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

Help and Support Manual for the AER Reporting Tool

Revised December 2021

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INTRODUCTION

The Annual Emissions Reporting (AER) Program provides facilities that are subject to Rule 301(e) with a new computer tool (AER Reporting Tool) to estimate emissions for criteria pollutants (VOC, NOx, SOx, CO and PM), Specific Organic Compounds (HFC & HCFC) and toxic air contaminants/ozone depleting compounds (TAC/ODC) and prepare the annual emission reports.

AER Reporting Tool Features

Work at your own pace - Users can stop a session anytime. Entered and saved data is automatically stored and will remain in the South Coast AQMD's central database. Users will be logged out automatically if a session is inactive for a long period.

Security - Only registered users will be able to use the AER Reporting Tool. Facility ID# and PIN Code are required to access facility information.

Flexibility - The AER Reporting Tool allows a single user to access multiple facilities with separate ID#'s and PIN codes. Likewise, multiple users can concurrently work on different sections of an emission report for a single facility.

Ease of Access - AER Reporting Tool is a web-based program that allows users access to the reporting process using a personal computer from anywhere with an internet connection. Please check "Internet Browser Requirements" below for compatibility.

Ease of Navigation - Users can navigate to different sections of an emissions report and check the reporting progress.

Emissions Sources - The AER Reporting Tool uploads permitted equipment as Emission Sources (ES). The permit profile contains devices identified by ES# and, sometimes, other information such as Permit Device Id (D, C or E), Permit Number (Permit NO), Application Number (A/N).

Default Emission Factors - The AER Reporting Tool contains default emission factors for certain limited types of operations/processes/equipment. Additional default factors are available in a separate guidance document posted on the South Coast AQMD <u>AER web page</u>. Default emission factors should only be used when source-specific data is not available.

Importing of Tank Emissions – Users may import batch emissions data from liquid storage tanks using EPA's TANKS format. Storage tanks must be properly identified with the ES# matching those listed in the facility permit profile. Detailed guidelines are available on the AER web page on how to import the results into the AER reporting tool.

Importing of Previous Year Data - This command is available on the AER Reporting Tool Home Page for importing and merging previous year's emissions data with current uploaded permit profile, with exception to throughput data.

Export to Excel - This command is available for users to export all emission sources and process data into an Excel spreadsheet.

Reporting Emissions from Similar Equipment - The AER Reporting Tool allows the user to build a model for one emission source (i.e., combustion equipment) and apply it to similar emission sources in order to minimize redundant data entry. For detailed instructions and restrictions, see the document titled "Guidelines for Reporting Emissions from Multiple Identical Devices/Equipment."

On-line Help and Support – Available in electronic form. No more hard-copy guidelines to thumb through.

Internet Browser Requirements

Supported browsers:

- Microsoft Edge
- Internet Explorer
- Firefox, and
- Chrome
- •

Compatibility View must be turned <u>off</u> for Internet Explorer users. Cookies and Javascript execution must be enabled in the browser.

Navigation

Every screen in the AER Reporting Tool displays the navigation toolbar along the top of the screen and along the left side of the screen. The links will take users to different parts of the reporting tool.



AER Home - This is the starting point where existing users can log in with username and password (created by the user during the registration process) or request to reset a forgotten password. This page also provides a link so that new users can register to use the tool.

Access Facility - Clicking on this tab will take users to the main page of the AER Reporting Tool where users can select the reporting year to work on or access a different facility.

START HERE- This is the starting page where users can download data from the previous AER or navigate to different sections of a facility's annual emission report.

Conversion Calculator Icon Button - It is not an ordinary calculator. Clicking on this icon will open a conversion tool for a limited number of units.

Print Icon Button - Clicking this icon allows users to print the page they are working on, similar to the "print screen" function on most computers. Note: If you wish to print a full list of emission sources from a facility's permit profile, please select the "Print Preview" button on the Emission Source (ES) Classification page, instead of the printer icon.

Upload Supporting Documentations Icon Button - Clicking on this icon will open a tool for uploading supporting documents in electronic form. There is no limit on the number of documents for uploading. Each file must be 5 megabytes (MB) or less.

Help and Support - Clicking on this icon will open the AER Reporting Tool Help and Support Manual, which contains detailed instructions on how to use the web tool as well as a listing of default emission factors for select equipment/ processes.

Import Data from Last Year Link

Clicking the START HERE link on the brown menu bar will take the user to the Facility Home Page.

Clicking on the Import Last Year link will import available data from the previous reporting year to the current report.

AER Home Access Facility	START HERE 📰 🖶 🔒 🕐	
Facility ID: 999125 1. Facility Information 2. Status Update 3. Combustion Fuels 4. Emission Sources (ES) 5. Report Process/Emissions 6. Perform Data Validation 7. Review Summaries 8. Print Facility Report	Work In Progress - Facility ID: 999125 - SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) - Reporting period: 2021 Summary: This section allows the user to import information from the most recently submitted report from a prior data year. This data includes, but does not solely comprise, facility information, combustion fuels, and emission sources. Some information such as throughputs and storage tank data are not imported and will need to be manually updated. Instruction: Instruction: Click "Import Last Year" to start the report. Otherwise, click on the link "1. Facility Information" on left menu to start a new report.	
9. Report Submission	Click here to Import Last Year information	
	AQMD web site Home AER Web Site Submit question/comment Report a Bug	

Left Navigation Menu:

AER Home Access Facility	START HERE	🖬 🖶 🔂 ⊘
	Work In Progress - Facility ID:	999125 - SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) - Reporting period: 2021
Facility ID: 999125	Facility Informatio	n
Facility Information General Info A82588 Info Status Update Combustion Fuels Emission Sources (ES)	Summary: This secti classifica Instruction: Verify tha informati report.	on contains the facility's general information such as business tion, business location, operating schedule, and contact information. It all pre-filled information is correct and fill in any missing on. All areas with a Red Asterisk (*) must be filled to submit the
5. Report Process/Emissions 6. Perform Data Validation	General Facility Info	
7. Review Summaries 8. Print Facility Report 9. Report Submission	Facility ID Reporting Year RECLAIM RECLAIM Designation Title V	999125 2021 R2N
	AB2588 - AB2588 Phase - AB2588 Reporting Year	1A

1. Facility Information - The link on this menu opens the facility information page where users can input facility information, provide facility operational status], and enable special features for the tool to create specialized reports.

2. Build Report Structure - This link opens the Status Update page, which informs the South Coast AQMD about any changes in business operating status.

3. Combustion Fuels - This link opens combustion fuel specification section. This section must be completed before combustion emission sources can be completed in the Process pages.

4. Emission Source (ES) – This link opens the Emission Sources (ES) Classification page. The table with a green table on this page lists all emission sources. Emission sources are also referred to as devices.

5. Report Process/Emissions - This link opens a page containing worksheets based on Emission Source Group Categories (e.g., external combustion, internal combustion, other processes, etc.) as defined by the user in the previous steps. By clicking on the "Open" link next to an emission source on these worksheets, users can begin entering specific data to calculate emissions.

6. Perform Data Validation - Clicking this link will execute the preliminary quality control procedures and display warnings and errors. Warnings alert users to review the entered data for reasonableness and accuracy. Errors require users to revisit and correct the data. Once all errors have been corrected, users can submit the report.

7. Review Summaries - Clicking this link opens emissions summary pages for criteria pollutants, toxic air contaminants, greenhouse gases (if GHGs are selected for reporting), and associated emissions fees.

Criteria Pollutants - Link for a summary of criteria pollutants emissions.

Toxic (TAC/ODC) Pollutants - Link for a summary of toxic air contaminants (TAC) and ozone depleting compounds (ODC) emissions, including the AER Toxic Fees Breakdown which provides a detailed accounting of toxic emissions and applicable toxics fees. **GHG Pollutants** - Link for a summary of greenhouse gases emissions.

Fees- Link for summary of emissions subject to fees and associated fees due.

8. Print Facility Report –

Print Full AER PDF Report (all listed below) – Clicking on this check box allows the user to select all sections of the AER PDF Report to print.

Print Individual PDF Sections - Clicking on individual check boxes allows the user to selectively generate and print the reports in pdf format for recordkeeping purposes.

Excel Reports - Clicking the Download Report button will export all reported emission sources and process data into an Excel spreadsheet. Clicking on the Download TAC Report button will export all reported TAC emission sources and process data, and associated emission fees into an Excel spreadsheet. The TAC Report also includes facility information, and total and individual summaries of each type of TAC emission fee.

9. Report Submission - Clicking this link opens the report submittal page, where users should perform a final review of emissions data prior to submitting the annual emissions report in electronic form.

Request Amendments Button - Clicking this link will enable users to submit proposed amendments to a submitted report. For detailed instructions, see the guideline document titled, "How to Amend an Annual Emission Report."

General Tips

South Coast AQMD periodically reviews selected Annual Emissions Reports to verify accuracy, completeness, and correct fee payment. Carefully noting the following tips can help minimize possible emission and fee discrepancies:

- Follow all instructions.
- Make sure units of measure are correct. Common conversion factors have been provided in the AER Reporting Tool to assist with unit conversions and emission calculations.
- Document all emission factors other than default factors. Upload documentation with report submittal as needed including, but not limited to: Material Safety Data Sheets; CEMS summary data; South Coast AQMD pre-approved source test results; permit evaluation data or rule/permit emissions limits or BACT emissions requirements.
- Use comment fields as needed to provide additional explanation.

Common Mistakes

Review this list to avoid mistakes when completing your annual emissions report (AER):

- Late submittal due to a delay in issuing the check for emission fees. The report is completed on time. However, a delay in issuing the check for emission fees causes the report to be submitted past the deadline, thus incurring a surcharge. Anticipate a delay in approval and issuing of the check from facility's headquarters or central office to avoid a late surcharge.
- Reporting emissions from fuel combustion in mobile equipment such as forklifts, bulldozers, and tractors.

Emissions from self-propelled on-road or off-road mobile source vehicles should not be reported in this program.

- Reporting liquid fuel (e.g., diesel) in wrong units. The default emission factors provided for burning of liquid fuel or fuel dispensing are given in pounds per 1,000 gallons (lbs/1000 gals, or lbs/Mgal). Therefore, please convert all liquid fuel used or dispensed to 1,000 of gallons when using the default emission factors.
- Annual throughput units not consistent with emission factor units. Throughput units must be consistent with emission factor units to ensure that emissions are calculated correctly (in pounds). For example, if you report material usage (throughput) in pounds, then your emission factor units should be in pounds of pollutant per pound of material used (i.e., lb/lb). If reporting throughput in gallons, then your emission factor units should be in pounds of pollutant per gallon of material used (i.e., lb/gal).

How to Get Help and Support

Support is available from South Coast AQMD staff between 8:00 a.m. and 5:00 p.m., Tuesday through Friday through the following channels.

• Help Hotline: (909) 396-3660

South Coast AQMD staff will be available to provide immediate responses to the extent possible.

- E-mail: <u>aer@aqmd.gov</u> Always include Facility ID# with inquiries.
- Internet: <u>http://www.aqmd.gov/home/regulations/compliance/annual-emission-reporting</u> Information relative to the AER Program is incorporated herein. The AER Reporting Tool Help and Support includes specific instructions for each screen, supplemental instructions, tables of default emission factors, etc. In addition, other useful information is available on the web such as the South Coast AQMD rules and Clean Air Solvents.
- In-Person:

Scheduled in-person/virtual appointments may be arranged upon request. Support staff will help you with your questions on how to enter your data into the Annual Emissions Reporting system. There is no charge for this service. However, support staff cannot enter the data and submit the report for facility. Please call the AER Hotline at (909) 396-3660 or email to aer@aqmd.gov . Appointment times are limited and usually fill up rapidly the last three weeks before the reporting deadline.

How to Submit a Completed AER

Submitting a completed report is done entirely online.

Once the AER has been reviewed for completeness and verified for accuracy, the user should run Data Validation to ensure that there are no errors or warnings. If all errors have been corrected, and warnings have been reviewed, users should navigate to the Report Submission Process and complete the following steps:

- 1) Click on the "Generate AER Submission Report" button, which will create one pdf and two Excel files of your completed report. Once the reports have been generated, please review the final documents prior to submittal.
- 2) Following report generation, users will be routed to the Certify and Submit Generated AER Report page. Once the final report has been reviewed, check the three boxes indicating "I have read and accepted this document" in Step 1 on the Certify and Submit Generated AER Report page.
 - If any corrections to the AER are deemed necessary upon review, proceed to Step 2 and click the "Cancel Generated Report & Modify Report Data" button to return to the AER data entry module. Note: Clicking this button will only delete the pdf and Excel files generated in the previous step and will not delete any entered AER data.
- 3) At Step 2, read the South Coast AQMD Certification Statement, then check the two boxes acknowledging and agreeing with the Certification Statement.
- 4) Next, for security and identity verification purposes, you are required to enter your user password and facility pin code.

5) Finally, click on the "Certify & Submit AER Report" button to electronically deliver the AER data to the South Coast AQMD database. A confirmation email will be generated by the AER Reporting Tool and sent to the AER user.

Once the report has been submitted, you will be redirected to the online payment portal, where you can pay your emission fees via credit card or e-check. The online payment option is only available to you for the initial submittal and when total emission fee for the submitted report is less than \$300,000.

If you prefer or are required to pay via check, please print the "AER Payment Voucher" and include it with your check. Mail the AER Payment Voucher along with any fee payments to the South Coast AQMD in the provided envelope. If a different envelope is used, please mail the required forms and fees to the following address:

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

If a messenger service is used (or hand delivered), the package should be delivered to Cash Management at South Coast AQMD Headquarters at the address listed below in Diamond Bar on or before 5:00 p.m. on the last day of the filing period. Please note that 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

How to Amend an Annual Emission Report

How to Amend Calendar Year 2019 or Later Annual Emission Reports Using the AER Reporting Tool

Amendments to the 2019 AERs or later can be made within the AER Reporting Tool.

1. Click on Report Submission on the right-hand menu of the AER Reporting Tool.

AER Home Access Facility	START HERE	II 🖶 🔂 🔿
		Request Amendment - Facility ID: 999125 - ABC Tracking Company - Reporting period: 2019
Facility ID: 999125	Report An	nendments Process
1. Facility Information 2. Status Update 3. Combustion Puels	STEP: 1. Rev	ew Original Submission
4. Emission Sources (ES)	AER Report	Files
5. Report Process/Emissions 6. Perform Data Validation	00021121	T092751-ReportE0(3629)-AER Report - Facility/E(999125) Reporting/Rec(2019).pdf
7. Review Summaries	020211216	T092758-ReportED(3629)-AER Report - FacEth/ED(999125) Reporting/Year(2019).star
8. Print Facility Report 9. Report Submission	02021121	T092804-ReportE0(3629)-AER TAC Report - Facility/0(999125) Reporting/inar(2019).abs
	02021121	T093351-Report(D(3629)-XniSubmissionReport-Report(D(3629)-020211216-T093351.xni
	STEP: 2. Req	uest AER Report Amendments
	Please prov	Augeb Report Amendments ide reason for requesting report amendments:
	Please ope Device ID	n the 2019 ABR for amendment. We forgot to add PM emissions for 15.

- 2. Enter the reason for your amendment in the text box and click the gold request button (see screenshot above).
- 3. You will see a confirmation note on the screen. You will be sent an email confirming the amendment submittal and be assigned an AER staff member who will assist you with the amendment process.



How to Amend 2018-2013 Annual Emission Reports Using the AER Reporting Tool

Prior to 2019 emissions reporting, 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,
 - a. If amended total emissions resulted in <u>underpayment</u> of emission fees, refer to Rule 301(e)(10)(C) and (D),
 - b. If amended total emissions resulted in <u>overpayment</u> of emission fees (or refund), refer to Rule 301(e)(9)(B),
 - c. For amendments <u>with NO FEE impact</u>, please refer to Rule 301(e)(9)(A) for a non-refundable standard evaluation fee.

DO NOT send additional emissions/evaluation fees or surcharges. Finance Billing Services will send an invoice for any additional fees or surcharges after the amendment process is complete.

5. 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 2013-2008 Annual Emission Reports Using Old AER Reporting Tool

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

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

- 7. Correct the new total emissions on the Summary Forms (C, CU, S, TACS).
- If amended total emissions resulted in underpayment of emission fees, refer to Rule 6. 301(e)(10)(C) and (D).
- 7. If amended total emissions resulted in overpayment of emission fees (or refund), refer to Rule 301(e)(9)(B).
- 8. 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.
- 9. Submit ALL amended forms, signed Form X, and applicable fees to the South Coast AQMD 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.
- **<u>Refund</u>** A refund may be made as a result of the amendment only if a written claim for refund • is filed with South Coast AQMD within one year and sixty days from the official due date, or three years in case of South Coast 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 South Coast 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.

Any questions regarding amending AERs can be emailed to AER staff at aer@aqmd.gov or by calling the AER Support Hotline at (909) 369-3660.

Non-Payment/Late Payment Surcharge

If no fee payment is received by South Coast AQMD or postmarked by the deadline of the reporting period, a surcharge shall be assessed and the emission fee due shall be increased as follows:

When payment is received late:	Emission fees and surcharge due are as below:		
• Less than 30 days,	Unpaid fees +5%		
• 30 to 90 days,	Unpaid fees +15%		
• 91 days to one year,	Unpaid fees +25%		
• More than one year,	Unpaid fees +50%*		
* Based on fee schedules in effect at the time the emissions occurred			

If emission fees are paid on time, but the amount paid is determined to be underestimated, total fees due shall be calculated as follows:

Within one year after the seventy-fifth (75th) day from the official due date:

If the payment was		Underpayment and surcharge due are as below:
•	Less than 90% of amount due,	Underpayment + 15%
•	90% or more of the amount due,	Underpayment $+0\%$

After one year and seventy five days from the official due date, all underpayments as determined by the District or as disclosed by the facility will be assessed a 50 percent surcharge on the underpayment, calculated based on the fee schedules in effect when the emissions actually occurred.

Refund Request

Rule 301(e)(9)(B) requires all requests for refund of overpayment of emission fees be submitted in writing. A written request can be in the form of letter, email, Facility Status Update, or a negative fee figure as calculated and displayed on Fees Due Summary. Refund requests are considered valid if submitted within one year and seventy-five days from the official due date. Note that credit from previous year cannot be applied toward the current year's Annual Emissions Report fees.

Other Fee Issues

Facility may contact the South Coast AQMD Fee Review Committee for the following matters:

- Financial hardships;
- Alleged District billing or fee errors; and
- Surcharges assessments.

Coordinator for the Fee Review Committee can be contacted at (909) 396-3529. More information relative to Fee Review Committee can be found at the following web page: <u>http://www.aqmd.gov/home/permits/fees</u>

Questions related to billing or payment may be direct to South Coast AQMD Finance Billing Services toll free at 866-888-8838 from inside California, or call (909) 396-2900.

Greenhouse Gases (GHG) General Information

The GHG reporting in AER Reporting Tool is optional for estimating facility's carbon footprint for information purpose.

GHG Useful Links

US EPA: http://www.epa.gov/

Climate Change: <u>http://www.epa.gov/climatechange/</u> What EPA is doing: <u>http://www.epa.gov/climatechange/EPAactivities.html</u> What you can do: <u>http://www.epa.gov/climatechange/wycd/</u>

If you are required to report emissions under EPA's Greenhouse Gas Reporting Program http://www.epa.gov/ghgreporting/

CARB: <u>http://www.arb.ca.gov/homepage.htm</u>

Climate Change: <u>http://www.arb.ca.gov/cc/cc.htm</u>

AB 32: <u>http://www.arb.ca.gov/cc/ab32/ab32.htm</u>

In 2006, the Legislature passed and Governor Schwarzenegger signed AB 32, the Global Warming Solutions Act of 2006, which set the 2020 greenhouse gas emissions reduction goal into law. It directed the California Air Resources Board (ARB or Board) to begin developing discrete early actions to reduce greenhouse gases while also preparing a scoping plan to identify how best to reach the 2020 limit.

Cap & Trade: http://www.arb.ca.gov/cc/capandtrade/capandtrade.htm

Cap-and-trade is a market based regulation that is designed to reduce greenhouse gases (GHGs) from multiple sources. Cap-and-trade sets a firm limit or "cap" on GHGs and minimize the compliance costs of achieving AB 32 goals.

Mandatory Reporting: http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep.htm

The Mandatory Reporting Regulation of AB 32 requires greenhouse gases by major sources to report their greenhouse gases emissions.

Reporting Verification: http://www.arb.ca.gov/cc/reporting/ghg-ver/ghg-ver.htm

The Mandatory Reporting Regulation of AB 32 requires the third-party verification of their GHG emissions data reports verified each year by an ARB-accredited verification body, beginning in 2010 for 2009 emissions.

Compliance Offset Program: http://www.arb.ca.gov/cc/capandtrade/offsets/offsets.htm

The Cap-and-Trade Regulation of AB 32 allows for the registration and reporting of offset projects, which would eventually result in the issuance of offset credits. These ARB offset credits may be used by regulated facilities to meet their compliance obligation.

Offset Verification: http://www.arb.ca.gov/cc/capandtrade/offsets/verification/verification.htm

The Cap-and-Trade Regulation of AB 32 requires the third-party verification of all GHG emission reductions or removal enhancements before any ARB offset credits may be issued.

Description	CARB	EPA
Guiding Principle	Capture approximately 87% of California's GHG emissions. Provides inventory for facilities in Cap and Trade program and provides accounting for CA inventory to meet goals of AB32.	Capture approximately 85% of US GHG emissions through reporting by direct emitters as well as suppliers of fossil fuels and industrial gases and manufacturers of heavy-duty and off-road vehicles and engines.
	\approx 800 facilities required to report	\approx 13,000 facilities required to report
Gases Reported	CO ₂ , CH ₄ , N ₂ O, PFCs, HFCs, SF ₆ , NF ₃ [*] (* includes other fluorinated compounds not listed, most facilities report CO ₂ , CH ₄ , N ₂ O)	CO ₂ , CH ₄ , N ₂ O, PFCs, HFCs, SF ₆ , NF ₃ [*] (*includes other fluorinated compounds, most facilities report CO ₂ , CH ₄ , N ₂ O)

Overview Comparison of State and Federal GHG Reporting Requirements

Description	CARB	EPA
Applicability	 Facilities emitting ≥ 10,000 metric tons CO₂e Abbreviated reporting for facilities < 25,000 MT CO₂e using default emission factors except for suppliers or electric power entities. Required – refineries, electricity generating units under 40 CFR part 75, cement, lime, and nitric acid producers. Fuel and CO₂ suppliers that produce, import, and/or deliver quantities that would result through use in California emissions ≥ 10,000 metric tons CO₂e. Petroleum and natural gas producers - includes onshore and offshore production. Emissions from producer's ≥ 10,000 metric tons CO₂e for process and stationary combustion. Emissions from producer's ≥ 25,000 metric tons CO₂e must also include fugitive and vented emissions. 	Downstream facilities emitting 25,000 metric tons or more of CO ₂ e per year.
		Upstream suppliers of fossil fuels, industrial GHGs, and vehicle/ engine manufacturers (includes aircraft engine manufacturers, marine diesels).
	Direct stationary combustion emissions	Indirect sources not required
	Specified process and fugitive emissions	
Reporting	Fuel usage by fuel type	reported are the emissions that
beepe	Indirect energy usage (electricity in kWh and thermal in BTU)	would result from combustion or use of the products supplied.
Use of CEMS	May use CEMS to determine emissions.	May use CEMS to determine emissions.
	Annual, calendar year report.	Annual, calendar year report.
Timeframe	April 10 or June 1st, depending on industry.	Report 2010 data by March 31st. Engine and vehicle manufacturers outside of light duty start reporting CO ₂ for 2011 model
	Verification by September 1st	year, other GHGs required to report in subsequent years. No verification deadline.
	Third-party CARB accredited	
Verification	Annually for sources above 25,000 MT CO ₂ e and all operators in Cap and Trade	Self-certification with EPA emissions verification.

Description	CARB	EPA
Falling Below Reporting Threshold	Allowed to stop reporting if emissions fall below reporting level for three years.	Cease reporting after 5 consecutive years of emissions below 25,000 mtCO ₂ e, 3 consecutive years of emissions below 15,000 mtCO ₂ e, or if emitting process is shut down.
Biomass	Account and report biomass emissions separately.	Account and report biomass emissions separately.
De Minimis	No more than 3% of facilities overall emissions including emissions from biomass derived fuels, not to exceed 20,000 MT CO ₂ e. Emissions must be reported but estimation methods can be used with verifier concurrence. GWPs in regulation still apply.	None
Link to Regulation	http://www.arb.ca.gov/regact/2010/ghg2010/gh g2010.htm	http://www.arb.ca.gov/cc/reporting/ ghg-rep/regulation/mrr- regulation.htm
Link to GHG Reporting	http://www.arb.ca.gov/cc/reporting/ghg- rep/reported-data/ghg-reports.htm	https://ghgreporting.epa.gov/ghg/lo gin.do

Detail Comparison of State and Federal GHG Reporting Requirements

The <u>GHG Reporting Database</u> is a free online tool that compares federal, regional, state and voluntary greenhouse gas (GHG) reporting requirements. Funded by U.S. EPA, the database helps organizations navigate the patchwork of GHG regulations, which include the federal Greenhouse Gas Reporting Program (GHGRP), California's Mandatory Reporting Regulation (MRR), and state-by-state Regional Greenhouse Gas Initiative (RGGI) requirements.

The database allows users to search the database by keyword, conduct side-by-side program comparisons, and search for variation in requirements between specific reporting programs or U.S. EPA sub-part. There is also a community forum that allows database users to ask questions as well as share information and insights.

