

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



Annual Emissions Reporting Frequently Asked Questions (FAQ)

December 2024

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General FAQs

Preface: This section covers general questions regarding Annual Emissions Reporting (AER) at South Coast Air Quality Management District (AQMD).

1. *Is My Facility Required to Report?*

Your facility is required to report if it meets any one of the following criteria:

- The facility exceeds annual emission thresholds as specified in South Coast AQMD [Rule 301](#) (e);
- The facility is subject to the California Air Resources Board (CARB) [Criteria and Toxics Reporting \(CTR\) Regulation](#) as specified in California Code of Regulations (CCR) Section 93401 et seq.;
- The facility is subject to the [Assembly Bill \(AB\) 2588 Air Toxics “Hot Spots” Program](#); or
- The facility is otherwise notified by South Coast AQMD that it is subject to reporting.

2. *I Believe I Am Subject to Reporting Requirements. Why Didn't I Receive a Notification Letter?*

South Coast AQMD strives to identify all facilities subject to reporting prior to the reporting season. Notification is based on historical AER data, permitting data, and information from AB 2588 and CARB. However, some facilities may be inadvertently omitted. The reporting requirements ultimately belongs to the facility. South Coast AQMD is available to assist those with questions on reporting requirements.

South Coast AQMD often receives reports of lost or misplaced letters. Those facilities that have South Coast AQMD AER WebTool access can log in to see if a report is available for this reporting year.

Facilities may contact South Coast AQMD via email at aer@aqmd.gov or call the South Coast AQMD AER Hotline at (909) 396-3660 for assistance, whether or not a notification letter was received.

3. *What Emissions Do I Report?*

If a facility is subject to annual emissions fees per South Coast AQMD [Rule 301](#) (e), then emissions from facility operations must be reported regardless of whether emissions are from sources that require a South Coast AQMD permit or not. Emissions include criteria pollutants, specific organic gases, toxic air contaminants, ozone depleting compounds, and ammonia.

Criteria pollutants are volatile organic compounds (VOC) (excluding methane and exempt compounds as defined in South Coast AQMD [Rule 102](#)), nitrogen oxides (NOx), sulfur oxides (SOx), carbon monoxide (CO), and particulate matter (PM).

Specific organics include hydro-fluoro-carbons (HFC) and hydro-chloro-fluoro-carbons (HCFC) as specified in South Coast AQMD [Rule 301](#) (b)(29).

Ammonia is a pre-cursor to regional PM.

Ozone depleting compounds (ODC) are Class I substances identified in [Title 40 of the Code of Federal Regulations \(CFR\)](#), Part 82, Appendix A, Subpart A that include 1,1,1-trichloroethane (111-TCA) and chlorofluorocarbon (CFC).

Toxic air contaminants (TACs) consisting of two (2) categories: (1) those subject to South Coast AQMD AER fees in Table IV of South Coast AQMD [Rule 301](#); and (2) those identified in CARB CTR Regulation.

Please note that usage and emissions from the following categories are **NOT** subject to reporting requirements under the South Coast AQMD AER Program, except under certain conditions:

- Exempt compounds as defined in South Coast AQMD [Rule 102](#) do not meet the definition of VOC; however, some of these compounds are listed as TAC, such as parachlorobenzotrifluoride (PCBTF);
- Tailpipe emissions from on-road motor vehicles (cars, trucks, vans, etc.);
- Emissions from engines powering off-road vehicles (forklifts, bulldozers, tractors, lawnmowers, etc.);
- Portable equipment registered under the Statewide Portable Equipment Registration Program (PERP) *unless* required by CARB CTR Regulation under Section 93404 (c)(2)(C) or the facility is subject to South Coast AQMD [Rule 317.1](#);
- Clean Air Solvents unless the facility is subject to South Coast AQMD [Rule 317.1](#);
- Architectural coatings/paints, only when used on structures as defined by South Coast AQMD [Rule 1113](#), unless the facility is subject to South Coast AQMD [Rule 317.1](#); and
- Emissions from charbroilers and deep fat fryers that are exempt from permitting or registration requirements, unless the facility is subject to South Coast AQMD [Rule 317.1](#).

4. *What Is the Difference Between Permitted and Non-Permitted Equipment?*

All operating equipment requiring a South Coast AQMD permit are subject to South Coast AQMD AER, even if applications have not been submitted or permits to operate have yet to be issued. A list of equipment or processes that are not required to have a South Coast AQMD permit can be found in South Coast AQMD [Rule 219](#). Equipment exempt pursuant to South Coast AQMD [Rule 219](#) must have separate records that clearly demonstrate that the fuels or the materials were used exclusively in non-permitted equipment to substantiate reporting of the emissions under the "non-permitted" sources category. If records are not available to clearly document these non-permitted emissions, then those emissions must be reported as "permitted." Other equipment that are subject to South Coast AQMD [Rule 222](#), and emissions from these equipment need to be reported as unpermitted unless otherwise instructed in this section.

In addition, equipment/processes emissions that are directly related to permitted equipment or processes are considered permitted, even though they may not require a specific permit. For example, emissions from materials used in preparing surfaces before being sprayed in a permitted spray booth or solvents used for clean-up in the spray booth are considered emissions from permitted equipment and must be reported under the "permitted" emission sources.

Reporters are required to add any permitted and non-permitted equipment/processes that have not been pre-loaded in the South Coast AQMD AER WebTool.

5. *Why Do I Need to Provide Information for Equipment That is Exempt From Permitting Requirements?*

Emissions data from your equipment and processes, both permitted and non-permitted, are used to compile the emission inventory for this region. This information is required by state and federal air quality management programs. The emission inventory forms the basis for air quality planning and analysis, which is an important component of South Coast AQMD Air Quality Management Plan (AQMP). Therefore,

under South Coast AQMD [Rule 301](#) (e), facilities are required to report all emissions from facility operations.

Equipment registered under CARB's PERP are not required to be reported under South Coast AQMD [Rule 301](#) (e)(2); however, facilities subject to specific CARB CTR Regulation requirements are required to report these emissions, as described above.

Facilities that submit abbreviated reports under CARB CTR Regulation, and that do not trigger criteria pollutant emission fee thresholds in South Coast AQMD [Rule 301](#) (e) (four (4) tons of any NO_x, SO_x, VOC, specific organic gases (SPOG), or PM emissions; or 100 tons of CO emissions) are not required to report emissions from non-permitted equipment.

6. My Facility Information Is Not Correct. What Should I Do?

Facility information, including facility name, address, status, and permit profile are as shown in the South Coast AQMD Facility Information Detail (F.I.N.D.) tool (<https://xappprod.aqmd.gov/find>).

For changes or corrections to facility name or mailing address, see the relevant Administrative Form located at <http://www.aqmd.gov/home/permits/permit-application-forms>.

If you need additional assistance, contact South Coast AQMD Permit Services at (909) 396-3385.

You will also need to report any changes using the 'Status Update' page in the South Coast AQMD AER WebTool.

