

# **SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT**

## **CY2015 Annual Emissions Reporting Program**

### **Workshop**

# Agenda

- **Program Overview**
- **What's New This Year**
- **Reporting Process**
- **Frequently Asked Questions**

# Agenda

(cont.)

- **New AER Reporting Tool**
- **Questions & Answers**
- **Hands On Training**



# **Program Overview**

# Annual Reporting Program

## AQMD Rule 301(e)

- **Report annual emissions from permitted and non-permitted equipment / processes**
- **Pay emission fees for total emissions that exceeded the thresholds for:**
  - **Criteria Pollutants**
  - **24 Toxic Air Contaminants and Ozone Depleting Compounds (TACs and ODCs)**

# AB-2588 Facilities

## Annual Emissions Reporting

- Criteria pollutants, 24 toxics and ODCs
- Annual reporting
- Fees based on annual emissions

## AB2588 Program

- Public right-to-know program
- Approximately 177 toxics
- Once Every 4-year reporting
- Fees based on risks

Facility ID: 999121 · ABC Tracking Company · Reporting period: 2015

## Facility ID: 999121

### Facility Information

- [General](#)
- [Address](#)
- [Other Information](#)
- [Contacts](#)
- [Operating Schedule](#)
- [AB2588 Facility Info](#)
- [Status Update](#)
- [Build Reporting Structure](#)**
  - [Combustion Fuels](#)
  - [Emission Sources \(ES\)](#)
- [Report Process/Emissions](#)**
- [Summaries](#)**
- [Data Validation](#)**
- [Print Facility Report](#)**
- [Excel Reports](#)**
- [Report Submission](#)**

## Facility Information

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

### General Facility Info

Facility ID	999121
Reporting Year	2015
RECLAIM	<input checked="" type="checkbox"/>
RECLAIM Designation	R2N
Title V	<input type="checkbox"/>
AB2588	<input checked="" type="checkbox"/>
- AB2588 Phase	1A
- AB2588 Reporting Year	<input checked="" type="checkbox"/>
County	ORANGE ▾
Air Basin	SOUTH COAST ▾

# Fee Exemption for TAC/ODC

- **Small dry cleaners**
  - < 2 tons/year of Perchloroethylene
- **Other small facilities**
  - < 2 tons/year (Formaldehyde, Perchloroethylene or Methylene Chloride)
  - Need to file exemption



Definition of Small Business : 10 or less employees and \$500,000 or less in annual gross receipts)

# What are the Annual Emissions Reports For?

- **Criteria and toxics emissions inventory**
- **AQMP and rule development**
- **Compliance verification**
- **Title V and RECLAIM Programs**
- **Revenue projection**

# Who Should File the Report?

- **Notified by a letter**
- **Identified as AB2588 Facility**
  - Phase 1A
- **Emitted:**
  - $\geq 4$  tons/year of VOC, SPOG, NO<sub>x</sub>, SO<sub>x</sub>, or PM, or
  - $\geq 100$  tons/year of CO.

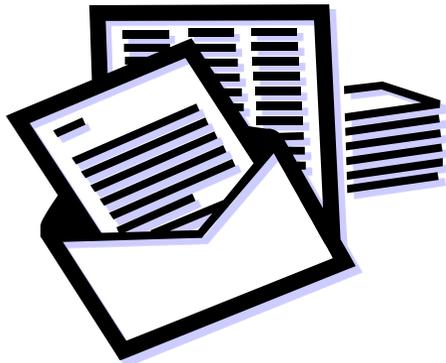
# When is the Due Date?

- **March 1, 2016**
- **Data must be electronically submitted on or before due date**
- **Official Reports with signature must be**
  - ✓ **Postmarked by March 1, 2016 OR**
  - ✓ **Date stamped by the District as Received by 5:00 PM on March 1, 2016**

# Where Should I Submit My Report?

**Mail** - Use pre-printed return envelope and include:

- Fees Due Summary, Toxic Air Contaminants and Ozone Depleting Compounds Emissions/Fee Summary, Signature Sheet , and Facility Status Update (if applicable)
- On-Line Submittal Confirmation
- Check payable to SCAQMD for all fees due (if applicable)
- Mail to



**SCAQMD**

**Annual Emissions Report**

**File No. 54493**

**Los Angeles, CA 90074-4493**

# Where Should I Submit My Report?

(cont.)

- **Drop-Off – Messenger or Courier Service**



**SCAQMD**

**Annual Emissions Report**

**Attn: Finance Cashier**

**21865 Copley Drive**

**Diamond Bar, CA 91765-4178**



**What's New This Year?**

# What is New This Year?

- **Emission Fee Rates in Rule 301(e)**
- **AB2588 Quadrennial Reporting – Phase 1A**
- **Updated Guidelines – Dairy and Poultry Farms, Polyester Resins Operations, and Organic Storage tanks**
- **On-Line Fee Payment**
- **Refer to AER Web-Site at <http://www.aqmd.gov/aer/aer.html> for more details**

# What is New This Year?

(cont.)

- **Few Reminders**

- **Emission Data Must Be Received Electronically  
(Press the submit Button)**
- **Mail in:**
  - ✓ **Signature Sheet**
  - ✓ **Data Submittal Confirmation**
  - ✓ **Emission Fees (if any)**
  - ✓ **Other Submittal Forms**

# What is New This Year?

(cont.)

- **Reminder for TACs/ODCs Reporting Requirements:**
  - Must be reported from all equipment and processes (e.g., combustion, material usage/handling/processing, fugitives)



# Reporting Process

# Reporting Process

- **Read the Instructions**
  - AER Web-Site at <http://www.aqmd.gov/aer/aer.html>
- **Complete Facility Information**
- **List Combustion Fuels**
- **Define all Emission Sources**
- **Report all Processes and Associated Emissions**

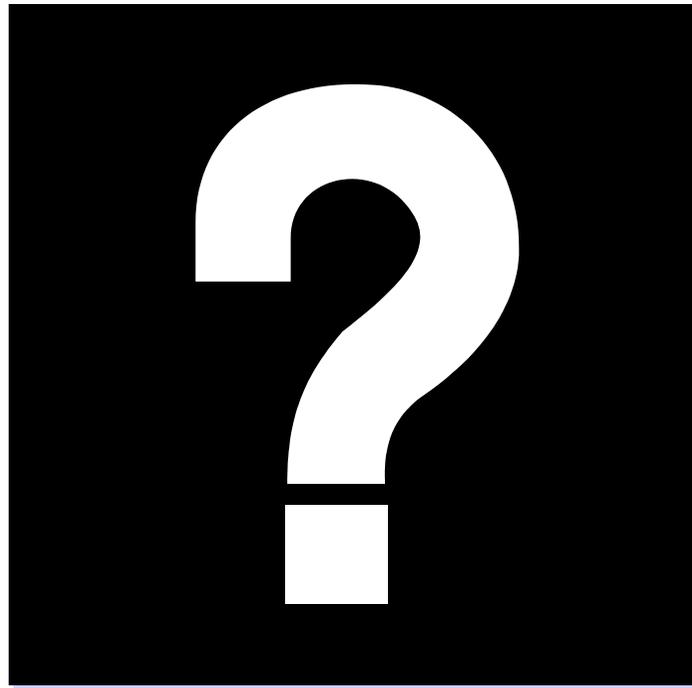
# Reporting Process

(cont.)

- Review input data and calculations
- Uploading supporting documentation
- Run data validation
- Submit report and fees
- Keep copies of the completed submittal for your records



# Frequently Asked Questions



# What Emissions Should I Report?

## All Emissions from Stationary/Portable Sources

- Permitted
- Non-Permitted

# What Emissions Should I Report?

## (cont,)

- **Do Not Report:**
  - On-Road and Off-Road Motor Vehicles (e.g., cars, trucks, fork lifts, construction equipment)
  - State-Registered Portable Equipment
  - Architectural Coatings (R1113: buildings, pavement, curb – if used in manufacturing not exempt-have to be reported)
  - Utility Equipment (e.g., lawn mowers)
  - Clean Air Solvents
  - Non-combustion charbroilers and deep fat fryers operated by restaurants and eatery establishments directly servicing consumers
- **Do Not Report as VOC:** Exempt Materials per Rule 102 (e.g., acetone, ethane),

*But if they are toxics, need to be reported as toxics*

# What Should I Submit?

- **Signature Sheet**
- **Fees Due Summary Sheet**
- **Criteria Pollutants Summary Sheet**
- **Toxic Air Contaminants (TACs) and Ozone Depleting Compounds (ODCs) Emissions/Fee Summary Sheet**
- **On-Line Submittal Confirmation**
- **Check payable to SCAQMD for all fees due (if applicable)**
- **Facility Status Update Sheet(if applicable)**