Access the database at: <u>http://usghgclearinghouse.org/CLEARINGHOUSE/</u>.

GETTING STARTED

This section includes instructions and procedures for accessing the AER Reporting Tool. The following screen displays the place where new users can start the registration process; existing users can log in or request to reset Password or find the Username, if forgotten.

South Coast Air Quality Management District Welcome to South Coast AQMD Annual Emission	You are not logged in.
About AQMD Annual Emissions Reporting (AER)	User Login
The South Coast Air Quality Management District's (AQMD's) Annual Emission Reporting (AER) program was developed to track emissions of air contaminants from permitted facilities. Emission fees are also assessed based on reported data. The data collected by AER is used to update the comprehensive emissions inventory for the AQMD, which includes Orange County, the non-desert portions of Los Angeles and San Bernardino counties, and the Riverside county areas west of the Palo Verde Valley. This annual emissions inventory of pollutants and source categories is essential to effectively design and evaluate clean air strategies to comply with state and federal public health standards.	Username: Password: Sign In Forgot your username or password? Click Here New User? Complete a one-time registration process. Register here After establishing a user account, you can access and update the AERs for your facility(ies) using AQWD-assigned access pin codes.
The AER is required for all facilities subject to Rule 301(e) and 301(l) (10), Additional information on the AER Program can be found at	Notice
www.agmd.gov/aer/aer.html	All information entered on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.
AQND web site Home I AER Web Site 1 S	ubmit guestion/comment Report a Bug

New User Registration

New users are required to register to access the AER Reporting Tool. Clicking on the "Register here" button will bring user to the registration screen as shown below. Note that fields marked with an asterisk (*) are mandatory and user's email must be a <u>valid and unique email</u> for communication and tracking purposes. During registration, users will create their own individual USERNAME and PASSWORD.

				01
ser Registration				
anglete the information of street user bash to 42	Selev. Fields were 9 Program forme (r	7 are thandatory is	man "Mar Up", a low with	te sent to the registered email bes for confirmat
User Profile				
Unarrante		100		
Email			(4)	
Title				
Post Same		1		
Last Name		+1		
Petoward.		104		
Confirm Password		1.		
Work Address				
Campany				
Street Direction	191			
Street Humber				
Street Hare		+		
Street Saffie	191			
Suite				
City				
State	California		iwi -	
20	13.		100	
Dip Faser				
Work Phone				
Prote Hatber	1	104		
Fee Handler	()			
Contract of Contra				

Upon "Sign Up", the tool will acknowledge the registration with a summary as shown in the next section.

Registration Summary

Create User Complete

Ana Bree user profile has been created.
Please dose this screen. To complete the AQMD ALR registration process, please click on the link sent to the provided L mail Address: that will confirm you e mail address and bring you back to the AQMD ALR web application.
Usomame: Anabree L mail: breeanablazicevici ² gmail.com Hitle: Hirst Name: Ana Last Name: Uree
Work Address
Company: ABC Street Number: Street Name: Deach Street Suffix: BLVD Street Direction: Suffe:
City: Huntington Beach State: CA Zip: 92617 Zip Four:
Work Phone
Phone Number: 714 996-8837 Ext. For Number:

An email with link for confirmation of the registration will be sent to the valid email address in the user profile as illustrated in the image below. The link for confirmation will stay active for <u>72 hours</u>. It is essential that the user confirms the registration within the allotted time. Upon confirmation, the tool will activate user account and direct user back to the AER Program home page.

AER website E-mail address confirmation	÷ Ø
aer@aqmd.gov to me .	10:30 (2 minutes ago) 🕅 🔺 💌
New user was created with this E-mail on AER website. Please confirm E-mail by v aqmd.gov/Public/ConfirmUser?t=8lQ24Z0dpxdida0MfE%252BPpCxqnAD%252FKU	isiting <u>http://aerreportingtoolpro.</u> 7 <u>o5a2MI5yL18A%253D</u>
If you have any issues please contact us: E-mail: <u>aer@aqmd.gov</u> AER Hotline: <u>909-396-3660</u>	

Existing User Log-In

Once registered, returning users can log into the AER Reporting Tool using the registered Username and Password. For problems with LOG-IN, please contact program Help and Support via an e-mail to <u>aer@aqmd.gov</u>, or call the AER Help and Support Hotline at 909-396-3660.

Resetting Password

The tool also allows user to reset a password, if forgotten. Note that the requestor must provide the registered email address as shown in image #1 below; otherwise, the tool will display an error message as shown in image #2 below.

To reset your password, click on the blue link.

Image #1



Image #2

AER Home Access Facility



60

Welcome to South Coast AQMD Annual Emissions Reporting (AER)

About AQMD Annual Emissions Reporting (AER)

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

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

The AER is required for all facilities subject to Rule 301(e) and 301(l) (10). Additional information on the AER Program can be found at more sound, and per (see 30m)

User Login

Know your username and password! Back to login form.

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

E-mail: [aer@agmd.gov]

New User? Complete a one-time registration process

Concept for a little in

After establishing a user account, you can access and update the AERs for your facility(jes) using AQ4D assigned access pin codes.

Nation

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

Image #3

AER Home Access Facility

Welcome to South Coast AQMD Annual Emissions Reporting (AER)

About AQMD Annual Emissions Reporting (AER)

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

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

The AER is required for all facilities subject to Rule 301(e) and 301(l) (10). Additional information on the AER Program can be found at <u>www.aomd.eov/aer/aer/html</u>

User Login

Know your username and password? Back to login form

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

E-mail: aer@aqmd.com

No record of this email has been found, please register as a user.

New User? Complete a one-time registration process.

negister nere

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

Notice

All information entered on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. Once the registered email address of the active user is entered, a link with a reset password token will be sent to the requestor's email as shown.

Here is a sample of email with link to reset password. NOTE that the registered Username is also included in the email.

AER web site retrieve password token
aer@aqmd.gov
Sent: Fri 3/14/2014 9:18 AM
To: bblazicevic@ecotek.com
A password reset was requested for account with username bblazicevic. If you didn't submit this request, ignore this email. Your password can be reset by visiting <u>http://aerreportingtoolpro.aqmd.gov/Public/ResetPassword?</u> <u>t=JC3Vi1S60dtLhLa8yJDNaQbPTZhVknUVtyq%252FzvzOBwzhpVM58%252Bkn6E%252FeM4XEFZ%252B%252B</u>
If you have any issues please contact us: E-mail: <u>aer@aqmd.gov</u> AER Hotline: 909-396-3660

Clicking on the link included in the email will take the user to the password reset screen as shown below.

and the second se		
leset User Password		
	 	Contract of California
which have seemed as a second		

Once your password has been reset you can login in with your username and new password by clicking the AER Home button on the top left corner.

South Coast	Annual Dates	
Repet pattword		0
Tel Teneri in ine anne	nig ringet. Die Allerand annen einer seine annen.	
194	and to be a set of the ball been a new lower in the Andrew	

Update User Profile

Users can always update their User profile by following the "Edit Profile" link under Username at the top right corner of the tool as shown. Make sure to always "Save" any changes.



ACCESSING THE FACILITY'S AER AND COMPLETING THE REPORT

This section contains information and instructions for accessing facility information, entering emission data, preparing and submitting the reports.

Accessing Facility Data

Accessing facility data for preparing and reporting emissions requires two important pieces of information: Facility ID# and PIN code. The combination of ID# and PIN serves as a key to open the gate for accessing the facility permit profile where emission data can be reported for each device. PIN codes are issued by the South Coast AQMD for each Facility ID and must be entered exactly as presented.



Revised December 2021

AER Reporting Tool – Help and Support Manual

Upon successful access to a facility's information, the tool will open the facility's home screen where the facility's basic information such as ID#, name, and address are presented. User can access the facility's device level emission data for a specific year by clicking on the "Open..." link adjacent to the desired reporting year, as shown below. At any time, the user can access a different facility by entering the Facility ID# and PIN on the "Access Different Facility" section located on the right side of the screen, as shown below. Please note that users may not work on more than one facility at a time. Attempting to enter data for multiple facilities simultaneously (e.g., attempting to access more than one facility by logging in using multiple browser tabs/windows at the same time) may result in data loss or other system errors.

AER Home Browse Faciliti	ies Access Facility	Facility Home	🖶 🔒 😨
Select Reporting Year			Access Different Facility
You have successfully logg	ed on to facility ID 999	914	Summary: Alphanumeric PIN is issued by the SCAQMD
Facility Information Facility ID: 999914 Facility name: ABC Address: 123 1st City: LOS ANGELES ZIP: 90063			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 Hotlne at (909)396-3660. Instruction: Please enter a facility ID# and PIN code to access facility detail information.
Please select a reporting ye "OPEN" button for desired re AER Program. If you do not see the report contact AQWD AER Hotline a	ear from the list below (eporting year) in order ting period you want to at 909-396-3660 or aer(by clicking on the to begin using the work on, please seqmd.gov.	Facility ID: Facility PIN: Access Facility
Year Status Dea	adline Submittal Date		
2012 Work In Progress 3/5	5/2013	Open	
2013 Work In Progress 3/4	4/2014	Open	
2014 Submitted 6/4	4/2015 1/20/2016	Open	
2015 Work In Progress 3/1	1/2016	Open	
2016 Work In Progress 3/2	2/2017	Open	
2017 Work In Progress 3/16	6/2018	Open	
2018 Work In Progress 3/19	9/2019	Open	
2019 Work In Progress 4/17	7/2020	Open	
2020 Submitted 3/17	7/2021 7/20/2021	Open	
2021 Available 3/17	7/2022 🤇	Open	

Facility Home

The START HERE page allows users to import information from previous AERs. User's that want to use data imported from the previous reporting year should click on the link "Import Last Year" info. A previous AER must have been submitted using the AER Web Tool to use the data import feature.

Importing Previous Year Data

A previous AER must have been submitted using the AER Web Tool in order to use the data import feature. In the following Facility Home screen, click the link to "Import Last Year" to import the Reporting Structure from the previous year's AER.

AER Home Access Facility	START HERE	■ 🖶 🔂 🧿			
Facility ID: 999125 1. Facility Information 2. Status Update 3. Combustion Fuels 4. Emission Sources (ES) 5. Report Process/Emissions 6. Perform Data Validation	Work In Progress	Facility ID: 999125 - SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) - Reporting period: 2020 This section allows the user to import information from the most recently submitted report from a prior data year. This data includes, but does not solely comprise, facility information, combustion fuels, and emission sources. Some information such as throughputs and storage tank data are not imported and will need to be manually updated. Instruction: Click "Import Last Year" to start the report. Otherwise, click on the link "1. Facility Information" on left menu to start a new report.			
7. Review Summaries 8. Print Facility Report 9. Report Submission Click here to Import Last Year information					
AOMD web site Home AER Web Site Submit guestion/comment Report a Bug					

A pop-up message will warn the user that importing last year's data will erase any data entered in the current year. Click "Yes" to continue with Import:

AER Home Access Facility	START HERE	0 1 🖶 🗑
Facility ID: 999125 1. Facility Information 2. Status Update 3. Combination Puels 4. Emission Sources (ES) 5. Report Process Unidation 7. Review Summaries 1. Print Facility Report 9. Report Submittion	Work in Progress - Decisity do: 1999/25 - South Coast all Quality no Su Su A This operation will erase most of information currently present in facility report. Are you sure you want to continue? The The Technology Continue?	tion from the most recently sata includes, but does not on fuels, and emission sources, rage tank data are not imported in report. Otherwise, click on to start a new report.
	4040 vehicles 1 ASCHESTIN Section and according 1 P	porta Pag.

A report will be provided once the data is successfully imported:

AER Home Browse Facilities	Access Facility	Facility Home	🖩 🖶 🔂 (3
N	Vork In Progress	Facility ID: 999001 - SOUTH COAST AIR QUALITY MGT DIST(SCAQ	MD) · Reporting period: 20	021
Facility ID: 999001 This is the Facility Home Page which specifies the main elements of the Alplease click on Help icon. The main AER elements are accessible on menu clicking on Section name below. 2. Status Update Click here to Import Last Year information 3. Combustion Fuels Click here to Import Last Year information 4. Emission Sources (ES) Import Last Year information 5. Report Process/Emissions Fotal Elapsed Time (in seconds): 5.7186047. 8. Print Facility Report Longe L Interconde	This is the Faci please click on clicking on Sec Click here t	lity Home Page which specifies the main elements of the AER Pro Help Icon. The main AER elements are accessible on menu on th tion name below.	ogram. For detail Instructio e left, and on this page by	305
	t Year - results sed Time (in seconds): 5.7186047.			
9. Report Submission	3 1m 3 1m	porting from year 2020 into year 2021 porting hotspots from year 2020 ported fuel: Gasoline ported fuel: LPG ported fuel: LPG ported fuel: Natural Gas ported fuel: Natural Gas ported fuel: Landfill Gas (Biogas) ported fuel: Distillate Fuel Oil No. 2 (Diesel) ported emission source: ES32 ission source is editable. ported emission source: ES33 ission source is editable. ported emission source: ES34 ission source is editable. ported emission source: ES35 ission source is editable. ported emission source: ES35 ission source is editable. ported emission source: ES36 ission source is editable. ported emission source: ES36 ission source is editable. ported emission source: ES38 ission source is editable. ported emission source: ES38 ission source is editable. ported emission source: ES38 ission source is editable. ported hotspots from year 2020		

During uploading of facility's permit profile, the current permit profile is compared to the previous year data and the matching emission sources (ESs) are assigned the same AER Device ID (ES number). ESs are matched first by Permit Device ID, then by Application Number (A/N) and the indicator for ESs uploaded from facility permit profile last year.

During import, all data from "last year" will be imported except:

- Throughput,
- Proposed NAICS for Next Year in Facility Information,
- Proposed SIC for Next Year in Facility Information,
- Status Code in Facility Information,
- Status Code Year if any, in Facility Information,
- Facility Status Update data,
- Fee Summary installments and postmark date,
- Imported EPA TANKS process data (ES data is imported, but all process data is blocked),
- Any data on Upset Worksheet.

After importing data from last year, click on the1. Facility Information link in the left-side menu to begin updating data for the current reporting year.

AER Home Access Facility	START HERE	🖬 🖶 🔒 🕐
	Work In Progress	Facility ID: 999125 - SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) - Reporting period: 2020
Facility ID: 999125 1. Facility Information 2. Status Update 3. Combustion Fuels 4. Emission Sources (ES) 5. Report Process/Emissions	Summary:	This section allows the user to import information from the most recently submitted report from a prior data year. This data includes, but does not solely comprise, facility information, combustion fuels, and emission sources. Some information such as throughputs and storage tank data are not imported and will need to be manually updated.
6. Perform Data Validation	Instruction	Instruction: Click "Import Last Year" to start the report. Otherwise, click on the link "1. Facility Information" on left menu to start a new report.
9. Report Submission	Click here to Import Last Total Elaps	ed Time (in seconds): 3.171921.
	Level Mes	sage
	3 Imp 3 Imp 3 Imp 3 Imp 3 Imp	orting from year 2019 into year 2020 orted fuel: Distillate Fuel Oil No. 2 (Diesel) orted fuel: Natural Gas orted emission source: ES20

1. Facility Information

The following screen will be displayed after clicking on the "1. Facility Information" link on the navigation menu located at the left side of the screen. This page contains the facility's general information that is extracted from the South Coast AQMD Permitting database. It also identifies the facility as subject to various programs: local (i.e., RECLAIM), state level (i.e., AB2588), and federal level (i.e., Title V). Please verify the equipment location address and enter the Mailing Address (if different from equipment location). Notify South Coast AQMD if any errors or discrepancies are noted in the "Equipment Location" section. Note that all fields marked with a red asterisk (*) are mandatory and must be completed before submitting the report.

AER Home	Browse Facilities	Access Facility	Facility Home	a 🖶	£	0
	٧	Vork In Progress	Facility ID: 999001 - SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting	period:	2021
Facility I	Facility ID: 999001 Facility Information					
Facility Information General Info A82588 Info Status Update Combustion Fuels		Summary:	This section contains the facility's general information s classification, business location, operating schedule, and Verify that all pre-filled information is correct and fill ir information. All areas with a Red Asterisk (*) must be fill report.	uch as busi d contact in any missir led to subr	iness nformati ng nit the	ion.
4. Emission 3 5. Report Pr 6. Perform 5	Sources (ES) ocess/Emissions ata Validation	General Facil	ity Info			
7. Review St 8. Print Faci 9. Report Su	ummaries lity Report bmission	Facility ID 99 Reporting Year 20 RECLAIM	9001 121 8			
		RECLAIM Designation	2N			
		A82588				
		- A82588 1/				
		- A82588 Reporting Year	8			
		AFR				
		CTR N				
		- MRR	Mandatory Reporting Regulation			
		- MRR CARB	56543643			
		- Over 250 tons/yr (pte)	🗹 Over 250 tons/yr (pte) non-attainment pollutants or precursors			
		- High Priority	Facilities categorized as high priority for toxics			
		- Other	Other Facilities			
		Country	OR ANGELER V			
		Air Basin S	OUTH COAST V			
		CPWE Fee Exemption	Facility located over 1 mile from any sensitive receptor is exemp	ot from Cance	r-Potency	y Weighte
		Latitude				
		Longitude				

The "Other Information" section requires the user to enter additional information relative to the facility's operations. It also provides options for the user to further classify facility's activities as well as types of information or emissions to be tracked, including Greenhouse Gases (GHG). Note that fields with a red asterisk are mandatory fields.

Other Information

NAICS		
Proposed NAICS for Next Year	NAICS	
SIC		
Proposed SIC for Next Year	SICS	
Brief Description of Operation		
Industry Type		· ·
Facility Operating Status	×]*	
Check here to include GHG		
Check here if your facility prov	luces electricity	
Check here to report fugitive e	missions subject to Rule 1173 and/or	1176-
Check here for Small Regimes	as defined in Rule 107.	

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

The "Contacts" section provides the user with spaces to enter contact information and the facility's operating schedule. Information entered on each Facility Information section must be saved (by clicking the "Save" button at the bottom left of the screen) before user can move on the next screen.

If the preparer and authorized Facility Representative are the same as the Main contact, then the boxes under Preparer and Authorized Facility Representative can be checked.

Contacts			
Main Contact			
First Name	John		•
Last Name	Smith		•
Title			
Telephone #	(123)4	56-1234 * Ext.	
Fax #	()		
Email	js@aer.con	n]•
Preparer Same as Main Contact			
Authorized Facility Repres	entative		
Operating Schedule			
Average Hours Per Day	8		
Average Days Per Week	5		
Average Weeks Per Year	52	•	
Data Confidentiality			
Data is Confidential	Please	note that all emi	ssion details are NOT confidential!!!
Comments:			

Save updated information

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

Save

The following screens are designated for facilities that are subject to quadrennial reporting of toxic air contaminants (TACs) under California's AB2588 program. The information will help South Coast AQMD staff in estimating the facility's Priority Score.

Facility ID: 999125	AB2	2588 Facilit	y Info				
1. Facility Information	Class						
General Info ALESISE Info Status Update Combustion Fuels Emission Sources (ES) Report Process/Emissions Perform Data Validation Review Summaries Data Fuelburg Summaries	Utos Worku Iden Dess Dist UTM UTM	er * itifier cription ance LE	n.				
P. Report Submission			Chevrolit				
	ider Des Dist UTN UTN	itilier cription ance (E L N	n				
	Sensit	tive sport Semithe seline					
	ID	Description	UTME	UTM N	Elevation	-	
	Add Butic	tings building					

Residential and Worker Receptors (mandatory):

Facilities preparing their quadrennial update (once every four years) for the AB2588 Program must provide the distance (in feet) from their facility to the nearest residential and worker receptors. Clicking on the "Edit" or "Add" button will pop up a data entry screen as shown in the following images.

- Identifier (mandatory): User defined IDs for the receptors, max four characters. For example, RR01, WR01, etc.
- **Description** (non-mandatory): User defined description of the receptor. The purpose of the description is to help user document facility's entered data.
- **Distance (mandatory):** Distances in **feet** from the primary emission source to the nearest residential and worker receptors.
- UTM E & UTM N (non-mandatory): <u>Universal Transverse Mercator</u> (UTM) coordinates (East and North) if available and known. Units can be either meters or kilometers.

AER Reporting Tool – Help and Support Manual

Receptor data sample:

Edit Recep	tor		4
Identifier	WR01	< *	
Description	Closest Work Receptor		0
Distance	30	n.* .	
UTME	312345	m 🗸	
UTM N	3123456	m v	
		OK	Cancel

Fence Line and Building Information (non-mandatory)

Although not required, users can enter their facility's property boundary (or fence-line) and building information for dispersion modeling.

- Building Identifier, Corner ID & Descriptions, and Tier are to be defined by user.
- UTM E & N coordinates must be entered in meters or kilometers.
- Elevation above sea level must be entered in feet or meters.

Fence-line corner data sample:

Corner ID	NW		
Description	North West come	r next to the river	0
UTME	368300	m 🗸	
UTM N	3753100	m 🗸	
Financia	20	11 1	

Building data sample:

BLD1	× *	
Production bui	iding #1	0
20	πv	1
	-	Constant of
	BLD1 Production bui 20	BLD1 × * Production building #1

Tier data sample:

er	×
1	×
15	ft 🗸
	OK Cancel
	er 1 15

2. Status Update

The next two screens are designated for facilities with status changes (if any). If the Fees Due in the Fee Summary is negative (due to paid Installments), an additional section for a Refund Request will automatically be displayed (not shown). Again, data must be saved before user can move on to the next screen.

AER Home Browse Facilities	Access Facility	Facility Home	II 🖶 🔂 🕐			
٧	Vork In Progress	Facility ID: 999001 - SOUTH COAST AIR QUALITY MG	T DIST(SCAQMD) · Reporting period: 2021			
Facility ID: 999001	Status Update					
Facility Information Status Update General Status Update General Status Update Emission Sources (ES) Report Process/Emissions Perform Data Validation Review Summaries	Summary: Instruction:	This section informs the South Coast AQMD a operating status. Select one or more status changes that appli period. If no changes have occurred, select subject to reporting per Rule 301e please or aer@aqmd.gov or Hotline at (909)396-3660.	about any changes in business ly to the facility for this reporting "No Changes". If facility is not ontact the AER staff at			
8. Print Facility Report 9. Report Submission	Status Update	•				
	Facility ID	999001				
	□No Change					
	Facility Shute	Pacility Shutdown				
	Change of Ov	vnership				
	Change in Eq	uipment Location				
	Emissions are	zero for this year's report, or emissions reduced by	50%			
	Use of Altern	ative Calculation methodology				
	Other					
	Refund Requi	εst £ \$ 11,000.00				
	Explanation	C				
	Save updated	information				
	You must click	the following button if changes in this form should be	aved.			

3. Combustion Fuel Specification

Clicking on the first Bold blue bar (or "OPEN" or "Combustion Fuels" on the left navigation menu) will open a screen that displays the overview of the combustion fuels listed by the facility. To allow the user to build a list of fuels specific to a facility's operations click "Add New Fuel".

AER Home	Browse Facilities	Access F	acility Facility Home				⊞ ı	🖶 🔒	0
		Work In P	rogress · Facility ID: 999001	- SOUTH CO	AST AIR	QUALITY MGT DIST(SCAQMD)) · Repo	orting perio	d: 2021
Facility I	ID: 999001	Combu	stion Fuels Specification						
2. Status Up 3. Combus	Summary: This section informs the South Coast AQMD of the combustion fuels (fuels being humad) that were used in the facility							s	
4. Emission 5. Report Pr 6. Perform I 7. Review St	4. Emission Sources (ES) 5. Report Process/Emissions 6. Perform Data Validation include fuels used exclusively in vehicles.							ot	
8. Print Fac 9. Report Su	ility Report Ibmission	Add New Fuel							
		Action	Fuel Name	HHV	Default	Comment		Data Source	Name
		Open	Distillate Fuel Oil No. 2 (Diesel)	138.00	YES				
		Open	Natural Gas	1,028.00	YES				
		Open	LPG	92.00	YES				
		Open	Gasoline	125.00	YES				
		Open	Digester Gas (Biogas)	841.00	YES				
		Open	Landfill Gas (Biogas)	841.00	YES				
		Open	Propane	91.00	YES				
		AQMD we	b site Home AER Web Site	I Submit q	estion/	comment Report a Bug			

Clicking on the "Add New Fuel" link will send user to the "Edit Combustion Fuel Data" screen. Click on the down arrow in the fuel field to see a list of all fuels that are applicable in the South Coast AQMD.



By selecting any fuel, the tool will display a default high heating value (HHV) for consideration.

AER Home Browse Facilit	ies Access Facility Fa	acility Home	🖬 🖶 🔂 🕐
	Work In Progress - Fac	cility ID: 999001 - SOUTH COAST AIR QUALITY MGT DI	ST(SCAQMD) - Reporting period: 2021
Facility ID: 999001	Edit Combustion	Fuel Data	
2. Status Update	Fuel	Natural Gas 🗸 *	
3. Combustion Fuels 4. Emission Sources (ES) 5. Report Process/Emission	нни	Use Default 1,028.00 mm8tu/mmscf	
6. Perform Data Validation 7. Review Summaries	Comment		\bigcirc
8. Print Facility Report 9. Report Submission	Save of Cance	d	
	AQMD web site Home	AER Web Site Submit question/comment Report	t a Bug

If non-default HHV is available, the user can uncheck the "use default" box and enter the actual value as shown in the next screen. Spaces are provided for user to elaborate on the source of non-default HHV. Upload supporting documentation for the new HHV value, if available.