7. How Do I Report a Status Change for My Facility (e.g., change of ownership, equipment shutdown)?

To report changes in operator (owner), equipment shutdown, or to inactivate permits, complete and submit the relevant Administrative Form(s) located at <http://www.aqmd.gov/home/permits/permit-application-forms>.

To avoid possible surcharges and enforcement actions, these forms must be filled out and submitted promptly. If you need additional assistance with completing these forms, contact South Coast AQMD Permit Services at (909) 396-3385.

8. Are All My Devices Shown in the South Coast AQMD AER WebTool? What Do I Need to Add or Change?

All permitted devices are preloaded in the South Coast AQMD AER WebTool for the first year a facility is notified. The facility is responsible for adding any missing equipment and nonpermitted equipment and for updating this list.

9. How Can a Facility Confirm Their Active Permits?

A facility's active permits and applications may be found using the South Coast AQMD F.I.N.D tool, located at <https://xappprod.aqmd.gov/find>. Look under the "Equipment List" section.

10. Do I Need to Report Total PM or PM10?

PM means any material, except uncombined water, which exists in a finely divided form as a liquid or solid at standard conditions. Facilities are required to report total PM, which includes, and is not limited to, the

following subsets: filterable PM, condensable PM, PM10, and PM2.5. If you only have PM10 values available and PM10 is not equal to total PM, multiply PM10 by an appropriate factor to convert it to total PM.

11. What Does Horsepower (HP) Mean?

HP is the engine power rating specified by the engine manufacturer and listed on the engine nameplate, equipment specification manual, and listed in the equipment permit description. Horsepower should not be mistaken with brake horsepower. Brake horsepower (BHP) is the power measured at the crankshaft just outside the engine before the losses of power caused by the gearbox efficiency and drive train efficiency. Emission factors developed by United States Environmental Protection Agency (U.S. EPA), California Air Pollution Control Officers Association (CAPCOA), and South Coast AQMD are typically based on brake horsepower. The brake horsepower rating can be found on the facility's South Coast AQMD permit description and/or equipment specification manual.

12. What Do Rich-Burn or Lean-Burn for Internal Combustion Engines (ICE) Mean?

Below are the definitions of each engine type:

A Rich-Burn Engine is a spark-ignited, Otto-cycle or four-stroke engine that is operated with gaseous fuel ("gaseous fuel" as defined in South Coast AQMD [Rule 431.1](#)) and with an exhaust stream oxygen concentration of less than or equal to four (4) percent by volume and where the manufacturer's recommended operating air/fuel ratio divided by the stoichiometric air/fuel ratio at full load conditions is less than or equal to 1.1.

A Rich-Burn Engine with a Three-Way Catalyst is an engine designed to operate near stoichiometric conditions with a catalytic control device that simultaneously reduces emissions of NO_x, CO, and VOC (see South Coast AQMD [Rule 1110.2](#)).

A Lean-Burn Engine is a spark-ignited, Otto-cycle or two (2)-stroke engine that is operated with gaseous fuel ("gaseous fuel" as defined in South Coast AQMD [Rule 431.1](#)) and with high levels of excess air and an exhaust stream oxygen concentration of greater than four (4) percent by volume and designed to use a lean mixture of fuel and air to reduce fuel consumption and exhaust emissions.

If engine specifications are not available, assume engines are four-stroke and lean-burn type.

13. What Is the Difference between a Two-Stroke or Cycle Internal Combustion (IC) Engine and a Four-Stroke or Cycle IC Engine?

A four (4)-stroke (cycle) IC engine completes its one operation or power cycle by utilizing four (4) distinct piston strokes (intake, compression, power, and exhaust) and in two (2) crankshaft revolutions (i.e., the piston makes two (2) complete passes in the cylinder to complete one operating cycle).

A two-stroke or cycle IC engine completes its one (1) operation or power cycle by utilizing two (2) piston strokes (i. e., up and down movements) and in only one (1) crankshaft revolution. This information can be found on the facility's South Coast AQMD permit description and/or equipment specification manual.

14. What Is British Thermal Unit per Hour (BTU/HR)?

British thermal unit (BTU/HR) is the power rating of a burner (e.g., for a boiler) specified by the equipment manufacturer, and normally listed on the nameplate and/or equipment specification manual. It specifies the amount of heat energy released per hour by burning fuels in combustion equipment. The equipment rating can be found on the facility's South Coast AQMD permit description and/or equipment specification manual.

15. How do I Report For My Engine If I Only Have Hours of Operation, Not Gallons Used?

The conversion for engine hours of operation to gallons of fuel consumed can be found in the [Guidelines for Calculating Emissions from Internal Combustion Engines](#), available on the South Coast AQMD AER web page.

South Coast AQMD AER WebTool FAQs

Preface: This section covers frequently asked questions related to reporting using the South Coast AQMD AER WebTool. If you have questions regarding the South Coast AQMD AER WebTool, send a request for support to: aer@aqmd.gov or call the South Coast AQMD AER Hotline at (909) 396-3660.

16. What Is the South Coast AQMD AER WebTool and How Do I Use It?

The South Coast AQMD AER WebTool is a web-based program designed to allow facility representatives to report emissions and to calculate corresponding fees. It can be accessed at <https://aerreportingtoolpro.aqmd.gov/>. There is a two (2)-step process: (1) users must first login with their username and password; and (2) once users log into the South Coast AQMD AER WebTool, they can access their facility information using the Facility ID and PIN code.

New users must complete a one-time registration with a valid email address and create a unique username and password. The registration then must be confirmed by email to become active. For additional information, see the “Getting Started” session in the [Help and Support Manual](#) for detailed instructions. Please note that each person who wishes to have access to the South Coast AQMD AER WebTool must create their own account. For security purposes, user accounts must not be shared.

17. I Completed the Registration, Why Didn't I Receive a Confirmation Email?

It may take some time for the automatically generated registration confirmation message to be sent. If you have not received a confirmation email after submitting your account request, you may try the following:

- 1) Verify that the email address you provided is valid;
- 2) Refresh your email Inbox to check for new messages;
- 3) Check your email client's “Spam” or “Junk Mail” folder. Be sure to whitelist emails from the aqmd.gov domain;
- 4) If the steps above do not work, repeat the registration process by re-entering your User Profile and Company Information in a new Account Registration form, paying close attention to the correct spelling of your email address and password.

Shortly after submitting your registration request, you will receive an automatically generated confirmation email message from South Coast AQMD. To complete the registration process, you must click on the link contained in the confirmation email message. **Note: You must complete the registration process (by clicking the link in the confirmation email message) within 72 hours of receiving the confirmation email message.** Upon confirmation, the South Coast AQMD AER WebTool will activate the registration, user can log-in and open the “Access Facility” screen. If you continue to have issues with the registration process, send a request for support to: aer@aqmd.gov or call the South Coast AQMD AER Hotline at (909) 396-3660.

