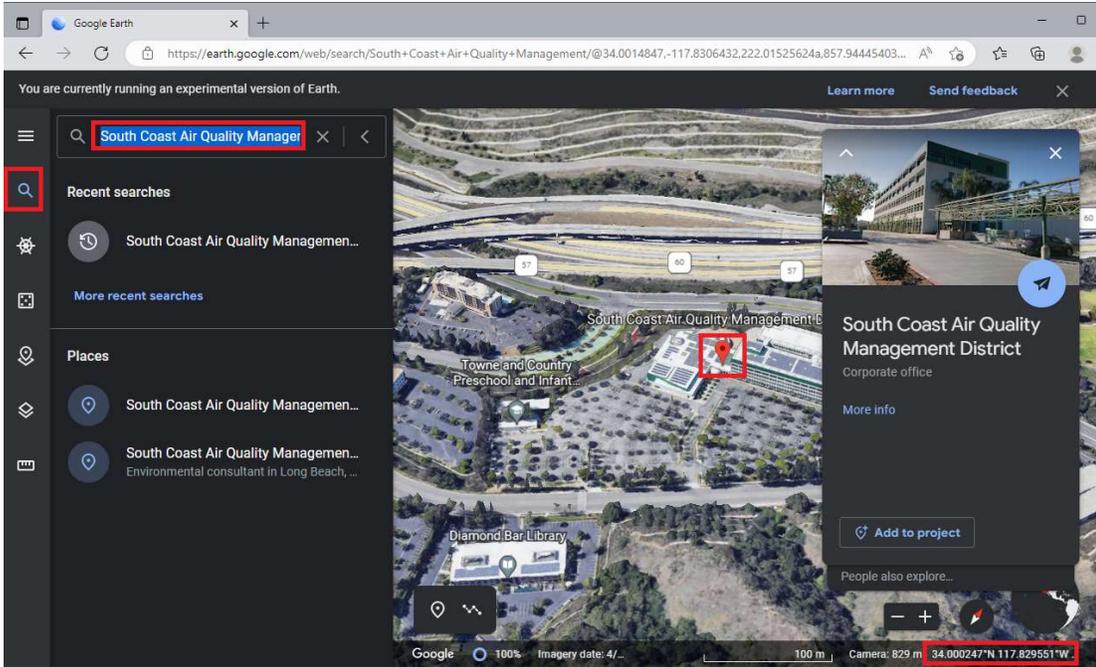
ES/Process	Reason(s)/Error(s)
E586 P1	Selected fuel type (Distillate Fuel Oil No. 2 (Diesel)) does not qualify for Abbreviated Reporting

Facility Information

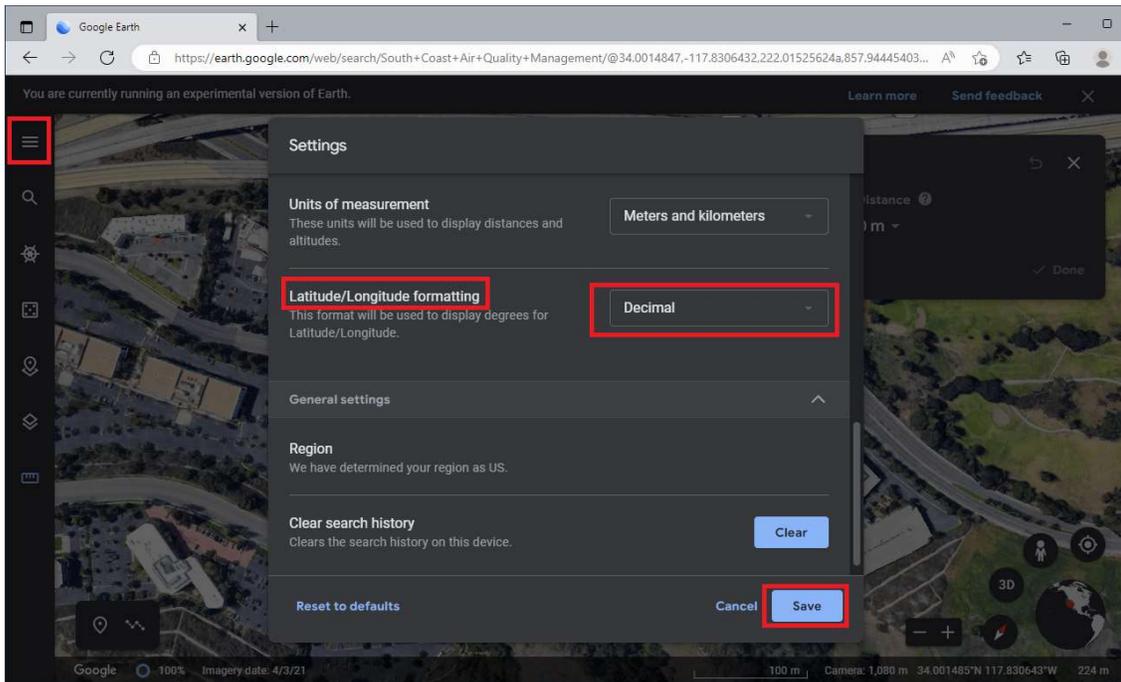
12. Once the reporting type has been selected, click on the **Facility Information** page on the Left Navigation Menu. Check all the facility information that has been uploaded by the South Coast AQMD is correct. If any of the information is incorrect, please contact the AER Support Hotline at (909) 396-3660. Every field with an * must be filled to save information on this page. If you do not click on the **Save** button, you will need to re-enter the data before the report can be submitted.

The required fields include the Latitude and Longitude, Facility Operating Status, Main Contact and Operating Schedule.

Latitude and Longitude can be found by using Google Earth (<https://earth.google.com/>). Please see image below.



The latitude/longitude settings may need to be changed to decimal. Please note that Google Earth uses cardinal direction (i.e., north, south, east, west) conventions for decimal formatting (34.001485 N, 117.830643 W). The AER web tool uses positive/negative conventions. North is positive and south is negative. East is positive and west is negative. Therefore, 34.001485 N, 117.830643 W would be reported as 34.00148, -117.830643 in the AER web tool. The latitude must be in the range of 32.000 and 36.000, while the longitude range is -114.000 and -122.000.



Once you have finished completed entering all the required fields click on the **Save** button at the bottom of the page.

The screenshot shows the AER web application interface. At the top, there are navigation links: 'AER Home', 'Access Facility', and 'START HERE'. Below this, a breadcrumb trail reads: 'Work In Progress > Facility ID: 999112 - SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) > Reporting periods: 2022 - Abbreviated'. The main content area is titled 'Facility ID: 999112' and 'Facility Information'. On the left, a navigation menu lists steps from 1 to 9, with '1. Facility Information' highlighted. The 'Facility Information' section contains a 'Summary' and an 'Instruction' box. Below this is the 'Abbreviated Reporting' section, which includes a paragraph about eligibility and a link to find more details. The 'General Facility Info' section contains a form with the following fields and options:

- Facility ID: 999112
- Reporting Year: 2022
- RECLAIM:
- RECLAIM Designation:
 - Title V:
 - AR2588:
 - AR2588 Phase:
 - AR2588 Reporting Year:
- AER:
- CTR:
 - Core CTR:
 - Additional Applicability:
 - CARB GHG Mandatory Reporting Regulation (MRR)
 - Over 250 tons/yr (pbe) non-attainment pollutants or precursors
 - Elevated Prioritization Toxic Facilities
 - Actual Criteria Air Pollutants >= 4tpy (100 tpy CO)
 - Sector Phase 1
 - Sector Phase 3B
- County: LOS ANGELES (dropdown)
- Air Basin: SOUTH COAST (dropdown)
- CPWE Fee Exemption: Facility located over 1 mile from any sensitive receptor is exempt from Cancer-Potency Weighted Emission (CPWE) Fees.
- Latitude:
- Longitude:
- Address:
 - Equipment Location:
 - Facility Name: SOUTH COAST AIR QUALITY MGT DIST(SCAQMD)
 - Street #: 21865
 - Direction: Copley
 - Street Name: Copley
 - Suffix: Dr.

Reporting Facility Status

- Once you have saved your facility information, continue to the **Status Page** found on the Left Navigation Menu. You must select the operational status of your facility every year when submitting a report. If no change in operation has occurred since the last time an AER was submitted, or your facility operated normally during the first year of emissions reporting, select the No Change option. Don't forget to click on the **Save** button on the bottom of the page.

If the DY that you are reporting for was not representative of a normal year, then you will need to click on one of the other check boxes. If one of the other check boxes is selected, a text box will appear, requiring you to provide additional detail.

AER Home Access Facility **START HERE**

Work In Progress · Facility ID: 999112 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2022 -Abbreviated

Facility ID: 999112

Abbreviated Reporting
 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

Status Update

Summary: This page informs AER staff about any changes in business operation status.
Instruction: Click on the status change check box(es) that apply to the facility. If no changes have occurred, select the "No Changes" check box. If the user believes that the facility is not subject to annual emission fees per Rule 301(e), please contact AER staff at aer@aqmd.gov or (909) 396-3660.
 Facility shutdown, change of ownership, and/or change of equipment location should also be reported to Permit Services at permitservices@aqmd.gov or (909) 396-3385.

Status Update *

Facility ID 999112

No Change
 Facility Shutdown
 Change of Ownership
 Change in Equipment Location
 Emissions are zero for this year's report, or emissions reduced by 50%
 Use of Alternative Calculation methodology
 Other

Save updated information
 You must click the following button if changes in this form should be saved.

Save

Identifying Combustion Fuels

14. Once your facility status has been saved, continue to the **Combustion Fuels** page found on the Left Navigation Menu. You must add combustion fuels before reporting emissions. Failing to do this step now has the potential to erase any data that has been added on the Process page. Click the **Add New Fuel** button to add a fuel source to your profile. The blue information icon  will provide extra information by using your mouse to hover over.

AER Home Access Facility **START HERE**

Work In Progress · Facility ID: 999112 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2022 -Abbreviated

Facility ID: 999112

Abbreviated Reporting
 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

Combustion Fuels Specification

Summary: This section informs the South Coast AQMD of the combustion fuels (fuels being burned) that were used in the facility.
Instruction: Click on "Add New Fuel" to specify all the combustion fuels (fuels being burned) that were used in the facility during this reporting period. Do not include fuels used exclusively in vehicles.

Add New Fuel 

Action	Fuel Name	Qualifies for Abbreviated Reporting	Comment
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- a. Pick the fuel you would like to add by clicking the dropdown menu. Don't forget to click the **Save** button.

