



Guidelines for Importing Previous Year's Data

(Revised December 2022)

Data from previous AERs can be imported into the present years AER through an automated process in the AER Reporting Tool. This procedure can only be performed if a previous AER exists.

If this is the first year of emissions reporting for a facility, this procedure should not be done, because no previous AER exists. In this case, all permitted devices have been loaded into the AER by South Coast AQMD staff. Instruction on preparing an AER can be found in the Help and Support Manual, which can be found on the AER website.

For facilities with previous AERs, not all data will be imported. The data imported includes facility information, fuels, devices, processes, emission factors, control efficiencies. The operating status of the facility for the new data year, data in the status update page, and activities/throughput/fuel usage in each process page will not be imported since these values may change from year to year. The user will have to add the data not imported by the AER Reporting Tool.

Data will only import from the last previously available AER into the AER that is currently opened by the user. For example, if an AER is available and has been submitted in AER Reporting Tool for DY 2019, but the facility was not requested to report emissions for DY 2020 and 2021. The user will be able to import data from 2019 AER into the 2022 AER, because it is the most previous AER available.

Any permitted or unpermitted devices/processes that have been added between the last emission reporting year and the current reporting year will need to be added by the user. The process of adding a new device/process is detail in the Help and Support Manual, which can be found on the AER website.

Importing of Previous Year Data

To import data, at least one previous AER period has a “Work in Progress” or a “Submitted” status. Import data is transferred only from the previous years report.

Once you have logged into your Facilities page (below snapshot), click on the Open link for the report you want to work on.

AER Home Access Facility

Select Reporting Year

Facility Information
 Facility ID: 999001
 Facility name: ABC
 Address: 123 1st
 City: LOS ANGELES
 ZIP: 90063

Please select a reporting year from the list below (by clicking on the "OPEN" button for desired reporting year) in order to begin using the AER Program.

If you do not see the reporting period you want to work on, please contact AQMD AER Hotline at 909-396-3660 or aer@aqmd.gov.

| Year | Status | Deadline | Submittal Date | |
|------|------------------|-----------|----------------|-------------------------|
| 2017 | Submitted | 3/6/2018 | 2/25/2021 | Open... |
| 2018 | Work In Progress | 3/19/2019 | | Open... |
| 2019 | Submitted | 4/17/2020 | 2/25/2021 | Open... |
| 2020 | Submitted | 3/17/2021 | | Open... |
| 2021 | Ready For Review | 3/17/2022 | | Open... |
| 2022 | Work In Progress | 3/17/2023 | | Open... |

Access Different Facility

Summary: Alphanumeric PIN is issued by the South Coast AQMD and mailed out yearly in the Facility Notification to Report Letter. If you need assistance on locating the PIN, please contact AER Support by email at aer@aqmd.gov or Hotline at (909)396-3660.

Instruction: 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.

Facility ID:
 Facility PIN:
Access Facility

In the following screen, click the link to import last year.

AER Home Access Facility **START HERE**

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

Facility ID: 999001

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

Summary: The "Import Last Data Year" link allows the user to import data from the prior annual emissions report. This data includes, but does not solely comprise, facility information, combustion fuels, and emission sources. Some information such as throughputs and storage tank data are not imported and will need to be manually updated.

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

Click here to [Import Last Year](#) information

A black field with green text will appear. The text will notify the user the source DY and the current DY, fuels imported, emission sources imported, etc. The process may take time depending on the number of fuels and emission sources. The total elapsed time should be displayed.

If the total elapsed time is not displayed or there is an error message, please contact AER staff at aer@aqmd.gov or 909.396.3600.

Facility ID: 999001

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

This is the Facility Home Page which specifies the main elements of the AER Program. For detail Instructions please click on Help Icon. The main AER elements are accessible on menu on the left, and on this page by clicking on Section name below.

Click here to [Import Last Year](#) information

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Import Last Year - results

Total Elapsed Time (in seconds): 5.7186047.

Level | Message
-----|-----
3 | Importing from year 2020 into year 2021
3 | Importing hotspots from year 2020
3 | Imported fuel: Gasoline
3 | Imported fuel: LPG
3 | Imported fuel: Digester Gas (Biogas)
3 | Imported fuel: Natural Gas
3 | Imported fuel: Landfill Gas (Biogas)
3 | Imported fuel: Propane
3 | Imported fuel: Distillate Fuel Oil No. 2 (Diesel)
3 | Imported emission source: ES32
3 | Emission source is editable.
3 | Imported emission source: ES33
3 | Emission source is editable.
3 | Imported emission source: ES34
3 | Emission source is editable.
3 | Imported emission source: ES35
3 | Emission source is editable.
3 | Imported emission source: ES36
3 | Emission source is editable.
3 | Imported emission source: ES37
3 | Emission source is editable.
3 | Imported emission source: ES38
3 | Emission source is editable.
3 | Imported hotspots from year 2020
    
```

After the data is imported, the user can prepare the AER by entering the facility operating status on the Facility page, entering the appropriate data in the Status Page, adding activity/throughput/fuel usage, and adding any new emission sources. Instructions on how to complete these processes, information on running the data validation, reviewing summary data, printing or downloading AER data, and submitting the report can be found in the Help and Support manual.