18. I Forgot My Username/Password. What Should I Do Next?

If you have forgotten your username, please contact South Coast via email at aer@aqmd.gov or call the South Coast AQMD AER Hotline at (909) 396-3660. You will need to provide your email address.

If you have forgotten your password, you may reset your password. Go to the South Coast AQMD AER Home webpage and look for the “Click Here” button in the User Login area.

After clicking the button, enter the email address associated with the user’s profile and click the “Send” button.

The screenshot shows the South Coast AQMD AER Home webpage. At the top, there are navigation links: "AER Home", "Browse Facilities", and "Access Facility". To the right are icons for a user profile, a printer, and a help/question mark. The main heading is "Welcome to South Coast AQMD Annual Emissions Reporting (AER)".

There are two main columns of content:

- About AQMD Annual Emissions Reporting (AER):** This section explains that the AQMD's Annual Emission Reporting (AER) program tracks emissions of air contaminants from permitted facilities. It notes that emission fees are assessed based on reported data, which is used to update the comprehensive emissions inventory for the AQMD (covering Orange County, non-desert portions of Los Angeles and San Bernardino counties, and the Riverside county areas west of the Palo Verde Valley). It also states that this annual emissions inventory is essential for designing and evaluating clean air strategies. A note at the bottom of this section states that the AER is required for all facilities subject to Rule 301(e) and 301(l) (10), and provides a link to www.aqmd.gov/aer/aer.html for more information.
- User Login:** This section asks if the user knows their username and password, with a link to "Back to login form." It then explains that if the user's email address is registered, a link with additional information will be sent to them within minutes. Below this text is a form with an "E-mail:" label, an input field, and a "Send" button. The "Send" button and the input field are highlighted with a red border in the image.

Below the User Login section, there is a "New User?" section with a "Register here" button and text explaining that after registration, users can access and update their AERs using assigned access pin codes. At the bottom of the page, there is a "Notice" section stating that all information entered on the system may be monitored, recorded, read, copied, and disclosed to authorized personnel for official purposes.

At the very bottom of the page, there are links for "AQMD web site Home", "AER Web Site", "Submit question/comment", and "Report a Bug".

In a few moments, you will receive an email message containing a link and instructions on how to reset your account password. If you do not receive the automatically generated email after completing the above steps, please be sure to verify that you have provided the correct email address and check your email client’s “Spam” or “Junk Mail” folder. Please see “Getting Started” session in the Help and Support manual for detailed instructions. If you continue to have issues with the password reset process, send a request for support to: aer@aqmd.gov or call the South Coast AQMD AER Hotline at (909) 396-3660.

19. I Don’t Know My Facility PIN Code or I Lost It. What Should I Do?

Facility PIN codes are shown on the notifications sent to facilities via United States Postal Service Mail in December of the reporting year. If you did not receive or have misplaced a notification letter, please contact South Coast AQMD via email at aer@aqmd.gov or call the South Coast AQMD AER Hotline at (909) 396-3660 to request your Facility PIN code. Please note that Facility PIN codes can only be released to facility authorized personnel, or to a third party (consultant) with facility’s written consent.

20. How Do I Access My Facility Information?

In the South Coast AQMD AER WebTool, accessing facility information is a two (2)-step process: (1) the user must log in with a username and password at the South Coast AQMD AER WebTool welcome webpage; and (2) on the “Access Facility” page, the user can access facility’s information, including permit and emission profiles, by entering the requested Facility ID number and PIN code.

The Facility ID number is a unique six (6) digit ID assigned to a facility by South Coast AQMD. The Facility PIN code is an eight (8) character code created by South Coast AQMD for a facility that is subject to annual

emissions reporting requirements. Facility PIN codes remain valid until re-issued and replaced. Both the Facility ID and PIN code are provided in the notification letter sent to the facility.

21. What if I Have Multiple Locations?

For companies or agencies with multiple operating locations, each facility should have separate Facility ID and PIN code. If separate notifications are sent to each facility, separate report for each Facility ID must be filed. Access in the South Coast AQMD AER WebTool consists of two parts. Users must first login into the South Coast AQMD AER WebTool. The user can then access facility data using the Facility ID and PIN code.

Users can access multiple facilities using valid Facility ID numbers and PIN codes.

Please note that a Facility ID number beginning with an "8" (800000 series) should file a single emission report for each 800000 series ID. The 800000 series "unitized" ID numbers are issued to large facilities such as refineries with equipment at contiguous or adjacent locations. If facility has an 800000 series ID and has received multiple notifications for various contiguous or adjacent sub-portions of your facility, please contact South Coast AQMD via email at aer@aqmd.gov or call the South Coast AQMD AER Hotline at (909) 396-3660.

22. What If I Have Multiple Working Staff?

Any working staff member can register to use the South Coast AQMD AER WebTool. Multiple active users can access the same facility and work on different section of the emission report if they are registered and have a user account in the South Coast AQMD AER WebTool. Please note that if multiple staff are working on the same section, the last data saved will be recorded in the South Coast AQMD AER WebTool.

23. How Do I View Previous AER Submittals?

Once you have logged into the South Coast AQMD AER WebTool and have accessed the facility's page using the Facility ID and PIN code, you will be able to view all data year reports that have been submitted by the facility, or reports loaded by South Coast AQMD if no report had been submitted for that data year.

24. How Do I Start Entering Emission Data?

After successfully accessing the "Access Facility" page using Facility ID and PIN code combination, can select a reporting year from the list on the lower left side of the "Access Facility" page by clicking on the "Open..." link of the desired reporting year. This will lead the user to the "Start Here" page, where you can either import data from the most previous AER or begin entering the facility's emissions data by following the on-screen instructions.

Please complete each reporting element in sequential order presented in the Navigation Menu on the lefthand side of the AER (e.g., Step 1 Facility Information; Step 2 Build Reporting Structure, Step 3 Report Process/Emissions, Step 4 Summaries, etc.) to avoid data input errors. The Navigation Menu may differ between facilities depending on the programs (South Coast AQMD AER, AB 2588, CARB CTR Regulation, etc.) that the facilities are subject to. More detailed instructions may be found in the "Accessing the Facility's AER and Completing the Report" section of the AER Help and Support.

25. What Is an Emission Source (ES)?

The South Coast AQMD AER WebTool is based on device-level reporting. The ES identification numbers are generated by the South Coast AQMD AER WebTool for tracking purposes. They are assigned to sources of emissions, whether the source is permitted or not. Each ES Device ID is assigned to a device/equipment associated with the facility's permit profile. Users are required add ES Device IDs to report missing sources of emissions, whether the sources are permitted or not.

South Coast AQMD typically uploads an ES from a permit. However, a permit may consist of multiple pieces of equipment. In such cases, if a single permit and resulting ES has multiple throughput material or fuel that has different emissions factors, the ES must be split into multiple devices. For example, a permit consists of a printing press and associated dryer. This permit must be reported as two (2) different devices (two (2) ES Device ID). Device ID ES1 to report natural gas combustion emissions from the dryer and Device ID ES2 to report fugitive ink or solvent emissions from the printing process.