Work In Progress · Facility ID: 999119 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2022

Facility ID: 999119

Abbreviated Reporting
 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

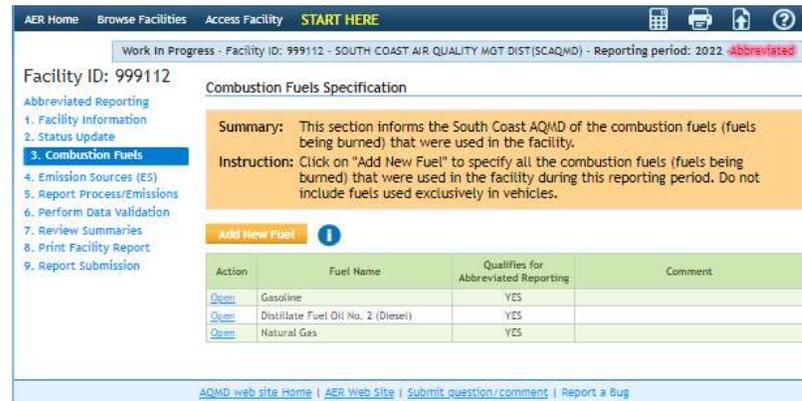
Edit Combustion Fuel Data

Fuel

Comment

Save or [Cancel](#)

- b. The third column in the table with the green header will notify the user if the fuel qualifies for abbreviated reporting. The AER web tool will automatically designate your AER as regular report if a fuel that does not qualify for abbreviated reporting is chosen in the Process page of a device (see instructions on the Process page below). An error message will be displayed on the bottom of the Abbreviated Reporting page (see Step 6 above).



Reviewing and Adding Emission Sources

15. Once you have added all the combustion fuels you used during the DY, continue to the **Emission Sources (ES)** page found on the Left Navigation Menu. If this is your first-year reporting, your facilities permitted emission sources will already be uploaded by South Coast AQMD staff. If your facility has an active permit not shown on this page, you can add a new Emission Source by clicking on the **Add New Emission Source** button. If you do not need to add an Emissions Source, you can skip to Step 12 below.
- a. If your facility has submitted an AER in the past and no emissions sources are shown on the table with the green header, then you can import the emission sources by performing the tasks in Step 4 above. Please note that importing data sources from previous years will erase any data you have entered in the open AER you are working on.

AER Home Access Facility **START HERE**

Work In Progress - Facility ID: 999112 - SOUTH COAST AIR QUALITY MGT DIST (SCAQMD) - Reporting period: 2022 - **Abbreviated**

Facility ID: 999112

Abbreviated Reporting

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 "Profile" under the Emission Source (ES) Column. Add emission data by clicking "Open" under the Emissions column. Upload storage tank data by clicking on link "Click here" below.

Abbreviated Reporting

Starting in Reporting Year 2022 some facilities can qualify for Abbreviated Reporting. Your eligibility to file Abbreviated Report depends in part on the types of Emission Sources used at your Facility. Click [here](#) to find out more details about Abbreviated Reporting and its possible benefits.

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

Add New Emission Source

Displaying 0 emission sources.

A/N Permit NO
 AER Device ID Permit Device ID

Search:

Emission Source (ES)	Emissions	A/N	Permit NO	Permit Device ID	Permit Equipment Description	AER Device ID	ES Name	ES Group Name	Source Category	Has Emissions	Equipment	PERP	ES Status
No data available in table													

Showing 0 to 0 of 0 entries ◀ Previous Next ▶

16. If you need to add a new emission source, click on the **Add New Emission Source** button to add a new permitted emission source, and choose the check box labeled Permitted.

Non-permitted equipment is not required to be added if you qualify for abbreviated reporting.

All active permits must be added to the system if they have not already been uploaded by the South Coast AQMD. Failure to add all active permits may result in AER staff requesting you to amend your AER.

Add the application number (A/N) by clicking on the drop-down menu and clicking Add New. A text box will then appear where you can enter the application number. Enter the Permit No., and ES Name in the supplied text box.

AER Home Access Facility **START HERE**

Work in Progress - Facility ID: 999112 - SOUTH COAST AIR QUALITY MGT DIST (SCAQMD) - Reporting period: 2022 -Abbreviated

Facility ID: 999112

Abbreviated Reporting

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

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

Abbreviated Reporting

Starting in Reporting Year 2022 some facilities can qualify for Abbreviated Reporting
Your eligibility to file Abbreviated Report depends in part on the types of Emission Sources used at your Facility.
Click [here](#) to find out more details about Abbreviated Reporting and its possible benefits.

Permitted

A/N

PERP Equipment(CARB's Portable Equipment Registration Program) Emissions are not included when calculating emission fees

Permit No

Permit Device ID

AER Device ID will be assigned upon saving

ES Name *

Operating ES Status *

Comment

Design Capacity 0

Save or Save and return to List of Emission Sources or Cancel

Optional: Save and Mark as Completed

- a. You must choose an Operating ES Status by clicking on the drop-down menu. When you choose Normal Operating ES status on the drop-down menu, the **Categorize Emission Source** button will appear.

Abbreviated Reporting

Starting in Reporting Year 2022 some facilities can qualify for Abbreviated Reporting
Your eligibility to file Abbreviated Report depends in part on the types of Emission Sources used at your Facility.
Click [here](#) to find out more details about Abbreviated Reporting and its possible benefits.

Permitted

A/N

PERP Equipment(CARB's Portable Equipment Registration Program) Emissions are not included when calculating emission fees

Permit No

Permit Device ID

AER Device ID will be assigned upon saving

ES Name *

Operating ES Status **Normal Operation** *

Comment

Emission Source Category **Categorize Emission Source** *

Design Capacity 0

Save or Save and return to List of Emission Sources or Cancel

Save and proceed to Process Reporting or Cancel

Optional: Save and Mark as Completed Click here to [delete](#) this emission source and associated data.

- b. To select the Emission Source Category for your permitted Emission Source, click on the **Categorize Emission Source** button. The Categorize Emission Source window will appear containing all possible categories that can be added to your Annual Emissions Report.



- c. The A icon (Abbreviated Reporting icon) is placed next to each ES that is included in the Abbreviated Reporting guidelines. While other equipment source types are shown, only those emission sources with the A icon are included in the Abbreviated Reporting applicable criteria. If an emission source without the A icon is chosen, the AER tool will change your report to regular reporting.



For example, to report “Combustion of natural gas, propane or LNG fuel in boilers or heaters”, you may click on the click here for Category 1: *External Combustion Equipment*. Click on the emission source you would like to add and then click on the **Save** button.

Permitted	A/N	Permit No	Permit Device ID	Permit Equipment Description	AER Device ID	ES Name
Yes	111	111			ESNull	Portable I.C. Engines

All Emission Source with this icon  qualify for AER Abbreviated Reporting
Click [here](#) to find out more details about Abbreviated Reporting and its possible benefits.

1. External Combustion Equipment (e.g., boiler, dryer, oven, furnace, heater, afterburner, flare, kiln or incinerator) [click here](#) to select one the following Equipment:

<input type="checkbox"/> Boiler <10 MMBTU/HR 	<input type="checkbox"/> Heater 10-100 MMBTU/HR 
<input type="checkbox"/> Boiler 10-100 MMBTU/HR 	<input type="checkbox"/> Heater >100 MMBTU/HR 
<input type="checkbox"/> Boiler >100 MMBTU/HR 	<input type="checkbox"/> Space/Water heater - not related to a process <10 MMBTU/HR 
<input type="checkbox"/> Oven <10 MMBTU/HR 	<input type="checkbox"/> Afterburner <10 MMBTU/HR
<input type="checkbox"/> Oven 10-100 MMBTU/HR 	<input type="checkbox"/> Afterburner 10-100 MMBTU/HR
<input type="checkbox"/> Oven >100 MMBTU/HR 	<input type="checkbox"/> Afterburner >100 MMBTU/HR
<input type="checkbox"/> Dryer <10 MMBTU/HR 	<input type="checkbox"/> Kilns
<input type="checkbox"/> Dryer 10-100 MMBTU/HR 	<input type="checkbox"/> Incinerator
	<input type="checkbox"/> Crematorium 

Save **Cancel**

- i. After you click the **Save** button, you will be taken back to the Emission Source Profile page. Fill in the Design Capacity field, if known. Complete adding the new emission source by clicking on the Save and return to List of Emission Sources orange button. You will be directed to the Emission Sources Page. If you need to add more ES, you can go back to Step 10 of this guidance document. Once you are done adding new emission sources, you may skip to Step 12 of this guidance document.

Abbreviated Reporting

Starting in Reporting Year 2022 some facilities can qualify for Abbreviated Reporting
Your eligibility to file Abbreviated Report depends in part on the types of Emission Sources used at your Facility.
Click [here](#) to find out more details about Abbreviated Reporting and its possible benefits.

Permitted	<input checked="" type="checkbox"/>
A/N	222
PERP Equipment(CARB's Portable Equipment Registration Program)	<input type="checkbox"/> Emissions are not included when calculating emission fees
Permit No	222
Permit Device ID	<input type="text"/>
Permit Equipment Description	<input type="text"/>
AER Device ID	ES86 Assign new ID
ES Name	Boiler *
Operating ES Status	Normal Operation *
Comment	<input type="text"/>
Emission Source Category	External Combustion Categorize Emission Source *
Equipment	Boiler <10 MMBTU/HR
Design Capacity	0.000000

Select as Grouping Model

Save or **Save and return to List of Emission Sources** or

Save and proceed to Process Reporting or **Cancel**

Optional: **Save and Mark as Completed** Click here to [delete](#) this emission source and associated data.

- d. To report “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” click on the [click here](#) link for Category 2: *Internal Combustion Equipment*. Mark the correct check box for the equipment you would like to add and click on the **Save** button.

Categorize Emission Source

1. External Combustion Equipment (e.g., boiler, dryer, oven, turnace, 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:

Portable I.C. Engines, 2 Stroke-Lean Burn **A** Stationary I.C. Engines, 4 Stroke-Lean Burn **A**

Portable I.C. Engines, 2 Stroke-Lean Burn, with Catalyst **A** Stationary I.C. Engines, 4 Stroke-Lean Burn, with Catalyst **A**

Portable I.C. Engines, 4 Stroke-Lean Burn **A** Stationary I.C. Engines, 4 Stroke-Rich Burn **A**

Portable I.C. Engines, 4 Stroke-Lean Burn, with Catalyst **A** Stationary I.C. Engines, 4 Stroke-Rich Burn, with Catalyst **A**

Portable I.C. Engines, 4 Stroke-Rich Burn **A** Turbines

Portable I.C. Engines, 4 Stroke-Rich Burn, with Catalyst **A** Engine Test Cells

Stationary I.C. Engines, 2 Stroke-Lean Burn **A** Micro Turbine

Stationary I.C. Engines, 2 Stroke-Lean Burn, with Catalyst **A**

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

Save **Cancel**

- i. After you click on the **Save** button, you will be taken back to the Emission Source Profile page. You must then choose whether your equipment is an Emergency Generator, Part of Fire Suppression or Fire Water Pumps or Other Permitted Emergency Engines. Please note that non-emergency internal combustion equipment do not qualify for abbreviated reporting. Fill in the Design Capacity field, if known. Complete the addition of the new device by clicking on the Save and return to List of Emission Sources orange button. You will be directed to the Emission Sources Page. If you need to add more emission sources, you can go back to Step 10 of this document. If you are done adding new emission sources, you may skip to Step 12 of this document.