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AER Reporting Tool – Help and Support Manual

Data must be saved before user can move on to the next section for classifying the emission sources (ES). This can be done by clicking on the "Next" button at the bottom of the screen or following the "Emission Sources (ES)" link on the left navigation menu. Prior to continuing to the next step of data entry, please ensure all combustion fuels used at the facility have been entered on this page. Fuels not included on this page will not be available for selection in other data entry pages.

AER Home Browse Facilities	Access Facilit	y Facility Home			a	6 6	
٧	Vork In Progres	is · Facility ID: 999001	· SOUTH CO	AST AIF	R QUALITY MGT DIST(SCAQMD) -	Reporting period: 2021	
Facility ID: 999001	Form data	is successfully saved	ł.				
1. Facility Information 2. Status Update 3. Combustion Fuels	Combustion Fuels Specification						
4. Emission Sources (ES) 5. Report Process/Emissions 6. Perform Data Validation 7. Review Summaries 8. Print Facility Report 9. Report Submission	Summary: This section 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 F	•					
	Action	Fuel Name	HHV	Default	Comment	Data Source Name	
	Open Distilla (Diese	ate Fuel Oil No. 2 ()	138.00	YES			
	Open Natura	al Gas	1,028.00	YES			
	Open LPG		92.00	YES			
	Open Gasoli	ne	125.00	YES			
	Open Digest	er Gas (Biogas)	841.00	YES			
	Open Landfi	II Gas (Biogas)	841.00	YES			
	Open Propa	ne	91.00	YES	This can be found an the monthly one	Tested and any ideal by	
	Open Natura	al Gas	1,065.00		bill	supplier	
	AQMD web site	Home AER Web Site	Submit q	estion/	comment Report a Bug		

4. Emission Source (ES) Classification

This page allows the classification of emission sources (ES). Click on the "Emissions Sources" link on the left navigation menu or the second blue bar in the Build Reporting Structure to go to the next screen for an overview of the emission sources at the facility based on South Coast AQMD's permit database. A list of devices is preloaded for each facility. If the list of devices is not available in the South Coast AQMD database, the user must add the devices manually by clicking the "Add New Emission Source" link. If the device to be entered has a valid South Coast AQMD permit, it should be referenced using the appropriate permit Application Number (A/N). User can also sort the Emission Sources table by clicking on the header of the column to be sorted. User can sort similar equipment by entering keywords in the "Search" box located above the ES list (e.g., to view a list of only the boilers, enter "boiler" in the search field and the list will display all equipment with the word "boiler" in the permit equipment description). Clicking the "Print Preview" button above the ES list will enable the user to print the entire ES list.


The next few screens provide user with a closer look at different parts of this screen for data entry. The top part of this screen contains one useful tool: Storage tank emissions data import.

Tank Data Import

Instructions for importing storage tank data files can be found in "Guidelines for Importing Storage Tank Data into the New AER System" posted in the "Guideline Documents" section of the main AER webpage.

Adding an Emission Source

An Emission Source (ES) can be added for one of the following cases:

- 1. Equipment that does not require a written permit (Rule 219) or un-permitted operation,
- 2. An additional device connected within an existing permit listed in the facility permit profile, and
- 3. A permitted source that is missing from the facility permit profile.

The examples below illustrate how a facility can add an ES to the facility permit profile. All three cases begin by clicking the "<u>Add New Emissions Source</u>" button at the Emission Sources (ES) Classification screen, as shown in the image below. Clicking the "Add New Emissions Source" button will open the "Edit Emission Source" window.

AFR Home - Browse Facilities	Access Facility	Tack	Ty Hone						F	1 🖶	•	0		h
	Work in Progres	· Facilit	y ID: 99	900x - 900TH CO	AST AR	QUA	TT H	GT DISTUS	CAQMIT	Asportin	g perio	a: 2021		
Facility ID: 999001	Build Rep	portin	g Stru	ucture										h
1. Facility Information 2. Status Update	Emission So	urces (l	ES) Cla	ssification									_	
A. Emission Sources (ES)	Summary	This	section	contains facil	ity per	mit (profile	e. Please	make	sure that	every	han		
5. Report Process/Emissione 6. Perform Data Volidation		adde	id.	a specified Lm	ission :	Sourc	E 103). new e	mission	sources	cana	so be	1	
7. Review Summaries 8. Print Facility Report 9. Report Submission	Instructio	n: Add devii click here	Device ces by i ing 'Re if appl	s (emissions so clicking "Open" ference" unde licable.	urces) "under r the P	by cl the roces	lickin Actio Is Ref	g "Add N n Colum erence o	ew Emi n. Add column.	ssion Sou emission Upload	rce". E data b TANKS	idit ty files		
	Storage Tari	Grittia	ns Batch	File Impart - 🚺	ch here	hii m	ole in	eructions.						
	and the second		willing the											
				-										
	Displaying	t emissio	n seure	86.C										
	A/N				Pe	resit: N	0							
	AER Device	ID	-		Per	mit D	evice	ID						
	Berniste	-		-										
							Searci	ht)			Print	Preview		L
	foliace are (E1)	Perett	Aurent Bantza B	Perest Englander Description	alt Bevice 20	11 1400 0	AS Group Harry	heaves Category	Pas Demotion	toroners	1) Tietys	Remains		
	-	8			6218			Cition Processes	12	Citrar (room)	Real and	and in		
	(m)				ssir			120ml Processes	29	(Dear process	State or	iten.		Ģ

Case 1: Adding equipment that does not require a written permit (Rule 219) or un-permitted operation

In the "Edit Emission Source" window (below), enter the "ES Name" as the Rule 219 equipment name (e.g., Rule 219 - Ink jet printer). Identify the "Operating ES Status" by selecting from the drop-down list. Next, classify the equipment/operation by clicking on the orange button labeled "Determine Emission Source Group Type." Once you have classified the equipment/operation, click "Save and Proceed to Process Reporting."

AER Home	Browse Facilities	Access Facility Facility Hor	ne		0	Image: A start of the start	0			
		Work In Progress · Facility ID: 9	99001 - SOUTH COAST AIR QUALITY MGT DIST(SCAQ	MD) · Re	porting	period:	2021			
Facility I	D: 999001	Edit Emission Source								
2. Status Up 3. Combusti 4. Emission 5 5. Report Pr 6. Perform 0 7. Review Se	date on Fuels Sources (ES) ocess/Emissions Nata Validation ammaries	Instruction: Add new e specificat best refie Red Astern populated	emissions sources using information found on ions, or identifying placards. Select the Oper ct the device's operation for this reporting p isk (*) must be addressed. Note: Some device , verify that the information is correct	permit rating E eriod. es have	ts, man ES Statu All area been p	ufactu us that as with pre-	urers ha			
8. Print Faci	lity Report	Permitted								
9. Report Su	omission	Uploaded								
		A/N								
		Permit No								
		Permit Device ID								
		AER Device ID w	will be assigned upon saving							
		ES Name	Ink Jet Printer							
	Operating ES Status	Normal Operation								
	Comment	Bule 219 exempt equipment								
		Emission Source Category	Categorize Emission Source							
		Design Capacity	0		~	1				
		Do you track non-routine operations (i.e. Process Upset / Break-Down, or Startup / Shutdown / Turnaround, or Spills) separately from routine operations for this emission source?								
		Save or Save and re Save and proceed to Pro Optional: Save and Mark	turn to List of Emission Sources or cess Reporting or <u>Cancel</u> as Completed Click here to <u>delete</u> this emission click here to <u>delete</u> this emission	on sourc	e and as	sociate	d data.			
		AQMD web site Home AER We	tb Site Submit guestion/comment Report a Bug							

Case 2: Adding a source connected with an existing permit listed in the facility permit profile (i.e., there is more than one device associated with an existing application number.)

An example of when this would be applicable is if there is a permitted control device attached to basic equipment which is not listed in the permit profile. In this example, both devices may be associated with the same permit application number (A/N), but the emissions would be reported under the basic equipment. The "Operating ES Status" for the control equipment should be marked as "Not Generating Emissions." (Note: Some control devices, such as afterburners/oxidizers, will have reportable emission from fuel combustion). To add the basic equipment in this example, first, in the "Edit Emission Source" window (below), indicate this is connected to a permitted device by clicking the checkbox for "Permitted." From the drop-down list of available permitted devices, select the appropriate application number (A/N) for that device. Identify the operating status, classify the equipment/operation, and then click "Save and Proceed to Process Reporting".

Work in Progress - Facility ID: 999001 - SOUTH COAST AIR QUALITY HIGT DISTIGLAGUD) - Reporting period Facility ID: 999001 1. Facility ID: 199001 2. Status Update 3. Combatition Fuels 4. Emission Sources (ES) 5. Report Process/Emissions 6. Perform Data Validation 7. Review Summaries 8. Print Facility Report 9. Report Submassion Perform Data Validation 7. Review Summaries 8. Print Facility Report 9. Report Submassion Perform Data Validation 7. Review Summaries 9. Print Facility Report 9. Report Submassion Permit Bencies ID A/N 111111 AED Device ID AER Device ID AER Device ID AER Device ID AER Device ID ES Name Operating ES Status Normal Operation Source * Design Capacity	AER Home	Browse Facilities	Access Facility Fa	ility Home	🔜 🖶 🔂 🕐			
Facility ID: 999001 1. Facility Information 2. Status Update 3. Combustion Founds 4. Emission Sources (ES) 3. Report Process/Initiations 6. Perform Data Validation 7. Review Summaries 8. Print Facility Report 9. Report Submitiation 9. Report Submitiation 0. Print Facility Report 9. Report Submitiation 0. Print Facility Report 0. Perform Data Validation 7. Review Summaries 0. Print Facility Report 9. Report Submitiation Via Facility Report 9. Report Submitiation 0. Print Facility Report 0. Derive Report Bill 0. Print Ro Permit Bill 0. Derive Rife Construction 0. Status 0. Normal Operation 0. Status			Work In Progress - Fac	NEV ID: 999001 - SOUTH COAST AIR QUALITY MGT DIS	T(SCAQMD) · Reporting period: 2021			
2. Status Update 3. Combustion Fuels 4. Emission Searces (ES) 5. Report Process/Emission 6. Perform Data Validation 7. Review Summaries 6. Print Facility Report 7. Review Summaries 6. Print Facility Report 7. Review Summaries 7. Report Submitsion 9. Report Submitsion 9. Report Submitsion 9. Permit Device ID 9. Permit No 9. Permit No 9. Permit Device ID 9. Permit Device ID 9. Mormal Operation 9. Status 1. Device ID 9. Comment 1. Comment 1. Comment 2. Status 1. Device ID 1. Comment 2. Status 1. Device ID 2. Status 2. Status 2. Normal Operation 2. Status 2. Normal Operation 3. Permit Device ID 3. Report Submitsion 3. Permit Device ID 4. Report Submitsion 3. Permit Device ID 4. Permit Searce 4. Device ID 4. Device	Facility	ID: 999001	Edit Emission Sou	rce				
A. Print Facility Report Permitted Uploaded A/H Permitt No Permit Device ID AER Device ID AER Device ID AER Device ID Comment Comment Emission Source Category Design Capacity Design Capa	2. Status Up 3. Combusts 4. Emission 5. Report Pr 6. Perform 1 7. Review 5	date on Fuels Sources (ES) occes/Enitution Data Validation ummaries	Instruction: Ad sp be Re po	d new emissions sources using information for cifications, or identifying placards. Select the treflect the device's operation for this repo d Asterisk (*) must be addressed. Note: Some pulated, verify that the information is correc	und on permits, manufacturers e Operating ES Status that rting period. All areas with a devices have been pre- t			
L. Report Submitation Uploaded A/N Permit No Permit No Permit Device ID AER Device ID AER Device ID ES Name Operating ES Status Comment Comment Emission Source Category Celogentie Emission Source Design Capacity Do you track non-routine operations (U.e. Process Upset (Small-Down, or Startup / Shutdown /	Print Fac	litty Report	Permitted	. M				
A/H Permit No Permit Device ID AER Device ID AER Device ID S Name Operating ES Status Comment Emission Source Category Design Capacity Design Capacity Do you track non-routine operations (i.e. Process Uppot /Break-Down, or Startup / Shutdown /	Report 54	dimitation .	Uploaded					
Permit No Add New Permit Device ID wilk be assigned upon saving E5 Name			A/H	A/H	171171			
Permit Device ID AER Device ID Will be assigned upon saving ES Name Operating ES Status Comment Emission Source Category Design Capacity Do you track non-routine operations (i.e. Process Upset / Break-Down, or Startup / Sbuttlown /			Permit No	Add New				
AER Device ID wilk be assigned upon saving ES Name Operating ES Status Comment Emission Source Category Design Capacity Do you track non-routine operations (i.e. Process Upset /Break-Down, or Startup / Shutdown /			Permit Device ID					
ES Name Operating ES Status Normal Operation ** Comment Emission Source Category Design Capacity 0 Do you track non-routine operations (i.e. Process Upset /Break-Down, or Startup / Shutdown /				AER Device ID	will be assigned upon saving			
Operating ES Status Normal Operation Comment Image: Comment Com		ES Name						
Comment Emission Source Category Design Capacity Do you track non-routine operations (i.e. Process Upset /Break-Down, or Startup / Shutdown /		Operating ES Statu	Normal Operation	-				
Emission Source Category Design Capacity Do you track non-routine operations (i.e. Process Upset /Break-Down, or Startup / Shutdown /		Comment		0				
Design Capacity 0 Do you track non-routine operations (i.e., Process Upset /Break-Down, or Startup / Shutdown /						Emission Source Ca	tegory Categorine Emission Dource	
Do you track non-routine operations (i.e. Process Upset /Break-Down, or Startup / Shutdown /			Design Capacity	0	~			
separately from routine operations for this emission source?		Do you track non-r operations (i.e. Pin Upset /Break-Down Startup / Shutdow Turnaround, or Spi separately from ro operations for this source?	utine cess , or / is) tine emission					
		Optimist: Silve a	Click here to delete the	s emission source and associated data				

Case 3: Adding a permitted source that is missing from the facility permit profile (i.e., application number is not available in the drop-down list)

In the "Edit Emission Source window (below), indicate (check the box for "Permitted") this is a permitted device; select "Add New" from the drop down list of application number (A/N) for that device; type in the application and permit number; select the operating status, and emission source group type; then, click "Save and Proceed to Process Reporting."

AER Home Browse Facilities	Access Facility	Facility Hom	e .	Ħ	8	æ	0		
	Work In Progress	Facility ID: 9	99001 · SOUTH COAST AIR QUALITY MGT DIST(SCAQ	MD) · Re	porting	period:	2021		
Facility ID: 999001	Edit Emission Source								
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	Instruction	Add new er specification best reflect Red Asteris populated,	missions sources using information found on ons, or identifying placards. Select the Oper t the device's operation for this reporting p k (*) must be addressed. Note: Some device verify that the information is correct	permi rating l period. es have	ts, man ES Statu All area been p	ufactu is that as with ore-	irers 1 a		
8. Print Facility Report 9. Report Submission	Permitted Uploaded A/N Permit No Permit No Permit Device AER Device ID ES Name Operating ES S Comment Emission Source Design Capacit Do you track in operations (i.a. Upset /Break- Startup / Shut Turnaround, o separately fro operations for source? Save or Save and pro-	ID tatus tatus c Category ty on-routine Process Down, or down / r Spills) m routine this emission Save and rete oceed to Proc			~]			
	Optional: Sa	ve and Mark a	Click here to delete this emission	on sourc	e and as	sociated	d data.		
	AQMD web site H	me AER We	Site Submit question/comment Report a Bug						

Defining Emission Source

Clicking on the "Open" link in the first column (labelled "Action") of the Emission Source list will open the "Edit Emission Source" screen for a specific device, as shown below. Note that each emission source is identified by applicable information including Application Number (A/N), Permit Number, Permit Device ID, and AER Device ID as shown in the screen below. The information including Equipment Description is uploaded from the South Coast AQMD permit database. Data entry by user is illustrated in the next several screens.

AER Hume	Browne Facilities	Access Facility Facility Ha		H 🖶 🔂 🕐
Facility ID: 999001	Work in Progress - Facility ID: 1 Edit Emission Source	199001 - SOUTH COAST AIR GRALITY HOT DISTIGCA	QHD) Reporting period: 2021	
1. Facility 6 2. Status 0 3. Combust 4. Emission 5. Report P 6. Perform 7. Review 5	2. Status Update 3. Combustion Foels 4. Emission Sources (ES) 5. Report Process/Emissions 6. Perform Data Validation 7. Review Suttmartes	Instruction: Add new of specificat best refie Red Aster populated	emissions sources using information found o ions, or identifying placards. Select the Op ct the device's operation for this reporting isk (*) must be addressed. Note: Some devi , verify that the information is correct	on permits, manufacturers erating ES Status that period. All areas with a ces have been pre-
I. Print Fac	itty Report	Parttittad	2	
9. Report S	aborhaliam	University	ñ	
		A/II	111111 (111111)	
		Parrerit lin		
		Permit Device ID		
		AFE Device ID	will be acciented upon saving	
		ES Name		
		Doerating FS Status	Territolal Objections	
		Convent	Not Generating Environme Pagitive Components Reported Under Not in Operation Shut Down or Removed	
		Emission Source Category	Duplicate	
		Design Capacity	0	¥
		Do you track non-mutine operations ().e. Process Upnet /Break-Down, or Startup / Shatdown / Tornaround, or Spilla) separately fram routine operations for this emission source?	a	

Select an operating status for an ES. The following table defines each Operating ES Status type.

Operation ES Status	Definition
Normal Operation	Operated during the Reporting Period and operation resulted in
Normal Operation	emissions
Not Generating Emissions	Operated but was not generating emissions
Not in Operation	Did not operate during the reporting period
Shut Down or Romoved	ES permanently shut down or removed prior to the reporting
Shut-Down of Kenloved	period
Duplicate	Duplicate device (ES) number

For control device that generates emissions (e.g., afterburners, etc.), select ES Status "Normal Operation" and report associated emissions. For control device that does not generate emissions (e.g., absorbers, baghouses, filters, etc.), select ES Status "Not Generating Emissions" (normal operation and not an emission source).

Note that by selecting the first choice, which is "normal operation", the tool offers a button to "Categorize Emission Source". Other selections will not enable this button. The "Comment" field is for user to elaborate the details relative to this device. The "ES Name" field should also be completed

to identify any specific information about the device that is not described in the Permit Equipment Description or Comment fields.

AER Home	Browse Facilities	Access Facility Facili	ty Horse		8	Ð	0				
		Work In Progress - Facilit	y ID: 999001 - SOUTH COAST AIR QUALITY MGT DIST(SCAQ)	MD) · Re	porting p	periodi	2021				
Facility	ID: 999001	Edit Emission Source									
2. Status Uj 3. Combust 4. Embolon 5. Report P 6. Perform 7. Review S	xlate Ion Fuels Sources (ES) rocess/Emissions Data Validation ummaries	Instruction: Add speci best Red a popu	new emissions sources using information found on fications, or identifying placards. Select the Oper reflect the device's operation for this reporting p Isterisk (*) must be addressed. Note: Some device lated, verify that the information is correct	permit rating E seriod. es have	ts, man 15 Statu All area 1 been p	ufactu s that s with re-	rers i a				
8. Print Fac	lity Report abritation	Permitted Uploaded A/N Permit No Permit Device ID AER Device ID ES Name Operating ES Status Comment Emission Source Categ Design Capacity De you track non-neut operations ().s. Proce Upset / Break-Down, or Startup / Shutdown / Turnareand, or Spills separately from routil operations for this em source?			Y						
		Optional: Save and	Mark as Completed Click here to <u>delete</u> this emission	on sourc	e and as	sociate	ő data.				
		AQMD web site Home A	ER Web Site Submit question/comment Report a Bug								

Clicking on the "Determine Emission Source Group Type" button (above) will bring up a screen with 7 category options for the device, as shown below.

Categorize E	mission	Source				ж				
Permitted	A/N	Permit No	Permit Device ID	Permit Equipment Description	AER Device ID	ES Name				
No					ESnull					
 External following Internal following Spray Co Other UI 	 External Combustion Equipment (e.g., boiler, dryer, oven, furnace, heater, afterburner, flare, kiln or incinerator) <u>click here</u> to select one the following Equipment: Internal Combustion Equipment (e.g., internal combustion engine (excluding vehicles), turbine or micro turbine) <u>click here</u> to select one of the following Equipment: Spray Coating/Spray Booth (e.g., coatings, solvents, adhesives, etc.) <u>click here</u> to select one of the following Equipment: Other Use of Organics (e.g., coatings, solvents, inks, adhesives, etc.) except in Spray Coating/Spray Booth, <u>click here</u> to select one of the following Equipment: 									
following 5. Liquid St	 Other Use of Organics (e.g., coatings, solvents, inks, adhesives, etc.) except in Spray Coating/Spray Booth, <u>click here</u> to select one of the following Equipment: Liquid Storage Tank (e.g., Underground, Aboveground, Small Tanks, Dispension Systems) (Sick here to select one of the following Equipment) 									
6. Fugitive	Compone	nts (Emission Leak	s from Process Component	ts per Rule 462, 1173 and 1176), <u>click here</u> to	select all applicable Eq	ulpment:				
7. Other Pr	ocesses (o	does not fit in any	of the groups mentioned a	bove), click <u>click here</u> to mark "Other Process	Equipment":					
					Save	Cancel				

Under category #1, FURNACE is displayed as an external combustion source, which is applicable for this device according to the permit description shown right above the categories list, as shown above. User then selects "Furnace <10 MMBTU/HR" because this emission source is rated at 6 MMBTU/HR and clicks on "Save" as shown in the image below.

Permittud	A/N	Permit	Dernit Deutre 10	Parmit Equipment Description	AEII ES Device ES 10
-	123457	700117	87	FURNACE, FORGE, NO. 8, NATURAL GAS, WITH LOW NOX BURNER, & MINE BURNER, NATURAL GAS, HAUCK MEG, COMPANY, MODEL SVG-125, WITH 1 WHETWHR	PUHR WITH A/NC 377043C8 OW NOX BURNER, 6 TOTAL: 1 ESH
1. Ext ful	immat Co owing Ex	mbustie pipmant	l Egsipm	nt (e.g., boller, dryer, oven, farnase, heater, aftarburner, flare, klin	or incinerator) <u>click here</u> to select one the
10	Boller -	(30 MM)	STUCHE.	C Heater <10 MM870/HH	
	Boiler 1	0.100 #	METU/H	C Heater 10-100 MHBTU/	HBL
0	Boller I	100 MR	HH/UTE	Heater >100 HHBTU/H	L
0	Over «	10 MMB	TU/HR	🗔 Space/Water heater - n	nt related to a process <10 MMBTU/M
10	Oven 3	0-100 M	MBTU/H	Afterburner <10 MMBT	(/HB.
0	Over >	100 MM	BTU/HR	C Atterburner 10-100 MM	BTU/HAL
0	Dryer -	10 MM	TUNK	C Atterburner >100 MMB	UMR
	Dryer 1	G-100 M	METL/H	L 🗆 40/m	
0	Dryer 3	100 10	ANY,UTU	Incineratue	
	Furnaci	= <10 M	METU/HE	C flara	
12					

In this example, in addition to burning fuel, this furnace also processes material. User then scrolls down to category #7 and checks the "Other Process Equipment". User can change the selection or cancel the classification with "Cancel" button. Clicking on "Save" button will bring user back to "Edit Emission Source" screen.

regurate consistent autoritie		
Furnace < 10 MMETL/HR.	D Flam	
C Furnace 10-100 MMBTU/HR	C chartroller	
Furnace >100 HMBTU/HR	 Deep fat Fryers 	
In addition to burning fuels, if this device p materials, make sure box "Other Process Er checked under Category 7 below.	rocesses other missions" is	
 Internal Combustion Egisprivent (e.g., internal combust following Egispment: 	tion empire (excluding vehicles), turtime or micro tartime) <u>click here</u> to select one of the	
3. Spray Coating/Spray Booth (e.g., coatings, solvents, a	dhasives, wtr.) click here to select one of the following Equipment:	1
 Other Use of Organics (e.g., coatings, solvents, inks, a following Equipment: 	dhealves, etc.) except in Spray Coating/Spray Broth, <u>utcl. here</u> to select one of the	
5. Liquid Storage Tank (e.g. Underground, Aboveground,	Small Tanks, Dispensing Systems) <u>(Stathers</u> to select one of the following Equipment:	
6. Puglitive Components (Emission Loaks from Process Co	mponents per Bule 462, 1172 and 1170), click here to select all applicable Equipment:	
7. Other Processes (does not fit in any of the aroung men	filoned above), click check here to mark "Other Process Equipment":	
all official a formulation future and an analy of the Broutha and		

Two Navigation Paths

After defining an ES, the AER Reporting Tool presents two (2) paths (navigation options) for reporting emissions. User can access a Process by:

Path #1: Define all ESs first, then go through worksheets and complete all Processes, or Path #2: Go straight to next step to work on the process and report emissions.

PATH #1 - Save and Return to List of Emission Sources: clicking on this button will save the data and return user to the emission source profile where user can continue with another device prior to starting Process reporting.