# What Supporting Documentation Do I Need?

- **References for non-default emission factors:**
  - CEMS Summary Data
  - Approved Source Test
  - Material Safety Data Sheet (MSDS)
  - Documentation for TAC emission factors
  - Other References (e.g, EPA AP-42)
- **Control efficiency documentation (e.g. Source test)**
- **Other documentation (Refer to Help & Support Section)**

# How Long Should I Keep My Records?

- **Minimum of 5 Years**
- **Maintain copies of:**
  - Completed report
  - Fuel/material use records
  - Throughput records
  - Source Test Reports
  - Other supporting documentation



# What Are the Program Supports?

- All Instructions Available On-Line
- District Web Site for Program Materials  
<http://www.aqmd.gov/aer/aer.html>
- Link for Help & Support Manual  
<http://www3.aqmd.gov/webappl/help/newaer/index.html>
- E-mail: [aer@aqmd.gov](mailto:aer@aqmd.gov)
- Hotline: (909) 396-3660



# AER Reporting Tool



# AER Reporting Procedure

- **“Device” Level Reporting [Device = Emission Source (ES)]**
  - Example 1: A permitted unit (one Application Number) consisting of a dryer and a printing press = 2 devices (2 ES)
  - Example 2: A non-permitted boiler = 1 device (1 ES)
- **Permit Profile Preloaded for Each Facility**
  - If the list of devices is not available first **“Import Last Year”**, then add any missing devices (ES) with emissions that are not available in the AQMD database, including permitted and non-permitted sources.

# Main Sections

The main sections have to be completed in the following order:

- 1. Facility Information**
- 2. Build Reporting Structure**
- 3. Report Process/Emissions**
- 4. Data Validation and Summaries**
- 5. Report Submission**

# Emission Source Classifications

- **External Combustion**
  - Boilers, ovens, dryers, heaters, furnaces, space heaters, afterburners, kilns, incinerator, flares
- **Internal Combustion**
  - Internal Combustion Engines (ICEs), turbines, micro turbines, engine test cells
- **Spray Coating/ Spray Booth**
  - Spray coating (open and spray booth)
- **Other Use of Organics**
  - Use of organics except in spray coating (e.g., coating, printing, adhesive application,...)

# Emission Source Classifications

(cont.)

- **Storage Tanks**
  - Storage tank and dispensing, small above and underground tanks (<10,000 gallons), tanks imported from EPA TANKS Program
- **Fugitive Components**
  - Applicable only if reporting fugitive emissions per R1173 and R1176 (e.g., valves, flanges, connectors,...)
- **Other Processes**
  - All Processes not specifically addressed by other worksheets
- **Process Upset**
  - Applicable for non-routine operations such as Upsets, Break-downs, Start-ups, Shut-downs, Turn-around and Spills

# Process/Emissions Data Entry

Data must be completed in the following specific order:

- 1) Identify Process
- 2) Enter Throughput
- 3) Select Pollutant and Enter Emission Factors

# AER Tool Features

- [Import Last Year](#) data from Facility Home Page
- Based on ES classification, at least one process is generated,
- User can add processes for multiple component devices,
- Ability to classify permitted and non-permitted emission sources,
- Intuitive in converting and displaying combustion fuel throughputs,
- All emissions (Criteria, TAC/ODC and optional GHGs) are displayed on the same screen,
- Built-in parameters for unique emission calculation methodologies,

# AER Tool Features

## (cont.)

- Upload supporting documentation,
- Import EPA TANK results,
- Data sorting,
- User comment fields,
- Saving of partial data,
- Option for GHG calculation (Tier 1),
- Conversion calculator,
- References for summaries.



# **AER Reporting Tool Demonstration**

# AER Home

**New user: One time registration**    **Registered User: Login or Reset Password**

South Coast Air Quality Management District

You are not logged in.

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

**About AQMD Annual Emissions Reporting (AER)**

The South Coast Air Quality Management District's (AQMD's) Annual Emission Reporting (AER) program was developed to track emissions of air contaminants from permitted facilities. Emission fees are also assessed based on reported data. The data collected by AER is used to update the comprehensive emissions inventory for the AQMD, which includes Orange County, the non-desert portions of Los Angeles and San Bernardino counties, and the Riverside county areas west of the Palo Verde Valley. This annual emissions inventory of pollutants and source categories is essential to effectively design and evaluate clean air strategies to comply with state and federal public health standards.

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

**User Login**

Username:

Password:

[Sign In](#)

Forgot your username or password? [Click here to reset your password.](#)

**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 AQMD-assigned access pin codes.

**Notice**

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

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

# User Registration

Fields with \* are required. Complete User Registration and click on **Sign Up**. After confirming the registration, the tool will acknowledge the registration as shown in the next slide. A link to confirm your registration will be e-mailed to the valid email address in the user profile.

AER Home

## User Registration

Complete the information below. Fields with \* are mandatory. Upon "Sign Up", a link will be sent to the registered email box for confirmation and direct user back to AER Program home page.

### User Profile

Username  \*

E-mail  \*

Title

First Name  \*

Last Name  \*

Password  \*

Confirm Password  \*

### Work Address

Company  \*

Street Direction

Street Number

Street Name  \*

Street Suffix

Suite

City  \*

State  \*

Zip  \*

Zip Four

### Work Phone

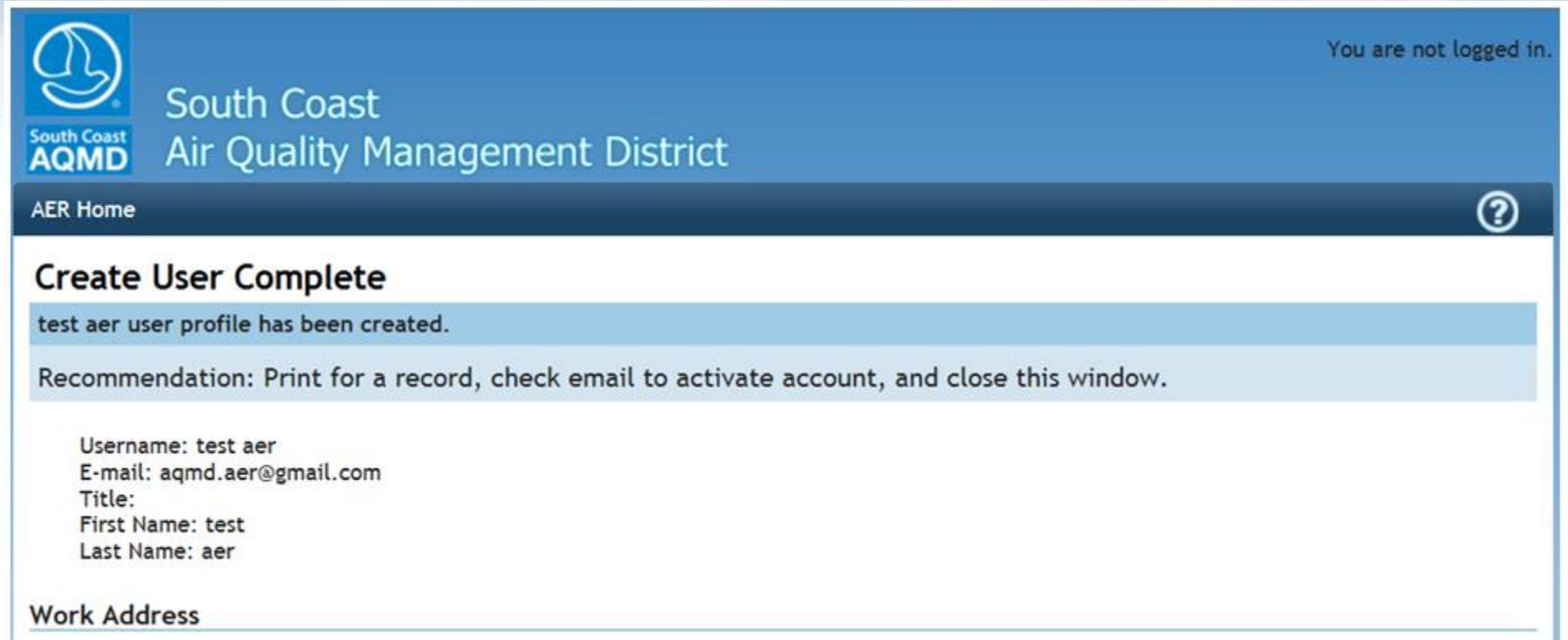
Phone Number (  )  \* Ext.

Fax Number (  )

**Sign Up** **Cancel**

# User Registration Cont.

## Registration acknowledgement



The screenshot shows a web page with a blue header. On the left is the South Coast AQMD logo, which includes a stylized bird icon and the text 'South Coast AQMD'. To the right of the logo is the text 'South Coast Air Quality Management District'. In the top right corner of the header, it says 'You are not logged in.'. Below the header is a dark blue navigation bar with 'AER Home' on the left and a question mark icon on the right. The main content area has a white background. It starts with the heading 'Create User Complete' in bold. Below this is a light blue message box containing the text 'test aer user profile has been created.' and a recommendation: 'Recommendation: Print for a record, check email to activate account, and close this window.' Below the message box, the following user details are listed: Username: test aer, E-mail: aqmd.aer@gmail.com, Title: (blank), First Name: test, Last Name: aer. At the bottom left of the page, there is a section titled 'Work Address'.