Work In Progress · Facility ID: 999112 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2022 · **Abbreviated**

Facility ID: 999112

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

Abbreviated Reporting

Starting in Reporting Year 2022 some facilities can qualify for Abbreviated Reporting. Your eligibility to file Abbreviated Report depends in part on the types of Emission Sources used at your Facility. Click [here](#) to find out more details about Abbreviated Reporting and its possible benefits.

Permitted

A/N 111

PERP Equipment(CARB's Portable Equipment Registration Program) Emissions are not included when calculating emission fees

Permit No 111

Permit Device ID

Permit Equipment Description

AER Device ID ES87 **Assign new ID**

ES Name Portable I.C. Engines *

Operating ES Status Normal Operation

Comment

Emission Source Category Internal Combustion

Equipment **Categorize Emission Source**

Emergency Generator

Emergency Fire Suppression or Fire Water Pumps

Other Permitted Emergency Engines

Design Capacity 0.000000

Select as Grouping Model

Save or **Save and return to List of Emission Sources** or

Save and proceed to Process Reporting or **Cancel**

Optional: **Save and Mark as Completed** Click here to **delete** this emission source and associated data.

- e. To report “Dispensing of gasoline or diesel” click on the “[here](#)” button for Category 5: *Liquid Storage Tank*. The only Abbreviated Reporting option under the liquid storage tank category is Storage Tank and Dispensing. Select the correct check box for the equipment you would like to add and click on the **Save** button.

Permitted	A/N	Permit No	Permit Device ID	Permit Equipment Description	AER Device ID	ES Name
Yes	333	333			ESnull	

All Emission Source with this icon A qualify for AER Abbreviated Reporting
Click [here](#) to find out more details about Abbreviated Reporting and its possible benefits.

- External Combustion Equipment (e.g., boiler, dryer, oven, furnace, heater, afterburner, flare, kiln or incinerator) [click here](#) to select one of the following Equipment:
- Internal Combustion Equipment (e.g., internal combustion engine (excluding vehicles), turbine or micro turbine) [click here](#) to select one of the following Equipment:
- Spray Coating/Spray Booth (e.g., coatings, solvents, adhesives, etc.) [click here](#) to select one of the following Equipment:
- 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:
- Liquid Storage Tank (e.g. Underground, Aboveground, Small Tanks, Dispensing Systems) [click here](#) to select one of the following Equipment:
 - Storage Tank and Dispensing A
 - Above Ground Small storage tank - <10,000 gallons
 - Underground Small storage tank - <10,000 gallons
 - Storage tank - Will upload file with estimated emissions

Save **Cancel**

- i. After you click on the **Save** button, you will be taken back to the Emission Source Profile page. You must then choose the Tank Type from the drop-down menu shown under the Categorize Emission Source orange button. Fill in the Design Capacity field, if known. Complete adding the new device by clicking on the Save and return to List of Emission Sources orange button. You will be directed to the Emission Sources Page. If you need to add more emission sources, you can go back to Step 10 of this guidance document. If you are done adding new emission sources, you may skip to Step 12 of this guidance document.

Abbreviated Reporting

Starting in Reporting Year 2022 some facilities can qualify for Abbreviated Reporting. Your eligibility to file Abbreviated Report depends in part on the types of Emission Sources used at your Facility.

Click [here](#) to find out more details about Abbreviated Reporting and its possible benefits.

Permitted	<input checked="" type="checkbox"/>
A/N	333 <input type="button" value="Add New"/>
PERP Equipment(CARB's Portable Equipment Registration Program)	<input type="checkbox"/> Emissions are not included when calculating emission fees
Permit No	333
Permit Device ID	
AER Device ID	will be assigned upon saving
ES Name	StorageTank/Dispensing *
Operating ES Status	Normal Operation *
Comment	<input type="text"/>
Emission Source Category	Storage Tanks <input type="button" value="Categorize Emission Source"/>
Tank Type	Underground Tank *
Design Capacity	0 <input type="text"/>

or or
 or [Cancel](#)
Optional:

- f. To report “Cremation of humans or animals” click on the [click here](#) link for Category 7: *Other Processes*. If you need additional help reporting cremation emissions, see the *Guideline for Calculating Emissions from Crematory Operations* found on our www.aqmd.gov/aer page.
- i. The cremation process is reported in two processes. The first process is the combustion of natural gas. Select the Crematorium check box as shown below.

Categorize Emission Source

1. External Combustion Equipment (e.g., boiler, dryer, oven, furnace, heater, afterburner, flare, kiln or incinerator) [click here](#) to select one the following Equipment:

<input type="checkbox"/> Boiler <10 MMBTU/HR	<input type="checkbox"/> Heater 10-100 MMBTU/HR
<input type="checkbox"/> Boiler 10-100 MMBTU/HR	<input type="checkbox"/> Heater >100 MMBTU/HR
<input type="checkbox"/> Boiler >100 MMBTU/HR	<input type="checkbox"/> Space/Water heater - not related to a process <10 MMBTU/HR
<input type="checkbox"/> Oven <10 MMBTU/HR	<input type="checkbox"/> Afterburner <10 MMBTU/HR
<input type="checkbox"/> Oven 10-100 MMBTU/HR	<input type="checkbox"/> Afterburner 10-100 MMBTU/HR
<input type="checkbox"/> Oven >100 MMBTU/HR	<input type="checkbox"/> Afterburner >100 MMBTU/HR
<input type="checkbox"/> Dryer <10 MMBTU/HR	<input type="checkbox"/> Kilns
<input type="checkbox"/> Dryer 10-100 MMBTU/HR	<input type="checkbox"/> Incinerator
<input type="checkbox"/> Dryer >100 MMBTU/HR	<input checked="" type="checkbox"/> Crematorium
<input type="checkbox"/> Furnace <10 MMBTU/HR	<input type="checkbox"/> Flare
<input type="checkbox"/> Furnace 10-100 MMBTU/HR	<input type="checkbox"/> Charbroiler
<input type="checkbox"/> Furnace >100 MMBTU/HR	<input type="checkbox"/> Deep Fat Fryers
<input type="checkbox"/> Heater <10 MMBTU/HR	

⚠ In addition to burning fuels, if this device processes other materials, make sure box "Other Process Emissions" is checked under Category 7 below.

- ii. The second process is the combustion of the remains. After you select the crematorium check box. Select the Other Process Equipment checkbox and click on the Save button. Note, the only other Abbreviated Reporting option allowed under the Other Process Equipment category is agricultural/livestock.



- iii. After you click on the **Save** button, you will be taken back to the Emission Source Profile page. Fill in the Design Capacity field if it is known. Complete adding the new device by clicking on the Save and return to List of Emission Sources orange button. You will be directed to the Emission Sources Page. If you need to add more emission sources, you can go back to Step 10 of this guidance document. If you are done adding new emission sources, you may skip to Step 12 of this guidance document.

Abbreviated Reporting

Starting in Reporting Year 2022 some facilities can qualify for Abbreviated Reporting
 Your eligibility to file Abbreviated Report depends in part on the types of Emission Sources used at your Facility.
 Click [here](#) to find out more details about Abbreviated Reporting and its possible benefits.

Permitted	<input checked="" type="checkbox"/>
A/N	444
PERP Equipment (CARB's Portable Equipment Registration Program)	<input type="checkbox"/> Emissions are not included when calculating emission fees
Permit No	444
Permit Device ID	<input type="text"/>
Permit Equipment Description	<input type="text"/>
AER Device ID	ES89 Assign new ID
ES Name	Cremation *
Operating ES Status	Normal Operation ▼ *
Comment	<input type="text"/>
Emission Source Category	Categorize Emission Source *
Design Capacity	0.000000 <input type="text"/>

[Save](#) or [Save and return to List of Emission Sources](#) or
[Save and proceed to Process Reporting](#) or [Cancel](#)
 Optional: [Save and Mark as Completed](#) [Click here to delete](#) this emission source and associated data.

- g. To report “[Agricultural operations limited to dairy, poultry, and swine farms](#)” click on the “[Click here](#)” link for Category 7: *Other Processes*. The only Abbreviated Reporting

option the Other Process Equipment category are agricultural/livestock and crematory operations. Select his checkbox and click on the **Save** button. If you need additional help reporting agricultural emissions see the *Guidelines for Calculating Emissions from Dairy, Poultry, and Swine Operations* found on our www.aqmd.gov/aer page.

Categorize Emission Source
 All Emission Source with this icon qualify for AER Abbreviated Reporting
 Click [here](#) to find out more details about Abbreviated Reporting and its possible benefits.

- External Combustion Equipment (e.g., boiler, dryer, oven, furnace, heater, afterburner, flare, kiln or incinerator) [click here](#) to select one the following Equipment:
- Internal Combustion Equipment (e.g., Internal combustion engine (excluding vehicles), turbine or micro turbine) [click here](#) to select one of the following Equipment:
- Spray Coating/Spray Booth (e.g., coatings, solvents, adhesives, etc.) [click here](#) to select one of the following Equipment:
- 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:
- Liquid Storage Tank (e.g. Underground, Aboveground, Small Tanks, Dispensing Systems) [click here](#) to select one of the following Equipment:
- Fugitive Components (Emission Leaks from Process Components per Rule 462, 1173 and 1176), [click here](#) to select all applicable Equipment:
- Other Processes (does not fit in any of the groups mentioned above), click [click here](#) to mark "Other Process Equipment":
The only Other Processes categories eligible for Abbreviated Reporting are agricultural/livestock and crematory operations

Other process equipment

Save **Cancel**

- After you click on the **Save** button, you will be taken back to the Emission Source Profile page. Fill in the Design Capacity field, if known. Complete adding the new device by clicking on the Save and return to List of Emission Sources orange button. You will be directed to the Emission Sources Page. If you need to add more emission sources, you can go back to Step 10 of this guidance document. If you are done adding new emission sources, you may skip to Step 12 of this guidance document.

Abbreviated Reporting

Starting in Reporting Year 2022 some facilities can qualify for Abbreviated Reporting
 Your eligibility to file Abbreviated Report depends in part on the types of Emission Sources used at your Facility.
 Click [here](#) to find out more details about Abbreviated Reporting and its possible benefits.