26. *Not All of Our Devices/Equipment Are Listed in the "Emission Source Classification" Page*

For your convenience, for the first year an AER is required to be submitted for a facility, the South Coast AQMD AER WebTool is loaded with a listing of the facility's active Permit(s) to Operate (i.e., active during the time of loading). To add any missing equipment, click on the "Emission Sources (ES)" link on the left menu, then click on the "Add New Emission Source" button and complete all required information fields.

Facility ID: 999001

Build Reporting Structure

Emission Sources (ES) Classification

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

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

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

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

Add New Emission Source

If reporting per South Coast AQMD [Rule 301](#), please note that all unpermitted equipment generating air pollutants must be added to the Emission Sources list. More detailed instructions may be found in the "Accessing the Facility's AER and Completing the Report" and the "Adding an Emission Source" sections of the [AER Help and Support Manual](#).

27. *How Do I Print the Data That I Have Just Entered?*

There are three (3) options for printing from the South Coast AQMD AER WebTool:

- **Option 1:** To print your current view (i.e., the current webpage that is visible on your computer screen), click the print icon (picture of a printer) located at the upper right toolbar within the South Coast AQMD AER WebTool. **Note: this option prints only what is viewable on the user's current computer screen.**
- **Option 2:** Clicking on the South Coast AQMD AER WebTool Printer icon, located at the upper right-hand corner of the webpage in the dark blue menu bar, is available for select sections (e.g., "Emission Sources (ES)," "Report Process/Emissions," "Summaries").

- **Option 3:** Clicking on the “Print Facility Report” link located on the navigation bar on the left side of the South Coast AQMD AER WebTool allows user to select which reports (e.g., combination reports containing all the individual reports, or specific individual reports) to print and then clicking the “Print Selected Pages” button at the bottom of the page.

28. Can I Export My AER Data to a Spreadsheet?

Yes. Users may download their reporting data into a Microsoft Excel spreadsheet by clicking the “Print Facility Report” link on the navigation bar located at the left side of the reporting tool. Go to the bottom of the page and click the “Download Report” and “Download TAC Report.” Clicking on the “Download TAC Report” button will export all reported TAC emissions sources and process data, and associated emission fees into a Microsoft Excel spreadsheet. The TAC Report also includes facility information, and total and individual summaries of each type of TAC emission fee.

Facility ID: 999001

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

Facility Report

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

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

Print Full AER PDF Report (all listed below)

Print Individual PDF Sections

General

- Signature Sheet
 Status Update

Worksheets Overview

- External Combustion Process List Overview
 Internal Combustion Process List Overview
 Spray Coating/Spray Booth Process List Overview
 Other Processes Process List Overview

Summaries

- Criteria Pollutants Summaries
 Toxic Pollutants Summaries
 Total Emissions and Fees

Print Selected Pages

Print Excel Reports

Download Report

Download TAC Report

29. Can I Exit the South Coast AQMD AER WebTool If I Have Not Completed My Report?

Yes. The South Coast AQMD AER WebTool will save partially completed reports; however, it is important to please note that you must click the “Save” button on individual pages (wherever applicable) to retain the information entered on that specific page. It is recommended that users navigate to various pages within the reporting tool using the navigation menu located on the left side of the tool and avoid using the internet browser’s “Back” or “Forward” buttons.

30. How Do I Report Emissions from Multiple Devices That Vent to a Common Stack and Have a Combined Emission Factor?

If the devices cannot be separately reported due to a collective emissions factor and common stack, please follow these steps:

1. Identify all the emission sources from the permit profile venting to a common stack with a collective emission factor and select a representative AER Device ID where the total process emissions will be reported.
2. Report all emissions under the selected AER Device ID, classified under normal operating status.
3. Classify the operating status as “Duplicate” for other emission sources that share the common stack or emission factor.
4. Fill in the status year and provide a comment for each emission source to the effect that they are vented to a common stack and have collective emission factor.

31. How Do I Report Emissions from Multiple Identical Devices?

Please see the [Guidelines for Reporting Emissions from Multiple Identical Equipment](http://www.aqmd.gov/home/rules-compliance/compliance/annual-emission-reporting) on the South Coast AQMD AER webpage (<http://www.aqmd.gov/home/rules-compliance/compliance/annual-emission-reporting>).

32. How do I Report Emissions from Control Devices?

Generally, control devices (adsorber, absorber, scrubber, bag house/filter) are permitted separately from the equipment generating emissions. Since most control devices do not generate emissions on their own (the exception is discussed below), emissions should not be reported from the control device and instead be reported from the device that is generating emissions and being controlled. To show this on the AER the control device should be marked as “Not Generating Emissions” under the “Operating Status” on the Edit Emission Sources page. In the comment box, list the Device ID(s) that are being controlled by that control device.

Please note that some control devices like afterburners do generate their own emissions because of their use of a primary fuel to support VOC combustion. In this case, there are two (2) sources of emissions which need to be reported: (1) combustion of the VOCs; and (2) combustion of the primary fuel. To report these two (2) sources, the operational status of both devices should be listed as “Normal Operation” and throughputs should be reported for both devices.

Edit Emission Source

Instruction: Add new emissions sources using information found on permits, manufacturers specifications, or identifying placards. Select the Operating ES Status that best reflect the device’s operation for this reporting period. All areas with a Red Asterisk (*) must be addressed. Note: Some devices have been pre-populated, verify that the information is correct

Permitted	<input checked="" type="checkbox"/>
A/N	011111 <input type="button" value="Add New"/> i
PERP Equipment(CARB's Portable Equipment Registration Program)	<p style="color: red; font-weight: bold;">Only CARB GHG MRR and Over 250 tons/yr (PTE) facilities must report PERP</p> <input type="checkbox"/> Emissions are not included when calculating emission fees i
Permit No	<input type="text"/> i
Permit Device ID	<input type="text"/>
Permit Equipment Description	<input type="text"/>
AER Device ID	will be assigned upon saving
ES Name	Baghouse *
Operating ES Status	Not Generating Emissions * v
Status Year	<input type="text"/> *
Comment	<input type="text"/>
Design Capacity	0 <input type="text"/> v

33. How Do I Report Emissions from Spills or Process Upset?

Air pollutants released because of a spill or process upset are to be included in the annual emissions report. Users must select the “Upsets, Break-down, Spills, Start-up, and Shut-down” check box in the Facility Information section for the tool to offer a worksheet for reporting these incidents (whether permitted or not).

Facility ID: 999909 Same as Equipment Location

1. Facility Information	Other Information
2. Status Update	NAICS 811420
3. Combustion Fuels	Proposed NAICS for Next Year <input type="text"/> NAICS
4. Emission Sources (ES)	SIC 3479
5. Report Process/Emissions	Proposed SIC for Next Year <input type="text"/> SICS
6. Additional Toxic Substances Production and Usage	Brief Description of Operation <input type="text"/>
7. Perform Data Validation	Industry Type v Other Industrial/ Manufacturing *
8. Review Summaries	Facility Operating Status v Operating *
9. Print Facility Report	<input type="checkbox"/> Check here if your facility produces electricity
10. Report Submission	<input type="checkbox"/> Check here to report fugitive emissions subject to Rule 1173 and/or 1176 .
	<input type="checkbox"/> Check here for Small Business as defined in Rule 102 .
	<input type="checkbox"/> Check this box to report non-routine emissions such as Upsets, Break-down, Spills, Start-up and Shut-down.