AER Home Browse Facilities	Access Facility Facility Hor	·· 🖬 🖶 🔂 🕐
	Work In Progress · Facility ID: 9	99001 - SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) - Reporting period: 2021
Facility ID: 999001	Edit Emission Source	
2. Status Update 3. Combustion Fuels 4. Emission Sources (ES) 5. Report Process/Emissions 6. Perform Data Validation 7. Review Summaries	Instruction: Add new e specificati best refle Red Asteri populated	emissions sources using information found on permits, manufacturers ions, or identifying placards. Select the Operating ES Status that ct the device's operation for this reporting period. All areas with a isk (*) must be addressed. Note: Some devices have been pre- , verify that the information is correct
8. Print Facility Report	Permitted	2
9. Report Submission	Uploaded	
	A/N	111111 111111 🗸
	Permit No	
	Permit Device ID	
	Permit Equipment Description	0
	AER Device ID	ES38 Assign new ID
	ES Name	
	Operating ES Status	Normal Operation
	Comment	0
	Emission Source Category	Other Processes Categorize Emission Source
	Equipment	Other process equipment
	Design Capacity	0.000000
	Do you track non-routine operations (i.e. Process Upset /Break-Down, or Startup / Shutdown / Turnaround, or Spills) separately from routine operations for this emission source?	
	Save or Save and ret	urn to List of Emission Sources or
	Save and proceed to Proc	cess Reporting or <u>Cancel</u>
	Optional: Save and Mark	as Completed Click here to delete this emission source and associated data.
	AQMD web site Home AER We	b Site Submit question/comment Report a Bug



AER Reporting Tool – Help and Support Manual

The tool provides an alternative look at the reporting structures that were built during the process emission source classification. The emission sources are grouped by the selected categories as highlighted in BLUE at both: Report Process/Emissions overview and left navigation menu. By clicking on "Report Process/Emissions" on this screen (or on the left navigation menu), user will be able to see a list of all worksheets that were assigned based on information provided on Emission Sources. As an alternative, user can access emission sources, assigned processes or add new processes from here for reporting emission by categories.

AER Home	Browse Facilities	Access Facility	Facility Home	₽	7		0
Facility	ID: 999001	Work In Progress	Facility ID: 999001 - SOUTH COAST AIR QUALITY MGT DIST(SO	CAQMD) - Re	porting	period:	2021
1. Facility In 2. Status Up 3. Combusti 4. Emission 5. Report	nformation odate ion Fuels Sources (ES) Process/Emissions	Summary:	This section contains worksheets for reporting your (usage of materials/fuels), emission factors, contro activity data. Review each device that is generating emissions.	r processe ol efficien	s, throu cies, an	ighput id othe	r
Combustion External Combustion Internal Combustion Use of organics Spray Coating/Spray Booth Other Use of Organics Storage Tarks		External Combo	ustion (1) stion (2)				OPEN OPEN
		Storage Tanks Other Processe Process Upset	1) s (3)				OPEN OPEN
Fugitive C Other Pro Process Up 6. Perform 1 7. Review S 8. Print Fac 9. Report Se	omponents cesses pset Data Validation ummaries ility Report ubmission						

PATH #2 - Save and Proceed to Process Reporting – Selecting this button will save the data and bring up a screen displaying two processes associated with this emission source for immediate reporting: in this sample case P1 for fuel combustion and P2 for processing of material. Clicking on P1 or P2 processes will take user to the applicable worksheet screen(s) for entering emissions data.

AER Home Bro	wse Facilities	Access Facility	Facility Home		H 🖶	£	0
		Work in Progress	Facility ID: 999001 - SOUTH	COAST AIR QUALITY MGT DIST(SCAQH	D) - Reporting	period:	2021
Facility ID:	999001	Edit Emission	Source				
2. Status Update 3. Combustion Fi 4. Emission Sour 5. Report Proces 6. Perform Data 7. Review Summ	uels ces (ES) s/Emissions Validation aries	Instruction:	Add new emissions sour specifications, or identi best reflect the device' Red Asterisk (*) must be populated, verify that t	ces using information found on fying placards. Select the Opera s operation for this reporting pr addressed. Note: Some device he information is correct	permits, ma ating ES Stat eriod. All are s have been	nufactu tus that eas with pre-	rers i a
8. Print Facility	Report	Permitted					
9. Report Submit	ision	Uploaded					
		A/N					
		Permit No					
		Permit Device	D				
		Permit Equipm	ent Description		0	-	
		AER Device ID		E535 Assign new ID			
		ES Name					
		Operating ES St	tatus	Normal Operation	× •		
		Comment			0		
		Emission Source	e Category	External Combustion Categorize Emission Source	•		
		Equipment		Boiler <10 MMBTU/HR			
		Design Capacit	у	0.000000	¥		
		Do you track no Process Upset Shutdown / Tu from routine op source?	on-routine operations (i.e. /Break-Down, or Startup / maround, or Spills) separatel perations for this emission	, D			
				Select as Grouping Model			
		Save or	Save and return to List of Er	nission Sources or			
		Save and pro	ceed to Process Reporting	or <u>Cancel</u>			
		Optional: Sar	ve and Mark as Completed	Click here to delete this emissio	n source and a	issociated	d data.

ting belo tun Upda	ormation de Fuels Concentration	Em S	lssion Sources ummary: Thi	(ES) Classif	fication intains facility	permi	it profile.	Please m	ike sure that	every
port Pres form De deve Sum et Facilit port Sube	ranu/Timbolo ta Validation smartes ty Report miscion		de ad retruction: Ad de chi he	vice has a s ded. d Devices (e vices by clic cking 'Refer re if applica	pecified Emissi missions source Sting "Open" ur enco" under ti ble.	ion Seu ces) by sider th he Proc	urce (ES). I clicking We Action Cens Refe	New emb "Add New I Column, A rence colu	alion sources Emission Sou dd emission mn. Upload 1	can also b roe". Edit data by FANKS file
			orage Tarik Ersia	ions Batch Fil	e import - <u>Oick (</u>	tere for	more inst	nuctions.		
Process		_								
	References									ж
	References									×
A16	Parmit So	Parent Benice ID	Parmit Davice Description	ADR Device (D	E3 Name	ES Group	Bourse Category	Emissions	Epipment	ES Batton
AN	Parmit Se	Parente Device (D	Parmit Device Description	AER Device (D ESH	(3 Name	ES Group Name	Source Cologory	EmissioneT	Equipment Doke =10 Me(11,ms)	ES Battas Unita a propress
AN	Parmit So Press	Parenti Benton ID	Parmit Device Description	ASR Device ID ESH	ES Name	an Group Kane	Source Category Category	Emissions 7	Equipment Solar Mad() 1, Capaci From	R Battan Diright an Diright an Diright and Type matrice
AN	Parmit So Parmit So Press	Parmit Benton ID ess. D 11	Parmit Device Description Insurer Group Followed Combucile	ASR Device ID 2514	(3 Kana Process/Material?	es Group Kame	Bourse Category (vranat (antibustor	Emissions 7	Equipment Ender mit Ender Trait Ender Trai	R Batton Uniori on Discourses effent Type matter
AN AN Add I	Parmit No Parmit No Press	Permit Device ID max ID 11	Parmit Gausse Generation Names Group Folonal Contucto	AEB Device ID ESH	(3 Name	es Group Kane	Bourse Category (monal catebooko	Emissions F V Biolog Vicel, 8 prop	Equipment Boder ==0 Edd(7,100) Ciper FTT T	K Bates Depend Monto In property Monto Type Index
AN	Parmit So Parmit So Proceedings	Parmit Benios ID est. 0 11	Parmit Davine Conscription Rearry Contexts	AGR Device ID ES-M	ES Name	en bene	Buerrs Galegare Contractor	Emissions 7 V Holes + pro	Equipment Roler rill Mill 9 (1990) Caper Person 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	A Banka Bank
An	Parmit No Permit No Process State	Parmet Benice (D 1) T	Parmit Enviro Description National Contractor	ABB Device 0 (S34	ES Same		Bourse Category	Emissions 7 Y Holes org	Epuipment Indea	King and a second secon

Process/Equipment Samples

Users are recommended to closely follow the examples in the next two sessions that demonstrate the flexibilities of the AER Reporting Tool in reporting emissions from two processes: P1 for fuel burning process where default emission factors are available and P2 for processing of material throughput.

P1 – External Combustion Sample

The tool presents several sections on this screen: Process details, Throughput, Criteria Emissions, Toxic (TAC/ODC) Emissions, and GHG Emissions (optional). Each section must be completed in sequential order and data must be saved before the start of the next section. **User must select Fuel and throughput units before reporting emissions**. Following the "Open" link will pop up the data entry screen for each section.

AER Home Browse Facilities	Access	Facility Facili	ty Home				🖩 🖶	1 0
	Work In P	Progress - Facilit	y ID: 999001 · SO	UTH COA	ST AIR QUALIT	Y MGT DIST	(SCAQMD) - Reportin	g period: 2021
Facility ID: 999001	Exte	rnal Comb	ustion					
Facility Information Status Update Combustion Fuels Emission Sources (ES) S. Report Process/Emissions	Plea comi any) instr	se provide spe bustion Emissi . You must se uctions are av	cific informati on Sources inc lect Fuel and allable by clic	ion for e luding u through king on I	very proces sage, emissi put units b Help icon in	s associat on factor efore rep the tool I	ed with your exter and control efficie orting emissions. bar.	nal Incy (if Detail
Combustion	Step 1	1: Process					Optional: Mark	as Completed
External Combustion	_							
Internal Combustion		AER Device ID	Permit Device	e ID A/I	Process ID	Rule #	Equipment	Fuel SCC
Use of organics	Open	E535			P1	1146	Boiler <10 MHBTU/H	R LPG
Spray Coating/Spray Booth							COCK here to dele	this process.
Other Use of Organics	Step 2	2: Throughput						
Storage Tanks	_							
Fugitive Components		Annual TI	hroughput		Criteria/Toxic	Throughput	GHG 1	Throughput
Other Processes	Open	M	gal		M gr	bl.		gal
Process Upset	Step 3	: Criteria Em	issions (lbs)			Une	Default Emission Fact	if available.
6. Perform Data Validation	step :		issions (nos)			6.94	ornamic composition of a	in eveneove.
7. Review Summaries		Pollutant	EF		Unit		EF Data Source	Emissions
8. Print Facility Report	Open	50x	4.600	000000e+0	lbs / M gal	AQM	D default	
9. Report Submission	Open	co	3.200	000003e+0	lbs / M gal	AQM	0 default	
	Open	VOC	2.60	000000e-1	lbs / M gal	AQM	D default	
	Open	PW.	2.80	000000e-1	lbs / M gal	AQM	D default	
	Open	NOx	1.000	000000e+0	lbs / M gal	Source	ce Test	
	Step 4	4: Toxic (TAC/	ODC) Emission	ns (lbs)				
		TAC/ODC Gro	up CAS#		EF	Unit	EF Data Source	Emissions
	Open	Benzene	71432		0.00000000e+0	lbs / M gal	Source Test	
	Open	Formaldehyd	le 50000		1.50833333e-3	lbs / M gal	AQHD default	
	Open	Toluene	108883		3.24735294e-3	lbs / M gal	AQHD default	
	Open	Xylenes	1330207		2.41333333e-3	lbs / M gal	AQHD default	
	Open	PAHs [PAH, PC	M] 1151		8.87254902e-6	lbs / M gal	AQHD default	
	Open	PAHs [PAH, PC	3M] 91203		2.66176471e-5	lbs / M gal	AQHD default	
	Open	Acetaidehyd	e 75070		3.81519608e-4	tos / M gal	AQND default	
	Open	Linys benden	100414		5.58970588+ 4	lbs / M gal	ACHID default	
	Open	Acrolein	107028		2.39558824e-4	lbs / M gal	AQHD default	
	Open	Ammonia	7664417		3.00000000e-1	lbs / M gal	AQHD default	
	Add	New						

Process Pop-Up window– User enters additional information such as process name and comment. Natural gas is selected as the primary fuel.

AER Home Browse P	acilities	Access Facilit	y Facili	ty Home					Ħ	•		0
Encility ID: 000	W 001	ork in Progre	s · Facility	/ ID: 99900	1 · SOUT)	I COAST /	AIR QUALITY MGT (NST(SCA	QMD) - Re	porting	period:	2021
Facility ID: 999	001	External	Comp	ustion								
Facility Information Status Update Generation Fuels Emission Sources () Secont Process(C)	n ES)	Please pro combustio any). You instruction	wide spe n Emissio must se ns are av	cific infor on Source lect Fuel ailable by	mation s includ and thr clickin	for ever ing usag oughpu g on Hel	y process assoc e, emission faci t units before r p icon in the to	iated w tor and reportion	ontrol ng emiss	extern efficier ions. D	al icy (if etail	
Combustion	113370113	Step 1: Pro	Cess									
External Combust Internal Combust Use of organics	Edit Emi AER Devic ES35	ssion Proces	s - Extern Device ID	AIN Pr	ocess ID P1	Rule #	Equipment Boller <10 MMBTU	HR LP	M uel BCC G	it TU/HR	Fuel LPG	SCC
Booth Other Use of Orga Storage Tanks Pugitive Component	AER Dev NON-PE Process	ice ID RMITTED ID	E\$35 P1	AER Device Permit Devic Process Nar	Name te ID me					GHG Th	roughput	2
Other Processes Process Upset 6. Perform Data Valid 7. Review Summaries 8. Buiet Sacility Person	SCC Fuel Rule #	Distillate I Natural G LPG Gasoline	uel Oil No	. 2 (Diesel))					Factor	s if avai Emboli	able.
9. Report Submission	Equipme	nt Digester (Landfill G Propane Natural G	3as (Bioga as (Biogas as	s))	1.000000	00e+0 lbs	Save / Mical S	Ca	incel			

Process Pop-Up window – User selects Rule 1117 for a glass furnace.

AER Home Browse Fr	actities Ac		lity Facili						-	Ð	0
	Wark	In Prog	ress · Facility	ID: 99	9001 - SOUTH	COAST /	AIR QUALITY MGT DIST	(SCAQMD) · R	porting	period:	2021
Facility ID: 9990	001 E	xtern	al Combi	ustio	n						
1. Facility Information 2. Status Update 3. Combustion Fuels 4. Emission Sources (E 1.5. Report Process/En	S)	Please p combusi any). Ye instruct	tion Emission u must sel ions are ava	cific ir in Sou lect Fi ailable	nformation rots includ uel and thr by clickin	for ever ing usag oughpu g on Hel	ry process associate e, emission factor a t units before repo p icon in the tool b	d with your and control arting emiss ar.	efficien sions. D	al icy (If etail	
Combustion	St	ep 1: P	rocess								
External Combust	Edit Emissi	ion Prec	ess - Extern	al Com	bustion			×	٦		
Internal Combustion Use of organics	AER Device II	D Per	mit Device ID	A/N	Process ID P1	Rule #	Equipment Boiler <10 MMBTU/HR	Puel SCC	TUVHR	LPG	SCC
Spray Coating/Spr Booth Other Use of Orga Storage Tanks Fugitive Component Other Processes	AER Device NON-PERM Process ID Process Cor SCC	ID ITTED whitet	E\$35 P1	AER D Permit Process	evice Name Device ID s Nome				GHG Th	this pro	Kest.
6. Perform Data Valid	East	Natural	Gas		v .				Factor	if avai	able.
7. Review Summaries 8. Print Facility Report 9. Report Submission	Rule # Equipment	1117 401 474	Visible emission Fuel Burning Eg	• <u>Adda B</u> 6 ulpment	- Oxides of Hitm	spon				Ereissi	105
l	0 10 10 10 10 10 10 10 10 10 10 10 10 10	475 476 477 480 1109 1111 1112 1112 1112 1112 1112 111	Bactric Power i Steam General Cole Overs Matural Gas Fire Entrainers of Ox Beduction of MC Entrainers of Ox Control of Entra Entrainers of Ox Control of Entra Petraleum Cole Apphal Pareme Control of Mitra Entrainers of Ox Entrainers of Ox Entrainers of Ox	Generati ng Equip ides of N Da Emissi ides of N ticulizos ides of N ticulizos ides of N ides of N ides of N ides of N	ng Equipment meni. M Devicon Itragen from Bol ans Fram Nature Bragen from Ce Matter and Cast Bragen from Cit an Refinery Flare g Operations - C 95 Ion Fram Renides Bragen from Ele Bragen from Ele Bragen from Ele Bragen from Ele	liers and Pri I-Gas Flired, ment Kilm on Monosid os Melting It biddes of Sal tionary Gas (tric Power lastrial, lies) or or or or or or other	acess Heaters in Petroleum R Fan Type Central Fumaces le fram Cannet Kilns fumaces Har Natural-Gao-Fined Water He Turbins Guerenting Systems Buttonal and Convergial Do Torona and Convergial Do	efineries eters	eraturs, max	Erris	alons

Process Pop-Up window – User can add more rules that are applicable to the operation by clicking on the link.

AER Home Smooth P	facilities Access Facility Facility forme		8 9 0
Facility ID: 999	Week in Program - Facility ID: BYRDD - SOUTH COAST AIR QUALITY MOT DIST(S	Садмб) і Нер	porting period: 2021
4. Facility Information 2. Status Upilitie 3. Combinition Flatti 4. Continuo Sources (J 5. Report Processing)	Please provide specific information for every process associated combustion Emission Sources including usage, emission factor at any). You must select Fuel and throughput units before repor instructions are available by clicking on Help icon in the tool ba	f with your nd control e rting emiss f.	external efficiency ()f Ions. Detail
Combustion	Step 1: Process		
Extension Constants Internal Conductor Use of organics Denty Control (Sec Dent) Control (Sec II) Pro-	Edit Emission Process - External Combustion. AER Device ID FT	Part SCC	n Pani SCC TUINK UPD Tuink UPD Typicis the process
Other Processo Process Uppet 6. Perform Data Value	Process Convent SOD Funk [Natural Gas		pri pri Pactura if available.
7. Berley Summeries 8. Frist Facility Rapo 9. Report Substitution	Robert 1117 (* *A22.Fluis Despenses Bolier = 10 MMBTUHIK	či Cancel	Estimation
	Step 4: Toxic (TAC/ODC) Emissions (lbs)	'et	

Clicking on "Save" button will bring user back to worksheet for entering throughput.

At the Throughput Pop-Up window, user enters throughput data and selects the proper unit. User can also provide comment on the throughput data. Again, clicking on "Save" button will bring user back to worksheet.

ALL Home	Research Castillion	Access Peoplity	Pacifity Home	8 8	6 0
		Work in Program	Paiding the WHONT - SOUTH COAST AN QUALITY	HOT DIST(SCHOM) - Reporting	(perile)(2023))
Facility	ID: 999001	External 0	ombustion		
 Facility 6 Station M Conduct Conduct Conduct Conduct Conduct 	ohermalhun solate hen Tueln Seiston (C1) Histori (C1)	Please provi combisition any). You m instructions	de specific information for every process a Emission Sources including usage, emission unt select Fuel and throughout units bef are available by clicking on Help Kon in t	associated with your exten in factor and control efficie one reporting emissions be tool bar.	nal ncy (if Detail
Combustie		Step 1: Proce	11		
Use of any	Edit Through	act information - E	ne D Freed Syring W 4.16 France D Atternal Continuation	And F Endpoint	Fast 1822 CPG this presents.
and and a	ES IS	Throughout	P1 1140 Bullet - Collected/Texts: Thromatiquet	TERMITTURE LPG	
Francisco I Ottore Pro- Presson II	Flaid Unidge (Rev Throughput Tup	n per mit Trensgrighet) e	ن الله الله الله الله الله الله الله الل	-	englant: d
 Paulane 1 Print Paul Report 5 	Fuel Diage Con	waid.		Saw Centrel	Entrance
			1.400000000 (1.400 (10.901 2.200000004 (1.400 (10.901 1.000000004 (1.400 (10.901	AQAD defeats	-
			a second second with a second s	1999	

Step 4: Taxic (TAC/ODC) Emissions (Ibs)

User selects "Use Default Emission Factors" for the tool to populate available default emission factors and emission calculations for all: criteria, toxics (from fuel combustion), and GHG (optional).

Facility ID: 999001	Exte	ernal Comb	ustion						
Facility Information Status Update Combustion Fuels Emission Sources (ES) Second Research (Enimitate	Plea com any) instr	se provide spe bustion Emissi . You must se uctions are av	cific informati on Sources inc lect Fuel and ailable by clic	ion for e luding u through king on l	very process sage, emissio put units be Help icon in t	associated w in factor and fore reporting the tool bar.	ith your exter control efficiency of emissions.	nal Incy (if Detail	
Computing	Step	1: Process					Optional: Mark	as Comple	ted
External Combustion									
Internal Combustion		AER Device ID	Permit Device	D A/	N Process ID	Rule #	Equipment	Fuel	SCC
Use of organics	Open	E\$35			P1	1146 Bo	ller <10 MMBTU/HP	ELPG	
Spray Coating/Spray Booth	Stop 1	. Throughout				c	lick here to <u>dele</u>	this proc	cess.
Other Use of Organics	step /	2: Throughput							
Storage Tanks		Annual TI	hroughput		Criteria/Texic T	hroughput	GHG 1	hroughput	
Other Processes	Open	M	gal		M gal			gal	
Process Upset 6. Perform Data Validation	Step 3	3: Criteria Em	issions (lbs)			Use <mark>Defas</mark>	lit Emission Facto	rs if availa	ble.
7. Review Summaries		Pollutant	EF		Unit	EF D	ata Source	Emission	ns
8. Print Facility Report	Open	SOx	4.600	00000e=0	lbs / M gal	AQMD defa	ult		
9. Report Submission	Open	CD	3.200	00000e=0	lbs / M gal	AQMD defa	ult		
	Open	VOC	2.60	000000e-1	lbs / M gal	AQMD defa	ult		
	Open	PM	2.80	000000e-1	lbs / M gal	AQMD defa	ult		
	Open	NOx.	1.000	000000e=0	Ibs / M gal	Source Tes	Ł		

Emission Factor Pop-Up window - User can open a pop-up window of an emission factor (NOx in the sample below) to uncheck the "Use default" and enter a specific emission factor. User can also enter comments and must cite the source of emission factor. This can also be done for toxic air contaminants as well as GHG. NOTE that the RECLAIM box is checked for NOx emissions since this facility is classified as RECLAIM.

	Work In Progress - Facility	ID: 999001 · SOU	TH COAST AIR	QUALITY MGT D	IST(SCAQMD) · Re	porting period: 20	021
Facility ID: 999001	External Combi	ustion					
1. Facility Information 2. Status Update 3. Combustion Fuels 4. Emission Sources (ES) 5. Report Process/Emission	Please provide spec combustion Emissio any). You must sel instructions are avai	cific informatio on Sources inclu ect Fuel and ti ailable by clicki	n for every iding usage, h roughput u ing on Help	process associ emission fact inits before re- icon in the too	ated with your or and control eporting emiss of bar.	external efficiency (if ions. Detail	
Combustion	Open Criteria Emission	Information - Ext	ernal Combu	stion			×
Internal Combustion Use of organics Soray Coating/Soray	AER Device ID Permit ES35 Annual Throughput 22.05485000 mmcf	Device ID A/N	Process ID P1 Criteria/To 22.6546	Rule # 1146 Bo sic Throughput	Equipment aller <10 MMBTU/HR	Fuel Natural Ges GHG Throughput 22,654,650.00 scf	SCC
	Throughput used to calculate	emissions: 22.654650	0 mmscf				
Storage Tanks	Pollutant	NOX - Nitrogen (Dxides				
Pugitive Components Other Processes Process Upset	Emission Factor (EF)	Use default	- 108	attimiser			
6. Perform Data Validation 7. Review Summaries 8. Print Facility Report	Emission Factor Comment	source tested 07	1/10/2010- So	urce Test ID PR1	12345	0	
9. Report Submission		If not using AQM the Emission Fa Processes witho	ID default em ctor Comment ut this informa	ission factor plea box above or up tion are subject	ase provide details bload file with the i to audit.	ed references in information.	
	Emission Factor Data Source	Source Test				× •	
	Emissions	1.00813193e+3	lbs				
						Save Cance	
	Open Benzene	71432	8.00000000	e-3 lbs / mmscf	AQMD default	1.8123720	00e-1
	Open Formaldehyde	50000	1.70000000	e-2 lbs / mmscf	AQMD default	3.8512905	50e-1

Again, clicking on "Save" button will bring user back to the worksheet. At this point, user has an option to lock up and mark the data as completed for this process by clicking on the GRAY button on the top right corner of the screen.