Permitted	<input checked="" type="checkbox"/>
A/N	555
PERP Equipment (CARB's Portable Equipment Registration Program)	<input type="checkbox"/> Emissions are not included when calculating emission fees
Permit No	555
Permit Device ID	<input type="text"/>
Permit Equipment Description	<input type="text"/>
AER Device ID	ES90 Assign new ID
ES Name	<input type="text" value="Agricultural Dairy"/>
Operating ES Status	<input type="text" value="Normal Operation"/>
Comment	<input type="text"/>
Emission Source Category	Other Processes Categorize Emission Source
Design Capacity	<input type="text" value="0.000000"/>

Save or **Save and return to List of Emission Sources** or
Save and proceed to Process Reporting or [Cancel](#)
 Optional: **Save and Mark as Completed** Click here to [delete](#) this emission source and associated data.

17. Once you have added all missing permitted Emissions Sources you will need to finish reporting emissions for all the emission sources. Click on **Emission Sources** found on the Left Navigation Menu. All your emission sources should be listed in the green table.

- a. Below is an example of Emission Sources added in Step 11. We will use Emission Source (ES 86) with Application Number (A/N 222) - Boiler as an example for completing the profile. If you need assistance with understanding details on emission calculations for any of the equipment in the abbreviated reporting category, please see the specific guidelines for those devices found on our homepage www.aqmd.gov/aer.
- b. Click on the Open link found in the green Table under the *Emissions* column.

Facility ID: 999112

Abbreviated Reporting

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

Instruction: Add Devices (emissions sources) by clicking "Add New Emission Source". Edit devices by clicking "Profile" under the Emission Source (ES) Column. Add emission data by clicking "Open" under the Emissions column. Upload storage tank data by clicking on link "Click here" below.

Abbreviated Reporting

Starting in Reporting Year 2022 some facilities can qualify for Abbreviated Reporting. Your eligibility to file Abbreviated Report depends in part on the types of Emission Sources used at your Facility. Click [here](#) to find out more details about Abbreviated Reporting and its possible benefits.

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

[Add New Emission Source](#)

Displaying 5 emission sources.

A/N Permit NO
 AER Device ID Permit Device ID

Search:

Emission Source (ES)	Emissions	A/N	Permit NO	Permit Device ID	Permit Equipment Description	AER Device ID	ES Name	ES Group Name	Source Category	Has Emissions	Equipment	PERP	St
Profile	Open	111	111			ES87	Portable I.C. Engines	Internal Combustion	Internal Combustion	Y	Portable I.C. Engines, 2 Stroke- Lean Burn	N	W prt
Profile	Open	222	222			ES86	Boiler	External Combustion	External Combustion	Y	Boiler <10 MMSTU/HR	N	W prt
Profile	Open	333	333			ES88	Storage Tank/Dispensing	Storage Tanks	Storage Tanks	Y	Storage Tank and Dispensing	N	W prt
Profile	Open	444	444			ES89	Cremation	Other Processes	Other Processes	Y	Other process equipment	N	W prt
Profile	Open	555	555			ES90	Agricultural Dairy	Other Processes	Other Processes	Y	Other process equipment	N	W prt

Showing 1 to 5 of 5 entries ◀ Previous Next ▶

Adding Process Data

- c. Click on the [Open](#) link for the process.

Facility ID: 999112

Abbreviated Reporting

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

Instruction: Add Devices (emissions sources) by clicking "Add New Emission Source". Edit devices by clicking "Profile" under the Emission Source (ES) Column. Add emission data by clicking "Open" under the Emissions column. Upload storage tank data by clicking on link "Click here" below.

Abbreviated Reporting
Starting in Reporting Year 2022 some facilities can qualify for Abbreviated Reporting. Your eligibility to file Abbreviated Report depends in part on the types of Emission Sources used at your Facility. Click [here](#) to find out more details about Abbreviated Reporting and its possible benefits.

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

Process References

A/N	Permit No	Permit Device ID	Permit Device Description	AER Device ID	ES Name	ES Group Name	Source Category	Emissions?	Equipment	PERP	ES Status
Open	222	222			ES86	Boiler		External Combustion	Y	Boiler <10 MMBTU/HR	N
		Process ID	Source Group	Process/Material/Fuel Name			Status	Operation Type			
Open		P1	External Combustion				Work in progress	routine			

[Add Process/Material/Fuel](#) ⓘ

[OK](#)

- d. Once directed to the bottom page start with Step 1. Process. Click on the [Open](#) link for Process 1. Please note that any changes made during Step 1 may result in overwriting any data saved in Steps 2 through 5 on the Process page. Therefore, to prevent any data loss, please fill out the Process page steps in sequential order.

Facility ID: 999112

Abbreviated Reporting

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

Combustion

- External Combustion
- Internal Combustion
- Use of organics
 - Spray Coating/Spray Booth
 - Other Use of Organics
- Storage Tanks
 - Fugitive Components
 - Other Processes
 - Process Upset

Please provide specific information for every process associated with your external combustion Emission Sources including usage, emission factor and control efficiency (if any). Combustion fuels must be selected on the combustion fuels page (see 3. Combustion Fuels link in the menu on the left-side) before entering data on this page. Detail instructions are available by clicking on Help icon in the tool bar.

Abbreviated Reporting
Certain combination of equipment code and fuel source may disqualify you from Abbreviated Reporting. As part of Abbreviated Reporting, you **Must** only use **AQMD Default Emission Factors**. If you select anything other than **AQMD Default Emission Factors** you will be disqualified from Abbreviated Reporting. Click [here](#) to find out more details about Abbreviated Reporting and its possible benefits.

Step 1: Process Optional: [Mark as Completed](#)

	AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Equipment	PERP	Fuel
Open	ES86		222	P1	474	Boiler <10 MMBTU/HR	No	

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

Step 2: Throughput

	Annual Throughput	Criteria/Toxic Throughput	GHG Throughput
Open			

Step 3: Criteria Emissions (lbs) Use [Default Emission Factors](#) if available.

	Pollutant	EF	Unit	EF Data Source	Emissions
Open	VOC		lbs /		
Open	NOx		lbs /		
Open	SOx		lbs /		
Open	CO		lbs /		
Open	PM		lbs /		

Step 4: Toxic (TAC/ODC) Emissions (lbs)

	TAC/ODC Group	CAS #	EF	Unit	EF Data Source	Emissions
Add New						

[← Back to Emission Source Process Reference](#)

- e. Fill out all the fields to complete the Emission Process Information. Click the **Save** button when done.

AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Equipment	PERP	Fuel
ES91		222	P1		Boiler <10 MMBTU/HR	No	

AER Device ID: ES91 AER Device Name: Boiler

PERMITTED AN: 222 Permit Device ID

Process ID: P1 Process Name:

Process Comment:

Fuel: *

Rule #: *

Equipment: Boiler <10 MMBTU/HR

Save **Cancel**

- f. A warning will appear that default emission factors for Criteria Pollutants and Toxic Air Contaminants will automatically get populated for your emission source. Click the **OK** button. You may elect to change your emission factor after this warning; however, using non-default emission factors will result in the AER web tool automatically converting from abbreviated to regular reporting. A warning will appear on the bottom of the Abbreviated Reporting notifying the user that this has occurred.



- g. The last step to complete the emission source profile for this boiler is to add the throughput by clicking the [Open](#) link under Step 2: Throughput.

Facility ID: 999112

Abbreviated Reporting

1. Facility Information
2. Status Update
3. Combustion Fuels
4. Emission Sources (ES)
5. Report Process/Emissions

Combustion

External Combustion

Internal Combustion

Use of organics

Spray Coating/Spray Booth

Other Use of Organics

Storage Tanks

Fugitive Components

Other Processes

Process Upset

6. Perform Data Validation
7. Review Summaries
8. Print Facility Report
9. Report Submission

Instructions are available by clicking on help icon in the tool bar.

Abbreviated Reporting

Certain combination of equipment code and fuel source may disqualify you from Abbreviated Reporting. As part of Abbreviated Reporting, you must only use AQMD Default Emission Factors. If you select anything other than AQMD Default Emission Factors you will be disqualified from Abbreviated Reporting. Click [here](#) to find out more details about Abbreviated Reporting and its possible benefits.

Step 1: Process Optional: Mark as Completed

AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Equipment	PERP	Fuel
Open ES91		222	P1	1146	Boiler <10 MMBTU/HR	No	Natural Gas

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

Step 2: Throughput

Annual Throughput	Criteria/Toxic Throughput	GHG Throughput
Open		

Step 3: Criteria Emissions (lbs) Use [Default Emission Factors](#) if available.

Pollutant	EF	Unit	EF Data Source	Emissions
Open VOC	5.50000000e+0	lbs /	AQMD default	
Open NOx	1.00000000e+2	lbs /	AQMD default	
Open SOx	6.00000000e-1	lbs /	AQMD default	
Open CO	8.40000000e+1	lbs /	AQMD default	
Open PM	7.60000000e+0	lbs /	AQMD default	

Step 4: Toxic (TAC/ODC) Emissions (lbs)

TAC/ODC Group	CAS #	EF	Unit	EF Data Source	Emissions
Open Benzene	71432	8.00000000e-3	lbs /	AQMD default	
Open Formaldehyde	50000	1.70000000e-2	lbs /	AQMD default	
Open PAHs [PAH, POM]	1151	1.00000000e-4	lbs /	AQMD default	
Open PAHs [PAH, POM]	91203	3.00000000e-4	lbs /	AQMD default	
Open Ammonia	7664417	1.80000000e+1	lbs /	AQMD default	

[Add New](#)

[Back to Emission Source Process Reference](#)

- Fill in the fields with the annual throughput and choose the units from the drop-down menu. For this example, 150 mmscf as used as the annual throughput.
- The user needs to choose the type of throughput required by the emission factor in Throughput Type drop-down box. For combustion sources, the throughput type is typically “input” because the emission factors are based on the amount of fuel used.
- The reference for the throughput should be entered into the Fuel Use Comment box (e.g., natural gas bills, process records, fuel meters, etc.).

Edit Throughput Information - External Combustion

AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Equipment	PERP	Fuel
ES91		222	P1	1146	Boiler <10 MMBTU/HR	No	Natural Gas

Annual Throughput	Criteria/Toxic Throughput	GHG Throughput
Fuel Usage (Annual Throughput): 150.00000000 * mmscf *		
Throughput Type: Input *		
Fuel Usage Comment:		

[Save](#) [Cancel](#)

- Documentation used for throughput should be uploaded to the AER web tool. To upload documents to the AER web tool, click on icon (the paper with an up arrow, as

shown below) on the dark blue menu bar at the top of the page. Then use the Choose File button to select the file from where it is stored on your computer.

Select a date range within the same year as the AER DY. For example, if you are reporting DY 2022 emissions, then your date start must fall within calendar year 2022. Otherwise, the file will not upload to the 2022 AER. The “Valid From” and “Valid To” field sets start and end dates for the file to appear in the table. For example, if you are adding fuel data for DY 2022 and do not want it to appear in the table for DY 2023, you can set the end date to December 31, 2022. If you leave the end date blank, it will appear in subsequent reporting years.