South Coast AQMD South Coast Air Quality Management District

You are not logged in.

AER Home ?

### Create User Complete

test aer user profile has been created.

Recommendation: Print for a record, check email to activate account, and close this window.

Username: test aer  
E-mail: aqmd.aer@gmail.com  
Title:  
First Name: test  
Last Name: aer

Work Address

# User Registration Cont.

Here is a sample of email with confirmation link.  
The link will stay valid for 72 hours.

AER website E-mail address confirmation Inbox x

 aer@aqmd.gov  
to me ▾

Jan 2 (11 days ago) ☆

New user was created with this E-mail on AER website. Please confirm E-mail by visiting <https://aerreportingtoolpro.aqmd.gov/Public/ConfirmUser?t=1GoHmsrkxnQKE3TgrV1JbWSkrWR0IBWU%252B1DfZ70pNII%253D>

If you didn't submit this request, ignore this email.

If you have any issues please contact us:

E-mail: [aer@aqmd.gov](mailto:aer@aqmd.gov)

AER Hotline: [909-396-3660](tel:909-396-3660)

**Upon confirmed, the tool will:**

- 1. Activate the registration,**
- 2. Log user in, and**
- 3. Take user to “Access Facility” screen (Slide #46).**



# **Forget Password**

# Reset Password

Valid email address is needed for inquiries.



South Coast  
Air Quality Management District

You are not logged in.



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

### About AQMD Annual Emissions Reporting (AER)

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

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

### User Login

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

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

E-mail:

**A link with a reset password token has been sent to nmeskal@ecotek.com. Please follow the link included in the email to reset password.**

New User? Complete a one-time registration process.

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

# Reset Password Cont.

It is critical to use a valid email address for effective communication.

**South Coast Air Quality Management District**

**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.

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**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:

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

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

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

**Notice**

# Reset Password Cont.

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 <http://aerreportingtoolpro.aqmd.gov/Public/ResetPassword?t=JC3Vi1S60dtLhLa8yJDNaQbPTZhVknUVtyq%252FzvzOBwzhpVM58%252Bkn6E%252FeM4XEFZ%252B%252B>

If you have any issues please contact us:

E-mail: [aer@aqmd.gov](mailto:aer@aqmd.gov)

AER Hotline: 909-396-3660

# Reset Password Cont.

The screenshot shows the 'Reset User Password' form on the South Coast AQMD website. The header includes the AQMD logo and the text 'South Coast Air Quality Management District'. A navigation bar contains 'AER Home' with a question mark icon. The main content area has the title 'Reset User Password' and a message: 'Please enter and confirm your new password in the fields below. A strong password should contain letters, numbers and symbols.' Below this are two input fields: 'New password' and 'Confirm new password', followed by an orange 'Set Password' button. At the bottom, there is a footer with links: 'AQMD web site Home | AER Web Site | Submit question/comment | Ecotek Web Site | Report a Bug'. The top right corner of the page says 'You are not logged in.'

Screens for setting Password.  
User can return to Log-in  
screen (Slide #37) via “AER  
Home” link.

The screenshot shows the 'Reset password' confirmation screen on the South Coast AQMD website. The header and navigation bar are identical to the previous slide. The main content area has the title 'Reset password' and a message: 'Your Password has been successfully changed. Click "AER Home" above to return to Log-In screen.' The 'AER Home' link in the navigation bar is circled in red. The footer with links is also present. The top right corner of the page says 'You are'.

# Access Facility

South Coast AQMD

South Coast Air Quality Management District

test

Logout | Edit Profile

AER Home Access Facility

## Access Facility

Please enter a facility ID# and PIN code to access facility detail information. Alphanumeric PIN is issued by the SCAQMD to specific facility and must be typed exactly as presented.

If you need assistance on locating the PIN, please contact AER Support by email at [aer@aqmd.gov](mailto:aer@aqmd.gov) or Hotline at (909)396-3660.

Facility ID:

Facility PIN:

[Access Facility](#)

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

Once logged-in, this screen will be displayed. User can access a facility using Facility ID and PIN code provided by AQMD.

# Select Reporting Year

Click **Open** to access selected facility and start the reporting process.



South Coast  
Air Quality Management District

test   
Logout | Edit Profile

AER Home Access Facility Facility Home

Print Home Help

### Select Reporting Year

You have successfully logged on to facility ID 999921

**Facility Information**  
Facility ID: 999921  
Facility name: ABC  
Address: 123 1st  
City: LOS ANGELES  
ZIP: 90063

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

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

Year	Status	Deadline	Submittal Date	
2012	Available	3/5/2013		<a href="#">Open...</a>
2013	Available	3/4/2014		<a href="#">Open...</a>
2014	WorkInProgress	6/4/2015		<a href="#">Open...</a>
2015	WorkInProgress	3/1/2016		<a href="#">Open...</a>

### Access Different Facility

Please enter a facility ID# and PIN code to access facility detail information. Alphanumeric PIN is issued by the SCAQMD to specific facility and must be typed exactly as presented.

If you need assistance on locating the PIN, please contact AER Support by email at [aer@aqmd.gov](mailto:aer@aqmd.gov) or Hotline at (909)396-3660.

Facility ID:   
Facility PIN:

[Access Facility](#)

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

# Facility Home Page

Click on **Import Last Year** button to start the import process

**South Coast Air Quality Management District**

test  
Logout | Edit Profile

AER Home Access Facility Facility Home

Facility ID: 999921 · ABC · Reporting period: 2015

**Facility ID: 999921**

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

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

Click here to **Import Last Year** information

**STEP 1) Facility Information** OPEN

This section contains your facility's general information such as business classification, business location, operating schedule and contact information. You can also inform AQMD about your business operating status changes. [Start Here](#)

**STEP 2) Build Reporting Structure** OPEN

This section is for specifying combustion fuels used in your facility as well as identifying and/or adding emission sources for your facility to the pre-loaded facility permit profile.

**STEP 3) Report Process / Emissions** OPEN

This section contains worksheets for reporting your processes, throughput (usage of materials/fuels), emission factors, and other activity data, and calculating emissions for all emissions sources identified in "Set-up Reporting Structure".

**STEP 4) Summaries** OPEN

This section allows you to review the resulting emissions from your facility's permitted and non-permitted emission sources. This section also includes detailed report on all fees and amount due.

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

# Importing Data From Previous Year

Click on **Import Last Year** button to start the import process,  
then click the **Yes** button to continue

AER Home   Access Facility   Facility Home

Facility ID: 999921   ABC   Reporting period: 2015

**Facility ID: 999921**

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

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

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

**Confirmation required**

⚠ This operation will erase most of information currently present in facility report. Are you sure you want to continue?

Yes   No

STEP 1) Facility Information   OPEN

This section contains information about your facility, including facility classification, business location, and other information about your business operating status.

STEP 2) Emission Sources (ES)   OPEN

This section contains information about your emission sources, including identifying and/or adding new emission sources.

STEP 3) Reporting Structure   OPEN

This section contains worksheets for reporting your processes, throughput (usage of materials/fuels), emission factors, and other activity data, and calculating emissions for all emission sources identified in "Set-up Reporting Structure".

# Importing Data From Previous Year

## First Time Report



South Coast  
Air Quality Management District

Logout | Edit Profile

AER Home Browse Facilities Access Facility Facility Home

Facility ID: 999124 · ABC Tracking Company · Reporting period: 2012

Facility ID: 999124

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

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

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

```
Import Last Year - results

Level | Message
-----|-----
255 | Last year data doesn't exist.
```

STEP 1) Facility Information OPEN

This section contains your facility's general information such as business classification, business location, operating schedule and contact information. You can also inform AQMD about your business operating status changes. [Start Here](#)

# Importing Data From Previous Year

## Reported Last Year

Facility ID: 999921

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

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

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

```
Import Last Year - results
-----
Level | Message
-----
3 | Importing from year 2014 into year 2015
3 | Imported emission source: ES1
3 | Imported emission source: ES2
3 | Imported emission source: ES3
3 | Imported emission source: ES4
3 | Imported emission source: ES5
3 | Imported emission source: ES6
3 | Imported emission source: ES7
3 | Imported emission source: ES8
3 | Imported emission source: ES9
3 | Imported emission source: ES10
3 | Imported emission source: ES11
3 | Imported emission source: ES12
3 | Imported emission source: ES13
3 | Imported emission source: ES14
3 | Imported emission source: ES15
3 | Imported emission source: ES16
3 | Imported emission source: ES17
3 | Imported emission source: ES18
3 | Imported emission source: ES19
3 | Imported emission source: ES20
3 | Imported emission source: ES21
3 | Imported emission source: ES22
3 | Imported emission source: ES23
3 | Imported emission source: ES24
3 | Imported emission source: ES25
3 | Imported emission source: ES26
3 | Imported emission source: ES27
3 | Imported emission source: ES28
3 | Imported emission source: ES29
3 | Imported emission source: ES30
3 | Imported emission source: ES31
3 | Imported emission source: ES32
3 | Imported emission source: ES33
3 | Imported emission source: ES34
3 | Imported emission source: ES35
3 | Imported emission source: ES36
```