Facility ID: 999001	Exte	rnal Comb	ustion							
1. Facility Information 2. Status Update 3. Combustion Fuels 4. Emission Sources (ES)	Plea comi any) instr	se provide spe bustion Emissi . You must se uctions are av	cific information on Sources inclu lect Fuel and the vailable by clicki	n for e ding u roug ng on	every proc usage, em hput units Help icon	cess ass ission fa s before i in the	ociated with actor and co e reporting tool bar.	your ex ntrol eff emission	ternal iciency (if ns. Detail	
5. Report Process/Emissions Combustion	Step	1: Process					Ор	tional: M	ark as Comple	eted
External Combustion	_									_
Internal Combustion		AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Equipme	ent	Fuel	SCI
Use of organics	Open	E\$35			P1	1146	Boiler <10 MM	BTU/HR	Natural Gas	
Booth Other Use of Organics Storage Tanks	Step 2	2: Throughput								
Evelting Company only		Annual T	hroughput		Criteria/To	xic Throu	ehput	G	IG Throughput	
Fugitive Components	Open	Annual T 22.65465	hroughput 000 mmscf		Criteria/To 22.6546	xic Throu 5000 mms	ghput xf	GP 22	IG Throughput .654.650.00 scf	
Fugitive Components Other Processes Process Upset 6. Perform Data Validation	Open Step 3	Annual T 22.65465 8: Criteria Em	hroughput 000 mmscf issions (Ibs)		Criteria/To 22.6546	xic Throu 5000 mms	ghput xcf Use <u>Default E</u>	Gł 22, Imission F	IG Throughput .654,650.00 scf .actors if avail	able.
Fugitive Components Other Processes Process Upset 6. Perform Data Validation 7. Review Summaries	Open Step 3	Annual T 22.65465 B: Criteria Em Pollutant	hroughput 000 mmscf issions (Ibs) EF		Criteria/To 22.6546 Unit	xic Throu 5000 mms	ghput xcf Use <u>Default E</u> EF Data Source	G) 22, Cmission F	IG Throughput (654,650.00 scf actors if avail Emissions	able.
Fugitive Components Other Processes Process Upset 6. Perform Data Validation 7. Review Summaries 8. Print Facility Report	Open Step 3	Annual T 22.65465 8: Criteria Em Pollutant VDC	hroughput 000 mmscf issions (lbs) EF 5.50000000	+0 lbs	Criteria/To 22.6546 Unit	xic Throu 5000 mms	ghput cf Use <u>Default E</u> EF Data Source MD default	Gł 22, Omission F	IG Throughput 654,650.00 scf actors if avail Emissions 1.246005	able.
Fugitive Components Other Processes Process Upset 6. Perform Data Validation 7. Review Summaries 8. Print Facility Report 9. Report Submission	Open Step 3	Annual T 22.65465 B: Criteria Em Pollutant VOC NOx	hroughput 000 mmscf issions (lbs) EF 5.50000000 1.00000000	+0 lbs	Criberia/To 22.6546 Unit 4 mmscf	xic Throu 5000 mms AQ AQ	ghput cf Use <u>Default E</u> EF Data Source MD default MD default	GP 22, Cmission F	IG Throughput 654,650.00 scf actors if avail Emissions 1.246005 2.265465	able. 575e+; 500e+;
Fugitive Components Other Processes Process Upset 6. Perform Data Validation 7. Review Summaries 8. Print Facility Report 9. Report Submission	Open Step 3 Open Open Open	Annual T 22.65465 B: Criteria Em Pollutant VOC NOx SOx	hroughput 000 mmscf issions (lbs) EF 5.500000000 1.000000000 6.00000000	+0 Ubs +2 Ubs +1 Ubs	Criberia/To 22.6546 Unit / mmscf / mmscf	AQ	ghput xcf Use <u>Default E</u> EF Data Source MD default MD default MD default	GP 22, Cmission F	IG Throughput 4654,650.00 scf actors if avail Emissions 1.246003 2.265463 1.359279	able. 575e+ 500e+ 200e+
Fugitive Components Other Processes Process Upset 6. Perform Data Validation 7. Review Summaries 8. Print Facility Report 9. Report Submission	Open Step 3 Open Open Open	Annual T 22.65465 B: Criteria Em Pollutant VOC NOx SOx CO	hroughput 000 mmscf issions (lbs) EF 5.50000000 1.00000000 6.00000000 8.400000000	+0 Ubs +2 Ubs +1 Ubs +1 Ubs	Criberia/To 22.6546 Unit / mmscf / mmscf / mmscf	AQ AQ AQ	ghput xcf Use <u>Default E</u> EF Data Source MD default MD default MD default MD default	GP 22, Contaction F	IG Throughput A654,650.00 scf actors if avail Emissions 1.246003 2.265463 1.359279 1.902990	able. 575e+2 500e+3 500e+3

The button will then turn ORANGE and indicate "Return to Work in Progress," as shown in the next image. Note that the links on the left side of each section are now labeled "View" and are no longer "Open" for editing. User can unlock and return to update the data by clicking on the ORANGE button labeled "Return to Work in Progress."

Facility ID: 999001	Exte	ernal Comb	oustion							
1. Facility Information 2. Status Update 3. Combustion Fuels 4. Emission Sources (ES)	Plea com any) instr	se provide sp bustion Emiss . You must se ructions are a	ecific information ion Sources includ elect Fuel and the vailable by clicking	for ling roug g or	every proc usage, em shput units Help icon	cess ass ission f s befor in the	actor and co re reporting tool bar.	your ex ntrol eff emission	ternal iciency (if 15. Detail	
5. Report Process/Emissions	Sten	1. Process						teturn to '	Work in Progr	955
External Combustion	step	1. FIOLESS								
Internal Combustion		AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Equipme	mt	Fuel	SCC
Use of organics	View	ES35			P1	1146	Boiler <10 MW	BTU/HR	Natural Gas	
Spray Coating/Spray Booth	Step	2: Throughpu	t							
Other Use of Organics		Annual 1	Throughout		Criteria/To	xic Throu	ahout	Gł	G Throughout	
Fueltive Components	View	22.65465	000 mmscf		22.6546	5000 mm	scf	22.	654,650.00 scf	
Other Processes Process Upset 6. Perform Data Validation	Step 3	3: Criteria En	issions (lbs)							
7. Review Summaries		Ballutant			Unit		EE Data Source		Emissions	
8. Print Facility Report	View	VOC	5.50000000	0.15	s / mmscf	M	MD default		1.246005	75++2
9. Report Submission	View	NOx	1.00000000	2 15	s / mmscf	M	MD default		2.265465	00e+3
	View	SOx	6.00000000e	-1 Ib	s / mmscf	M	WD default		1.359279	00e+1
	View	CO	8.40000000e-	-1 lb	s / mmscf	AC	MD default		1.902990	60e+3

7.6000000e+0 lbs / mmscf

AQMD default

View

PM

1.72175340e+2

The other ORANGE buttons on the top and bottom of the screen, "Back to Emission Source Process Reference" (above) will bring user back to the pop-up "Process Reference" screen for continuing with other processes.

senity in	: 999001	1 3	itorage Tank Emiss	ions Batch F	lle Import - Cito	k here fo	or more ins	tructions.		
Facility Info Status Upda Combustion	rmation ite Fuels		Add New Emissio	n Source						
Emission S Report Proc Perform Dat	ources (ES) ess/Emissio ta Validation	ns o	Displaying 8 emiss	sion sources						
Review Sum	maries		4/N			Perm	nit NO			
Print Facilit	y Report		AER Device ID			Perm	nit Device I	D		
Report Subr	mission									
Process	References	5								×
AN	Permit No	Permit Device ID	Permit Device Description	AER Device ID	ES Name	E8 Group Name	Source Category	Emissions?	Equipment	ES Status
AN	Permit No	Permit Device ID	Permit Device Description	AER Device ID ES35	ES Name	ES Group Name	Source Category External Contrustion	Emissions? Y	Equipment Baller <10 MVBTUHR	ES Status Completed
AN	Permit No	Permit Device ID	Permit Device Description	AER Device ID ES35	ES Name	E8 Group Name	Source Category External Combustion	Emissions? Y Statu	Equipment Baller <10 MMBTUN-IR	ES Status Completed
AN	Permit No Proc	Permit Device ID ess ID P1	Permit Device Description Source Group External Combusto	AER Device ID ES35	ES Name Process/Material	ES Group Name	Source Category External Combustion	Emissions? Y Status Complet	Equipment Bailer <10 MMBTUH-IR s Oper ted	ES Statu Complete ration Type routine
AN	Permit No Proc	Permit Device ID ess ID P1	Permit Device Description Source Group External Combustio	AER Device ID ES35	ES Name Process/Material	ES Group Name	Source Category Edemai Combustion	Emissions? Y Complet	Equipment Baller <10 MVBTUH-IR s Oper ted	ES Sia Completion Type routine

<u>P2 – Other Process Emissions Sample</u>

Clicking on P2 will open 'Other Processes' worksheet for the other process similar to the previous illustration.

Process Pop-Up window – After providing name and comments on the process, user selects the appropriate items from the drop-down lists to further classify the process. User can list more than one rule that are applicable to this process. Clicking on "Save" button will bring user back to worksheet.

Work In Progress - Facility ID: 999001 - SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) - Reporting Facility ID: 999001 I. Facility ID: 999001 I. Facility ID: 999001 I. Facility Information I. Edit Emission Process - Other Processes Information Information Information Information Information Information Information Information <t< th=""><th>R Home</th><th>Browse Facilities</th><th>Access Facility</th><th>Facility Home</th><th></th><th></th><th></th><th></th><th>•</th><th>1</th></t<>	R Home	Browse Facilities	Access Facility	Facility Home					•	1
Facility ID: 999001 Other Processes 1. Facility Information Edite Processes 2. Status Update Edite Emission Process - Other Processes 3. Combustion Fuels Edite Emission Process - Other Processes 5. Report Process/Emissions Rate # Activity Combustion Estatus Update 1. Status Update AER Device ID S. Report Process/Emissions Estatus Update Combustion Estatus Update Isternal Combustion Internal Combustion Use of organics Spray Costing/Spray Spray Costing/Spray Booth Other Processes Process ID Process Upset Activity Code * Sector: Mineral and Construction Products V Mineral and Construction Products V Process Upset Aus # 405 Process: Forming/Finishing Process: Forming/Finishing Process: Forming/Finishing Page 405 * Add Bule		1	Work In Progress -	Facility ID: 999001 - SOU	TH COAST AIR O	QUALITY MGT I	DIST(SCAQ)	ID) · Report	ting per	iod: 2
1. Facility Information 2. Status Update 3. Combustion Fuels 4. Emission Sources (ES) 5. Report Process/Emissions Combustion External Combustion Internal Combustion Other Use of Organics Spray Coating/Spray Booth Other Use of Organics Storage Tanks Function ID Process Upset 6. Perform Data Validation 7. Review Summaries 8. Print Facility Report 9. Report Submission	cility I	ID: 999001	Other Proc	esses						
2. Status Update 3. Combustion Fuels 4. Emission Sources (ES) 5. Report Process/Emissions Combustion External Combustion Internal Combustion Internal Combustion Internal Combustion Internal Combustion Dee of organics Spray Coefing/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	Facility In	nformation	This second		da a set da sed	ate for athe				cility
AER Device ID Permit Device ID AN Peccess ID Rate # Activity 8 Emission Sources (ES) 5. Report Process/Emissions AER Device ID ES38 111111 P1 8 Combustion External Combustion AER Device ID ES38 AER Device ID Process ID Rate # Activity 8 Combustion External Combustion Internal Combustion PROVINGE ID ES38 AER Device ID Process ID P1 Process ID P1 Process ID P2	Status Up	odate	Edit Emission	Process - Other Proce	15585				×	tion
L. Emission Sources (ES) ES38 111111 P1 S. Report Process/Emissions AER Device ID ES38 AER Device ID P38 Combustion External Combustion Internal Combustion PROVINCE P1 Process Name Glass Furnace Use of organics Spray Coating /Spray Booth Other Use of Organics SCC Scc Image: Scc <	Combusti	ion Fuels	AER Device ID	Permit Device ID	AN	Process ID	Rule #	Activity	800	
S. Report Process/Emissions AER Device ID ES38 AER Device ID Combustion External Combustion PREMITTED AN: 111111 Permit Device ID External Combustion Process ID P1 Process Name Glass Furnace Use of organics Scc Scc Scc Scc Spray Coating /Spray Booth Scc Manufacturing V Other Use of Organics Sector: Manufacturing V Fugitive Components Mineral and Construction Products V Other Processes Mineral and Construction Products V Process Upiet Process: Forming/Finishing V	Emission	Sources (ES)	6538		111111	PI				nake
Combustion PERMITTED AN: 111111 Permit Device ID External Combustion Process ID P1 Process Name Glass Furnace Use of organics Process ID P1 Process Name Glass Furnace Spray Coating /Spray Booth SCC	. Report P	Process/Emissions	AER Device ID	ES38	AER Device Nar	me				lions
External Combustion Internal Combustion Process ID P1 Process Name Glass Furnace Use of organics Process Comment Furnace #2	Combustio	on	PERMITTED	AN: 111111	Permit Device E	D C				ng,
Internal Combustion Use of organics Spray Coating / Spray Booth Other Use of Organics Fugitive Components Other Processes Process Upuet Perform Data Validation Review Summaries Print Facility Report Rule # 405 * Add Faule	External	I Combustion	Process ID	P1	Process Name	Glass	Furnace			
Use of organics Soci Spray Coating/Spray Booth Soci Other Use of Organics Activity Code * Storage Tanks Industry: Fugitive Components Mineral and Construction Products Other Processes Operation: Other Processes Operation: Perform Data Validation Process: Review Summaries Rule # Print Facility Report Rule #	Internal	Combustion	Process Comm	Furnace #2			Telet			
Booth Activity Code * Sector: Other Use of Organics Manufacturing Storage Tanks Industry: Fugitive Components Mineral and Construction Products Other Processes Operation: Other Process Upset Glass / Fiberglass Process Upset Process: Process: Process: Process: Forming/Finishing Process: Process: Process: Process: Process: Process: Process: Process: Process: Process:	ase of org	partics outling/Socar	500							
Other Use of Organics Activity Code * Sector: Storage Tanks Manufacturing Fugitive Components Mineral and Construction Products Other Processes Operation: Process Upset Glass / Fiberglass Perform Data Validation Process: Print Facility Report Fulle # Report Submission * Add Fulle			300	Carles						1
Storage Tanks industry: Fugitive Components Mineral and Construction Products Other Processes Operation: Process Upset Glass / Fiberglass Perform Data Validation Process: Review Summaries Forming/Finishing Print Facility Report Rule # Report Submission * Add Faule			Activity Code *	Manufacturing				~	1	
Fugitive Components Mineral and Construction Products Other Processes Operation: Process Upset Glass / Fiberglass Perform Data Validation Process: Review Summaries Forming/Finishing Print Facility Report Rule # Report Submission * Add Rule	itorage Ta	anks		Industry:					1	proci
Other Processes Operation: Process Upset Glass / Fiberglass Perform Data Validation Process: Review Summaries Forming/Finishing Print Facility Report Rule # Report Submission * Add Rule				Mineral and Constructi	on Products			~	1	
Process Upset Citass / Fiberglass Perform Data Validation Process: Review Summaries Forming/Finishing Print Facility Report Rule # Report Submission * Add Rule	Other Pro	icesses		Operation:					1	-
Perform Data Validation Review Summaries Print Facility Report Rele # 405 Add Rule	Process Up	pset		Glass / Fiberglass				×		
Review Summaries Print Facility Report Rule # 405 * Add Rule Report Submission	Perform I	Data Validation		Forming/Finishing				~	7	
Print Facility Report Res Has Hos Hos	Review S	ummaries		405	Ldd Dula				1	
P. Report Submission	Print Fac	sity Report	71,01 #	400	NOU POLICE					
	Report Su	uomission					-	-	_	
Save Cancel							Sa	Car	hciel	retssi
Powie work inconcernent we weather persons			COM NOX	1.0000000000000000000000000000000000000	25.7 19	0 10-262	OPTIGET.			-

Throughput Pop-Up window – User enters throughput data, selects proper unit, and comments on the throughput data. Again, clicking on "Save" button will bring user back to worksheet.

Facility ID: 999001	Step 1	: Proces	5					Optional: Mark as	Completed
2. Status Update 3. Combustion Fuels		AER Device ID	Permit Device I	D A/N	Proces	is Rul	e	Activity	scc
4. Emission Sources (ES)		E538		11111	P1	40	5 Manufacturing : M Fiberglass : Form	Rineral and Construction Products ing/Finishing	:: Glass /
Combustion								Click here to delete	this process.
External Combustion	Step 2	: Throug	hput						
Internal Combustion	Edit Th	roughput	Informat	tion - Oth	er Proce	esses			×
Spray Coating/Spray Booth	AER Devi	ce Permit	Device D	A/N Pr	iD	Rule		Activity	scc
	ES38		1	11111	P1	405	Manufacturing : Mineral Forming/Finishing	and Construction Products : Glass / F	liberglass :
Storage Tanks						An	anual Throughput		
Fugitive Components	Annual	Throughput		10,000	0000000	00	* tons	× *	
Process Upset	Throug	hput Type		Output	¥ *				
6. Perform Data Validation	Throug	hput Comme	ent	Based	on Produ	ction I	Records		
7. Review Summaries									
8. Print Facility Report								Save	Cancel
9. Report submission	AGO	New							
	Othe	r Proc	ess Em	nission	s Pro	cess	List Overvi	ew	

Emission Factor Pop-Up window – user adds a pollutant, enters the specific emission factor with optional comments, and cites the source of emission factor. User can indicate the overall control efficiency and whether the entered value is an after-control factor. By indicating that an emission factor is a "controlled factor," the user is stating that the efficiency of the control equipment is already incorporated in the emission factor. If using a "controlled factor," click the "Controlled EF value" checkbox and enter the control efficiency value (in percent [%]) in the "Overall Control Efficiency" field.

	Work In Proj	pess - Facility	D: 999	001 - SOU	гн сол	ST AIR QUALITY MGT DIST(SCAQMD) - Reporting period: 20	21		
Facility ID: 999001	Other	Processes	;						
1. Facility Information 2. Status Update 3. Combustion Fuels 4. Emission Sources (ES) 5. Report Process/Emissions	This rep which v for even before sure en	porting scree were not cow ry associated reporting en hissions gene	n is fo ered in l emission mission rated	r reporti n previou sion sour ns. If the from bur	ng act s repo ce. Ye oper ning f	tivity data for other processes used in your facility orting screens. Please provide specific information ou must select Activity and throughput units ation of such sources involves burning fuels, make uels are reported separately. Combined emissions			
Combustion	Open Crit	eria Emission	Inform	ation - Ot	her Pro	cesses	×		
Internal Combustion	AER Device	Permit Device ID	A/N	Process ID	Rale	Activity	scc		
Use of organics	E538		111111	P1	405	Manufacturing Mineral and Construction Products : Glass / Fiberglass : Forming/Finishing			
						Annual Throughput			
Other Use of Organics Storage Tanks	Polutant	PM V *			t its toos				
Fugitive Components Other Processes Process Upset 6. Referem Data Validation	Emission Factor (EF) 1.25000000440 Controlled EF value (mark checkbox # EF lated represents EF determined after control)								
7. Review Summaries 8. Print Facility Report 9. Report Submission	Overall Co	Emission Factor Comment Published If not using AQMD default emission factor please provide detailed references in the Emission Factor Comment box above or upload file with the information. Processes without this information are subject to audit.							
	Emission P	actor Data Source	AP-4	42		v.*			
	Emissions		1.250	000000e+4	lbs				
						Save Cance	4		

Clicking on "Save" button will bring user back to the worksheet (below) where user can work on toxic air contaminants and GHG emissions by clicking the "Add New" button next to the applicable section.

Facility ID: 999001	Step	1: Process	5					0	ptional: Mark	as Completed
2. Status Update 3. Combustion Fuels		AER Device ID	Permit Device ID	A/N	Process ID	Rule #		Activ	ity	scc
4. Emission Sources (ES)	Open	ES38		111111	1 P1	405	Manufactur Fiberglass :	ring : Mineral and Co : Forming/Finishing	nstruction Prod	ucts : Glass /
Combustion	Step 2	2: Throug	hput					Clic	k here to <u>dele</u>	te this process.
Internal Combustion	orep 1		, ip are							
Use of organics						Ar	nnual Throu	ghput		
Spray Coating/Spray Booth	Open					10,	000.000000	00 tons		
Other Use of Organics	Step 3	3: Criteria	Emission	s (lbs))					
Storage Tanks	_									
Fugitive Components		Pollutant	EF		Unit	Con	strolled EF	EF Data Source	Overall CE	Emissions
Other Processes	Open	PM	1.250000	00e+0	lbs / tons		No	AP-42		1.25000000e+4
Process Upset	Add	1 New								
6. Perform Data Validation 7. Review Summaries		to Tanda C	TACIONCI	Freiter	in a dh					
8. Print Facility Report	step 4	4: Toxic (TAC/ODC)	Emiss	ions (Ibs	9				
9. Report Submission		TAC/ODC	Group (CAS #	EF Unit	Con	trolled EF	EF Data Source	Overall C	E Emissions
	Add	I New								

Once finished, the following screen shows two processes with one marked as completed. User can add another process here, if needed, by using the Orange "Add Process" button. Clicking on "OK" button will bring user back to Emission Source overview screen.

acitity	ID: 333001	50	orage rank Errissa	ons Bauch Pr	te import - COCK	nere ior	more insur	actions.		
. Facility I . Status Up . Combust	nformation sdate ion Fuels			Source						
4. Emissio . Report P	n Sources (ES) rocess/Emissio	ns D	isplaying 8 emissi	on sources.						
Review S Print Fac	unmaries ility Report	A. Al	'N ER Device ID			Permit Permit	t NO t Device ID			
Proce	ess References	;								×
										~
AN	Permit No	Permit Device ID	Permit Device Description	AER Device ID	ES Name	E8 Group	Source Category	Emissions?	Equipment	ES Status
						144001000				
				E\$32		THE THE	Internal Combustion	Y	Stationary LC. Engines, 4 Stroke- Lean Burn	Work in progress
	Proc	ess ID	Source Group	E\$32	Process/Material/P	uel Name	Internal Combustion	Y Status	Stationary LC. Engines, 4 Stroke- Lean Buth Operation	Work in progress
	Proc Cased F	ess 10	Source Group	ES32	Process/MaterialP	uel Name	Internal Combustion	Y Status Work in progr	Stationary LC. Engines, 4 Stroke- Lean Burn Operations rout	Work in progress on Type ine
Ade	Proc See F d Process/Mat	ess ID 11 erialiFuel	Source Group Internal Combustion	E532	Process/Material P	uel Name	Internal Combustion	Y Status Work in progr	Stationary I.C. Engines, 4 Stroke- Lean Burn Operations rout	Work in progress on Type ine
Ad	Proc Difference of Process/Mate	ess ID P1 erial/Fuel	Source Group Internel Combustion	E532	Process/Material/P	uel Namo	Internal Combustion	Y Blatus Work in progr	Stationary I.C. Engines, 4 Stroke- Lean Burn Operation ress rout	Work in progress of Type ine

Reporting Non-Routine Operations

Emissions from non-routine operations such as "Upsets, Break-down, Spills, Start-up, Shut-down and Process Turn-around" can be tracked and reported by checking the appropriate box under "Other Information" in the "Facility Information" section, as shown in the image below.

Facility ID: 999001	Other Information		
1. Facility information + Beneral Info + 302631 Info	NAICS Proposed NAICS for Next Year	011420 NA CS	
7. Status Updata	SIL	3479	
3. Combustion Foels	Proposed SIC for Next Year	905	
4. Emission Sources (ES) 5. Report Process/Emissions 6. Perform Data Validation	Brich Description of Operation	0	
7. Review Summaries	The natry Type:	Other Institutiona (Commercial	<u>v</u> •
8. Print Facility Report	Tacility Operating Status	<u> </u>	
9. Report Submission	1.1 Clears here to include CD		
	I Different behend your facility	produces electricity	
	L1 Clears here to report fug.	tive em voors subject to Role <u>1175</u> and/or <u>1176</u> .	
	1.1 Check here for Small Box	news as defined in Rule <u>107</u> .	
	M Cleve this boat one port in and Tennar could.	control time emissions such as Upsets, Theak-down, Spills, \boldsymbol{S}	ertsup, Shutsdown,

The tool will create a checkbox on "Edit Emission Source" screen for each emission source to place a check mark if facility tracked non-routine operations for that emission source, as shown in the image below.

Facility ID: 999001	Edit Emission Source		
2. Status Update 3. Combustion Fuels 4. Emission Sources (ES) 5. Report Process/Emissions 6. Perform Data Validation 7. Review Summaries	Instruction: Add new er specificatio best reflec Red Asteris populated,	missions sources using information found ons, or identifying placards. Select the O t the device's operation for this reportin k (*) must be addressed. Note: Some dev verify that the information is correct	on permits, manufacturers perating ES Status that g period. All areas with a rices have been pre-
8. Print Facility Report 9. Report Submission	Permitted	2	
	6,7M		
	Bernit No.		
	Permit Povice ID		
	Permit Device iD		
	Permit Equipment Description		0
	AER Device ID	ES39 Assign new ID	
	ES Name		
	Operating ES Status	Normal Operation	
	Comment		\sim
	Emission Source Category	Categorize Emission Source	
	Equipment	no	
	Design Capacity	0.000000	~
	Do you track non-routine operations (i.e. Process Upset /Break-Down, or Startup / Shutdown / Turnaround, or Spills) separately from routine operations for this emission source?	×	

If facility placed a checkmark to indicate that facility tracked the non-routine emissions for a particular source, the "Add Process Upset" command will appear next to "Add Process" orange button on the "Process References" screen, as shown in the image below.

	Work In Pro	gress - Facility ID	: 999001 - 5	OUTH COAST AIR (QUALIT	Y MGT DIST	(SCAQMD) ·	Reporting period	: 2021
Facility ID: 999001	Build	Reporting S	tructur	e					
1. Facility Information 2. Status Update 3. Combustion Fuels	Emissio	n Sources (ES)	Classificat	tion					
4. Emission Sources (ES) 5. Report Process/Emissions	Summ	ary: This sec device h	tion conta ias a speci	ins facility perm fied Emission So	mit pro ource	ofile. Plea (ES). New	se make s emission	ure that every sources can als	o be
6. Perfo Process Reference	5								×
8. Print 9. Report									
A/N Permit No	Permit Device ID	Permit Device Description	AER Device ID	ES Name	E8 Group Name	Source Category	Emissions?	Equipment	E8 Status
			E832			Internal Combustion	٧	Stationary I.C. Engines, 4 Stroke- Lean Burn	Work in progress
Pro	ess ID	Source Group		Process/Material/Fu	ol Name		Status	Operatio	n Type
100005	P1	Internal Combustion					Work in prog	ress routi	ne
Add Process/Mat	erial/Fuel	Add Process Ups	<u>iet</u>						
									ок

Clicking on the "Add Process Upset" command next to orange button will open the following "Process Upsets, Shutdown/ Startup/ Turnaround and Spill" screen with an orange "Add New" button. The tool will create "Upset, Shutdown/ Startup/ Turnaround and Spill Event List Overview" section, below the Toxic emissions row, where user can add as many such events as needed using the "Add New" button, as shown in the image below.