Click on the **Upload** button after you have filled all required fields.

After you have uploaded the file, it will appear in the table below the box you used to upload your file.

START HERE

Work In Progress · Facility ID: 999001 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2022

Document uploaded successfully.

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	<input style="width: 90%;" type="text" value="Choose File"/> ExampleFe...alGasBill.jpg
Description	<input style="width: 90%;" type="text" value="Feb SoCalGasBill"/>
Valid From (MM/DD/YYYY)	<input style="width: 90%;" type="text" value="01/01/2022"/> *
Valid To (MM/DD/YYYY)	<input style="width: 90%;" type="text"/>

Upload

	File	Size	Description	Upload Date	Uploaded By	Valid From	Valid To	Modify dates
Add new document								
delete	ExampleJanSoCalGasBill.jpg	170 kb	Jan SoCalGas Bill	11/18/2022	test 2014	1/1/2022		modify

- Once your throughput has been added, the emission source profile is completed and should look like the snapshot below. If you need help reporting emissions sources from the other emission source categories refer to the guidelines stated in Step 11.

Facility ID: 999112

Instructions are available by clicking on help icon in the tool bar.

Abbreviated Reporting
 Certain combination of equipment code and fuel source may disqualify you from Abbreviated Reporting. As part of Abbreviated Reporting, you Must only use AQMD Default Emission Factors. If you select anything other than AQMD Default Emission Factors you will be disqualified from Abbreviated Reporting. Click [here](#) to find out more details about Abbreviated Reporting and its possible benefits.

Optional: Mark as Completed

Step 1: Process

	AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Equipment	PERP	Fuel
Open	ES91		222	P1	1146	Boiler <10 MMBTU/HR	No	Natural Gas

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

Step 2: Throughput

	Annual Throughput	Criteria/Toxic Throughput	GHG Throughput
Open	150.00000000 mmscf	150.00000000 mmscf	150,000,000.00 scf

Step 3: Criteria Emissions (lbs) Use [Default Emission Factors](#) if available.

	Pollutant	EF	Unit	EF Data Source	Emissions
Open	VOC	5.50000000e+0	lbs / mmscf	AQMD default	8.25000000e+2
Open	NOx	1.00000000e+2	lbs / mmscf	AQMD default	1.50000000e+4
Open	SOx	6.00000000e-1	lbs / mmscf	AQMD default	9.00000000e+1
Open	CO	8.40000000e+1	lbs / mmscf	AQMD default	1.26000000e+4
Open	PM	7.60000000e+0	lbs / mmscf	AQMD default	1.14000000e+3

Step 4: Toxic (TAC/ODC) Emissions (lbs)

	TAC/ODC Group	CAS #	EF	Unit	EF Data Source	Emissions
Open	Benzene	71432	8.00000000e-3	lbs / mmscf	AQMD default	1.20000000e+0
Open	Formaldehyde	50000	1.70000000e-2	lbs / mmscf	AQMD default	2.55000000e+0
Open	PAHs [PAH, POM]	1151	1.00000000e-4	lbs / mmscf	AQMD default	1.50000000e-2
Open	PAHs [PAH, POM]	91203	3.00000000e-4	lbs / mmscf	AQMD default	4.50000000e-2
Open	Ammonia	7664417	1.80000000e+1	lbs / mmscf	AQMD default	2.70000000e+3

[Add New](#)

[Back to Emission Source Process Reference](#)

Using the Report Process/Emissions Pages

- The **Report Process/Emissions** header on the Left Navigation Menu allows you the ability to see all the emission sources uploaded under each emission source category. Grey headers are shown for emission source categories that are not included in the AER.
 - You can see the emission sources under each category by clicking the blue headers on the Left Navigation Menu. For example, to view all external combustion emission sources click on the blue External Combustion header on the Left Navigation Menu. You can also click the [Open](#) links located next to each category.

AER Home Access Facility **START HERE**    

Work In Progress · Facility ID: 999112 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2022 · **Abbreviated**

Facility ID: 999112

Report Process/Emissions

Summary: This section contains worksheets for reporting your processes, throughput (usage of materials/fuels), emission factors, control efficiencies, and other activity data.

Instruction: Review each device that is generating emissions.

Abbreviated Reporting
Certain combination of equipment code and fuel source may disqualify you from Abbreviated Reporting.
 As part of Abbreviated Reporting, you **Must** only use AQMD Default Emission Factors.
If you select anything other than AQMD Default Emission Factors you will be disqualified from Abbreviated Reporting.
 Click [here](#) to find out more details about Abbreviated Reporting and its possible benefits.

External Combustion (1)	OPEN
Internal Combustion (1)	OPEN
Storage Tanks (1)	OPEN
Other Processes (2)	OPEN

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Additional Toxic Substances Production and Usage Page

The Additional Toxic Substances Production and Usage page is included for all facilities, but only applies to facilities subject to CTR that are not submitting an Abbreviated Report.

User's submitting an Abbreviated Report are **NOT** required to enter any information on this page.

However, if the AER Reporting Tool allows you to choose between Abbreviated Reporting and Regular Reporting, and you choose regular reporting, then you should enter data for any CTR TAC that you could not estimate emissions for. Please see the Additional Toxic Substance Production and Usage guidelines on the AER website for guidance on the Additional Toxic Substances Production and Usage page.

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

Work In Progress · Facility ID: 999915 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2022 · **Abbreviated**

Facility ID: 999915

Additional Toxic Substances Production and Usage

Summary: This section contains Additional Toxic Substances Production and Usage.

Instruction: Add Additional Toxic Substances Production and Usage by clicking "Add Additional Toxic Substances Production and Usage" button. Edit "Additional Toxic Substances Production and Usage" by clicking "Edit" hyperlink.

Annual Usage and Production of Additional Toxic Substances
 CTR requires that if, during the data year, any additional toxic substances identified and required to be reported in Appendix B of CTR is present, used, or produced at a facility in a way that may result in airborne emissions, "best available data and methods" as defined by CTR must be used to quantify emissions.

If no "best available data and methods" exists to provide a reasonable emissions estimate, then the toxic substance and the amount used or produced at the facility during the data year must be reported instead of an emission value. Purchase records, substance inventory reconciliation, direct measurement, or other methods may be used to estimate amounts used or produced.

If a portion of the emissions associated to these additional toxic substances could be reasonably quantified using "best available data and methods," that portion still needs to be reported as emissions associated with a device or process. This page should only be used to capture the usage or production associated with the portion that could not be reasonably quantified.

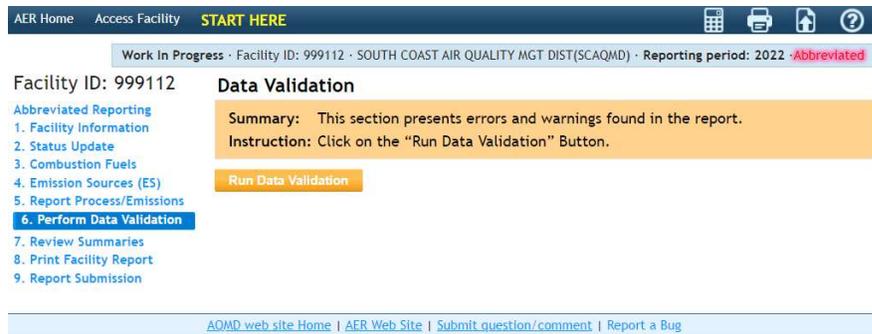
These additional toxic substances usage or production captured in this section of report are not subject to fees.

Click [here](#) to go to Toxic Pollutants page

Validating Data in the AER

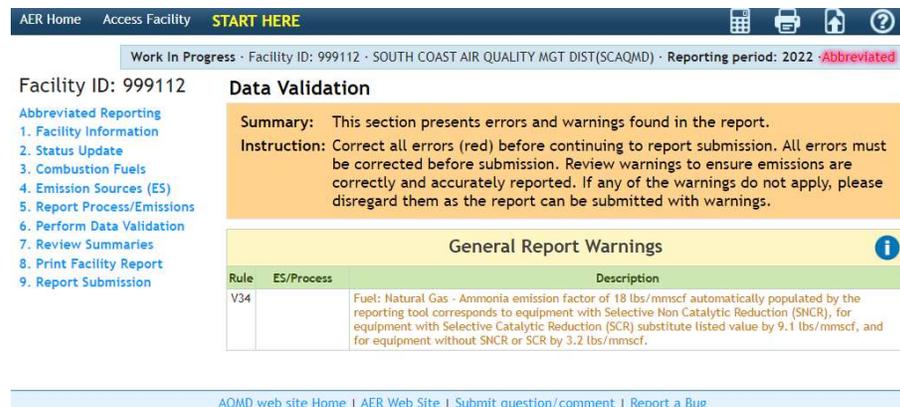
19. Once you have completed the emission source profile for your facility click on the **Perform Data Validation** header location on the Left Navigation Menu. You must click on the **Run Data Validation** button for the AER tool to check the data uploaded. Please note that the warnings and errors produced by the data validation only report errors related to basic AER web tool functions and data. The validations reported here do not provide abbreviated reporting errors, which are only shown on the Abbreviated Reporting page (see Step7 above).

If you forgot to enter a throughput, you will get a validation error reported here. However, if you reported a fuel that is not included in the CARB list of fuels for abbreviated reporting in the CTR regulation, then the error would not appear here, but be shown on the Abbreviated Reporting page (see Step7 above).



The screenshot shows the AER web interface. At the top, there is a navigation bar with 'AER Home', 'Access Facility', and 'START HERE'. Below this, a breadcrumb trail reads 'Work In Progress · Facility ID: 999112 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2022 · Abbreviated'. The main content area is titled 'Data Validation' and includes a 'Summary' box with the text: 'This section presents errors and warnings found in the report. Instruction: Click on the "Run Data Validation" Button.' Below the summary is a yellow button labeled 'Run Data Validation'. On the left side, there is a navigation menu with the following items: 'Abbreviated Reporting', '1. Facility Information', '2. Status Update', '3. Combustion Fuels', '4. Emission Sources (ES)', '5. Report Process/Emissions', '6. Perform Data Validation' (highlighted in blue), '7. Review Summaries', '8. Print Facility Report', and '9. Report Submission'. 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'.

- a. The facility report may trigger a General Report Warning after running the Data Validation. An AER report can still be submitted with General Report Warnings. However, users should verify that the issues identified by the warnings have been satisfactorily addressed. For example, the warning message below informs the user that there are three default emission factors for ammonia and that the user should verify that the correct default emission factor for ammonia was selected. The warning will continue to be produced each time the data validation is run because the AER web tool cannot determine if the user has verified this information.