Please see “Reporting from Non-Routine Operations” section in the [Help and Support Manual](#) found on the South Coast AQMD AER webpage for detailed instructions (<https://www.aqmd.gov/home/rules-compliance/compliance/annual-emission-reporting>).

34. Can I Receive Credits for Recycled Organic Liquid Waste?

Emission credits for liquid hazardous waste shipped out for recycling or disposal are no longer part of a standard emission estimation methodology in the South Coast AQMD AER WebTool.

35. Do I Report Emissions from Motor Vehicles?

No. Tailpipe emissions from motor vehicles, including fleet vehicles (e.g., cars, trucks, and vans) or off-road vehicles and mobile equipment (e.g., forklifts, bulldozers, and tractors) do not need to be reported. However, emissions from roadway dust are required to be reported.

36. How Long Do I Keep My Emissions Reporting Data?

South Coast AQMD reserves the right to audit reported emissions. All records and calculations used in completing the AER submittal are recommended to be retained for a minimum of five (5) years. Please note also that records are required to be maintained according to different rules or regulations. For their own specific case, each facility is advised to refer to the specific rule(s) and to review their permit conditions.

37. Is My Facility Subject to Regional Clean Air Incentives Market (RECLAIM)?

Facilities are subject to the South Coast AQMD RECLAIM program based on their NO_x and/or SO_x emissions per South Coast AQMD [Regulation XX](#). Facilities subject to the RECLAIM program in the South Coast AQMD AER WebTool are identified and pre-designated by South Coast AQMD based on information from the South Coast AQMD permitting database.

Facility ID: 999115

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

Facility Information

Summary: This section contains general facility information such as business classification, business location, operating schedule, and contact information.

Instruction: Verify that all pre-filled information is correct and fill in any missing information. All fields and checkboxes with a red asterisk (*) must be completed to certify and submit the AER.

Fields and checkboxes that are grey cannot be changed by users. To correct these fields and/or checkboxes, please contact AER staff at aer@aqmd.gov or (909) 396-3660.

General Facility Info

Facility ID	999115
Reporting Year	2020
RECLAIM	<input checked="" type="checkbox"/>
RECLAIM Designation	R2NS
Title V	<input checked="" type="checkbox"/>
AB2588	<input type="checkbox"/>
- AB2588 Phase	
- AB2588 Reporting Year	<input type="checkbox"/>

If you believe that the designation is in error, please email South Coast AQMD at aer@aqmd.gov or call the South Coast AQMD AER Hotline at (909) 396-3660 for clarification.

38. How Do I Report RECLAIM Emissions?

The South Coast AQMD AER WebTool assesses emissions at the equipment/device level. Users have an option to indicate that the specific NO_x and/or SO_x pollutants are subject to RECLAIM requirements. The "RECLAIM" check box is found in the NO_x and SO_x emission screens under Step 3: Criteria Emissions (lbs)

in the Report Process/Emissions window. Users are required to explain why the device is not subject to RECLAIM if they uncheck the “RECLAIM” check box. Subsequently, the reporting tool will calculate and summarize emissions subject to RECLAIM requirements accordingly.

Open Criteria Emission Information - External Combustion								
AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Equipment	PERP	Fuel	SCC
ES6	D84	214817	P1	2012	Heater >100 MMBTU/HR	No	Refinery Gas/Refinery Mixed Gas	30600106
Annual Throughput				Criteria/Toxic Throughput				
1,350.24000000 mmscf				1,350.24000000 mmscf				
Throughput used to calculate emissions: 1,350.24000000 mmscf								
Pollutant		NOx - Nitrogen Oxides						
Emission Factor (EF)		<input type="text"/> * lbs/mmscf <input type="checkbox"/> RECLAIM						
Explain why not RECLAIM		<input type="text"/> *						
Emission Factor Comment		<input type="text"/> <p>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.</p>						
Emission Factor Data Source		<input type="text"/> *						
Emissions		0.00000000e+0 lbs						
						Save		Cancel

39. How Do I Report Emissions If My Facility Is Subject to RECLAIM Requirements at a Time Other Than the First Day of the Reporting Year?

RECLAIM facilities are identified by two (2) compliance cycles: (1) the Cycle 1 Compliance period starts on January 1st and ends on December 31st; and (2) the Cycle 2 Compliance period starts on July 1st and ends on June 30th of the following year. Cycle 1 facilities will report annual RECLAIM NOx and/or SOx emissions for the compliance period that coincides with the calendar year reporting period in the South Coast AQMD AER Program. Cycle 2 facilities need to report the sum of emissions from appropriate quarters of two (2) RECLAIM reporting periods that will coincide with the calendar year that they are reporting in the South Coast AQMD AER program (for example, for 2019 AER emission values for the last two (2) quarters and first two (2) quarters of RECLAIM Cycle 2 reports for 2018-19 and 2019-2020 reporting periods respectively need be summed and reported in the South Coast AQMD AER WebTool. By unchecking the RECLAIM box in the tool, user is classifying emissions from that process as not being subject to RECLAIM.

40. What Is Overall Control Efficiency?

The overall control efficiency represents the portion of emissions that are captured and removed by air pollution control equipment. Capture efficiency relates to the amount of emissions that are captured. Destruction efficiency relates to the amount of emissions removed by the control device. For example, control equipment for a coating operation may consist of a hood that captures 90 percent of the VOC emissions and vented to an afterburner that destroys 98 percent of VOC emissions. To calculate the overall control efficiency, use the following formula:

Overall Control Efficiency = Capture Efficiency x Destruction Efficiency

Using the example, overall control efficiency = 90% x 98% = 88.2% or 0.882.

Use a decimal fraction to report efficiencies. If the control efficiency is in percent, convert percent to a decimal fraction (e.g., for the example above, 0.882 for 88.2%).

41. What Are the Worker and Residential Receptor Distances?

Entry for worker and receptor distances and coordinates only are applicable to AB 2588 facilities' quadrennial reporting. In general, receptor locations are off-site locations where persons may be exposed to emissions of TAC from equipment. Receptor locations are classified either as residential, or worker receptor locations. Residential receptor locations include areas zoned for residential use, including currently unoccupied areas that may be developed for residential uses in the future. Worker receptor locations include areas zoned for manufacturing, light or heavy industry, retail activity, or other locations that are regular work sites.

Residential Receptor Distance - Closest distance between any source of TAC emissions from your facility and the property boundary of any one of the following locations: house, apartment, convalescent home, trailer park, or other residence.