AER Home Browse Facilities	Access Facility	Facility Home	,					-	Ð	0
	Work In Progres	Facility ID: 99	9001 - SOUT	H COAST A	IR QUALITY	MGT DIST(SCAQMD) · F	leporting	period:	2021
Facility ID: 999001	Process I	Jpsets, Shu	tdown/	Startup	o/ Turn	around	and Spi	II		
1. Facility Information 2. Status Update 3. Combustion Fuels 4. Emission Sources (ES) 5. Report Process/Emissions	This section break-down recording to available b	n contains emi n, process ups he event deta y clicking on H	ssion data et, spill, st ils would h lelp icon ir	relative art-up, s help in rep n the tool	to the no hut-down porting er bar.	n-routine , and pro missions. I	events su cess turn-a Detailed ir	ch as equ around. F istruction	ripment Property ns are	t y
Combustion External Combustion	Upsets, S	hutdown/	Startup/	Turna	round a	and Spil	ll Event	List O	ervie	ew
Internal Combustion	Add New Pr	ocess to ES							Print Pr	eview
Spray Coating/Spray Booth	Eve	nt AER Device ID	Permit Device ID	A/H	Process ID	Operating Type Code	Event Start Date	Event End Date	Stat	lus
Other Use of Organics	<									>
Storage Tanks							Search:			
Pugitive Components										
Process Upset										
6. Perform Data Validation										
7. Review Summaries										
8. Print Facility Report										
9. Report Submission										
	AQMD web site	Home AER Web	Site Subm	it question	/comment	Report a	Bug			

AER Reporting Tool – Help and Support Manual

"Add New" Pop-up window – Clicking on the orange "Add New" button on the screen above will pop up the following screen where user selects emission source and process for the non-routine operations. Process upset command in left menu is highlighted and facility has selected process P2 for reporting non-routine emissions.

AER Home Browse Fa	cilities Access F	cility Facility Home	🖬 🖶 🔒 🕐
	Work In P	ogress - Facility ID: 999001 - SOUTH COAST AIR QU/	LITY MGT DIST(SCAQMD) - Reporting period: 2021
Facility ID: 9990	01 Proc	ss Upsets, Shutdown/ Startup/ To	urnaround and Spill
1. Facility Information 2. Status Update 3. Combustion Fuels 4. Emission Sources (This : break recor	ection contains emission data relative to the down, process upset, spill, start-up, shut-d fing the event details would help in reportin	e non-routine events such as equipment own, and process turn-around. Properly ag emissions. Detailed instructions are
5. Report Process/Er	Choose the proc	155	×
Combustion External Combust	Choose the proc	iss for new event.	ist Overview
Internal Combusti Use of organics	Emission Source	E\$32	Print Preview
Spray Coating/Spr Booth	Emission Process	P1	Derte Status
Other Use of Orga Storage Tanks			Save Cancel >
Fugitive Components			20.01011
Process Upset	Non		
 Perform Data Vanda Review Summaries 	ción		
8. Print Facility Report 9. Report Submission			
	AQMD we	site Home AER Web Site Submit guestion/com	ment Report a Bug

Clicking on the selected process will save the selections as shown in the worksheet below.

All Hane Barret Fe	dillion Arcons P	cilly Factory House	8	8 8 3
	WARE BUP	ngrees - Fechicy ID: 999001 - SOUTH COAST AIR	R-QUALITY MGT (957(SCAQMD)) R	eporting period: 3021
Facility ID: 9990	01 Proc	ess Upsets, Shutdown/ Startup	/ Turnaround and Spi	68
1. Facility Information 3. Status Optimie 3. Conduction Funk	This t break record	ection contains emission data relative t down, process upset, spill, start-up, sh fing the ovent details would help in rep	o the non-routine events suc aut-down, and process turn a orting emissions. Detailed in	h as equipment round. Property structions are
4. Enthelisie Literzan (f. 3. Report Process/Dr.	Choose the proc	*10		
Camhuiltinn Eidennal Contraid	Choose the proc	ras for new event.		st Overview
there at annual combined	Ereason Bourn	E532	~	Print Province
Survy Conthin(Sur	Emission Process	PI	Ŷ	And Sec.
Drive Law of Drive Damage Table			Same Canal	
Other Potence				
ii. Perform Data Valide	Clark			
 Review Summaries Print Facility August Report Submission 				
	#200 we	the lower I ACR web Try I forom meeting	Contract of President In Billy	

Clicking on the orange "Save" button shown above will open the following screen for the facility to enter upset emissions associated with the selected process. Clicking on the "cancel" button will revert to the previous screen to highlight another Process, if selected process was wrong.

Facility ID: 999001	Process Upsets,	Shutdown/ St	artup/	Turnaro	und and Spill		
Facility Information Status Update Combustion Fuels Emission Sources (ES)	This section contains break-down, process recording the event available by clicking	emission data re upset, spill, stari details would help on Help icon in t	lative to t t-up, shut o in report ne tool ba	the non-ro t-down, and ting emissi ar.	utine events such d process turn-arc ions. Detailed inst	as equipmen ound. Propert tructions are	t Y
5. Report Process/Emissions	Step 1: Process				Optional:	Mark as Comp	leted
External Combustion	step 1. 110cess						
Internal Combustion	AER Device ID	Permit Device ID	A/N	Process ID	Process Type	Rule #	SCC
Use of organics	View ES32			P1	Internal Combust	ion 1470	
Spray Coating/Spray Booth Other Use of Organics	Step 2: Throughput				Click here	to <u>delete</u> this e	went.
Storage Tanks							
Fugitive Components	Event	Start Date	End Da	te	Throughput	Duratio	n.
Other Processes	Open					hours	
Process Upset	Step 3: Criteria Emiss	tions (lbs)					
Perform Data Validation A Review Summaries S. Print Facility Report Seport Submission	Pollutant EF	Unit Controll	ed EF	EF Data S	ource Overal	I CE Emiss	lons
	Step 4: Toxic (TAC/O	DC) Emissions (Ib	5)				
	TAC/ODC Group	CAS # EF Unit	Controlle	ed EF EI	F Data Source Ov	erall CE Emit	sions

Edit Event - Process Upset Pop-up window – Clicking on the "View" link of the "Step 1: Process" section in the image above, brings user to the pop-up screen shown below, where the selected Process information is displayed for information or read-only purposes. Facility cannot amend this screen. A Click on "OK" will take user back to the above screen.

View ES32 P1 Internal Combustion 1470 Click here to delete this event Edit Event - Process Upset X AER Device ID A/N Process ID Process Type Rule # SCC AER Device ID Process Comment Process Comment SCC Rule # 1470 1470 Rule # 1470 Process Comment SCC Rule # 1470 EquipmentCode Stationary I.C. Engines, 4 Stroke-Lean Burn v	AER Dev	/ice ID	Permi	t De	vice ID	A/N	Process ID	Pro	cess Type	R	ule#	SC
Click here to delete this event Edit Event - Process Upset AER Device ID A'N Process ID Process Type Rule # SCC S32 P1 Internal Combustion 1470 ration AER Device ID ES32 AER Device Name ours ours NON-PERMITTED Permit Device ID Process Name ours ours Process ID P1 Process Name missions SCC	View ES32						P1	Interna	al Combustion	1	1470	
Edit Event - Process Upset X AER Device ID Permit Device ID A/N Process ID Process Type Rule # SCC AER Device ID ES32 P1 Internal Combustion 1470 ration AER Device ID Permit Device ID Permit Device ID purs purs NON-PERMITTED Permit Device ID Process Name missions SCC								(Click here to	delete	this ev	/ent
AER Device ID Permit Device ID A/N Process ID Process Type Rule # SCC ES32 P1 Internal Combustion 1470 ration AER Device ID Permit Device ID Permit Device ID purs NON-PERMITTED P1 Process Name purs Process ID P1 Process Name missions SCC Fule # 1470 fult # Rule # 1470 fult # fult # EquipmentCode Stationary I.C. Engines, 4 Stroke-Lean Burn fult # fult #	Edit Event - Pro	ocess Up	set							×	I 1	
AER Device ID ES32 AER Device Name NON-PERMITTED Permit Device ID Process ID P1 Process Comment missions SCC Image: Comment of the term of the term of the term of the term of term o	AER Device ID	Permi	it Device ID)	A/N	Process	ID P	rocess Type	Rule #	SCC		
AER Device ID ES32 AER Device Name purs NON-PERMITTED Permit Device ID Process ID P1 Process Name Process Comment	E\$32					P1	Inter	nal Combustion	1470		ation	
NON-PERMITTED Permit Device ID Process ID P1 Process Name Process Comment missions SCC Image: Comment Comment Rule # 1470 EquipmentCode Stationary I.C. Engines, 4 Stroke-Lean Burn	AER Device ID	E	S32	AER	Device N	łame					ours	
Process ID P1 Process Name Process Comment	NON-PERMITTER	o		Perm	nit Device	ID						
Process Comment missions SCC Imissions Rule # 1470 EquipmentCode Stationary I.C. Engines, 4 Stroke-Lean Burn	Process ID	P	1	Proc	ess Nam	e					-	
SCC Rule # 1470 EquipmentCode Stationary I.C. Engines, 4 Stroke-Lean Burn	Process Commen	t									missi	ons
Rule # 1470 EquipmentCode Stationary I.C. Engines, 4 Stroke-Lean Burn	SCC											
EquipmentCode Stationary I.C. Engines, 4 Stroke-Lean Burn	Rule #	1470		•								
	EquipmentCode	Stationa	ary I.C. Er	ngina	es, 4 St	roke-Lea	n Burn		~			
			-									

Edit Throughput Information – Process Upset Pop-Up window – Clicking on the "Open" link of the "Step 2: Throughput" section brings user to the pop-up screen below, where User provides more details for the non-routine events (one event at a time) including Operating Type Code, Event ID, Throughput, unit, event date, duration and comment. If the upset event is associated with a Variance, enter the Variance Case number.

Facility ID: 999001	Process Ups	ets, Shutdov	vn/ Start	up/ Turnar	ound and Spill	
1. Facility Information 2. Status Update 3. Combustion Fuels 4. Emission Sources (ES) 5. Report Process/Emissions	This section co break-down, pr recording the e available by cli	ntains emission rocess upset, spi went details wo icking on Help ic	data relati III, start-up uld help in on in the t	ve to the non-re , shut-down, a reporting emis pol bar.	routine events such as ind process turn-arour ssions. Detailed instru	equipment nd. Properly ctions are
Combustion	Step 1: Process				Optional: Ma	irk as Completed
External Combustion	Edit Throughput Inf	formation - Proces	is Upset			×
Use of organics Spray Coating/Spray Booth	AER Device ID E832 Event	Permit Device ID Start Date	A/H End	Process ID P1 Date	Process Type Internal Combustion Throughput	Rule # SCC 1470 Duration hours
Other Use of Organics Storage Tanks Fugitive Components Other Processes Process Uport 6. Perform Data Validation 7. Review Summaries 8. Print Facility Report 9. Report Submission	Operating Type Code Event ID Event Description Throughput Throughput Type Throughput Comment Variance Case Number Event Start Date Jeaco Event End Date Jeaco Event End Date Jeaco	Spill 11 Forg 10.0 Inp. 8am 050 1	is 0000000 a v • e combinatio 5/2021 5/2021	* gal	• v	
					54	ve Cancel

Open Criteria Emission Information Pop-Up window - User must add a pollutant by clicking the "Add New" link of the "Step 3: Criteria Emissions" section. Next, enter the specific emission factor with comments, and cite the source of emission factor by selecting from the drop-down list, as shown below. User can indicate the overall control efficiency and whether the entered value is an after-control factor. By indicating that an emission factor is a "controlled factor," the user is stating that the efficiency of the control equipment is already incorporated in the emission factor. If using a "controlled factor," enter the control efficiency value (in percent [%]) in the "Overall Control Efficiency" field.

Facility ID: 999001	Process Upse	ts, Shutdowr	n/ Sta	rtup/ Turn	around and Spill		
Facility Information Status Update Genbustion Fuels Emission Sources (ES) Estatus Process/Emission	This section cont break-down, pro recording the ev available by click	tains emission di cess upset, spill, ent details woul king on Help ico	sta rel , start d help n in th	ative to the no -up, shut-down in reporting er e tool bar.	n-routine events such , and process turn-an missions. Detailed inst	as equipro ound. Prop tructions a	sent serty ire
Combustion External Combustion	Step 1: Process				Optional:	Mark as Co	mpleted
Internal Combustion	Open Criteria Emission I	nformation - Proce	ess Upe	iet.			ж
Use of organics Spray Coating/Spray	AER Device ID P	ermit Device ID	AN	Process ID P1	Process Type Internal Combustion	Rule # 1470	SCC
Other Use of Organics	Event Dia	ri Liette	Erec a	Arte	Throughput	hours	-
Storage Tanks Fugitive Components	Polutant Emission Facility (FE)	VOC V		* lbs/			
Other Processes Process Upset	Common (mon (C))	Controlled EF	value C7 Inted	represents EF determ	tined after control)		
7, Review Summaries	Overall Control Efficiency						
8. Print Facility Report 9. Report Submission	Emission Factor Comment					0	
		If not using AGMD the Emission Fact Processes without	or Com this inf	t emission factor ment box above o ormation are subj	please provide detailed re r upload file with the inforr ect to audit.	ferences in mation.	
	Emission Factor Data Source	Engineering Evalu	ation			v •	
	Emissions	0.0000000e+0 lb	5				
					50	ve Car	
	upsets, snutt	iowny startu	р/ т	inarouno a	and spill Event L	ist Over	VIEW
	Add New Process	to ES				Pri	At Preview

Save the selections as shown in the worksheet below. User can also report toxics emissions for the event or continue adding a new Upset/ Shutdown/ Startup/ Turnaround/ Spill event.

	Work In Progress - Fa	acility ID: 99	9001 - SOUT	H COAST AIR	QUALITY MG	T DIST(SCAQME) - Reporting	period: 2	2021
Facility ID: 999001	Process Ups	sets, Shu	utdown/	Startup/	Turnard	ound and	Spill		
1. Facility Information 2. Status Update 3. Combustion Fuels 4. Emission Sources (ES) 5. Report Process/Emissions	This section co break-down, p recording the available by cl	ontains em process ups event deta licking on I	ission data et, spill, s rils would I Help icon i	relative to tart-up, shu help in repo n the tool b	the non-ro it-down, an iting emiss ar.	outine events ad process tu ions. Detaile	s such as eq im-around. ed instructio	uipment Properly ons are	ŗ
Combustion	Step 1: Process					Op	tional: Mark a	is Compl	eted
External Combustion Internal Combustion	AER Devi	ice ID I	Permit Device	ID A/N	Process ID	Proces	в Туре	Rule #	SCC
Use of organics	View ES32				P1	Internal C	ombustion	1470	
Spray Coating/Spray Booth Other like of Ormanics	Step 2: Through	hput				Clic	k here to <u>del</u>	ete this e	vent.
Correct Date of Organica									
Fugitive Components	Event	Start	Date	End Date		Throughput		Duratio	n
Other Processes	Open 11	5/5/2021	5	/5/2021		10.00000000 g	pal	1 hours	5
Process Upset 6. Perform Data Validation	Step 3: Criteria	Emission	s (lbs)						
7. Review Summaries	Pollutant	EF	Unit	Controlled I	EF EFD	ata Source	Overall CE	Emissio	875
8. Print Facility Report	Open VOC	2.000000004	+=0 lbs / gal	No	Engineerin	ng Evaluation		2.000000	000e+1
9. Report Submission	Add New					-			
	Step 4: Toxic (1	TAC/ODC)	Emissions	(lbs)					
	TAC/ODC	Group C	AS# EF U	nit Control	lied EF E	F Data Source	Overall C	E Emisi	sions
	Add New								

5. Report Process Emissions

These worksheet pages arrange devices/process by the emission source category assigned on the Edit Emission Source page. These pages allow the user to compare the Device IDs, permitting IDs, Process IDs, status of each process (work in process or complete), fuel data, and emissions for each emission source category. New processes can be added using the Add New Process to ES button. Click on the blue Open and AER Device ID links allow the user to quickly assess the Process page, and Edit Emissions Source page, respectively.

6. Perform Data Validation

User can validate the data any time by clicking on the "Data Validation" link on the left navigation menu, as shown below. The validation notes are categorized into tables ;

- Notes in the "Errors" table indicate an error that must be fixed.
- Notes in the "Device Specific Warnings" table indicate a warning for further review of data but will not prevent the user from submitting the report.
- Clicking on the hyperlinks in the second column (column labeled "ES/Process") will take the user to the data entry page containing the errors or anomalies.

	Work Ir	n Progress · Fa	cility ID: 999001 - SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) - Reporting period: 2021
Facility ID: 999001	Dat	ta Validat	ion
1. Facility Information 2. Status Update 3. Combustion Fuels 4. Emission Sources (ES) 5. Report Process/Emissions 6. Perform Data Validation	Su	immary: Ti struction: Ci w m pl	his section presents errors and warnings found in the report. orrect all errors (red) before continuing to report submission. Review arnings to ensure emissions are correctly and accurately reported. All errors just be corrected before submission. If any of the warnings do not apply, lease disregard them as the report can be submitted with warnings.
7. Review Summaries 8. Print Facility Report			Errors ()
9. Report Submission	Rule	ES/Process	Description
	V01	Facility Info	Error: This field is mandatory, but is missing, (Facility Operating Status)
	V01	E532 P1	Error: This field is mandatory, but is missing, (Throughput Value)
	V01	ES34 P1	Error: This field is mandatory, but is missing, (Throughput Value)
	V02	<u>E236</u>	Error: No emissions were reported for this Emission Source, report the emissions OR if this source does not have emissions: correct Emission Source Status Code.
	V01	ES36 P1	Error: This field is mandatory, but is missing. (Rule)
	V01	ES36 P1	Error: This field is mandatory, but is missing. (Throughput Type)
	V01	ES36 P1	Error: This field is mandatory, but is missing. (Throughput Value)
	V01	ES36 P1	Error: This field is mandatory, but is missing. (Throughput Unit)
	V25	ES36 P1	Error: At least one pollutant has to be reported.
	V01	ES37 P1	Error: This field is mandatory, but is missing. (Throughput Value)
	V01	ES37 P1	Error: This field is mandatory, but is missing. (NOx Reclaim Comment)
	V01	E539	Error: This field is mandatory, but is missing. (Equipment)
	V02	<u>E539</u>	Error: No emissions were reported for this Emission Source, report the emissions OR if this source does not have emissions: correct Emission Source Status Code.
	V01	ES40 P1	Error: This field is mandatory, but is missing. (Throughput Type)
	V01	E540 P1	Error: This field is mandatory, but is missing. (Throughput Value)
	V01	E540 P1	Error: This field is mandatory, but is missing. (Throughput Unit)
			Device Specific Warnings
	Rule	ES/Process	Description
	V12	E532 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	ES32 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.
	V12	E534 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.

7. Review Summaries

All three types of emissions (Criteria, Toxics/TAC & ODC) and applicable fees are summarized in this section as shown in the main bars located at the center of the screen and the navigation menu on the left side of the screen, as shown below. Clicking on one of the summary links will open a new summary page showing the total emissions for an individual pollutant type (i.e., Criteria Pollutants, Toxic Pollutants, or ODC) or the total fees due.

AER Home	Browse Facilities	Access Facility	Facility Home	₩	8	Ð	0
	- I	Work In Progress	Facility ID: 999001 - SOUTH COAST AIR QUALITY MGT DIST(SCAG	aMD) - Re	porting	period:	2021
Facility	ID: 999001	Summarie	5				
1. Facility k 2. Status Up 3. Combusti 4. Emission 5. Report Pr 6. Perform 1	nformation odate Sources (ES) rocess/Emissions Data Validation	Summary:	This section provides the resulting emissions from the non-permitted emission sources. This section also pro on all fees and amount due. Review all emissions and fees before proceeding to re hyperlinks for more detailed information for each date	e facilit; ivides a aport su tapoint.	y's perr detaile Ibmissie	nitted sd repo m. Clic	and rt k
Criteria Pr	Summaries	Criteria Polluta	nts Summary				OPDI
Taxic (TAC	C/ODC) Pollutants	Texic (TAC/OD) Pollutants Summary				OPDH
Fees 8. Print Fac 9. Report Su	ility Report Abmission	Fees					OPCH
		AQMD web site Ho	me AER Web Site Submit question/comment Report a Bug				

Criteria Pollutants Summary

Emissions from both permitted and non-permitted sources are summarized in the following screen by major categories. Total criteria pollutant emissions are listed by equipment category and expressed in tons.

Facility ID: 999001	Criteria Pollutanta S	ammary							
1. Facility Information 2. Status Update 1. Combustion Fueb.	Permitted Embaions S	ummery							
 Emission Sources (ES) 		VOC	\$200	NDx	HCs.	SOx	SDK	DC	PV.
5. Report Process/Emissions		(mas)	(mns)	(mns)	(pany)	(mns)	(perc)	(mne)	(mne)
 A Bayley Summa iss 	Enternal Concernment								
Criteria Pollutanta	Internet Combustion								
Toxic (ACPODETPCIotents Fore	Spraw Dischard Spraw, Booth								
. Print Facility Report	Other Use of Organics								
. Report Submission	Minister Back								
	Fugitive Components								
	Office Process Recovery								6.55
	Shulooon/ Startup/ Turnaround and Uprass								
	Total Permitted Emissions	0.00	0.00	0.00	0.00	0.00	0.05	0.00	6.25
	Non-Permitted Embark	ana Summ	ev.						
		VOC	\$200	HOx:	NDx	SDx	505	CD	PV.
					DEPENDENT OF ALL		7771 4111		
		(tona)	(tona)	(toris)	RECLA V. (tona)	(tanı)	100L/19 (tone)	(lons)	(bana i
	Falencal Cancer e Jame	(bona)	(kona)	(tora)	RECLA V. (bona) <u>1.14</u>	(tanı) <u>100</u>	100L/19 (tons)	(lora)	(tona)
	False al Conser Ion Interne, Combustion	(tona) <u>111+</u> 3.70	(bona)	(tora)	RDCLA V. (bons) <u>1.1.5</u> (20.25	(tani) <u>101</u> 1.01	(IDFR)	(12m) 	(tona) <u>0.16</u> 0.21
	Falencel Connection Triarra, Combustion Spray Conting: Spray Heads	(tona) <u>(11+</u> 3.72	(bona)	(lorg)	RDCLA W. (bona) <u>1.14</u> 120.25	(tam) <u>100</u> 3.02	(Exerci)	(long) <u>-1.94</u> -10.11	(tona) <u>0.18</u> 0.21
	Enternal Contraction Internal Contraction Spray Contract Spray Reads Other Use of Cryston	(tona) <u>1114</u> 3.70	(tona)	(long)	RDCLA W. (bona) <u>2.14</u> (20.83	(tend) <u>1011</u> 2010	TEELAIN Idens)	(lang) <u>- 194</u> 10.11	(tona) <u>0.18</u> 0.21
	Extend Connection Internal Contractor Spray Contract Spray Nexts Other Use of Cryston Nexts	(tona) <u>111+</u> 3.72	(2014)	(torij)	RDCLA W. (bona) <u>2.15</u> (20.25	(tent) <u>140</u> 2.05	TEELAIN Idami)	(leng) (1944) (0.11)	(tona) <u>0.18</u> 0.21
	Extend Connection Informa Contextion Spay Context Space Nexts Other Use of Organics Manual Contexts Next Sectors	(tona) <u>(11+</u> 3.72	(izeni)	(torg)	EDELA W. (tona) <u>1.14</u> (20.25	(tanı) <u>1-11</u> 2.05	TEELAUY (Izera)	(long) (1996) (0.11)	(tona) <u>0.1%</u> 0.21
	Extended Connections Informal Conference Spray Contract Spray Contract Spray Other Use of Organics New york of A Day to a K Day to a K	(tona) (11+ 3.70	(izena)	(lorg)	RDCLA V. (tora) <u>115</u> (20.25	hani) <u>140</u> 2.05	TEELAUV Itera)	(Long) (1.94) (0.11)	(tana) (115) 0.21
	Extension Contraction Filterial Contraction Spray Contract Spray Nexts Other Use of Organics Status of Contonents Filterial Contonents Filterial Contonents Filterial Contonents Status of Status (Status of Status ((bena) <u>111+</u> 3.76 	1(2014)	(lors)	EDCLA V. (toral <u>2.15</u> 120.28	(1911) <u>1911</u> 1.05	TEELAUV Itera)	ilan) <u>199</u> 30.11	(tona) (116) 0.21

AER Reporting Tool – Help and Support Manual

Note that NOx and SOx emissions are posted separately for sources/pollutants that are subject to RECLAIM requirements. All emission values are hyper-linked to detailed information relative to how data were entered, and emissions were calculated. If user clicks on an emission value in the table, the tool will display the processes that contributed to the final emissions value. By clicking on the link to a specific process, the user can verify for last time, the accuracy of the entered information.

AER Toxic Fee Summary

There are five different toxic fees. The total toxic fee breakdown is shown in the image below:



i. **Facility Flat Fees**

According to RULE 301 (Amended July 1, 2021), the Base Toxics Fee is \$78.03 for the year 2021. This fee is subject to change every year.