The screenshot shows the AER web interface, similar to the previous one. The 'Data Validation' section now includes a 'General Report Warnings' box with an information icon. Below this is a table with the following content:

Rule	ES/Process	Description
V34		Fuel: Natural Gas - Ammonia emission factor of 18 lbs/mmscf automatically populated by the reporting tool corresponds to equipment with Selective Non Catalytic Reduction (SNCR), for equipment with Selective Catalytic Reduction (SCR) substitute listed value by 9.1 lbs/mmscf, and for equipment without SNCR or SCR by 3.2 lbs/mmscf.

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'.

- b. Data Validation may also provide an Error message. Errors must be corrected before an AER report may be submitted. A description of the error and the emission source with the error are shown below the Error box. You may click on the blue ES/Process link to go back the page with the error.
- i. For the example below, the error below states the throughput is missing for emission source (ES 87 P1). The reporter must click on the blue [ES87 P1](#) link to be directed to that ES page to add the missing throughput.

Work In Progress · Facility ID: 999112 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2022 · **Abbreviated**

Facility ID: 999112

Data Validation

Summary: This section presents errors and warnings found in the report.
Instruction: Correct all errors (red) before continuing to report submission. All errors must be corrected before submission. Review warnings to ensure emissions are correctly and accurately reported. If any of the warnings do not apply, please disregard them as the report can be submitted with warnings.

Errors

Rule	ES/Process	Description
V01	ES87 P1	Error: This field is mandatory, but is missing. (Throughput Value)

Device Specific Warnings

Rule	ES/Process	Description
V12	ES87 P1	Warning: Toxic emissions for VOC toxics are reported but no VOC reported on criteria pollutant for the same emission source. If toxic Type is TAC and VOC (see Help) it has to be reported as Toxic and as criteria pollutant VOC.
V13	ES87 P1	Warning: Toxic emissions for PM toxics are reported but no PM reported on criteria pollutant for the same emission source. If toxic Type is TAC and PM (see Help) it has to be reported as Toxic and as criteria pollutant PM.

General Report Warnings

Rule	ES/Process	Description
V34		Fuel: Natural Gas - Ammonia emission factor of 18 lbs/mmscf automatically populated by the reporting tool corresponds to equipment with Selective Non Catalytic Reduction (SNCR), for equipment with Selective Catalytic Reduction (SCR) substitute listed value by 9.1 lbs/mmscf, and for equipment without SNCR or SCR by 3.2 lbs/mmscf.

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

- ii. Once the errors have been fixed, the reporter can go back to the Perform Data Validation page on the Left Navigation Menu and click on the **Run Data Validation** button to view any additional errors.

Viewing the Report Summaries

20. Once the report has been cleared of all errors, click on the blue **Review Summaries** header on the Left Navigation Menu. You can view the total criteria pollutants emissions by clicking on the blue Criteria Pollutants header on the Left Navigation Menu or the black OPEN link, as identified in example below.

AER Home Access Facility **START HERE**

Work In Progress · Facility ID: 999112 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2022 -Abbreviated

Facility ID: 999112

Summaries

Abbreviated Reporting

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

Summary: This page provides emissions and emission fee summaries.

Instruction: Review all emissions and emission fees before proceeding to 9. Report Submission (see menu on left-side).

Criteria Pollutant Summary - Summarizes criteria pollutant emission totals by permitted and non-permitted sources. Clicking on an emission value generates a list of the devices/processes that comprises the selected emission.

TAC/ODC Pollutants Summary - Summarizes TAC emissions and fees by Rule 301(e)(7)(A) TAC emission fee category. Clicking on links generates additional detail about the emissions, fees, devices/processes, or Rule 301.

Fees - Summarizes facility-wide criteria pollutant emissions, criteria pollutant and TAC/ODC emission fee totals, semi-annual installments paid (if applicable), and surcharges (if applicable).

Criteria Pollutants Summary	OPEN
Toxic (TAC/ODC) Pollutants Summary	OPEN
Fees	OPEN

AQMD web site Home | AER Web Site | Submit question/comment | Report a Bug

- a. Abbreviated Reporters will have emissions presented under the first table, Permitted Emissions Summary (Excluding PERP).

AER Home Access Facility **START HERE**

Work In Progress · Facility ID: 999112 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2022 -Abbreviated

Facility ID: 999112

Criteria Pollutants Summary

Permitted Emissions Summary (Excluding PERP)

	VOC (tons)	SPOG (tons)	NO _x (tons)	NO _x RECLAIM (tons)	SO _x (tons)	SO _x RECLAIM (tons)	CO (tons)	PM (tons)
External Combustion	0.28		5.00		0.03		4.20	0.38
Internal Combustion	0.01		0.01		0.00		0.20	0.00
Spray Coating/ Spray Booth								
Other Use of Organics								
Storage Tanks	0.06							
Fugitive Components								
Other Process Emissions								
Shutdown/ Startup/ Turnaround and Upsets								
Total Permitted Emissions	0.35	0.00	5.01	0.00	0.03	0.00	4.40	0.38

- b. You may click on the blue text showing each emission total to view all the emission sources for that specific criteria pollutant, as shown below.

Storage Tanks VOC References

AER Device ID	Process ID	Emissions (pounds)
ES88	P1	1.26450e+2

OK

No emissions should be shown on the other two tables (Non-Permitted Emissions Summary (Excluding PERP) or PERP (CARB's Portable Equipment Registration Program) Emission Summary) because only South Coast AQMD-permitted devices are allowed to be included in abbreviated reports.

21. To view the **Toxic (TAC/ODC) Pollutants** click on the blue header on the Left Navigation Menu, as shown below. A summary is shown in the AER Toxic Fees Breakdown table. To view a detailed breakdown of each Fee you can click on the blue Table 1, Table 2, Table 3, and Table 4 links. Additional information on criteria pollutant and toxics fees can be found in Rule 301 which is linked on the AER home page.

The screenshot shows the AER web application interface. At the top, there is a navigation bar with 'AER Home', 'Access Facility', and 'START HERE'. Below this, a status bar indicates 'Work In Progress - Facility ID: 999112 - SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) - Reporting period: 2022 -Abbreviated'. The main content area is titled 'Facility ID: 999112' and 'TAC/ODC Pollutants Summary'. On the left, a navigation menu lists various options, with 'Toxic (TAC/ODC) Pollutants' highlighted. The central part of the page features a table titled 'AER Toxic Fees Breakdown:' with the following data:

Item	Description	Amount	Link
1.	Base Toxic Fee: See Table 1	\$78.03	Show Facility Flat Fee Info
2.	CPWE Emission Fees: See Table 2	\$1,020.00	
3.	Ammonia & Ozone Depleting Compounds (ODC) Fees: See Table 3	\$0.00	
4.	Per Device Fees: See Table 4	\$341.89	Show Devices Fee Summary
Total TAC Fees:		\$1,439.92	

Below the table, there are four links to view detailed tables for each category:

- Table 1 - Facility Base Toxic Fee [Show Table](#)
- Table 2 - Cancer-Potency Weighted Emission Fees [Show Table](#)
- Table 3 - Ammonia & Ozone Depleting Compounds (ODC) Fees [Show Table](#)
- Table 4 - Flat Rate Device Fees [Show Table](#)

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](#)

22. The **Fees** header on the Left Navigation Menu provides the total fees accumulated by the facility including both criteria pollutant and toxics fees. The Total Emission and Fees table breaks down the criteria pollutants into categories and their respective Rule 301 fees.

AER Home Access Facility **START HERE**    

Work In Progress - Facility ID: 999112 - SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) - Reporting period: 2022 - **Abbreviated**

Facility ID: 999112

Abbreviated Reporting

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

Criteria Pollutants
Toxic (TAC/ODC) Pollutants

Fees

8. Print Facility Report

9. Report Submission

Fees

Total Emissions and Fees

	Total Permitted Emissions (tons)	Total Non-Permitted Emissions (tons)	Total RECLAIM Emissions (tons)	Total Emissions (tons)	PERP Emissions Excluded from Fees(tons)	Total Emissions Subject to Fees (tons)	Emission Fees Due
Organic Gasses	0.34	0.00	0.00	0.34	0.00	0	\$ 0.00
Specific Organics	0.00	0.00	0.00	0.00	0.00	0	\$ 0.00
Nitrogen Oxides	5.02	0.00	0.00	5.02	0.00	5	\$ 842.94
Sulfur Oxides	0.03	0.00	0.00	0.03	0.00	0	\$ 0.00
Carbon Monoxide	4.21	0.00	0.00	4.21	0.00	0	\$ 0.00
Particulate Matter	0.38	0.00	0.00	0.38	0.00	0	\$ 0.00

Abbreviated Reporting Selection

Starting in Reporting Year 2022 some facilities can qualify for Abbreviated Reporting
Based on your Emission Sources and Fuels usage you qualify for Abbreviated Reporting.
 Please select if you prefer to submit Abbreviated Report or Regular Report
 Click [here](#) to find out more details about Abbreviated Reporting and its possible benefits.

Abbreviated Report **Regular Report**

1. Total emission fees for all criteria pollutants (Please click here to see the Criteria Pollutant fee breakdown in Table III of Rule 301)	\$ 842.94
2. Toxic air contaminants/ ozone depleter fees	\$ 459.92

TAC Fees Breakdown	
Facility Flat Fee:	\$ 78.03
CPWE Emission Fees:	\$ 40.00
Ammonia & Depleting Compounds (ODC) Fees:	\$ 00.00
Per Device Fees (total devices with fees 1):	\$ 341.89
Total Facility TAC Fees :	\$ 459.92

- The orange Abbreviated Reporting button should be checked for all Abbreviated Reporting facilities, as shown above. If the orange Regular Reporting button has been checked, you can click on the **Abbreviated Reporting** header on the Left Navigation Menu to find why your report was disqualified from Abbreviated Reporting.
 - Once on the **Abbreviated Reporting** page, the table “Reason(s) Why this Report Does NOT Qualify for Abbreviated Reporting” will show all the reasons why the report has been removed from Abbreviated Reporting. You may click on the blue link in the yellow table to correct the errors. Once the errors have been corrected you may go back to the **Review Summaries** page.

Facility ID: 999112

Abbreviated Reporting

- 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

suppression pump engines, direct-drive emergency standby fire water pump engines, or other engines permitted as emergency equipment

- 4. Dispensing of gasoline and diesel.
- 5. Cremation of humans or animals.

For a detailed guide on abbreviated reporting please refer to the AER webpage [here](#)

Certify you qualify for Abbreviated Reporting

South Coast AQMD Abbreviated Reporting Certification Statement

I understand and agree that both I and the facility I am representing will be held as legally bound, obligated, or responsible by my electronic certification, and that legal action can be taken against me or the facility I am representing based on my use of my electronic certification in knowingly submitting false information in an electronic document to the South Coast AQMD AER Electronic Reporting System.