Worker Receptor Distance - Closest distance between any source of TAC emissions from your facility and the property boundary of any one of the following locations: other business or worksite, school, day-care center, shopping center, or hospital.

42. What Is Selective Catalytic Reduction (SCR) and Selective Non-Catalytic Reduction (SNCR)?

SCR and SNCR are emission control systems for stationary source combustion equipment to reduce NO_x emissions. SCR and SNCR systems use ammonia (NH₃) or urea (NH₃-derivative) as reducing agents. With both reducing agents, some excess NH₃ remains after the NO_x reduction, and is emitted with the flue gas. This NH₃ emission is termed "ammonia slip."

43. What Are Architectural Coatings? Are Emissions Required to be Reported?

Architectural coatings are materials applied to stationary structures and their appurtenances, to mobile homes, to pavements, or to curbs (see South Coast AQMD [Rule 1113](#)). For example, pipes connected to stationary structures that deliver products are considered an architectural appurtenance, and protective coatings used on them are considered architectural coatings. With a few exceptions described below, emissions from the application of architectural coatings are exempt from reporting under South Coast AQMD AER.

Coatings used in manufacturing or production of goods such as window shutters (wood surface), doors (wood or metal surface), mobile homes or parts (metal, wood, ceramic, etc.) are not considered architectural coating under the South Coast AQMD AER program and must be reported. Every architectural coatings manufacturer that distributes or sells their manufactured architectural coatings into or within South Coast AQMD is also subject to reporting under the South Coast AQMD AER Program.

44. How Are TAC Emission Fees Estimated?

TAC emission fee applicability and assessment are detailed in South Coast AQMD [Rule 301](#) (e)(7). Annual emissions thresholds for TAC emissions are presented in Table IV of South Coast AQMD [Rule 301](#). TAC emission fees for South Coast AQMD AERs prior to January 1, 2020 are based on Table IV of South Coast AQMD [Rule 301](#).

45. What Is North American Industry Classification System (NAICS)?

NAICS is a numerical system used to classify industry types. The system was created and is currently managed by the Office of Management and Budget (OMB). NAICS codes can be found on the [US Census Bureau's](#) website at <https://www.census.gov/naics/>.

46. How Are Emissions from Service Stations Estimated and Reported?

VOC and TAC emissions from gasoline and diesel fuel transfer and dispensing (see South Coast AQMD [Rule 461](#)) may be estimated and reported using default South Coast AQMD emission factors. The emission factors can be found in the South Coast AQMD AER group's [Guidelines for Fuel Dispensing Operations](#), which can be found on the South Coast AQMD AER webpage (<https://www.aqmd.gov/home/rules-compliance/compliance/annual-emission-reporting>). South Coast AQMD emission factors include losses from loading, storing, dispensing, and spills or leaks from all components of the transfer and dispensing process at service stations.

47. Where Can I Find Default Emission Factors or Emission Estimation Methodologies

South Coast AQMD default emission factors and methodologies can be found on the South Coast AQMD AER webpage for specific operations (<https://www.aqmd.gov/home/rules-compliance/compliance/annual-emission-reporting>). U.S. EPA's AP-42: Compilation of Air Emission Factors can be found at <https://www.epa.gov/air-emissions-factors-and-quantification/ap-42-compilation-air-emissions-factors>.

48. What If I Wish to Use VOC Contents Different from the Default Values?

Default VOC contents for various materials are found in the guidance document *VOC Emission Factors for Use of Organic-Containing Materials – December 2014* found [here](#). The best available data should always be used to report the VOC content whether it is higher or lower than the default value. South Coast AQMD recognizes and encourages the use of specific VOC or TAC data from the Safety Data Sheets (SDS) and/or Technical Data Sheets (TDS) provided by manufacturers or suppliers. If a range is provided on the SDS or

TSD, the highest value should be used. For example, if the SDS provides a weight fraction range of benzene between five (5) and 10 percent, the 10 percent value should be used for emissions estimation.

49. *What If I Wish to Use a Limit from a South Coast AQMD Rule or a Permit Requirement Rather Than the Default Values?*

Reporters should use emission factors that most accurately reflect emissions from its operations whether it is higher or lower than the default values. Reporters may use emission factors derived from rules or permit limits, so long as those limits are applicable and enforceable to the equipment at the facility.

50. *How Should I Report Non-Combustion RECLAIM Emissions?*

Create a new device and click on the “Other Process Equipment” check box in the “Categorize Emission Source” pop-up window in the Edit Emission Sources page.

Permitted	A/N	Permit No	Permit Device ID	Permit Equipment Description	AER Device ID	ES Name
No					ES8	Non-Combustion NOx Source 2

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

Save Cancel

Emission Source Category: Other Processes
Categorize Emission Source

Proceed to complete the device in the “Edit Emission Sources” page and the “Other Processes” page. Add criteria pollutant emissions.

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.

AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Activity	SCC
ES8			P1	2012	Miscellaneous Operations and Services : Others - Not Classified : Operations & Maintenance : Annual Emissions	

Annual Throughput
10.00000000 mmscf

Pollutant: **NOx** *

Emission Factor (EF): 1.00000000e-1 * lbs/mmscf
 Controlled EF value
(mark checkbox if EF listed represents EF determined after control)

Overall Control Efficiency:

Emission Factor Comment:
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 Factor Data Source: **Manufacturer Specification** *

Emissions: 1.00000000e+0 lbs

Save **Cancel**

After you enter and save the NOx emissions, re-open the NOx emissions box using the “Open” link next to the NOx emission entry in Step 3: Criteria Emissions. When you re-open the NOx emissions box, a RECLAIM check box will be below the Overall Control Efficiency text box (see screenshot below). Click the RECLAIM check box and click on the “Save” button.

If your facility is subject to SOx RECLAIM, re-open the SOx emissions box and follow the methodology described above for NOx emissions. Additional details can be found in the [Non-combustion RECLAIM Emissions Guidance Document](https://www.aqmd.gov/home/rules-compliance/compliance/annual-emission-reporting) on the South Coast AQMD AER webpage (<https://www.aqmd.gov/home/rules-compliance/compliance/annual-emission-reporting>).

Open Criteria Emission Information - Other Processes

AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Activity	SCC
ES8			P1	2012	Miscellaneous Operations and Services : Others - Not Classified : Operations & Maintenance : Annual Emissions	

Annual Throughput
10.00000000 mmscf

Pollutant: NOx - Nitrogen Oxides

Emission Factor (EF): * lbs/mmscf

Controlled EF value
(mark checkbox if EF listed represents EF determined after control)

Overall Control Efficiency:

RECLAIM

Explain why not RECLAIM:

Emission Factor Comment:

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 Factor Data Source: *

Emissions: 1.00000000e+0 lbs

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

Step 3: Criteria Emissions (lbs)

	Pollutant	EF	Unit	Controlled EF	EF Data Source	Overall CE	Emissions
<input type="button" value="Open"/>	NOx	1.00000000e-1	lbs / mmscf	No	Manufacturer Specification		1.00000000e+0

51. Can I Pay Emission Fees Online?

Yes. For emission fee payments of less than \$300,000 the reporter can pay the emission fees for the original submittal directly in the South Coast AQMD AER WebTool using credit card or eCheck.