# Facility Home Page

Click on **Start Here** button to start reporting

test  
Logout | Edit Profile

South Coast  
Air Quality Management District

AER Home Access Facility Facility Home

Facility ID: 999921 · ABC · Reporting period:

Facility ID: 999921

[Facility Information](#)  
[Build Reporting Structure](#)  
Combustion Fuels  
Emission Sources (ES)  
[Report Process/Emissions Summaries](#)  
[Data Validation](#)  
[Print Facility Report](#)  
[Excel Reports](#)  
[Report Submission](#)

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

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

**STEP 1) Facility Information** OPEN

This section contains your facility's general information such as business classification, business location, operating schedule and contact information. You can also inform AQMD about your business operating status changes. **Start Here**

**STEP 2) Build Reporting Structure** OPEN

This section is for specifying combustion fuels used in your facility as well as identifying and/or adding emission sources for your facility to the pre-loaded facility permit profile.

**STEP 3) Report Process / Emissions** OPEN

This section contains worksheets for reporting your processes, throughput (usage of materials/fuels), emission factors, and other activity data, and calculating emissions for all emissions sources identified in "Set-up Reporting Structure".

**STEP 4) Summaries** OPEN

This section allows you to review the resulting emissions from your facility's permitted and non-permitted emission sources. This section also includes detailed report on all fees and amount due.

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

# Facility General Information



Facility ID: 999921 · ABC · Reporting period:

## Facility ID: 999921

### Facility Information

- General
- Address
- Other Information
- Contacts
- Operating Schedule
- Status Update

### Build Reporting Structure

- Combustion Fuels
- Emission Sources (ES)

### Report Process/Emissions

- Summaries
- Data Validation
- Print Facility Report
- Excel Reports
- Report Submission

## Facility Information

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

### General Facility Info

Facility ID	999921
Reporting Year	2015
RECLAIM	<input checked="" type="checkbox"/>
RECLAIM Designation	R1N
Title V	<input checked="" type="checkbox"/>
AB2588	<input checked="" type="checkbox"/>
- AB2588 Phase	1A
- AB2588 Reporting Year	<input type="checkbox"/>

County	LOS ANGELES ▾
Air Basin	SOUTH COAST ▾

Latitude	<input type="text"/>
Longitude	<input type="text"/>

### Address

### Equipment Location

Facility Name	ABC
Street #	123

# Facility General Information

Facility ID: 999921

## Facility Information

- General
- Address
- Other Information
- Contacts
- Operating Schedule
- GHG Additional Info
- Status Update
- Build Reporting Structure
- Combustion Fuels
- Emission Sources (ES)
- Report Process/Emissions Summaries
- Data Validation
- Print Facility Report
- Excel Reports
- Report Submission

City LOS ANGELES  
State CA  
ZIP 90063 - 2597

## Mailing

- Same as Equipment Location

## Other Information

NAICS 811420  
Proposed NAICS for Next Year  [NAICS](#)  
SIC 3479  
Proposed SIC for Next Year  [SICS](#)

Brief Description of Operation

Industry Type Amusement Parks  \*

Facility Operating Status Operating  \*

- Check here to include GHG

ARB GHG ID

EPA GHG ID

- Check here if your facility produces electricity
- Check here to report fugitive emissions subject to Rule [1173](#) and/or [1176](#).
- Check here for Small Business as defined in Rule [102](#).
- Check this box to report non-routine emissions such as Upsets, Break-down, Spills, Start-up, Shut-down, and Turn-around.

## Contacts

### Main Contact

First Name John  \*

Last Name Smith  \*

Title VP

# Facility General Information Cont.

**Facility Information**

- General
- Address
- Other Information
- Contacts
- Operating Schedule
- GHG Additional Info
- Status Update
- Build Reporting Structure
  - Combustion Fuels
  - Emission Sources (ES)
- Report Process/Emissions
- Summaries
- Data Validation
- Print Facility Report
- Excel Reports
- Report Submission

Check here to include GHG

ARB GHG ID   
EPA GHG ID

Check here if your facility produces electricity

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

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

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

---

**Contacts**

**Main Contact**

First Name  \*

Last Name  \*

Title

Telephone #  \* Ext.

Fax #

Email  \*

Preparer

Same as Main Contact

Authorized Facility Representative

Same as Main Contact

---

**Operating Schedule**

Average Hours Per Day  \*

Average Days Per Week  \*

Average Weeks Per Year  \*

---

**Additional GHG Information**

No additional information is required.

---

**Save updated information**

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

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

Click on **Save**, then **Next** button to continue until completed all sections of “Facility Information” including “Status Update”

# Facility General Information Cont.

South Coast AQMD Air Quality Management District

AER Home Access Facility Facility Home

Facility ID: 999921 · ABC · Reporting period:

Facility ID: 999921

Form data is successfully saved.

### Facility Information

#### Status Update

Facility ID 999921

Facility Shutdown

Change of Ownership

Change in Equipment Location

Emissions are zero for this year's report, or emissions reduced by 50%

Explanation

Exemption Request

Use of Alternative Calculation methodology

Other

Refund Request

Refund Amount \$ 1,500.00

Explanation

#### Save updated information

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

Click on **Save**, then **Next** button on this page will take user to **“Combustion Fuels”** in **“Build Reporting Structure”**

# Combustion Fuels

Build a data bank of all fuels being burned



South Coast  
Air Quality Management District

test   
Logout | Edit Profile

AER Home Access Facility Facility Home

Facility ID: 999921 · ABC · Reporting period:

Facility ID: 999921

Form data is successfully saved.

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

### Combustion Fuels Specification

Specify all the combustion fuels (fuels being burned) used in your facility during the reporting year (do not include fuels used exclusively in vehicles).

Add New Fuel

Action	Fuel Name	HHV	Default	Comment	Data Source Name
<a href="#">Open</a>	Distillate Fuel Oil No. 2	138.00	YES		
<a href="#">Open</a>	Propane	91.00	YES		

Next

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

# Adding A Fuel

AER Home   Access Facility   Facility Home

Facility ID: 999921 · ABC · Reporting period: [ ]

## Facility ID: 999921

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

### Edit Combustion Fuel Data

Fuel	Natural Gas *
HHV	LPG
Comment	Butane

or [Cancel](#)

- Natural Gas \*
- LPG
- Butane
- Propane
- Distillate Fuel Oil No. 1
- Distillate Fuel Oil No. 2
- Distillate Fuel Oil No. 4
- Gasoline
- Aviation Gasoline
- Landfill Gas (Biogas)
- Digester Gas (Biogas)
- Residual Fuel Oil No. 6
- Refinery Gas/Refinery Mixed Gas
- Jet A
- Jet Naphtha (Jet B)
- Coke
- Tires
- Wood
- BioDiesel
- Kerosene
- Process Associated Gas
- Municipal Solid Waste
- Ethanol (petroleum product)
- Ethanol (liquid biomass fuel)
- Charcoal

[AQMD web site Home](#) | [AER Web Site](#) | [Sub](#) | [b Site](#) | [Report a Bug](#)

# Emission Source (ES)

This screen displays a list of Application Numbers and Devices (if available from AQMD permitting Database). Each device is assigned an Emission Source (ES) ID.

AER Home Access Facility Facility Home Calculator Print Home Help

Facility ID: 999921 · ABC · Reporting period:

Facility ID: 999921 **Build Reporting Structure**

Facility Information  
[Build Reporting Structure](#)  
 Combustion Fuels  
**Emission Sources (ES)**  
 Report Process/Emissions Summaries  
 Data Validation  
 Print Facility Report  
 Excel Reports  
 Report Submission

**Emission Sources (ES) Classification**

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

EPA TANKS Software DATA IMPORT - [Click here](#) for more instructions.

Displaying 36 emission sources. You can use filter to narrow down selection.