I certify that I have been authorized by an officer of the permit holder as an individual who has knowledge and responsibility for emissions data to submit and certify the accuracy of the data presented in the emissions report on behalf of the permit holder, based on best available knowledge.

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this emissions report, and believe that the information is true, accurate and complete.

I understand and agree that both I and the facility I am representing will be held as legally bound, obligated, or responsible by my electronic certification, and that legal action can be taken against me or the facility I am representing based on my use of my

- I acknowledge that I have read the South Coast AQMD Abbreviated Certification Statement.*
- I agree on the responsibility for this AER Report Submission in accordance with Certification Statement.*

* South Coast AQMD may review report submission and if needed will revert your report from Abbreviated to Regular Reporting.

You have selected Abbreviated Reporting but this report DOES NOT qualify

- Abbreviated Reporting
- Regular Report

Based on your Emission Sources and Fuels usage you DO NOT qualify for Abbreviated Reporting. Due to disqualification, your report has been automatically deemed a Regular report. The report may revert to Abbreviated if it meets the above qualifications. Refer to the table below for report-specific information regarding Abbreviated Reporting qualification.

Reason(s) Why this Report Does NOT Qualify for Abbreviated Reporting

ES/Process	Reason(s)/Error(s)
ES89_P1	Activity/Throughput type has not been selected completely. Abbreviated reporting qualification cannot be determined.

b. The bottom portion of the **Fees** page has a complete fee breakdown including criteria pollutant and toxic fees as well as previous installments paid by the facility. For further explanation of each numbered row see below.

1. Total Criteria Pollutant Emission Fees: Calculation of these emission fees are based on the emissions found in the Permitted Emission Summary (Excluding PERP) table found in the **Criteria Pollutants** page.
2. The TAC Emission Fees: The sum of all TAC fees is shown on the right column. Summaries of each TAC emission fee category are shown in the green table. A further breakdown of the fees is provided on the **Toxic (TAC/ODC) Pollutants** page by clicking on its header on the Left Navigation Menu.
3. Total Fees Due: This is the sum of the criteria pollutant and toxic emission fees (Rows 1 and 2).
4. Installments Paid for 2022 for Criteria Pollutants: This column should be zero unless 10 tons of any criteria pollutant emissions were reported in the previous year.
5. Installments Paid for 2022 for Toxic Air Contaminants/Ozone Depleters: This column should be zero unless 10 tons of any criteria pollutant emissions were reported in the previous year.

6. Balance Due: This is the sum of the criteria pollutant and toxic emission fees minus any installments paid.
7. Late Payment Surcharge: This is estimated from the Postmark Date the reporter adds in the field box. If the AER is certified and submitted and fees/surcharges are paid before the AER deadline date the Postmark Date field does not need to be filled. If the AER is certified and submitted or emission fees have not been paid on or before the deadline date of May 1, 2023, late payment surcharges will be accrued.

For users who submit late emissions fees/surcharges electronically using the South Coast AQMD Payment portal, the postmark date should be the date the facility submits the emission fees/surcharges electronically.

Late payment surcharges will be calculated as prescribed by Rule 301 and shown in the table below.

Days Late	Surcharge
< 30 Days	5%
30 to 90 Days	15%
91 Days to 1 Year	25%
> 1 year	50%

8. The Amount Due: This is the total amount of emission fees plus any late fee surcharges accrued.

1. Total emission fees for all criteria pollutants (Please click here to see the Criteria Pollutant fee breakdown in Table III of Rule 301)	\$ 2,107.35												
2. Toxic air contaminants/ ozone depleter fees	\$ 10.00												
<table border="1"> <thead> <tr> <th colspan="2">TAC Fees Breakdown</th> </tr> </thead> <tbody> <tr> <td>Facility Flat Fee:</td> <td>\$ 00.00</td> </tr> <tr> <td>CPWE Emission Fees:</td> <td>\$ 10.00</td> </tr> <tr> <td>Ammonia & Depleting Compounds (ODC) Fees:</td> <td>\$ 00.00</td> </tr> <tr> <td>Per Device Fees (total devices with fees 0):</td> <td>\$ 00.00</td> </tr> <tr> <td>Total Facility TAC Fees :</td> <td>\$ 10.00</td> </tr> </tbody> </table>		TAC Fees Breakdown		Facility Flat Fee:	\$ 00.00	CPWE Emission Fees:	\$ 10.00	Ammonia & Depleting Compounds (ODC) Fees:	\$ 00.00	Per Device Fees (total devices with fees 0):	\$ 00.00	Total Facility TAC Fees :	\$ 10.00
TAC Fees Breakdown													
Facility Flat Fee:	\$ 00.00												
CPWE Emission Fees:	\$ 10.00												
Ammonia & Depleting Compounds (ODC) Fees:	\$ 00.00												
Per Device Fees (total devices with fees 0):	\$ 00.00												
Total Facility TAC Fees :	\$ 10.00												
3. Total fees due	\$ 2,117.35												
4. Installments Paid For 2022 (if any): All Criteria Pollutants	\$ 0.00												
5. Installments Paid For 2022 (if any): Toxic Air Contaminants/Ozone Depleters	\$ 0.00												
6. Balance Due (Line 3 - Line 4 - Line 5)	\$ 2,117.35												
7. Late Payment Surcharge (enter the postmark date to calculate the late payment surcharge)	Report Deadline 3/17/2023 Postmark Date (MM/DD/YYYY) <input type="text"/> Late Payment Surcharge \$ 0.00												
8. Amount Due (Line 6 + Line 7) Please write AER Facility ID#(s) and 2022 AER on the check	\$ 2,117.35												
<input type="button" value="Save"/>													

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Printing/Downloading AER PDF and Excel Reports

23. **Print Facility Report** on the left Navigation Menu will take the user to the Print Report page. By clicking on the check box, the Print Full AER check box. The AER report will be created in PDF format when the user clicks on the orange Print Selected Pages button,

If the user would like to print individual sections instead of the complete report, the user can click on the desired check boxes to print the individual PDF sections.

Selecting the Download Report check box under the Print Excel Report section will generate an Excel Report that includes all the data entered by the user

Selecting the Download TAC Report check box under the Print Excel Report section will generate an Excel report that details the TAC emission fees.

AER Home Account Facility START HERE

Work In Progress - Facility ID: 999112 - SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) - Reporting period: 2022 Abbreviated

Facility ID: 999112

Abbreviated Reporting

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 page allows users to generate pdf and Excel reports of the AER data for this facility.

Instruction: Users can generate AER reports by clicking on the Print Selected Pages, Download Report, and Download TAC Report buttons. The Print Selected Pages button generates a pdf version of the AER report. Users may click the check boxes on this page to either print the entire pdf report or sections of the pdf report. There are two Excel reports that may be generated. The "Download Report" button generates all device/process criteria pollutant, TAC/ODC, and GHG (if calculated) emissions data in a single spreadsheet. The "Download TAC Report" button generates a summary of facility information, all device/process TAC emissions data, summary sheets of each Rule 301(e) TAC emissions fee, and an overall summary of all Rule 301(e) TAC emission fees.

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

Storage Tanks Process List Overview

Summaries

Criteria Pollutants Summaries

Toxic Pollutants Summaries

Total Emissions and Fees

Print Excel Reports

AER Certification and Submission

24. **Report Submission** on the Left Navigation Menu will take the user to the report submission page. The grey box presents the user with the steps needed to submit the AER.

Step 1: All errors must be resolved before the AER can be submitted. The user is also responsible for verifying that no corrections are needed as described in the warning messages.

Step 2: The user is responsible for reviewing AER Emissions Summary and ensuring that emissions and any fees are correct. A link to AER Emissions Summary is provided in this step.

Step 3: If there are errors a message in red text will remind the user to correct the errors. If there are no errors an orange Generate AER Submission Report button will appear below the gray box that details these submittal steps.

Step 4: The user is responsible for reviewing the pdf and Excel files related to the AER report on the page after the Generate AER Submission Report button is pushed.

Step 5: After the AER report is certified and submitted on the page after the Generate AER Submission Report button is pushed, a link will be provided that allows the user to pay for any emission fees and late surcharges on-line if needed. If the user would like to submit a check for any emission fee or surcharges a link to a payment voucher to be included with the check will also be provided.

Step 6: The user is responsible for the accuracy and validity of the AER report submission including any fees and late surcharges.

If the orange Abbreviated Report has been checked the facility will be submitting a report under Abbreviated Report AER criteria. If the orange Regular Report has been checked the facility will be submitting a report under Regular AER criteria.

If the user finds that the AER web tool has selected the Regular Report option, when the Abbreviated Report option was desired, the user should click on the Abbreviated Reporting Link on the left Navigation Menu and correct any errors shown on the table “Reason(s) Why this Report Does NOT Qualify for Abbreviated Reporting.” Until the abbreviated reporting errors are correct, the AER web tool will not allow the submission of an abbreviated report.

Review all the information and when ready click the orange Generate AER Submissions Report.

Facility ID: 999112

- Abbreviated Reporting
- 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

Report Submission Process

Summary: This section, the facility is able to pay their associated emissions fees, if any, and electronically submit their AER report.
Instruction: Electronically sign and submit the report. Pay any associated fees by following the instructions under Payment Option 1 or Payment Option 2.

Here are steps required to officially Sign and Submit your facility AER Report to South Coast AQMD.

- Please Review All Validation Warnings and Errors:
 - Errors: 0
 - Warnings: 0
- Please review your [AER Emissions Summary](#) before generating your report.
- Generate your AER Submission Report by clicking the "Generate AER Submission Report" button.
- Review and accept the correctness of your AER Submission Report.
- Pay any applicable Fees.
- Accept and Acknowledge the accuracy and validity of your AER Report Submission.

Abbreviated Reporting

Starting in Reporting Year 2022 some facilities can qualify for Abbreviated Reporting. Based on your Emission Sources and Fuels usage you qualify for Abbreviated Reporting. Please select if you prefer to submit Abbreviated Report or Regular Report. Click [here](#) to find out more details about Abbreviated Reporting and its possible benefits.

- Abbreviated Report
- Regular Report

Generate AER Submission Report

AER Report Status

Report Status:	Work In Progress
Changed Date/Time:	7/1/2022 2:47:02 PM
Changed By:	Wing Ko (wko@aqmd.gov)

Show More AER Report History

- a. Clicking the grey Show More AER Report History you can view past submittals and amendments.

Work In Progress · Facility ID: 999112 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2022 · **Abbreviated**

Facility ID: 999112

Report Submission Process

Summary: This section, the facility is able to pay their associated emissions fees, if any, and electronically submit their AER report.

Instruction: Electronically sign and submit the report. Pay any associated fees by following the instructions under Payment Option 1 or Payment Option 2.

Here are steps required to officially Sign and Submit your facility AER Report to South Coast AQMD.