52. How Can I Upload Documentation of Data and Calculations I Used to Estimate Emissions in the AER?

All supporting information (SDS, fuel bills or meter logs, coating logs, calculation examples, flow diagrams, laboratory tests, source test, emission factor references, PowerPoint, Word, Excel files, etc.) used to estimate emissions in the AER should be uploaded to the South Coast AQMD AER WebTool using the “Supporting Documentation” page. The “Supporting Documentation” page can be accessed through the “Supporting Documentation” button, which looks like a sheet of paper with an arrow pointing up on it. The “Choose File” button allows the user to locate the file to be uploaded from the user’s computer. A valid date range must also be entered by the user. **Note: The valid “from” date should be the beginning of the calendar year for the emissions reported, not the year that the user is entering the data.** So, if the emissions are for the 2020 AER, then the valid “from” date should be “01/01/2020,” not the date that the user is uploading the file, which would be between January and March of 2021. If the user in this example enters a valid from date in calendar year 2021, then the file will not be visible in the 2020 AER, but visible in the 2021 AER.

The screenshot shows the AER WebTool interface for Facility ID: 999115. The top navigation bar includes links for AER Home, Browse Facilities, Access Facility, and Facility Home. A status bar indicates 'Submitted · Facility ID: 999115 · ABC · Reporting period: 2016'. The main content area is titled 'Supporting Documentation' and contains the following elements:

- A message: "List of document already uploaded is visible below. Any type of file can be uploaded, but size of the file is limited to maximum 5 MB."
- An 'Upload new document' form with fields for:
 - File: A 'Choose File' button (highlighted with a red box) and the text 'No file chosen'.
 - Description: A text input field.
 - Valid From (MM/DD/YYYY): A date input field (highlighted with a red box) with a '*' icon.
 - Valid To (MM/DD/YYYY): A date input field.
 - An 'Upload' button.
- A table with the following columns: File, Size, Description, Upload Date, Uploaded By, Valid From, Valid To, and Modify dates. Below the table is a link for 'Add new document'.

The bottom of the page features a footer with links: AQMD web site Home | AER Web Site | Submit question/comment | Report a Bug.

53. How Do I Upload Batch Files for Storage Tank Emissions?

Guidance on uploading storage tank emissions batch files ([Guidelines for Importing Storage Tank Data into the AER Reporting Tool \(for CY2020 and after\)](#)) can be found on the South Coast AQMD AER's webpage (<https://www.aqmd.gov/home/rules-compliance/compliance/annual-emission-reporting>).

54. I Have Several Storage Tank Emission Batch File Versions and I Forgot Which File I Uploaded into the South Coast AQMD AER WebTool

Starting with the 2020 AER, users can see and download the storage tank emission batch files that were uploaded into the South Coast AQMD AER WebTool. The files can be downloaded from the "Supporting Documentation" page. The "Supporting Documentation" page can be accessed through the "Supporting Documentation" button, which looks like a paper with an arrow pointing up on it. The storage tank emissions batch file can be downloaded by clicking on the file name.

Facility ID: 999115 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2020

Facility ID: 999115

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

Supporting Documentation

List of document already uploaded is visible below.
Any type of file can be uploaded, but size of the file is limited to maximum 5 MB.

Upload new document

File	<input type="button" value="Choose File"/> No file chosen
Description	<input type="text"/>
Valid From (MM/DD/YYYY)	<input type="text"/> *
Valid To (MM/DD/YYYY)	<input type="text"/>
<input type="button" value="Upload"/>	

	File	Size	Description	Upload Date	Uploaded By	Valid From	Valid To	Modify dates
	Add new document							
delete	guidepatanksdata.pdf	538 kb	test	1/24/2017	test 2014	1/1/2017		modify
delete	guidepatanksdata.pdf	538 kb	test	1/24/2017	test 2014	1/1/2017		modify

Tank Import Documents

File	Size	Report Year	Upload Date	Uploaded By	Upload Comment
ES1.txt	1 kb	2020	11/20/2020 2:59:06 PM		upload test

55. I Clicked on "IMPORT LAST YEAR" Icon and Got a Black and Green Screen. What's Does it Mean?

Import Last Year - results

Level | Message

3 | Importing from year 2015 into year 2016

This is caused by a data gap between these reporting periods. Data is only allowed to be imported between consecutive years. In the example below, there are calendar years where AER data was not imported from a previous year.

Year	Status	Deadline	Submittal Date	
2013	WorkInProgress	3/4/2014		Open...
2014	Submitted	6/4/2015	6/3/2015	Open...
2015	Available	3/1/2016		Open...
2016	WorkInProgress	3/2/2017		Open...

The information in the example table above indicates 2014 AER was submitted on time; for 2015, the "available" status means no action was taken for the 2015 AER report; for 2016, a reporter is currently working on 2016 report. It is the reporting gap between 2014 and 2016 that causes this error. For data to be imported into the 2016 AER, two-step process must be followed: first the 2014 AER data must be imported into the 2015 AER, then the data that was imported in the 2015 AER can be imported in the 2016 AER. To do this, the user must open the 2015 AER and complete the "Import Last Year" profile and data step that can be found under the "Facility Home" menu, which will import data from the 2014 AER to the 2015 AER.

The screenshot shows the AER webtool interface for Facility ID: 999125. The top navigation bar includes 'AER Home', 'Browse Facilities', 'Access Facility', and 'START HERE'. A breadcrumb trail shows 'Work In Progress · Facility ID: 999125 · ABC Tracking Company · Reporting period: 2015', with 'Reporting period: 2015' highlighted in a red box. On the left, a menu lists steps from '1. Facility Information' to '9. Report Submission'. The main content area contains a 'Summary' and an 'Instruction' box, both with yellow backgrounds. Below the instruction box, there is a link 'Click here to [Import Last Year](#) information', where 'Import Last Year' is highlighted in a red box. The footer contains links for 'AQMD web site Home', 'AER Web Site', 'Submit question/comment', and 'Report a Bug'.

After the data is imported from the 2014 AER to the 2015 AER, the reporter will be able to import data from the 2015 AER into the 2016 AER.

This screenshot is identical to the one above, but the 'Reporting period' dropdown menu is set to '2016', which is highlighted in a red box. The rest of the interface, including the navigation bar, menu, and main content area, remains the same.

To be in compliance with South Coast AQMD [Rule 301](#), all the outstanding reports here need to be submitted and necessary emission fees and surcharges need to be paid.