A/N  Permit NO   
 AER Device ID  Permit Device ID

[Add New Emission Source](#)

Search:

Action	A/N	Permit NO	Permit Device ID	Permit Equipment Description	AER Device ID	ES Name	ES Group Name	Source Category	Has Emissions	Equipment	ES Status	Process Reference
<a href="#">Open</a>	537024	G123	D22	TANK CHROME PLATING HEXAVALENT	ES36							
<a href="#">Open</a>	309722	D94972	D21	TANKS, NICKEL PLATING LINE	ES35							
<a href="#">Open</a>	398184	F65902	D20	HEATER/FURNACE (5-20 MMBTU/HR) NAT GAS	ES34							
<a href="#">Open</a>	312183	D98650	D19	BOILER (5-20 MMBTU/HR) NAT GAS ONLY	ES33							

# ES Cont.

South Coast  
Air Quality Management District

test  
Logout | Edit Profile

AER Home Access Facility Facility Home

Facility ID: 999921 · ABC · Reporting period:

Facility ID: 999921

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

### Edit Emission Source

Providing correct information and proper selection categories would help to classify emission

Permitted	<input checked="" type="checkbox"/>
Uploaded	<input checked="" type="checkbox"/>
A/N	312183
Permit No	D96650
Permit Device ID	D19
Permit Equipment Description	BOILER (5-20 MMBTU/HR) NAT GAS ONLY
AER Device ID	ES33
ES Name	<input type="text"/>
Operating ES Status	Normal Operation <input type="text"/>
Comment	<input type="text"/>
Emission Source Category	External Combustion <b>Categorize Emission Source</b>
Design Capacity	0 <input type="text"/>

Save or Save and return to List of Emission Sources or  
Save and proceed to Process Reporting or Cancel  
Optional: Save and Mark as Completed

Provide a Name for the ES. Then select "ES Status" to specify the operating status. Click on **Categorize Emission Source** (See Next Slide)

# ES Cont.

**Categorize Emission Source** ✕

Permitted	A/N	Permit No	Permit Device ID	Permit Equipment Description	AER Device ID	ES Name
Yes	312183	D96650	D19	BOILER (5-20 MMBTU/HR) NAT GAS ONLY	ES33 (ESG model)	Boiler #2

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

**Save** **Cancel**

# ES Cont.

South Coast Air Quality Management District

AER Home Access Facility Facility Home

Facility ID: 999921 · ABC · Reporting

### Categorize Emission Source

Permitted	A/N	Permit No	Permit Device ID	Permit Equipment Description	AER Device ID
Yes	312183	D96650	D19	BOILER (5-20 MMBTU/HR) NAT GAS ONLY	ES33 (ESG model)

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

- Boiler <10 MMBTU/HR
- Boiler 10-100 MMBTU/HR
- Boiler >100 MMBTU/HR
- Oven <10 MMBTU/HR
- Oven 10-100 MMBTU/HR
- Oven >100 MMBTU/HR
- Dryer <10 MMBTU/HR
- Dryer 10-100 MMBTU/HR
- Dryer >100 MMBTU/HR
- Furnace <10 MMBTU/HR
- Furnace 10-100 MMBTU/HR
- Furnace >100 MMBTU/HR
- Heater <10 MMBTU/HR
- Heater 10-100 MMBTU/HR
- Heater >100 MMBTU/HR
- Space/Water heater - not related to a process <10 MMBTU/HR
- Afterburner <10 MMBTU/HR
- Afterburner 10-100 MMBTU/HR
- Afterburner >100 MMBTU/HR
- Kilns
- Incinerator
- Flare

**⚠** If this combustions source (device) also results in Process Emissions in addition to combustion emissions make sure to mark "Other Process Emissions" check box in question 7.

**Save** **Cancel**

Click on the applicable Emission Source for each ES and select the applicable equipment type then **Save**

# ES Cont.

AER Home Access Facility Facility Home



Facility ID: 999921 · ABC · Reporting period:

Facility ID: 999921

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

## Edit Emission Source

Providing correct information and proper selection categories would help to classify emission source.

Permitted	<input checked="" type="checkbox"/>
Uploaded	<input checked="" type="checkbox"/>
A/N	312183
Permit No	D96650
Permit Device ID	D19
Permit Equipment Description	BOILER (5-20 MMBTU/HR) NAT GAS ONLY
AER Device ID	ES33
ES Name	<input type="text"/>
Operating ES Status	Normal Operation <input type="button" value="v"/> *
Comment	<input type="text"/>
Emission Source Category	External Combustion <input type="button" value="Categorize Emission Source"/> *
Design Capacity	0 <input type="text"/> <input type="button" value="v"/>

To choose to define all Emission Sources prior to reporting emissions (Navigation path #1), click on **Save and Return to List of Emission Sources**

or  or  or [Cancel](#)

# ES Cont.

Facility ID: 999921 · ABC · Reporting period:

Facility ID: 999921

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

## Edit Emission Source

Providing correct information and proper selection categories would help to classify emission source.

Permitted	<input checked="" type="checkbox"/>
Uploaded	<input checked="" type="checkbox"/>
A/N	312183
Permit No	D96650
Permit Device ID	D19
Permit Equipment Description	BOILER (5-20 MMBTU/HR) NAT GAS ONLY
AER Device ID	ES33
ES Name	<input type="text"/>
Operating ES Status	Normal Operation <input type="button" value="v"/> *
Comment	<input type="text"/>
Emission Source Category	External Combustion <input type="button" value="Categorize Emission Source"/> *
Design Capacity	0 <input type="text"/> <input type="button" value="v"/>

Choose to report your process emissions immediately after defining each ES (Navigation path #2), click on **Save and Proceed to Process Reporting**

or  or  or [Cancel](#)

Optional:

# Access Emissions Worksheets

Click on “[Report Process/Emissions](#)” to see a list of all worksheets that were assigned based on information provided on Emission Sources section



South Coast  
Air Quality Management District

test  
Logout | Edit Profile

AER Home Access Facility Facility Home

Facility ID: 999921 · ABC · Reporting period:

### Facility ID: 999921

- Facility Information
- Build Reporting Structure
  - Combustion Fuels
  - Emission Sources (ES)
  - Report Process/Emissions**
  - Combustion
    - External Combustion
    - Internal Combustion
  - Use of organics
    - Spray Coating/Spray Booth
    - Other Use of Organics
  - Storage Tanks
  - Fugitive Components
  - Other Processes
  - Process Upset
- Summaries
- Data Validation
- Print Facility Report
- Excel Reports
- Report Submission

### Report Process/Emissions

This section contains worksheets for reporting your processes, throughput (usage of materials/fuels), emission factors, and other activity data, and calculating emissions for all emissions sources identified in “Set-up Reporting Structure”.

<b>External Combustion (2)</b>	OPEN
Internal Combustion (1)	OPEN
Other Processes (1)	OPEN

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

# Internal Combustion Process List

By clicking on each worksheet name, a list of all processes for the worksheet will be displayed.



South Coast  
Air Quality Management District

test  
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AER Home Access Facility Facility Home



Facility ID: 999921 · ABC · Reporting period:

Facility ID: 999921

[Facility Information](#)

[Build Reporting Structure](#)

[Combustion Fuels](#)

[Emission Sources \(ES\)](#)

[Report Process/Emissions](#)

Combustion

**External Combustion**

[Internal Combustion](#)

Use of organics

[Spray Coating/Spray Booth](#)

[Other Use of Organics](#)

Storage Tanks

[Fugitive Components](#)

[Other Processes](#)

[Process Upset](#)

[Summaries](#)

[Data Validation](#)

[Print Facility Report](#)

[Excel Reports](#)

[Report Submission](#)

## External Combustion

Please provide specific information for every process associated with your external combustion Emission Sources including usage, emission factor and control efficiency (if any). **You must select Fuel and throughput units before reporting emissions.** Detail instructions are available by clicking on Help icon in the tool bar.

## External Combustion Process List Overview

[Add New](#)

[Print Preview](#)

	AER Device ID	Permit Device ID	A/N	Process ID	Status	Equipment	Fuel
<a href="#">Open</a>	<a href="#">ES34</a>	D20	398164	P1	Work in Progress	Boiler <10 MMBTU/HR	Propane
<a href="#">Open</a>	<a href="#">ES33</a>	D19	312183	P1	Work in Progress	Boiler 10-100 MMBTU/HR	Natural Gas

Search:

# Process Reference Window.



South Coast  
AQMD

South Coast  
Air Quality Management District

test

Logout | Edit Profile

AER Home Access Facility Facility Home



Facility ID: 999921 · ABC · Reporting period:

Facility ID: 999921

Build Reporting Structure

[Facility Information](#)

[Build Reporting Structure](#)

[Emission Sources \(ES\) Classification](#)

## Process References

A/N	Permit No	Permit Device ID	Permit Device Description	AER Device ID	ES Name	ES Group Name	Source Category	Emissions?	Equipment	ES Status
312183	D96650	D19	BOILER (5-20 MMBTU/HR) NAT GAS ONLY	ES33			External Combustion	Y	Boiler 10-100 MMBTU/HR	Work in progress

Process ID	Source Group	Process/Material/Fuel Name	Status	Operation Type
<a href="#">Open</a> P1	External Combustion		Work in progress	routine

Add Process/Material/Fuel

OK

# Worksheet Main Sections

Facility ID: 999921

Facility Information

Build Reporting Structure

Combustion Fuels

Emission Sources (ES)

Report Process/Emissions

Combustion

**External Combustion**

Internal Combustion

Use of organics

Spray Coating/Spray Booth

Other Use of Organics

Storage Tanks

Fugitive Components

Other Processes

Process Upset

Summaries

Data Validation

Print Facility Report

Excel Reports

Report Submission

## External Combustion

Please provide specific information for every process associated with your external combustion Emission Sources including usage, emission factor and control efficiency (if any). **You must select Fuel and throughput units before reporting emissions.** Detail instructions are available by clicking on Help in the tool bar.

