

How to Amend an Annual Emission Report

The AER Reporting Tool is not able to accept online amendments in its current design. In order to facilitate amendments, please follow these steps:

1. Print the reports with relevant data to be amended,
2. On the print-out, **manually ~~strikeout~~ the INCORRECT DATA**,
3. Write the NEW DATA above the old one,
4. Correct the new total emissions on the Summaries,
5. If amended total emissions resulted in **underpayment** of emission fees, refer to Rule 301(e)(10)(C) and (D),
6. If amended total emissions resulted in **overpayment** of emission fees (or refund), refer to Rule 301(e)(9)(B),
7. For amendments **with NO FEE impact**, please refer to Rule 301(e)(9)(A) for a non-refundable standard evaluation fee.
8. Submit the authorized (signed) amendment and applicable fees to:

**South Coast Air Quality Management District
AER Program
21865 Copley Drive
Diamond Bar, CA 91765**

How to Amend a 2008-2013 Annual Emission Reports Using Old AER-Web Tool

For amending 2008-2013 annual emission reports (2008-2013) submitted under the old AER-Web Tool, users must follow these steps:

1. Login to the AER-Web Tool (at <http://www3.aqmd.gov/webappl/wc/security/login.aspx>) using user name and password registered with that old tool,
2. After entering facility ID, select the AER year to amend,
3. On the AER-Web Tool menu bar - click Forms & Reports tab,
4. Select and Re-generate All Report,
5. Select and print Summary Forms (S, X, A, C, CU, TACS and CR – if applicable). Sign on Form X,
6. Select and print the AER form(s) to amend. (i.e. B1, B2, B3, B4, TAC, etc),
7. On the print-out, manually ~~strikeout~~ the INCORRECT DATA,

8. Manually write the NEW DATA above the old one,
9. Correct the new total emissions on the Summary Forms (C, CU, S, TACS).
10. If amended total emissions resulted in underpayment of emission fees, refer to Rule 301(e)(10)(C) and (D).
11. If amended total emissions resulted in overpayment of emission fees (or refund), refer to Rule 301(e)(9)(B).
12. If amendment was submitted after one year and sixty days from the official due date with NO FEE impact, the amendment should include a non-refundable standard evaluation fee. Please refer to Rule 301(e)(9)(A) for evaluation fee rate.
13. Submit ALL amended forms, signed Form X, and applicable fees to the SCAQMD Headquarters listed above.

Review of the amendments can result in any of the following actions:

- **Additional Fees** – Additional fees are subject to the surcharge provisions and time frame outlined earlier under the “Underpayment Surcharge” section. Emission data will be updated accordingly after the amendment has been verified.
- **Refund** - A refund may be made as a result of the amendment only if a written claim for refund is filed with AQMD within one year and sixty days from the official due date, or three years in case of AQMD errors (not including revisions to applicable emission factors). However, the facility emissions will be updated accordingly, after the amendment has been verified.
- **Denial** - As a result of AQMD evaluation, the amendment or fee refund may be denied. This action can be appealed to the Fee Review Committee. See “Other Fee Issues” in Help and Support manual.