CARB CTR Regulation-Related FAQs

Preface

This section contains frequently asked questions regarding the implementation of CARB CTR Regulation by South Coast AQMD. For a general CARB CTR Regulation FAQ, see CARB's document: <https://ww2.arb.ca.gov/sites/default/files/2023-06/CTR%20FAQs.pdf>

56. *What is a “Core CTR” facility?*

The term “Core CTR” is used by South Coast AQMD to describe facilities that meet any of the three (3) core applicability criteria of CARB CTR Regulation:

- Greenhouse Gas (GHG) facilities – facilities subject to reporting under the California Regulation for the Mandatory Reporting of Greenhouse Gas Emissions, Title 17, CCR, Section 95100 et seq. These facilities are also referred to as MRR facilities (i.e., subject to Mandatory Reporting Regulation);
- Criteria facilities – facilities with permitted potential to emit greater than 250 tons per year for any applicable nonattainment pollutant or its precursors; or
- Elevated Toxics Facilities – AB 2588 facilities identified as high priority as of January 1 of the data year, based on the South Coast AQMD's implementation of the AB 2588 “Hot Spots” requirements.

57. *What is an “Additional Applicability” facility?*

“Additional Applicability” facilities are facilities meeting all of the following criteria:

- Subject to permitting requirements by South Coast AQMD;
- Criteria pollutant emissions greater than four (4) tons per year (except CO); or
- Meet the descriptions shown in CARB CTR Regulation Table A-3.

These facilities follow a schedule for reporting as shown in CARB CTR Regulation Table B-1.

58. *What is “Abbreviated Reporting”?*

Under CARB CTR Regulation, certain facility types that are subject to CARB CTR Regulation reporting can qualify for a simpler reporting method termed “Abbreviated Reporting” (see CARB CTR Regulation Section 93421). For South Coast AQMD, the following facilities subject to CARB CTR Regulation qualify for abbreviated reporting:

- Agricultural operations limited to dairy, poultry, and swine farms.
- Combustion of natural gas, propane, or liquefied natural gas (LNG) fuel in boilers or heaters.
- Diesel-powered emergency standby generators, direct-drive emergency standby fire suppression pump engines, direct-drive emergency standby fire water pump engines, or other engines permitted as emergency equipment.
- Dispensing of gasoline or diesel fuel.
- Cremation of humans or animals.

See the South Coast AQMD's [Abbreviated Reporting](#) guideline for further details.

59. Do I Report Emissions from Portable Equipment Registered under the Statewide PERP?

GHG or criteria facilities are required to report emissions from PERP. All other facilities are not required to report PERP emissions.

Please note that portable equipment with South Coast AQMD various location permits are not considered PERP and therefore, emissions from this equipment must be reported from the facility where the emissions occurred. Please note also that reported PERP emissions are not subject to South Coast AQMD [Rule 301](#) fees.

60. There is an item on the left Navigation titled “Additional Toxic Substances Production and Usage” - am I supposed to fill this out and if so, how?

Per CARB CTR Regulation requirements, facilities must estimate emissions from any listed TAC substance that is present or is used or produced at a facility in a way that may result in airborne emissions using “best available data and methods.” If no method or estimate is possible, then the presence of the TAC and the amount used or produced at the facility during the data year must be reported without a quantitative emissions estimate. This section allows for a reporter to do so.

Please refer to [Additional Toxic Substances Production and Usage Guidelines](#) posted in the Guideline Documents section of the South Coast AQMD AER webpage for additional information (<https://www.aqmd.gov/home/rules-compliance/compliance/annual-emission-reporting>). **Note: Abbreviated Reporters are not required to complete this section.**

61. Are Facilities Required to Report Emissions from South Coast AQMD Rule 222 Registered Equipment? Are Emissions from Charbroilers and Deep Fat Frying Operations Required to be Reported?

Facilities subject to reporting due to South Coast AQMD [Rule 317.1](#) are required to report emissions of NO_x and VOC from all South Coast AQMD [Rule 222](#) registered equipment, including *all* charbroilers and deep fat frying operations, whether permitted, registered, or unpermitted.

Facilities subject to reporting due to South Coast AQMD [Rule 301](#) or AB 2588 only *are* required to report emissions from equipment registered under South Coast AQMD [Rule 222](#), *except* for charbroilers registered under [Form 222-C](#). This also applies to Core CTR facilities, since all Core CTR facilities are subject to South Coast AQMD [Rule 301](#) (e) reporting requirements.

With the exception described above, emissions (PM, VOC, and TACs) from charbroilers and deep fat fryers operated by restaurants and eatery establishments directly servicing consumers (e.g., fast foods, cafeteria) are not subject to reporting in the South Coast AQMD AER Program. However, emissions both from food processing and fuel combustion from commercial operations of packaged foods and operations that have permits from South Coast AQMD must be reported.

Other facilities subject to reporting solely due to CARB CTR Regulation, such as Additional Applicability or Abbreviated Reporting Facilities do not need to report any South Coast AQMD [Rule 222](#) registered equipment.

62. I Do Not Believe I Am Subject to CARB CTR Regulation. Do I Need to Notify South Coast AQMD Or CARB That I Don't Plan to Submit a Report?

Reporters are advised to review the Exemptions from Annual Reporting document, available at <https://www.aqmd.gov/docs/default-source/planning/annual-emission-reporting/exemptions-from-annual-emissions-reporting-v2.pdf>. Although reporters are not required to notify South Coast AQMD or CARB if their facilities are not subject to reporting, notifying South Coast AQMD may reduce future notifications.

63. Do I Need to Report Emissions Every Year Under CARB CTR Regulation?

If your facility is a “Core CTR” facility, then the answer is yes.

If your facility is not a “Core CTR” facility but meets the definition for an “Additional Applicability Facilities,” then see the reporting schedule shown in CARB CTR Regulation Table A-1. For the data year 2026 and after, reporting will be ongoing for each subsequent data year.

As a reminder, facilities that emit more than four (4) tons per year of criteria pollutant emissions are also subject to annual reporting under South Coast AQMD [Rule 301](#), and facilities subject to AB 2588 are also required to report emissions every year.

64. Do Gas Station Facilities Have to Report Annual Emissions?

If the facility is required to report due to South Coast AQMD [Rule 301](#), CARB CTR Regulation, or AB 2588, then emissions from gasoline dispensing equipment must be reported.

Under CARB CTR Regulation, retail gasoline stations which dispense over 25,000 gallons in 2024 will be required to submit an AER in 2025 (reporting 2024 emissions). Annual reporting will be required starting in 2027 (reporting 2026 emissions) for any retail gas station that dispenses over 25,000 gallons.

Facilities that submit an [Annual Throughput Report](#) required under South Coast AQMD [Rule 461](#) will concurrently satisfy the CARB CTR Regulation that requires the reporting of retail gasoline emissions under Sector 28 in Sector Phase 2 in data year 2024 reported in calendar year 2025. However, any facility, including retail gasoline dispensing facilities, with actual emissions exceeding four (4) tons of criteria pollutant emissions or more per year remain subject to reporting under South Coast AQMD [Rule 301](#) and are still required to report their emissions using the South Coast AQMD WebTool. CARB estimates that dispensing 10,000,000 gallons of gasoline would generate four (4) tons of criteria pollutant emissions.