Step 1) Process Info: Click **Open** to complete

### Step 1: Process

Optional: Mark as Completed

	AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Equipment	
<a href="#">Open</a>	ES33	D19	312183	P1	1146	Boiler 10-100 MMBTU/HR	Nat

Click here to [delete](#) this

Step 2) Throughput Info: Click **Open** to complete

### Step 2: Throughput

	Annual Throughput	Criteria/Toxic Throughput	GHG Throughput
<a href="#">Open</a>	9,750,000.000000000 therms	928.2000000 mmscf	928,200,000.00 s

Step 3) Suggest Default Factors will assign criteria and GHG defaults (if available)

### Step 3: Criteria Emissions (lbs)

Use [Default Emission Factors](#) if available

	Pollutant	EF	Unit	EF Data Source	Emission
<a href="#">Open</a>	VOC	5.50000e+0	lbs / mmscf	AQMD default	5.10
<a href="#">Open</a>	NOx	1.00000e+2	lbs / mmscf	AQMD default	9.28
<a href="#">Open</a>	SOx	6.00000e-1	lbs / mmscf	AQMD default	5.56720e+2
<a href="#">Open</a>	CO	8.40000e+1	lbs / mmscf	AQMD default	7.79688e+4
<a href="#">Open</a>	PM	7.60000e+0	lbs / mmscf	AQMD default	7.05432e+3

# Process Information

**Edit Emission Process - External Combustion**

AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Equipment
ES33	D19	312183	P1	1146	Boiler 10-100 MMBTU/HR

AER Device ID	ES33	AER Device Name	
<b>PERMITTED</b>	AN: 312183	Permit Device ID	D19
Process ID	P1	Process Name	
Process Comment			
Fuel	Natural Gas ▼ *		
Rule #	1146 ▼	* <a href="#">Add Rule</a>	
Equipment	Boiler 10-100 MMBTU/HR ▼		

**Save** **Cancel**

The drop list consists of the fuels listed in the [Combustion Fuels](#) section. Select fuel type before you proceed (fuel type determines corresponding throughput units and assigns default EFs).

# Throughput

Based on fuels selected, different options for throughput units will be offered:

AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Equipment	Fuel
ES33	D19	312183	P1	1146	Boiler 10-100 MMBTU/HR	Natural Gas
Annual Throughput		Criteria/Toxic Throughput			GHG Throughput	
9,750,000.00000000 therms		928.200000 mmscf			928,200,000.00 scf	
Fuel Usage (Annual Throughput)	9,750,000.00000000		therms			
Throughput Type	Input					
Fuel Usage Comment	Optional Comment					

Enter throughput and units,  
then save.

Application will automatically convert throughput to units needed to calculate criteria and GHG emissions.

## Step 2: Throughput

	Annual Throughput	Criteria/Toxic Throughput	GHG Throughput
<a href="#">Open</a>	9,750,000.00000000 therms	928.200000 mmscf	928,200,000.00 scf

# Using Default EF

## Combustion

### External Combustion

Internal Combustion

Use of organics

Spray Coating/Spray Booth

Other Use of Organics

Storage Tanks

Fugitive Components

Other Processes

Process Upset

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## Step 1: Process

Optional: Mark as Completed

	AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Equipment	Fuel
<a href="#">Open</a>	ES1	D1	123456	P1	474	Boiler <10 MMBTU/HR	Natural Gas

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

## Step 2: Throughput

	Annual Throughput	Criteria/Toxic Throughput	GHG Throughput
<a href="#">Open</a>	therms		

## Step 3: Criteria Emissions (lbs)

Use [Default Emission Factors](#) if available.

	Pollutant	EF	Unit	EF Data Source	Emissions
<a href="#">Open</a>	VOC	5.500000	lbs /	AQMD default	
<a href="#">Open</a>	NOx	100.000000	lbs /	AQMD default	
<a href="#">Open</a>	SOx	0.600000	lbs /	AQMD default	
<a href="#">Open</a>	CO	84.000000	lbs /	AQMD default	
<a href="#">Open</a>	PM	7.600000	lbs /	AQMD default	

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

	TAC/ODC Group	CAS #	EF	Unit	EF Data Source	Emissions
<a href="#">Open</a>	Benzene	71432	8.00000e-3	lbs /	AQMD default	
<a href="#">Open</a>	Formaldehyde	50000	1.70000e-2	lbs /	AQMD default	
<a href="#">Open</a>	PAHs [PAH, POM]	1151	1.00000e-4	lbs /	AQMD default	
<a href="#">Open</a>	PAHs [PAH, POM]	91203	3.00000e-4	lbs /	AQMD default	
<a href="#">Open</a>	Ammonia	7664417	1.80000e+1	lbs /	AQMD default	

Add New

# Specific EF

To enter specific EF, select pollutant, un-check Use Default, enter specific EF value and select Emissions Factor Data Source.

Open Criteria Emission Information - External Combustion <span style="float: right;">✕</span>						
AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Equipment	Fuel
ES33	D19	312183	P1	1146	Boiler 10-100 MMBTU/HR	Natural Gas
Annual Throughput		Criteria/Toxic Throughput			GHG Throughput	
9,750,000.000000000 therms		928.200000 mmscf			928,200,000.00 scf	
Throughput used to calculate emissions: 928.200000 mmscf						
Pollutant	VOC - Volatile Organic Compounds					
Emission Factor (EF)	<input type="text" value="5.95000e+0"/> * lbs/mmscf					
	<input type="checkbox"/> Use default					
Emission Factor Comment	<input type="text"/>					
Emission Factor Data Source	<input type="text" value="Source Test"/> *					
Emissions	5.52279e+3 lbs					

# Choose Different Worksheets

 South Coast Air Quality Management District

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AER Home Access Facility Facility Home

Facility ID: 999921

- Facility Information
- Build Reporting Structure
  - Combustion Fuels
  - Emission Sources (ES)
- Report Process/Emissions**

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

- Summaries
- Data Validation
- Print Facility Report
- Excel Reports
- Report Submission

## Other Processes

This reporting screen is for reporting activity data for other processes used in your facility which were covered in previous reporting screens. Please provide specific information for every associated emission source. You must select Activity and throughput units before reporting emissions. If the operation of such sources involves burning fuels, make sure emissions generated from burning fuels are reported separately. Combined emissions can also be reported here; however, it must be substantiated to avoid double reporting. Detailed instructions are available by clicking on Help icon in the tool bar.

## Other Process Emissions Process List Overview

[Add New](#) [Print Preview](#)

	AER Device ID	Permit Device ID	A/N	Process ID	Status	Activity	Throughput	Units
<a href="#">Open</a>	<a href="#">ES34</a>	D20	308164	P1	Work in Progress		0	

Search: \_\_\_\_\_

Select different worksheets from the left menu. To select process, click on **Open**.

# General Worksheet Approach

Facility ID: 999921

- Facility Information
- Build Reporting Structure
  - Combustion Fuels
  - Emission Sources (ES)
- Report Process/Emissions**

- Combustion
  - External Combustion
  - Internal Combustion
- Use of organics
  - Spray Coating/Spray Booth
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- Other Processes**
- Process Upset
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Facility ID: 999921 · ABC · Reporting period:

## Other Processes

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

Step 1) Process info: Click **Open** to complete

### Step 1: Process

Optional: Mark as Completed

AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Activity
<a href="#">Open</a> 434	D20	398164	P1		

Click here to [delete](#) this process

Step 2) Throughput info: Click **Open** to complete

### Step 2: Throughput

Annual Throughput
<a href="#">Open</a>

### Step 3: Criteria Emissions (lbs)

Pollutant	EF	Unit	Controlled EF	EF Data Source	Overall CE	Emissions
<a href="#">Add New</a>						

Step 3) Emissions: Click **Add New** to select pollutant. For example select VOC for pollutant and enter data for VOC

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

TAC/ODC Group	CAS #	EF	Unit	Controlled EF	EF Data Source	Overall CE	Emissions
<a href="#">Add New</a>							

### Step 5: GHG Emissions (kilograms)

Pollutant	EF	Unit	EF Data Source	EF Methodology	Emissions	Units	GWP	CO2e
<a href="#">Add New</a>								

# General Worksheet Approach

separately. Combined emissions can also be reported here; however, it must be substantial

### Edit Emission Process - Other Processes

AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Activity
ES34	D20	398164	P1		

AER Device ID: ES34  
PERMITTED  
AER Device Name: AN: 398164  
Permit Device ID: D20  
Process ID: P1  
Process Name:   
Process Comment:   
Activity Code \*  
Sector:   
Industry:   
Operation:   
Process:   
Rule #:  \*

TRACOR Group    CAS #    E1    Unit    Controlled E1    E1 Data Source    Overa

# Entering VOC Data

Select pollutant, enter EF, Overall Control Efficiency (in decimal), if any, and source of data.