Facility ID: 999001	Table	1 - Facility Base Toxic Fee Hide Table						
Facility Dashboard Reported Summaries 1. Facility Information 2. Status Update	Facilit	y Base Toxic Fee of \$78.03 is applied when: Facility is not exempt from TAC Fees Any of the TAC Pollutants aggregated Annual Emis see the table below for the list of all TAC Polluta	sions exce	ed Annuai	Threshold	hreshold:		
4. Emission Sources (ES)	TAC Group	TAC / ODC	CAS #	Annual Theshold	Annual Emissions (Ibs)	Exceed Threshold	Devices / Processes	^
5. Report Process/Emissions	2	Benzene	71432	2	29.20279846	True	<u>é</u>	
o. Perform Data validation	4	Butadiene [1,3]	106990	0.1	17.89051316	True	3	
7. Review Summaries	6	Carbon tetrachloride	56235	1	2.34345384	True	1	
Criteria Pollutants	13	Chromium, hexavalent (and compounds)	18540299	0.0001	0.00038703	True	2	
Toxic (TAC/ODC) Pollutants	72	Diesel exhaust particulates	9901	0.1	129.65572	True	2	
Fees	9	Ethylene dibromide {1,2-Dibromoethane}	106934	0.5	2.82874673	True	1	
8. Print Facility Report	12	Formaldehyde	50000	5	3,378.9801084	True	5	
9. Report Submission	19	Acenaphthylene [PAH, POM]	208968	0.2	0.35311443	True	1	
	19	Fluorene (PAH, POM)	86737	0.2	0.36205404	True	1	
	19	2-Methyl naphthalene [PAH, POM]	91576	0.2	2.11996369	True	1	
	19	Naphthalene [PAH, POM]	91203	0.2	4.84555485	True	6	
	19	Phenanthrene (PAH, POM)	85018	0.2	0.66408501	True	1	
	21	Vinyl chloride	75014	0.5	0.95142948	True	1	

ii. **CPWE Emission Fees**

The Cancer-Potency Weighted Emission (CPWE) summary worksheet is shown in the image below. Total toxic emissions are listed by individual contaminant and expressed in pounds (lbs). The Cancer-Potency Weighted Emission Fee is changed to \$10.00 per pound.

There are 66 toxic air contaminants (TACs) in TABLE IV of Rule 301 (Amended July 1, 2021) that are subject to emissions fees as shown in the screen below. Clicking on the "here" link will display detailed information of the Rule 301 (Amended July 1, 2021).

Facility ID: 999001	Table 2 - Cancer-Potency Weighted Emission Fees Hide Table
Facility Dashboard	Cancer-Potency Weighted Emission (CPWE) Fees are calculated using formula:

CPWE Fee = TAC x CPF x MPF x \$10.00

- 1. Facility Information
- 2. Status Update

- 3. Combustion Fuels
- Emission Sources (ES)

orted Summaries

- 5. Report Process/Emissions 6. Perform Data Validation
- 7. Review Summaries

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(TAC/ODC) Pollut
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8. Print Facility Report 9. Report Submission

- · TAC = Emissions (pounds) of a Table IV toxic air contaminant from here
- · CPF = Cancer Potency Factor for the reported toxic air contaminant
- · MPF = Multi-Pathway Factor for the reported toxic air contaminant

· CPWE Fee (per pound) = Cancer-Potency Weighted Emission Fee is \$10.00 per lb

TAC Group	TAC / ODC	CAS #	Annual Theshold	Annual Emissions (lbs)	Emissions Subject to CPWE Fee (lbs)	Cancer Potency Factor	Multi- Pathway Factor	CPW Emission (lbs)	-
14	Arsenic and Compounds (inorganic)	7440382	0.01	0.00619251	0 0	12	9.71	0	
1	Asbestos	1332214	0.0001						
2	Benzene	71432	2	29.20279846	28.48175785	0.1	1	3	İ.
3	Beryllium	7440417	0.001						
4	Butadiene [1,3]	106990	0.1	17.89051316	17.0491056 0	0.6	1	10 0	Í.
5	Cadmium	7440439	0.01	0.00580548	0 0	15	1	0	
6	Carbon tetrachloride	56235	1	2.34345384	2.34345384	0.15	1	0	
13	Chromium, hexavalent (and compounds)	18540299	0.0001	0.00038703	0 0	510	1.6	0	

The table scrolls left and right. Clicking on the blue number of devices/processes under the Devices/Processes column (furthest column to the right) for an individual TAC will display detailed information for each device/process that contributes to the total amount of TAC reported for the facility.

Facility ID: 999001	Table	2 - Cance	er-Poten	cy Weighted	Emission Fee	es	1.1	i anti			
Pacifity Decitioned Reported Scientistics	Cancer	Potency W	eighted Er	nission (CPWE) PF x \$10.00	Feet are calcul	at	ed uning	formála	1		
1. Facility Information 2. Status Update 3. Combustion Points 4. Emission Sources (ES) 5. Report Process/Emissions		TAC - Emite CPF - Cano MPF - Mutti CPWE Fee (itans (pour ei Patenc) Pathway (per pour	nds) of a Table / Factor for the Factor for the Factor for the d) = Cancer-Po	IV toxic air cont e reported toxic reported toxic tency Weighted	air Er	ninant fr contant contant nission Fr	trunt nant ee is 51	0.00 per it		
 Perform Data Velidation T. Review Summaries 		CALE	Arreat	Ereitminret (Bu)	Enterior Soltier to CPHE Fee (h	-	Patenty Easter	Factor Factor	Evelaviers (Ib+0	Fee Due	Processo
Critisia Pullutanta	satub	7440382	0.01	0.00519231	0	0	12	9.71	ę.	30.00	3
Fees		1112254	0.0001	and the state					111 120		_
8. Print Facility Report		Fiatt	2	29.30279840	28.48()5765	0	4.1	1	1 0	\$38.00	
A Report Submission				DeviceD	Device Type		Processio		estates	Alcourt	terif ini i
		3100	8	512	leternal Contraittor		e	1	34572281		
		3944	2	575	Leternal Contraction		e	- 1	Asymptotic	74	
		2mm	1	2516	Monage Terms		P.4	0	01021010	. Pai	
		281	4	68	Exteriori Conduction		PE	2	-10123726	- 14	-
		281	8.	1534	Internal Combuttor		ee.	0	47431986		
		281		8140	Editrowi Conduction		P4	9	100001101	1.00	

Diesel particulate matter (DPM) emissions are a surrogate for individual TACs emissions reported for diesel-fueled internal combustion engines. Fees are not generated for the non-DPM TAC emissions from diesel fueled internal combustion engines. The last column "Accounted in DPM" notifies the user which TAC emissions are included under the surrogate DPM emissions (see image above).

Ammonia & Ozone Depleting Compounds (ODC) Fees

Table 3 - Ammonia & Ozone Depleting Compounds (ODC) Fees Hide Table

Ammonia &ODC emissions are calculated and summarized as below. Clicking on the blue number of devices/processes under the Devices/Processes column (furthest column to the right) for ammonia or an individual ODC will display detailed information for each device/process that contributes to the total amount of ammonia or an individual TAC emissions reported for the facility.

10.010		e bepie	cing compou	1143 (000) 11	the state	10010		
Please	see the South Coast AQM	D <u>Rule 30</u>	1 for details on	how this fees a	are calculat	ed.		
TAC Group	TAC / ODC	CAS #	Annual Theshold	Annual Emissions (Ibs)	Emissions Subject to Fee (Ibs)	Emmision Fee (lb/year)	Fee Due	Devices / Processes
32	Ammonia	7664417	200.000000000	2,139.848708	1,941	\$0.04	\$77.64	5
22	Fluorocarbons (chlorinated)	1104	1.000000000			\$0.45		
22	Trichlorotrifluoroethane {CFC-113}	76131	1.000000000			\$0.45		
22	Dichlorofluoromethane {Freon 12}	75718	1.000000000			\$0.45		
22	Trichlorofluoromethane {Freon 11}	75694	1.000000000			\$0.45		
23	Methyl chloroform {1,1,1- Trichloroethane}	71556	1.000000000			\$0.06		
				т	otal Ammor	nia and OD	C Fees:	\$77.64
	The Ammonia and O	DC emiss	tion fees only a	pply to faciliti	es that are	subject to	Rule 30	1(e)(1)(B)

iii. Flat rate Device Fees

The flat rate device fee calculations are calculated and summarized as below. Clicking the "ES Code" under the column AER ID will display the detailed information of the equipment. Clicking on the blue number of TACs under the TACs column (furthest column to the right) will display detailed information for each TAC that contributes to the total amount of TAC emissions reported for that device. The device fee for emissions reported for calendar year 2021 is \$341.89.

Table 4 - Flat Rate Device Fees Hide Table

Each AER Device with emissions exceeding annual threshold for any TAC emmitant will be changed \$341.89.

AER ID	Equipment Code/Description	Fees Applied	TACs
<u>ES32</u>	11c. Stationary I.C. Engines, 4 Stroke-Lean Burn	True	<u>22</u>
ES33	11c. Stationary I.C. Engines, 4 Stroke-Lean Burn	True	<u>34</u>
<u>ES39</u>	11c. Stationary I.C. Engines, 4 Stroke-Lean Burn	True	22
<u>ES34</u>	22. Storage tank and Dispensing	False	<u>3</u>
<u>ES35</u>	1a. Boiler <10 MMBTU/HR	False	<u>10</u>
<u>ES40</u>	5b. Heater 10-100 MMBTU/HR	False	<u>10</u>
	Number of TAC Devices:	6	
	Number of Devices Subject to Fees:	3	
	Number of Devices Triggered Fees:	\$1,025	.67

iv. The Long List TAC Summary (AB2588 and AB617 Reporting)

The long list TAC Summary emissions calculations are estimated and summarized as below. Clicking the "ES Code" under the column AER ID will display the detailed information of the equipment. Clicking on the blue number of TACs under the TACs column (furthest column to the right) will display detailed information for each TAC that contributes to the total amount of TAC emissions reported for that device.

Table 5 - Long List TAC Summary (AB2588 Reporting) Hide Table

TAC Group	TAC / ODC	CAS #	Annual Emissions (lbs)	Devices / Processes
29	Acetaldehyde	75070	81.43000	2
30	Acrolein	107028	6.09000	2
31	Acrylonitrile	107131		
33	Carbonyl sulfide	463581		
34	Chlorine	7782505		
35	Chloroform	67663		
36	Copper	7440508	0.41000	2
37	Crystalline silica	7631869		
38	Di(2-ethylhexyl) phthalate {DEHP}	117817		
27	1,2-Dichloropropane (Propylene dichloride)	78875		
28	1,3-Dichloropropene	542756		
39	Dimethyl phthalate	131113		
40	Ethyl benzene	100414	7.99000	2

Information about this list and why users are seeing this.

Greenhouse Gas

As an option, greenhouse gas emissions are calculated and summarized as shown below. Total GHG emissions are listed by equipment category and expressed in tons.

Facility ID: 999121	GHG Pollutants Summar	~				
1. Facility Information		r				
2. Status Update		C02	CH4	820	C02e	CO2b
3. Combustion Fuels		(excluding biogenic)	[metric ton]	[metric ton]	(excluding biogenic)	(biogenic)
4. Emission Sources (ES)	For a second of a second second second	fuerne rend	100.00	0.200	freene rend	fusing could
5. Report Process/Emissions 6. Perform Data Validation 7. Review Summaries	External Compustion	5,000.0	100.00	0.200	7,102.0	
	Internal Combustion					
	Spray Coating/ Spray Booth					
	Other Use of Organics					
Criteria Pollutants	Storage Tanks					
Toxic (TAC/ODC) Pollutants	Fugitive Components					
GHG Pollutants	Other Process Emissions					
Fees	Shutdown/Startup/Turnaround					
8. Print Facility Report	and Upsets					
9. Report Submission	Total Emissions	5,000.0	100.00	0.200	7,162.0	0.0

Total Emissions and Fees

Prior to Reporting Year 2019

Total criteria pollutant emissions are summed up and rounded to the whole ton for fee calculation purposes. Fees for TAC/ODC are included in row #2. User is reminded to enter installments paid for both criteria and TAC/ODC (if any) if not already populated by the reporting tool. Reporting the postmark date is required for the late filers in order to calculate the late submittal surcharge (if applicable). After entering the required information, click the "Save" button to complete the data entry.

Reporting Year 2019 and After

Total criteria pollutant emissions are summed up and rounded to the whole ton for fee calculation purposes. Sum and breakdown of TAC/ODC/Ammonia fees are included in row #2. The installment paid for both criteria and TAC/ODC/Ammonia (if any) by the facility from South Coast AQMD accounting database is also shown here. Reporting the postmark date is required for the late filers in order to calculate the late submittal surcharge (if applicable). After entering the required information, click the "Save" button to complete the data entry.

		Total Permitted Emissions (tons) Em	Total Non- Permitted nissions (tons)	Total RECLAIM Emissions (tons)	Total Emissions (tons)	Total Emissions Subject to Fees (tons)	Emission Fees Due
Orga Gata	enic Jes	0.00	3.83	0.00	3.83	0	\$ 0.00
Spec Orga	cific inics	0.00	0.00	0.00	0.00	0	\$ 0.00
Nitro	ogen les	0.00	0.00	131.41	131.41	131	\$ 89,106.14
SUIT	ur Oxides	0.00	0.03	0.00	0.03	0	\$ 0.00
Carb	on wide	0.00	11.06	0.00	11.06	0	\$ 0.00
Part	iculate	6.25	0.40	0.00	6.65	7	\$ 1,979.12
	Per Devio Total Fact	e Fees (total devices with 1 lity TAC Fees :	fees 1): \$ 3 \$ 1,3	41.89			
3.	Total fees	due					\$ 92,418.62
4.	Installmen	tts Paid For 2021 (if any)): All Criteria Po	outants		3	10,000.00
5.	Installmen	ts Paid For 2021 (if any)): Toxic Air Cont	aminants/Ozone D	epleters	3	1,000.00
0.	Salance D	ue (Line 3 - Line 4 - Line	101			_	5 81,418.62
	(enter the	postmark date to calcu	late the late pa	yment surcharge)		Late Pay	3/17/2022 Postmark Date (MA/DD/1117) ment Surcharge
	Amount D	ue (Line 6 + Line 7)					5 0.00
	CONTRACTOR DE	an insue a constrait					\$ 81.418.62

	Work In	n Progress - Fa	cility ID: 999001 - SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) - Reporting period: 2021
Facility ID: 999001	Dat	ta Validat	ion
1. Facility Information 2. Status Update 3. Combustion Fuels 4. Emission Sources (ES) 5. Report Process/Emissions 6. Perform Data Validation	Su	ummary: Ti struction: Ci w m pl	his section presents errors and warnings found in the report. orrect all errors (red) before continuing to report submission. Review arnings to ensure emissions are correctly and accurately reported. All errors oust be corrected before submission. If any of the warnings do not apply, lease disregard them as the report can be submitted with warnings.
7. Review Summaries 8. Print Facility Report			Errors
9. Report Submission			· · · · · · · · · · · · · · · · · · ·
	Rule	ES/Process	Description
	V01	Facility Info	Error: This field is mandatory, but is missing. (Facility Operating Status)
	V01	ES32 P1	Error: This field is mandatory, but is missing. (Throughput Value)
	V01	ES14 P1	Error: This field is mandatory, but is missing. (Throughput Value)
	402	0.00	does not have emissions: correct Emission Source Status Code.
	V01	ES36 P1	Error: This field is mandatory, but is missing. (Rule)
	V01	ES36 P1	Error: This field is mandatory, but is missing. (Throughput Type)
	V01	ES36 P1	Error: This field is mandatory, but is missing. (Throughput Value)
	V01	ES36 P1	Error: This field is mandatory, but is missing. (Throughput Unit)
	V25	ES36 P1	Error: At least one pollutant has to be reported.
	V01	ES37 P1	Error: This field is mandatory, but is missing. (Throughput Value)
	V01	ES37.P1	Error: This field is mandatory, but is missing. (NOx Reclaim Comment)
	V01	E\$39	Error: This field is mandatory, but is missing. (Equipment)
	V02	<u>E539</u>	Error: No emissions were reported for this Emission Source, report the emissions OR if this source does not have emissions: correct Emission Source Status Code.
	V01	ES40 P1	Error: This field is mandatory, but is missing. (Throughput Type)
	V01	E540 P1	Error: This field is mandatory, but is missing. (Throughput Value)
	V01	E540 P1	Error: This field is mandatory, but is missing. (Throughput Unit)
			Device Specific Warnings
	Rule	ES/Process	Description
	V12	<u>ES32 P1</u>	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	ES32 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.
	V12	<u>ES34 P1</u>	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.

7. Print Facility Report

The print facility report page allows users to print either the full AER PDF Report or sections of that report. To print the full AER PDF Report, the user should check the Print Full AER PDF Report (all listed below) check box. This will select all the individual sections. To print only sections of the AER, the user should check boxes of the desired sections. At the end of either process, the user should click on the Print Selected Pages button. A PDF version of the AER report or selected pages will appear in a pop-up box.

At the bottom of this page is the Print Excel Report section. The Download Report button generates a report that includes a record for all pollutants (criteria pollutants, TAC, ammonia, and ODC emissions) emitted by each process.

The Download TAC Report button download generates a report that includes:

- A facility information tab (FacilityInfo);
- A TAC Emissions tab, which includes a record for all TAC emissions, ammonia emissions, and ODC emissions emitted by each process;
- Summary tabs for each TAC, ammonia, and ODC emissions fee (CPWE Emission Fee, Ammonia and ODC Fees, and TAC Per Device Fees); and
- A summary tab of all TAC, ammonia, and ODC fees (TAC FEES).

8. Report Submission

Click on the "Report Submission" link on the left Navigation menu for data submission. The screen (below) will appear flagging any errors and warnings with suggestions for user to take necessary actions in three separate items: Data Validation for Errors and Warnings, AER Emission Summary Review. Click on hyperlinks to correct any errors (Red) and warnings (Orange), when needed. Note that the non-corrected warnings in "Orange" will not stop report submission. However, verify that the reported data with that warning is correctly entered.

AER Home	Browse Facilities	Access Facility	Facility Home			0			
-	ID. 000004	Work In Progress	Facility ID: 999001 · SOUTH COAST AIR QUALITY MGT DIST(SO	(AQMD) - Reporting p	eriod: 2	021			
Facility	ID: 999001	Report Sul	mission Process						
1. Facility I 2. Status Up 3. Comburt	1. Facility Information 2. Status Update		Summary: This section, the facility is able to pay their associated emissions fe and electronically submit their AER report.						
Compution Fuels A. Emission Sources (ES) S. Report Process/Emissions	Instruction	Electronically sign and submit the report. Pay any a the instructions under Payment Option 1 or Payment	associated fees by nt Option 2.	followi	ing				
6. Perform 7. Review S 8. Print Fac	Data Validation Summaries Sility Report	Here are steps required to officially Sign and Submit your facility AER Report to South Coast AQMD.							
9. Report S	ubmission	1. Please	Review All Validation Warnings and Errors:						
			Errors: 16 This report did not pass the validation. Please revisit Data listing of errors in red. Fix all errors before submitting the	Validation for report.					
			Warnings: 5 The quality of data in this report encountered the warning may continue to submit this report but please make sure th correctly entered. View <u>Data Validation</u> for a review.	s in orange. You he data are					
		2. Please	eview the your AER Emissions Summary before generating yo	ur report.					
		3. Generate your AER Submission Report.							
		 Review and accept the correctness of your ALK Submission Report. Bay any applicable Sees. 							
		 Fay any approximate First. Accept and Acknowledge the accuracy and validity of your AER Report Submission. 							
			•						
	AER Repor	t Status							
		Report Status:	Work In Progress						
		Changed Date/	Time: 11/23/2021 2:15:30 PM						
		Changed By:	Huy Le (hle1@aqmd.gov)						
		Show More	AER Report History						
		AQMD web site Ho	me AER Web Site Submit question/comment Report a B	UE CONTRACTOR					

Facility ID: 999001	Data Validation					
Pacifity Decidents Reported Summaries 1. Pacifity Information 2. Senius Update 3. Combustion Puella 4. Entering Surgery (PC)	Sum Instr	mary: T nuction: C b ci d	his section presents errors and warnings found in the report. arrect all errors (red) before continuing to report submission. All errors must e corrected before submission. Review warnings to ensure emissions are orrectly and accurately reported. If any of the warnings do not apply, please isregard them as the report can be submitted with warnings.			
5. Report Process/Emissions	Device Specific Warnings					
7. Review Summaries	Bure	EUProcess	Beactiption			
Print Facility Report	V07 E	HT RT	Warring: VOC aminator Textor Tetral to tops - phone worth the value and write.			
Report Submission	W32	HLEL	Werning: If the unspect numerical contain unlish report PM emissions, in editions to YOC excision.			
			General Report Warnings			
	Rule	ElPrinetti	Description			
	434		Four Distillary Post Dis No. 2008/every - Assessing contained formation from an A.S. 2007 (2008) and an approximation of the second state of th			
	V34		Fast: National Gast: Assessment assistance function of 10 Networks of assessment and provided by the respective to the comparison to continue of the function that Catalogue States (INCR), the supported with Solution Catalogue Polyton (ICR) substitute Network online by V.1 Solutions, and for any present orthogy DOCI or ICS by 12 Networks.			
	V102		Please make saw plusies and importing methytatic clientide annumes as part of VOC economics.			

After correcting all errors in red, the "Report Submission" button is enabled as shown in screen below for user to submit the data electronically. The number of errors will be zero and the number of warnings will be displaced in orange font. Also, there will be an additional warning in orange if the report was submitted after the facility report deadline. Click the link "AER Emissions Summary" to review the AER Emissions Summary before generating the report.

	Work In Progress - Facility ID: 999001 - SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) - Reporting period: 2021				
Facility ID: 999001	Report Submission Process				
1. Facility Information 2. Status Update 3. Combustion Fuels	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				
5. Report Process/Emissions	the instructions under Payment Option 1 or Payment Option 2.				
6. Perform Data Validation 7. Review Summaries 8. Print Facility Report	Here are steps required to officially Sign and Submit your facility AER Report to South Coast AQMD.				
9. Report Submission	1. Please Review All Validation Warnings and Errors:				
	Errors: 0				
	Warnings: 0				
	 Blace order the over APP Emission Common before apparentiat over const. 				
	2. Preview the your <u>Ack Enhances</u> before generating your report. 3. Generate your AER Submission Report.				
	4. Review and accept the correctness of your AER Submission Report.				
	5. Pay any applicable Fees.				
	6. Accept and Acknowledge the accuracy and validity of your AER Report Submission.				
	Generate AER Submission Report				
	AER Report Status				
	Report Status: Work In Progress				
	Changed Date/Time: 11/23/2021 2:15:30 PM				
	comparison of the first sector of the first se				
	Show More AER Report History				
	onour more succession er instany				
Once user clicks on the "Generate AER Submission Report" button, the tool will ask user to confirm the action as shown below.



With final confirmation of "Yes", the tool will give user three generated AER Report Files to review. The user must check the box under each file, confirming that the reports have been reviewed and verified correct. If not, the user can click the link "Cancel Generated Report & Modify Report Data" to modify the report data.



The user must read South Coast AQMD Certification Statement, then click the box next to "I acknowledge that I have read the South Coast AQMD Certification statement." The user is also required to click on the box next to "I agree on the responsibility for this AER Report Submission in accordance with Certification Statement." Once all the boxes are checked, the user will be able to click the orange button "Certify & Submit AER Report" to submit the report.

Status Update Combustion Fuels	Here are the steps to Certify and Submit AER Report. South Coast AQWD Certification Statement
Emission Sources (Ex) Report Process/Emissions Perform Data Validation Review Summaries Print Facility Report Report Submission	I acknowledge that by cartifying and submitting this agreement, I have read, understand, and accept the terms and conditions of the electronic certification agreement. 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 essented and an follow with the information should be the emissions would be be an
	inter with the information scountred in this missions 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 FIMAL until the "Certify & Submit AER Report" button below is clicked, and the submittal verification page econom.

The user must enter their AER webtool password and the Facility PIN before clicking the orange button "Certify & Submit AER Report".

Facility Information	Contact Inform	nation			
I. Status Update	Names	John Smith	Phone:	(123) 456-1234	
Combustion Fuels	Title:		Fac		
. Emission Sources (ES) . Report Process/Emissions . Parform Data Validation	E-mail:	jo@aer.com			
Review Summaries Print Facility Report	Preparer Info	mation			
. Report Submission	Name:	John Smith	Phone:	(123) 456-1234	
	Title:		Fanc		
	E-mark:	js≣aer.com			
	Authorized Pe	rson Information			
	Name:	John Smith	Phone:	(123) 456-1234	
	Titlet		Fase		
	E-mail:	js@aer.com			
	Identity Verifi	cation			
	Please Ro-E/	tor Your Password:		• 0	
	Please Re-Er	ster Facility Pin:		• 0	
	(Distance)				
	Certify & Sul	mit AER Report			

Once user clicks on this button, the tool will ask user one more time to confirm the action as shown.

Facility ID: 999001				
 Facility Information Status Spokta Combusitor Fuels 	Proparer info	mation		
4. Emission Sources (ES) 5. Report Process/Emissions 6. Perform Date Validation 7. Review Summaries	tiane: Title: E-mailt	John Ope aer@agmd.gov	Phane: Fax:	(636) 396-2000
6. Pitel Facility Report : 9. Report Submission	Authorized P	erson information		
	Hamel Title: E-mail/	John Doe aer@aumd.gov	Phine: Fax:	(626) 396-2000
	Confirm	ation required	ж	1
	A Do	you want to submit report?		
	forthy #50	bmit AER Report	-	
	AER Report	t Status		

The user can also click the link "Show More AER Report History" to show the report status as shown in the following image.