- Please Review All Validation Warnings and Errors:
 - Errors: 0**
 - Warnings: 1**
The quality of data in this report encountered the warnings in orange. You may continue to submit this report but please make sure the data are correctly entered. View [Data Validation](#) for a review.
- Please review your [AER Emissions Summary](#) before generating your report.
- Generate your AER Submission Report by clicking the "Generate AER Submission Report" button.
- Review and accept the correctness of your AER Submission Report.
- Pay any applicable Fees.
- Accept and Acknowledge the accuracy and validity of your AER Report Submission.

Abbreviated Reporting
Starting in Reporting Year 2022 some facilities can qualify for Abbreviated Reporting Based on your Emission Sources and Fuels usage you qualify for **Abbreviated Reporting**. Please select if you prefer to submit Abbreviated Report or Regular Report. Click [here](#) to find out more details about Abbreviated Reporting and its possible benefits.

Abbreviated Report Regular Report

Generate AER Submission Report

- b. If your facility has generated errors like the example below the orange Generate AER Submission Report will not appear. All errors must be resolved before you can submit your report. To view these errors, click on the **Data Evaluation** header on the Left Navigation Menu.

Work In Progress · Facility ID: 999112 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2022 · **Abbreviated**

Facility ID: 999112

Report Submission Process

Summary: This section, the facility is able to pay their associated emissions fees, if any, and electronically submit their AER report.

Instruction: Electronically sign and submit the report. Pay any associated fees by following the instructions under Payment Option 1 or Payment Option 2.

Here are steps required to officially Sign and Submit your facility AER Report to South Coast AQMD.

- Please Review All Validation Warnings and Errors:
 - Errors: 13**
This report did not pass the validation. Please revisit [Data Validation](#) for listing of errors in red. Fix all errors before submitting the report.
 - Warnings: 4**
The quality of data in this report encountered the warnings in orange. You may continue to submit this report but please make sure the data are correctly entered. View [Data Validation](#) for a review.
- Please review your [AER Emissions Summary](#) before generating your report.
- Generate your AER Submission Report by clicking the "Generate AER Submission Report" button.
 - Please note that "Generate AER Submission Report" button will be visible if there are no errors that prevent report generation.**
- Review and accept the correctness of your AER Submission Report.
- Pay any applicable Fees.
- Accept and Acknowledge the accuracy and validity of your AER Report Submission.

25. Once you have Generated an AER Submission Report you must follow the below steps to submit the report.

- a. Step 1: Review and accept the AER Report pdf, AER Excel report, the AER TAC excel report by selecting the check boxes under the links to each of the reports. If you would like to edit the information in the pdf and excel reports, you must click on the grey Cancel Generated Report & Modify Report Data. The reports and data in the AER cannot be edited unless the Cancel Generated Report & Modify Report Data is pressed. If the user is satisfied with the data in the pdf and Excel files, then proceed to Step 2.

AER Home Access Facility **START HERE**

Ready For Review · Facility ID: 999112 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2022 -Abbreviated

Facility ID: 999112 **Certify and Submit Generated AER Report To South Coast AQMD**

Abbreviated Reporting

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

STEP: 1. Review Generated Report and Accept Its Accuracy

AER Report Files

- [D20221027-T135514-ReportID\[23602\]-AER Report - FacilityID\[999112\] ReportingYear\[2022\].pdf](#)
 I have read and accepted this document.*
- [D20221027-T135519-ReportID\[23602\]-AER Report - FacilityID\[999112\] ReportingYear\[2022\].xlsx](#)
 I have read and accepted this document.*
- [D20221027-T135523-ReportID\[23602\]-AER TAC Report - FacilityID\[999112\] ReportingYear\[2022\].xlsx](#)
 I have read and accepted this document.*

* The reports in the links above are not considered FINAL until the "Certify & Submit AER Report" button in Step 2 below is clicked, and the submittal verification page appears.

Cancel Generated Report & Modify Report Data

- b. Step 2: The authorized representative should read the South Coast AQMD Certification Statement for the AER. If the authorized representative agrees to the Certification Statement and agrees on the responsibility for the AER submission in accordance with the Certification Statement, then the related check boxes can be selected.

STEP: 2. Officially Certify & Submit AER Report to South Coast AQMD

Here are the steps to Certify and Submit AER Report.

South Coast AQMD Certification Statement

I acknowledge that by certifying and submitting this statement, I have read, understand, and accept the terms and conditions of this electronic certification statement.

I acknowledge that the South Coast AQMD reserves the right to audit the reported emissions. All records and calculations used in completing this summary are recommended to be retained for a minimum of five years.

I certify that I have been authorized by an officer of the permit holder as an individual who has knowledge and responsibility for emissions data to submit and certify the accuracy of the data presented in the emissions report on behalf of the permit holder, based on best available knowledge.

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this emissions report, and believe that the information is true, accurate and complete.

I understand and agree that both I and the facility I am representing will be held as legally bound, obligated, or responsible by my electronic certification,

I acknowledge that I have read the South Coast AQMD Certification Statement.*

I agree on the responsibility for this AER Report Submission in accordance with Certification Statement.*

* The AER report is not considered FINAL until the "Certify & Submit AER Report" button below is clicked, and the submittal verification page appears.

- c. The authorized representative must review all the Contact, Preparer and Authorized Person Information.

If correct the authorized representative must complete the Identity Verification section by entering their password and the facility PIN code. The password is the personal password used with the username that the authorized representative used to register in the AER web tool and uses to access the AER web tool. The facility PIN code provided on the notification letter and used to access the facility in the AER web tool.

The authorized representative must click the orange Certify & Submit AER Report button to electronically submit the AER data to the South Coast AQMD. A confirmation email will be generated and sent to the main contact.

Contact Information			
Name:	Jane Do	Phone:	(123) 456-7890
Title:		Fax:	
E-mail:	janedoe@facility.com		

Preparer Information			
Name:	Jane Do	Phone:	(123) 456-7890
Title:		Fax:	
E-mail:	janedoe@facility.com		

Authorized Person Information			
Name:	Jane Do	Phone:	(123) 456-7890
Title:		Fax:	
E-mail:	janedoe@facility.com		

Identity Verification	
Please Re-Enter Your Password:	<input type="password"/> * ⓘ
Please Re-Enter Facility Pin:	<input type="password"/> * ⓘ

Abbreviated Reporting
Starting in Reporting Year 2022 some facilities can qualify for Abbreviated Reporting Based on your Emission Sources and Fuels usage you qualify for Abbreviated Reporting. Please select if you prefer to submit Abbreviated Report or Regular Report. Click here to find out more details about Abbreviated Reporting and its possible benefits.

Certify & Submit AER Report

- d. After the orange Certify & Submit AER Report button is pressed a warning pop-up message will appear to verify that the user wants to submit the AER. If user does not want to submit the AER, then the orange No button should be pressed. If the user wants to confirm the submittal of the AER, then the orange Yes button should be clicked.



26. If AER was submitted and are no related emission fees/surcharges, the user will see the below snapshot. The payment status states No Payment Required. This concludes the AER reporting process.

Submitted - Facility ID: 999112 - SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) - Reporting period: 2022 -Abbreviated

Facility ID: 999112 **AER Report Submission to South Coast AQMD**

Facility Dashboard
Reported Summaries

Abbreviated Reporting

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

AER Report has been signed and submitted to South Coast AQMD.

In case of any changes required or report needs to be re-generated, please use 'Request Amendments' button.

Request Amendments

AER Report Status

Report Status:	Submitted
Submission Date/Time:	11/9/2022 9:44:10 AM
Submitted By:	test 2014 (testaer2014@gmail.com)
Payment Status:	No Payment Required
Report Files:	020221109-T094311-ReportID(23679)-AER_Report - FacilityID(999112)_ReportingYear(2022).pdf 020221109-T094317-ReportID(23679)-AER_Report - FacilityID(999112)_ReportingYear(2022).xlsx 020221109-T094320-ReportID(23679)-AER_TAC_Report - FacilityID(999112)_ReportingYear(2022).xlsx 020221109-T094408-ReportID(23679)-XmlSubmissionReport-ReportID(23679)-020221109-T094408.xml

Show More AER Report History

27. If the AER is submitted and there are related emission fees/surcharges. they may be paid online via the Online Payment Portal by clicking the orange Go to South Coast AQMD Payment Portal.

AER emissions fee of \$6,728.17 is due.

Please note that payment needs to be received by South Coast AQMD before the report deadline - 3/17/2022, or you will be subject to late fees.

Important:

- Please note that online payments made to South Coast AQMD may take up to 24 hours to show up in our system. If you have already made a payment please wait and check your Report Payment Status in 24 hours.
- Please note that your AER Fees Payment has to be processed or postmarked before the deadline or you will be subject to late fees.

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

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

28. If the user would prefer to pay via check, instructions are provided under Payment Option 2.

Payment Option 2 - Pay via Check

1. [Print AER Payment Voucher and instructions](#)
2. The AER Payment Voucher and check are first received and processed by Bank of America for check deposits, return receipts for certified mails will be stamped by Bank of America rather than AQMD. Please mail the required AER Payment Voucher and check to the following address:

South Coast Air Quality Management District
Annual Emission Reporting Program
File No. 54493
Los Angeles, CA 90074-4493

NOTE: For any overnight delivery, example FedEx, please use the following address:

Bank of America Lockbox Services
Lockbox LAC-054493
2706 Media Center Drive
Los Angeles, CA. 90065

If you wish to use a messenger (or hand deliver), the package should be delivered to the cashier's booth at AQMD Headquarters at the address listed below in Diamond Bar on or before 5:00 p.m. 3/17/2022 Please note that AQMD is closed on Mondays.

South Coast Air Quality Management District
ATTN: Cash Management
Annual Emission Reporting Program
21865 Copley Drive
Diamond Bar, CA 91765-4178

- a. The “AER Payment Voucher” must be printed and include it inside the envelope with emission fee/surcharge check. The Facility ID and DY 2022 AER should be included in the memo line of the check. If this is not done, South Coast AQMD Finance staff may not be able to credit the emission fees/surcharges to the correct Facility ID or program.
- b. Below is the address to mail the check and AER payment voucher. If the postmark is after the 2022 AER deadline of May 1, 2023, any related emission fees will accrue late fee surcharges. If submitting emission fees after the due date, make sure the late fee surcharge is included in the amount on the check payable to South Coast AQMD.

South Coast Air Quality Management District
Annual Emission Reporting Program
File No. 54493
Los Angeles, CA 90074-4493

- c. If a messenger service is used, the package should be delivered to Cash Management at the South Coast AQMD Diamond Bar Headquarters at the address listed below on or before the May ¹, 2023 deadline. Please note the South Coast AQMD is closed on Mondays.

South Coast Air Quality Management District
ATTN: Cash Management
Annual Emission Reporting Program
21865 Copley Drive
Diamond Bar, CA 91765-4178