**Open Criteria Emission Information - Other Processes**

AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Activity
ES34	D20	398164	P1		
Annual Throughput					

Pollutant: **VOC** \*

Emission Factor (EF): **1.2000** \* lbs/  
 Controlled EF value  
(mark checkbox if EF listed represents EF determined after control)

Overall Control Efficiency: **0.80000**

Emission Factor Comment:

Emission Factor Data Source: **MSDS** \*

Emissions: 0.00 lbs

**Save** **Cancel**

# Summaries

Facility ID: 999921 - ABC - Reporting period:

Facility ID: 999921

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[Combustion Fuels](#)

[Emission Sources \(ES\)](#)

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**Criteria Pollutants**

[Toxic \(TAC/ODC\) Pollutants](#)

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## Criteria Pollutants Summary

### Permitted Emissions Summary

	VOC (tons)	SPOG (tons)	NOx (tons)	NOx RECLAIM (tons)	SOx (tons)	SOx RECLAIM (tons)	CO (tons)	PM (tons)
External Combustion	<a href="#">0.20</a>			<a href="#">9.70</a>	<a href="#">3.48</a>		<a href="#">2.42</a>	<a href="#">0.21</a>
Internal Combustion	<a href="#">0.56</a>			<a href="#">6.96</a>	<a href="#">0.00</a>		<a href="#">1.51</a>	<a href="#">0.50</a>
Spray Coating/ Spray Booth								
Other Use of Organics								
Storage Tanks								
Fugitive Components								
Other Process Emissions								
Shutdown/ Startup/ Turnaround and Upsets								
<b>Total Permitted Emissions</b>	<b>0.76</b>	<b>0.00</b>	<b>0.00</b>	<b>16.66</b>	<b>3.48</b>	<b>0.00</b>	<b>3.93</b>	<b>0.71</b>

### Non-Permitted Emissions Summary

	VOC (tons)	SPOG (tons)	NOx (tons)	NOx RECLAIM (tons)	SOx (tons)	SOx RECLAIM (tons)	CO (tons)	PM (tons)
External Combustion								
Internal Combustion								
Spray Coating/ Spray Booth								
Other Use of Organics								
Storage Tanks								
Fugitive Components								
Other Process Emissions								
Shutdown/ Startup/ Turnaround and Upsets								
<b>Total Non-Permitted Emissions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# Summaries Cont.

Facility ID: 999921

Facility Information

Build Reporting Structure

Combustion Fuels

Emission Sources (ES)

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Criteria Pollutants

**Toxic (TAC/ODC)  
Pollutants**

GHG Pollutants

Fees

Data Validation

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## TAC/ODC Pollutants Summary

### Toxic Air Contaminants (TAC) / Ozone Depleting Compounds (ODC) Emissions and Fees Summary

TAC Group	TAC / ODC	Reference	Annual Emissions (lbs)	Emissions Subject to Fee (lbs)	Fee Rates (\$/lbs)	Fee Due
32	Ammonia	<a href="#">Reference</a>	2.436e+2	244	0.03	7.32
1	Asbestos					
2	Benzene	<a href="#">Reference</a>	1.565e+1	16	1.97	31.52
3	Beryllium					
4	Butadiene [1,3]	<a href="#">Reference</a>	1.826e+1	18	5.85	105.30
5	Cadmium	<a href="#">Reference</a>	1.260e-1	0	5.85	0.00
6	Carbon tetrachloride					
7	Chlorinated dioxins and dibenzofurans					
8	1,4-Dioxane					
9	Ethylene dibromide {1,2-Dibromoethane}					
10	Ethylene dichloride {1,2-Dichloroethane}					
11	Ethylene oxide					
12	Formaldehyde	<a href="#">Reference</a>	1.450e+2			
13	Chromium, hexavalent (and compounds)	<a href="#">Reference</a>	8.400e-3			
14	Arsenic and Compounds (inorganic)	<a href="#">Reference</a>	1.344e-1	0	5.85	0.00
15	Lead compounds (inorganic)	<a href="#">Reference</a>	6.972e-1	1	1.97	1.97
16	Methylene chloride {Dichloromethane}					
17	Nickel	<a href="#">Reference</a>	3.276e-1	0	3.88	0.00
18	Perchloroethylene {Tetrachloroethene}					
19	PAHs [PAH, POM]	<a href="#">Reference</a>	4.696e+0	5	5.85	29.25
20	Trichloroethylene					
21	Vinyl chloride					
22	Fluorocarbons (chlorinated)					
	Methyl chloroform [1,1,1-					

References x

Reference	Process Type	Emissions (lbs)
<a href="#">ES13</a>	<a href="#">P1</a> Internal Combustion	1.565e+1
<a href="#">ES33</a>	<a href="#">P1</a> External Combustion	4.259e-4

OK

# Summaries Cont.



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## GHG Pollutants Summary

	CO2 (excluding biogenic) [metric ton]	CH4 [metric ton]	N2O [metric ton]	CO2e (excluding biogenic) [metric ton]	CO2b (biogenic) [metric ton]
External Combustion					
Internal Combustion	857.4	0.03	0.010	860.2	
Spray Coating/ Spray Booth					
Other Use of Organics					
Storage Tanks					
Fugitive Components					
Other Process Emissions					
Shutdown/Startup/Turnaround and Upsets					
Total Emissions	857.4	0.03	0.010	860.2	0.0

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# Summaries Cont.

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## Fees

### Total Emissions and Fees

	Total Permitted Emissions (tons)	Total Non-Permitted Emissions (tons)	Total RECLAIM Emissions (tons)	Total Emissions (tons)	Total Emissions Subject to Fees (tons)	Emission Fees Due
Organic Gasses	0.76	0.00	0.00	0.76	0	\$ 0.00
Specific Organics	0.00	0.00	0.00	0.00	0	\$ 0.00
Nitrogen Oxides	0.00	0.00	16.66	16.66	17	\$ 4,718.00
Sulfur Oxides	3.48	0.00	0.00	3.48	0	\$ 0.00
Carbon Monoxide	3.93	0.00	0.00	3.93	0	\$ 0.00
Particulate Matter	0.71	0.00	0.00	0.71	0	\$ 0.00

1.	Total emission fees for all criteria pollutants	\$ 4,718.00
2.	Toxic air contaminants/ ozone depleter fees	\$ 100.42
3.	Total fees due	\$ 4,818.42
4.	Installments Paid For 2015 (if any): All Criteria Pollutants	\$ 0.00
5.	Installments Paid For 2015 (if any): Toxic Air Contaminants/Ozone Depleters	\$ 0.00
6.	Balance Due (Line 3 - Line 4 - Line 5)	\$ 4,818.42
7.	Late Payment Surcharge (enter the postmark date to calculate the late payment surcharge)	Report Deadline 3/1/2016  Postmark Date (MM/DD/YYYY) <input type="text"/>  Late Payment Surcharge \$ 0.00
8.	Amount Due (Line 6 + Line 7) Please write AER Facility ID#(s) and 2015 AER on the check	\$ 4,818.42

Save

# Data Validation



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Facility ID: 999917 · ABC · Reporting period:

Facility ID: 999917

- Facility Information
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  - Emission Sources (ES)
- Report Process/Emissions Summaries
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## Data Validation

Rule	ES/Process	Type of Errors or Warnings
V03	<a href="#">Facility</a>	Error: No emissions are reported, please return to the Status Update and provide an explanation for no emissions.
V01	<a href="#">ES1</a>	Error: This field is mandatory, but is missing. (Equipment)
V02	<a href="#">ES1</a>	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.

# Submit Report



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Facility ID: 999917 · ABC · Reporting period:

Facility ID: 999917

## Report Submission

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1. Validation check:
  - **Errors: 0**
  - **Warnings: 0**
2. Please review the [Summary](#) before submitting your report.
3. Submittal Date (MM/DD/YYYY):
  - Today: 1/6/2016
  - Facility Report Deadline: 3/1/2016
4. [Submit Report](#)

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# Print Report Submittal

Print the required submittal forms, sign the Signature Sheet (a check for fees due, if applicable) and mail to the SCAQMD.

**South Coast Air Quality Management District**

test  
Logout | Edit Profile

AER Home Access Facility Facility Home

Submitted · Facility ID: 999917 · ABC · Reporting period:

**Facility ID: 999917**

Facility Dashboard  
Reported Summaries

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

### Report Submission

Successfully submitted. Please remember that if any changes are needed, the Amendment needs to be submitted.