Report Status:	Ready For Review	
Generation Date/Time:	12/16/2021 4:08:26 PM	
Generated By:	test 2014 (testaer2014@gmail.com)	

After confirming that the user wants to certify and submit the AER report, the AER webtool will display to user the AER emission fee as shown in the following images. There are two payment options; Payment Option 1 is pay via South Coast AQMD Online Payment Portal, and Payment Option 2 is pay via check. The user can choose either one to pay the fee. At the end of the process, the user will be provided an option to print or generate a pdf version of the receipt.

Facility Dashboard Reported Summaries

- 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 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

Payment Option 2 - Pay via Check

Reported Summaries

Facility Dashboard

- 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

1. Print AER Payment Voucher and instructions

 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

NDTE: For any overnight delivery, example FodEx, 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 cashior'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 Wondays.

A Please Note: To avoid late payment surcharges, all mails must be postmarked by the Post Office on or before 3/17/2022.

Option 1:

If Option 1 is selected, the user will be granted access to the South Coast AQMD Online Payment system. The user will be required to enter credit card information and accept the conditions for online payment.

ĂĊ	MD SCAQMD Online Payment
On	line Invoice Payment >>> Payment Method
Plea	ise select the payment method you would like to use and click "Next" to proceed with Checkout.
Pie: The Sei	ect a Payment Method:
	Credit card (convenience fee will be charged)
0	E-Check / Checking or savings account (no charge)
	Next>>>



Online Invoice Payment >>> Confirmation

Please review the list of Invoice(s) you have selected for payment.

Click the "Checkout" button below to pay.

nvoice Number	Invoice Type	Invoice Balance
2220616	Emissions	\$1597.07
	Invoice(s) Total:	\$1597.07
	Payment Method:	Credit Card
<<< Back		Checkout
	For questions or informa	tion, please click <u>Here</u> for help.

yment Details mplete the information below an	d click "Contin	ue."
ryment. Method: Credit or Debit Card V		
ard Information	Billing Infor	mation
Card Number	*Name	
Re-enter Card Number	*Address	
Expiration Date Month Vear w	*City	
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	7400	
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	SCAQMD Online Payment
Terms of Pay	yment
	TERMS OF PAYMENT
	PLEASE READ THESE TERMS OF PAYMENT CAREFULLY.
IT CONTAINS VE	RY INPORTANT INFORMATION ABOUT YOUR RIGHTS AND OBLIGATIONS, AS WELL AS LIMITATIONS AND EXCLUSIONS THAT MAY APPLY TO YOU.
Conditions of Payment These Terms of Payment set AQMU's website. These Ter	forth apply between you and the South Coset Air Quality Management (District ("South Coset ADMD") with respect to your payment from South Cose na of Payment shall apply and may not be allaned, supplemented, or amended by the use of any other document.
Peymente made to this Intern exporting a minimum of 128 Innough this veloate, you cert	al Site are limited to customers who are at least 18 years of age and who are residents of either the United States of America or foreign countries bit encryption. South Casel AGMU with NOT accept payments through this website from parties who are underage. By submitting your payment fy that you meet all of the requirements ast forth in these Terms of Payment.
Credit/Debit Candle-check IP Payments are limited to e-che payments received by South (aymenta dos, American Express, Dacover Cand, Vise & Meeter Cand and see the only methods of payment that will be accepted through this website. All Cased ACMD are subject to acceptence at South Casel ACMC's sole discretion.
Other Payment Wethoda Passe note that in addition to made in person Tuesday thro	The vestable, payments can be mailed to South Cosed ACMO, P.O. Box 4043, Diamond Bar, CA 91765. South Cosed ACMO payments may also be gigh Priday, balaesen the fours of 8.00em and 5.00pm Pacific Standard Time at 21885 Copiey Dine, Diamond Bar, CA 91785.
Payment Date	
Your payment is deemed reco	eved at the time you select the "Submit" button for a payment if we confirm the transaction and provide you with a confirmation number.
Four Hapmanntations in addition to the representation asyment from the account designated accounts	ans in the Terms of Use, you represent to us their. (i) the Information you provide to us will be accurate; (ii) you have the right to authorite us to obtain signaled in your instruction; and (iii) no other personic authoritation or action is needed to approve our creation and processing of the payment unit.
Electronic Communications In order to use our South Cos Secure Socketa Layer (SSL), alther a printer connected to y provider (ISIP), as we do not p	el ACMD veitade, you will need a working connection to the Internet from a personal computer device. Your Internet browser must support the 128-bit encryption protocol. Mustline Findus 2.X or higher and Microsoft Internet Explorer 5.X or higher will support this feature. You also will need our computer to print Communications or sufficient herd drive space available to serve the information. You must have your own Internet service exvide ISP services.
Refunda	
All refunds will be processed i	trough South Cosel ADMD's Billing Santoss Department. They may be contacted at <u>UV01 328-2010</u> for further seatalence.
Declement; Limitation of L In addition to the limitation of Angeles is liable for any arros	abrity ability included in the Terms of Use, you agree that for any liability related to the payment, neither South Coast AQMD nor the County of Los nf of damages above the aggregate dollar amount paid by you under this Terms of Payment.
Arrendmental lemmation We reserve the right to arren	(jadd Io, deiele or change) these Terms of Payment.
inthe Agreement These Terms of Payment, the	Terms of Use, and the Privacy & Security Policy constitute the entire agreement between South Coast ADMD and you
dy dicking(preasing the "Age at forth above; (3) you are at he Terms of Use and Privac	er button below, you are confirming that; (1) you agree to receive Communications electronically; (2) your computer system meets the requirements te to access and print or store information presented at this Site; and (4) you agree to this Terms of Phyment, which will be deemed to supplement & Security Policy found elevenhere at this Site.
Last Updated: 08/29/2012	
🗆 I agree that I ha	ve read fully and accept the above terms and conditions

Payment Confirmatio	n ant" to proceed.			
Facility ID : 999001				
Facility Name : ABC				
Invoice Amount	tavoice Type			Amount Due
2220616	Emissions			\$1,597.07
			Payment Amount:	\$1.597.07
			Convenience Fee:	\$35.93
			Total Payment Amount:	\$1,633.00
Card Information		Billing Inform	nation	
Card Number *5454		*Bame	Jane Doe	
Expiration Date 1/21		Country	05	
		*Address	123 Main	
Payment Type		*City	Anywhere	
		*State	CA	
		*Zip	90000	
		Phone		
			A standard and a standard	

Thank you f	or your payment.		
Please print	this receipt and l	eep it for your records.	
Fecility ID :	999001		
Facility Name :	ABC		
1090-1079-001			
Invoice Amount		Involte Type	Amount Dos
2220616		Emissions	\$1,597.07
		Paymer	t Amount: \$1,597.07
		Conver	tience Fee: \$35.93
		Total Payment	Amount: \$1,633.00
Beceipt Number:	4000309604		
Francisco Parte			
Cransaction Date.	Construction and the second		
Payment Type:			

Option 2:

If Option 2 is chosen, by clicking on the link "Print AER Payment Voucher and instructions," the AER Reporting Tool will generate a pdf version of the AER Payment Voucher. The user will need to include the AER Payment Voucher with the check to one of the three addresses provided on the "AER Submittal Confirmation" page included with the pdf version of the AER Payment Voucher. To avoid late payment surcharges, the AER Payment Voucher and check for the 2020 emissions reporting year must be postmarked by the Post Office on or before March 17, 2021.

South C	ow17	AE	R Payme	nt Vouche	er	
AQM	ID				Reporting Year	2019
Pacity id 9990 Pacity Name ABC Foolty Type Invocent 2220 Total Emission	01 616 hs and Fees				Part Date	01/02/2020
Submitted Date No. later than March 1 2023	Total Permitted 7 Environm Dona	Tatal Non-Permitted Environment Bornei	Total RECLAM Oninecros dama	Total Emission (Itoma	Tata Ensimona Subject To Fee Opnici	Executions Due Free
Organic Gasses	0.35	0.00		0.35	0.00	\$0.00
Specific Organics	0.00	0.00		0.00	0.00	\$0.00
Nitrogen Oxides	6.50	0.00	0.00	8.52	7.00	\$1,514.30
Sufur Cristes	0.03	0.00	0.00	6.03	0.00	30.00
Carbon Monoxide	1.25	0.00		1.75	0.00	30.00
Particulate Matter	0.56	0.00		0.38	0.00	\$0.00
L TOTAL EMOSION PE	ET FOR ALL ORITERA	POLLUTIANTE				\$1,514,20
2 TOAK AM DONTAM	NANTS GOING DEPLE	TEM PRES (Total Amount)	from Floren TACS of 5	c)		\$82.87
8. TOTAL HEED DUE						\$1,597.07
4 INSTALLARINTS FAD	0.POR2519 - (Fary) - A	Criteria Politikarite				\$5.00
5. INSTALLMENTS FAG	0 POR 2016 - (Famp) - 7:	ore Ar Contaminanta/Opp	ne Depleters			\$0.00
5 BALANCE DUE (LINK	1-Lite 4-Lite 7)					\$1,597.07
1. LATE PAYMENT OUR	ICHARDE.					90.00
A AMOUNT DOE	AMEGUNET DUM				\$1,597.07	

Exporting Data to Excel

Once any amount of emission data is entered, users can access export to Excel. Click on **"Excel Reports"** as seen in the following screenshot. The following screen pops up.

	Submitted + Facility ID: 999001 + SOUTH COAST AIR QUALITY INGT DIST(SCAQMD) + Reporting period: 202					
Facility ID: 999001	01 Facility Report					
Facility Deshboard Reported Summaries 1. Facility Information	Summary: This section provides pdf/excel prints of their AER report. Instruction: South Coast AQMD advise facility to download a copy of their AER for their own records.					
2. Status Opdate 3. Combustion Fuels	Print Full AER PDF Report (all listed below)					
4. Emission Sources (ES) 5. Report Process/Emissions	Print Individual PDF Sections					
6. Perform Data Validation 7. Review Summaries 8. Print Facility Report 9. Report Submission	General Signature Sheet Status Update Confirmation					
	Worksheets Overview					
	External Combustion Process List Overview Internal Combustion Process List Overview					
	Storage Tanks Process List Overview Other Processes Process List Overview					
	Upsets, Shutdown/ Startup/ Turnaround and Spill Process List Overview					
	Summaries					
	Criteria Pollutants Summaries Tracic Pollutants Summaries					
	Total Emissions and Fees					
	Print Selected Pages					
	Print Excel Reports					
	Download Report					
	Dewnload TAC Report					

Download Report: After clicking on this button, an Excel file will be created. The Excel report contains all the text and numerical data the user has entered on the data entry screens and is a convenient recordkeeping alternative to printing copies of the individual data entry screens.

Save these Excel files on your computer's hard drive by clicking the "Save As" option in Excel and select a location to store the files on your hard drive.

FACTORS

Common Conversion Factors

1 therm = 100.000 Btu 1 therm = 0.0000973 mmscf based on default HHV for natural gas (1,028 Btu/scf). 1 pound = 454 grams 1 gallon = 3.785 liters 1 lb/gal = 120 grams/liter VOC (lbs/gal) = Weight Fraction (lbs/lb) x Density (lbs/ gal) Density = Specific Gravity x 8.34 lbs/gal 1 boiler MW (megawatt) = 10.5×10^6 Btu/hr = 8×10^3 steam/hr 1 boiler HP (horsepower) = 45×10^3 Btu/hr $^{\circ}R = (^{\circ}F + 460)$ 1 gallon = 7.48 cubic foot1 Mgal = 1,000 gallon1 MMscf = 1,000,000 scf1 atmosphere = 14.7 psi = 760 mm Hg = 29.92 in. Hg = 1,013.2 mbars

REFERENCES

List of TACs and ODCs for Form TACS

Table 1 provides the complete list of toxic air contaminants and ozone depleters from Form TACS including TAC Code, TAC group name, CAS#, and the name of each specific substance classified under each TAC group. The last column "Type of TAC/ODC" identifies each of the listed components as VOC or PM.

Table 1 lists the family name and the individual species within the family for the following toxic air contaminants (TACs):

- Chlorinated dioxins and dibenzofurans (TAC code #7)
- Fluorocarbons (chlorinated and brominated) (TAC code #22)
- PAHs (TAC code #19)

It is important when reporting emissions for these families of compounds that emissions are not double counted thus adversely affecting the facility's emissions and/or fees. Emissions reported for the overall family and each of the species within the family are summed for the purpose of calculating total facility emissions and/or assigning fees and prioritizing facility risks. Therefore, it is important that you either report emissions by individual species or overall emissions for the toxic family. It is always preferable to report emissions by individual species if that information is available. Table 2 considers each toxic family and several other toxics such as, arsenic (CAS #7440382), asbestos (CAS #1332214), hexavalent chromium (CAS #18540299), lead (CAS #7439921), and nickel (CAS #7440020), and provides recommendations for emissions reporting. All TAC emissions must be reported on Form TAC as well as on Form TACS. It is important that the directions provided in Table 2 be read carefully before calculating TAC emissions.

TAC Code	Group	CAS No.	Substance	Type of TAC/ODC
32	Ammonia	7664417	Ammonia	Only TAC
22	Chlorofluorocarbons (CFCs)	1104	Fluorocarbons (chlorinated)	TAC, ODC
		75718	Dichlorodifluoromethan (Freon 12)	TAC, ODC
		75694	Trichlorofluoromethane (Freon 11)	TAC, ODC
		76131	Trichlorotrifluoroethane (Freon - 113)	TAC, ODC
23	1,1,1-trichloroethane	71556	Methyl chloroform (1,1,1- Trichloroethane)	TAC, ODC

Table 1: Ammonia & Ozone Depleting Compounds (ODC)

Table 2: Form TACS Toxic Air Contaminants and Ozone Depleters

TAC Code	Group	CAS No.	Substance	Type of TAC/ODC
1	Asbestos	1332214	Asbestos	TAC and PM
2	Benzene	71432	Benzene	TAC and VOC
3	Beryllium	7440417	Beryllium	TAC and PM
4	1,3-Butadiene	106990	1,3-Butadiene	TAC and VOC
5	Cadmium	7440439	Cadmium	TAC and PM
6	Carbon tetrachloride	56235	Carbon tetrachloride	TAC and VOC
		1080	Dibenzofurans (Polychlorinated dibenzofurans) {PCDFs} [POM]	TAC and VOC
		1086	Chlorinated dioxins, without individual isomers reported	TAC and VOC
		1746016	2,3,7,8-Tetrachlorodibenzo-p-dioxin {TCDD} [POM]	TAC and VOC
	Chlorinated dioxins and dibenzofurans	3268879	1,2,3,4,5,6,7,8-Octachlorodibenzo-p- dioxin [POM]	TAC and VOC
		19408743	1,2,3,7,8,9-Hexachlorodibenzo-p- dioxin [POM]	TAC and VOC
		35822469	1,2,3,4,6,7,8-Heptachlorodibenzo-p- dioxin [POM]	TAC and VOC
7		39001020	1,2,3,4,5,6,7,8- Octachlorodibenzofuran [POM]	TAC and VOC
		39227286	1,2,3,4,7,8-Hexachlorodibenzo-p- dioxin [POM]	TAC and VOC
		40321764	1,2,3,7,8-Pentachlorodibenzo-p- dioxin [POM]	TAC and VOC
		51207319	2,3,7,8-Tetrachlorodibenzofuran [POM]	TAC and VOC
		55673897	1,2,3,4,7,8,9- Heptachlorodibenzofuran [POM]	TAC and VOC
		57117314	2,3,4,7,8-Pentachlorodibenzofuran [POM]	TAC and VOC
		57117416	1,2,3,7,8-Pentachlorodibenzofuran [POM]	TAC and VOC

TAC Code	Group	CAS No.	Substance	Type of TAC/ODC
		57117449	1,2,3,6,7,8-Hexachlorodibenzofuran [POM]	TAC and VOC
		57653857	1,2,3,6,7,8-Hexachlorodibenzo-p- dioxin [POM]	TAC and VOC
		60851345	2,3,4,6,7,8-Hexachlorodibenzofuran [POM]	TAC and VOC
		67562394	1,2,3,4,6,7,8- Heptachlorodibenzofuran [POM]	TAC and VOC
		70648269	1,2,3,4,7,8-Hexachlorodibenzofuran [POM]	TAC and VOC
		72918219	1,2,3,7,8,9-Hexachlorodibenzofuran [POM]	TAC and VOC
8	1,4-Dioxane	123911	1,4-Dioxane	TAC and VOC
9	Ethylene dibromide	106934	Ethylene dibromide {1,2- Dibromoethane}	TAC and VOC
10	Ethylene dichloride	107062	Ethylene dichloride {1,2- Dichloroethane}	TAC and VOC
11	Ethylene oxide	75218	Ethylene oxide	TAC and VOC
12	Formaldehyde	50000	Formaldehyde	TAC and VOC
13	Hexavalent chromium	18540299	Chromium, hexavalent (and compounds)	TAC and PM
14	Inorganic arsenic	7440382	Arsenic	TAC and PM
15	Lead	7439921	Lead compounds (inorganic)	TAC and PM
16	Methylene chloride	75092	Methylene chloride {Dichloromethane}	Only TAC
17	Nickel	7440020	Nickel	TAC and PM
18	Perchloroethylene	127184	Perchloroethylene {Tetrachloroethene}	Only TAC
	19 Polynuclear aromatic hydrocarbons (PAHs)	1151	PAHs, total, w/o individ. components reported [PAH, POM]	TAC and VOC
		50328	Benzo[a]pyrene [PAH, POM]	TAC and VOC
19		53703	Dibenz[a,h]anthracene [PAH, POM]	TAC and VOC
		56553	Benz[a]anthracene [PAH, POM]	TAC and VOC
		91203	Naphthalene [PAH, POM]	TAC and VOC
		189559	Dibenzo[a,i]pyrene [PAH, POM]	TAC and VOC
		189640	Dibenzo[a,h]pyrene [PAH, POM]	TAC and VOC
		191300	Dibenzo[a,l]pyrene [PAH, POM]	TAC and VOC
		192654	Dibenzo[a,e]pyrene [PAH, POM]	TAC and VOC

TAC Code	Group	CAS No.	Substance	Type of TAC/ODC
		193395	Indeno[1,2,3-cd]pyrene [PAH, POM]	TAC and VOC
		205823	Benzo[j]fluoranthene [PAH, POM]	TAC and VOC
		205992	Benzo[b]fluoranthene [PAH, POM]	TAC and VOC
		207089	Benzo[k]fluoranthene [PAH, POM]	TAC and VOC
		218019	Chrysene [PAH, POM]	TAC and VOC
20	Trichloroethylene	79016	Trichloroethylene	TAC and VOC
21	Vinyl chloride	75014	Vinyl chloride	TAC and VOC
	POMS and PAH derivatives	56495	3-Methylcholanthrene {PAH} [POM]	TAC and VOC
		194592	2,3,7,8-Tetrachlorodibenzo-p-dioxin {TCDD} [POM]	TAC and VOC
		224420	Dibenz[a,j]acridiene [POM]	TAC and VOC
		226368	Dibenz[a,h]acridiene [POM]	TAC and VOC
		602879	5-Nitroacenaphthene [POM]	TAC and VOC
61		607578	2-Nitrofluorene [PAH-Derivative, POM]	TAC and VOC
61		3697243	5-Methylchrysene [PAH-Derivative, POM]	TAC and VOC
		5522430	1-Nitropyrene [PAH-Derivative, POM]	TAC and VOC
		7496028	6-Nitrochrysene [PAH-Derivative, POM]	TAC and VOC
		42397648	1,6-Dinitropyrene [PAH-Derivative, POM]	TAC and VOC
		42397659	1,8-Dinitropyrene [PAH-Derivative, POM]	TAC and VOC
		57835924	4-Nitropyrene [POM]	TAC and VOC
72	Diesel Exhaust Particulates	9901	Diesel Exhaust Particulates	TAC and PM

TAC code	Substance	Reporting recommendations		
14	Arsenic and compounds	Be sure to consider the inorganic arsenic weight fraction in inorganic arsenic containing materials such as arsine when calculating the inorganic arsenic emissions. The arsenic weight fraction for arsine (CAS# 7784421) is 0.9612.		
1	Asbestos	Be sure to consider the asbestos weight fraction in mineral fibers such as erionite, talc, etc. when calculating the asbestos emissions.		
5	Cadmium	Be sure to consider the cadmium weight fraction in cadmium containing materials such as cadmium oxide when calculating the cadmium emissions. The cadmium weight fraction for cadmium oxide is as follows:		
13	Hexavalent chromium and compounds	Be sure to consider the hexavalent chromium weight fraction in coating materials such as barium chromate, calcium chromate, lead chromate, sodium chromate, strontium chromate, and chromium trioxide (as chromic acid mist) when calculating the hexavalent chromium emissions. The hexavalent chromium weight fractions for these compounds are as follows: barium chromate (CAS# 10294403) 0.2053; calcium chromate (CAS# 13765190) 0.3332; lead chromate (CAS# 1758976) 0.1609; sodium dichromate (CAS# 10588019) 0.397; strontium chromate (CAS# 7789062) 0.2554; chromium trioxide (as chromic acid mist) (CAS# 1333820) 0.52; zinc chromate (CAS # 13530659) 0.2867.		
7	Chlorinated dioxins and dibenzofurans	Report emissions as either a family total or by individual species on Form TAC. Do not double count the same emissions. Emissions from individual species with the same TAC code are added together on Form TACS or TACSO to calculate the family total emissions.		
22	Fluorocarbons (chlorinated and brominated)	Report emissions as either a family total or by individual species on Form TAC. Do not double count the same emissions. Emissions from individual species with the same TAC code are added together on Form TACS or TACSO to calculate the family total emissions.		
41	Glycol ethers and their acetates	Report emissions by individual species whenever that information is available. Only report emissions as a group total if the individual species emissions are unknown. Do not double count the same emissions. Emissions from individual species with the same TAC code are added together to calculate the family total emissions.		
43	Hexachlorocyclohexanes	Report emissions by individual species whenever that information is available. Only report emissions as a group total if the individual species emissions are unknown. Do not double count the same emissions. Emissions from individual species with the same TAC code are added together to calculate the family total emissions.		
48	Isocyanates and diisocyanates	Report emissions for each individual isocyanate or diisocyanate compound on form TAC. Do not double count the same		

 Table 3. Special Instructions for Reporting Select Toxic Air Contaminants

TAC code	Substance	Reporting recommendations	
		emissions. Emissions from individual species with the same TAC	
15	Lead compounds (inorganic)	Be sure to consider the lead weight fraction in lead containing materials such as lead oxide, lead acetate, lead phosphate, lead subacetate, and lead chromate, when calculating the lead emissions. The lead weight fractions for these materials are as follows: lead oxide (CAS# 1314-41-6)0.9066; lead acetate (CAS# 301042) 0.637; lead phosphate (CAS# 7446277) 0.7659; lead subacetate (CAS# 1335326) 0.7696;	
50	Mercury and mercury compounds	and lead chromate (CAS# 7/58976) 0.6411. Report emissions for each individual mercury compound on form TAC. Do not double count the same emissions. Emissions from individual species with the same TAC code are added together to calculate the family total emissions.	
17	Nickel	Be sure to consider the nickel weight fraction in nickel containing materials such as nickel acetate, nickel carbonate, nickel carbonyl, nickel hydroxide, nickelocene, nickel oxide, nickel subsulfide and refinery dust when calculating the nickel emissions. The nickel weight fractions for these materials are as follows: nickel acetate (CAS# 373024) 0.3321; nickel acetate (CAS# 373024) 0.3321; nickel carbonate (CAS# 3333673) 0.4945; nickel carbonyl (CAS# 13463393) 0.3438; nickel hydroxide (CAS# 12054487) 0.6332; nickelocene (CAS# 1271289) 0.4937; nickel oxide (CAS# 1313991) 0.7859; nickel chloride (CAS# 7718549) - 0.453; nickel sulfate (CAS # 7786814) - 0.379; nickel sulfate (CAS# 12035722) - 0.2443	
19	PAHs	Report emissions as either a family total or by individual species on Form TAC. Do not double count the same emissions. Emissions from individual species with the same TAC code are added together on Form TACS or TACSO to calculate the family total emissions.	
60	Phosphorous compounds	Report emissions for each individual phosphorous compound on form TAC. Do not double count the same emissions. Emissions from individual species with the same TAC code are added together to calculate the family total emissions.	
61	POMs and PAH- derivatives	Report emissions by individual species whenever that information is available. Only report emissions as a group total if the individual species emissions are unknown. Do not double count the same emissions. Emissions from individual species with the same TAC code are added together to calculate the family total emissions.	
64	Selenium and compounds	Report emissions for each individual selenium compound on form TAC. Do not double count the same emissions. Emissions from individual species with the same TAC code are added together to calculate the family total emissions.	
67	Sulfuric acid and oleum	Report emissions for each individual sulfur compound on form TAC. Do not double count the same emissions. Emissions from	

TAC code	Substance	Reporting recommendations	
		individual species with the same TAC code are added together to calculate the family total emissions.	
70	Xylenes	Report emissions by individual species whenever that information is available. Only report emissions as a group total if the individual species emissions are unknown. Do not double count the same emissions. Emissions from individual species with the same TAC code are added together to calculate the family total emissions.	