Please Print the submittal forms:

- [Signature Sheet \(Form X\)](#)  
Sign the Signature Sheet and be sure to mail them on time.
- [Facility Status Update](#)
- [Fees Due Summary](#)
- [Toxic Air Contaminants and Ozone Depletes Emissions/Fee Summary](#), if applicable Other Toxic Air Contaminants Emissions Summary (only applicable to AB2588 facilities for their quadrennial report)
- [Confirmation](#)

Please remember that all records and calculations used in completing this report are recommended to be retained for a minimum of five years. Please make a copy of complete submittal including supporting documentations and complete printout.

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# Print Report Submittal

Print the required submittal forms, sign the Signature Sheet (a check for fees due, if applicable) and mail to the SCAQMD.

The screenshot displays the South Coast Air Quality Management District (AQMD) web portal. The header includes the AQMD logo and the text "South Coast Air Quality Management District". In the top right corner, it shows "test 20" and "Logout | Edit Profile". A navigation bar contains "AER Home", "Access Facility", and "Facility Home", along with icons for a calculator, printer, home, and help. A breadcrumb trail reads "Facility ID: 999122 · ABC Co · Reporting period: 20".

The main content area is divided into two columns. The left column is a sidebar menu with the following items: "Facility ID: 999122", "Facility Information", "Build Reporting Structure" (with sub-items "Combustion Fuels" and "Emission Sources (ES)"), "Report Process/Emissions", "Summaries", "Data Validation", "Print Facility Report" (highlighted in blue), "Excel Reports", and "Report Submission".

The right column is titled "Facility Report" and contains several sections of report options, each with a checkbox: "Combination Reports" (with "AER Report (all listed below)"), "Individual Reports", "General" (with "Signature Sheet" and "Status Update"), "Worksheets Overview" (with "External Combustion Process List Overview" and "Internal Combustion Process List Overview"), and "Summaries" (with "Criteria Pollutants Summaries", "Toxic Pollutants Summaries", and "Total Emissions and Fees"). At the bottom of this section is an orange button labeled "Print Selected Pages".

The footer contains links: "AQMD web site Home", "AER Web Site", "Submit question/comment", "Ecotek Web Site", and "Report a Bug".

# AER Reporting Tool Help and Support Manual

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- Getting Started**
- Accessing Facility and Completing the Report
- Summaries
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## Getting Started

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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.

You are not logged in.

**South Coast AQMD** South Coast Air Quality Management District

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

**About AQMD Annual Emissions Reporting (AER)**

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

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

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

**User Login**

Username:

Password:

[Sign In](#)

Forgot your username or password? [Click here to reset your password.](#)

**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 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.

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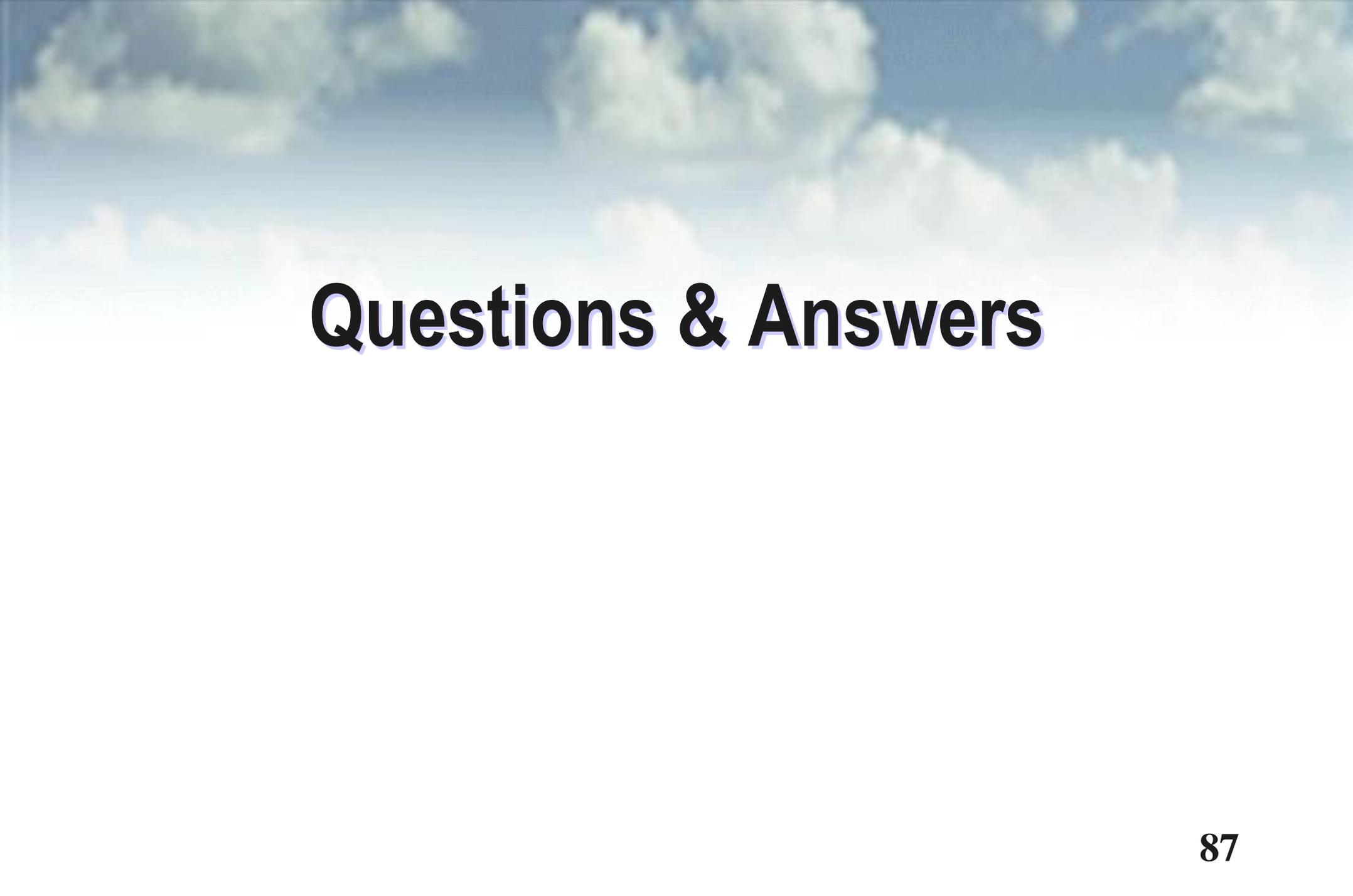
Grants & Bids

### Tutorial, Help, and Support

- [Help and Support Manual](#)
- [Supplemental Instructions for AB2588 Facilities](#) - December 2014 (PDF, 703kb)
- [Frequently Asked Questions \(FAQ\)](#) (PDF, 587kb)
- [Import and Export Data](#) (PDF, 745kb)
- [How to Amend an Annual Emission Report](#) - December 2014 (PDF, 179kb)
- [How to Pay Emission Fees On-Line](#) – January 2016 (PDF, xxxkb)

### Guideline Documents

- [Guidelines for Reporting Emissions from the Use of Material Containing Organic Compounds](#) - December 2014 (PDF, 534kb)
- [Guidelines for Working with EPA TANKS Data with New AER System](#) - December 2014 (PDF, 538kb)
- [Guidelines for Calculating Emissions from Cooling Towers](#) - December 2014 (PDF, 448kb)
- [Guidelines for Calculating Emissions from Dairy and Poultry Operations](#) - December 2015 (PDF, 1,277kb)
- [Guidelines for Calculating Emissions from Paint, Resin, and Ink Manufacturing Operations](#) - December 2014 (PDF, 65kb)
- [Guidelines for Calculating Emissions from Polyester Resin Operations](#) - December 2015 (PDF, 375kb)
- [Guidelines for Reporting VOC Emissions from Component Leaks](#) - February 2015 (PDF, 1,575 kb)
- [Particulate Matter \(PM\) Emission Factors for Processes/Equipment at Asphalt, Cement, Concrete, and Aggregate Product Plant](#) - December 2014 (PDF, 129kb)
- [Supplemental Instructions for Liquid Organic Storage Tanks and References](#) - December 2015(PDF, 669kb)
- [Guidelines for Lithographic Processes](#)- December 2014 (PDF, 7,416kb)
- [Guidelines for Calculating Emissions from Greenwaste Composting and Co-Composting Operations](#)- February 2015 (PDF, 2,730kb)
- [Guidelines for Calculating and Reporting Emissions from Bulk Loading Operations](#) - December 2014 (PDF, 938kb)
- [Guideline for Reporting Emissions from Multiple Identical Equipment/Devices](#) - December 2014 (PDF, 926kb)
- [Guidelines for Reporting Refinery Flare Emissions](#) - February 2015 (PDF, 587kb)



# Questions & Answers