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



# Guidelines on CTR Core Facility Reporting:

# Emissions Release Locations Additional Toxic Substances Usage and Production PERP Reporting

December 2024

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# Introduction to CTR

CARB developed the "Regulation for the Reporting of Criteria Air Pollutants and Toxic Air Contaminants" (or CTR) to implement statewide annual reporting of criteria air pollutant (CAP) and toxic air contaminant (TAC) emissions data from permitted facilities. CTR supports the mandates of AB 617, AB 197, and AB 2588. The unofficial, underline-strikeout free (clean) version of the CARB CTR can be found at:

https://ww2.arb.ca.gov/sites/default/files/2022-02/Unofficial%20CTR\_Jan2022\_0.pdf.

The purpose of this guideline document is to aid Core CTR Facility reporters with new reporting features added to the AER Webtool that satisfy CTR reporting requirements effective beginning data year 2022. Facilities that do not meet Core CTR applicability as defined below should not use this document as these features will not be available for those facilities in the AER Webtool.

# Overview of CTR Applicability

## Core CTR Facilities

Facilities meeting the below criteria have been required to report emissions since 2019 and are considered Core CTR facilities:

- **CARB GHG Reporters (MRR)**: Facilities required to report Greenhouse Gas (GHG) emissions under the Mandatory Reporting Regulation (MRR).
- Greater than 250 TPY (Criteria Facilities): Facilities authorized by South Coast AQMD permit to emit greater than 250 tons per year (tpy) of non-attainment pollutants or precursors regardless of actual emissions.
- **Elevated Prioritization Toxic Facilities:** Facilities identified by South Coast AQMD as an elevated toxics facility.

Beginning with the 2022 data year, Core CTR facilities are required to report additional data including:

- Emissions Release Location Data,
- Additional Toxic Substances Usage and Production, and
- PERP emissions.

This document provides guidance for the new reporting features required for Core CTR facilities.

### Additional Applicability Facilities

Facilities not meeting the Core CTR applicability may be subject to CTR due to the following Additional Applicability:

- Actual Criteria Air Pollutant (CAP) emissions greater than or equal to 4 tpy (or 100 tpy CO).
- Facilities under the NAICS or SIC Codes identified in Table A-3 of CTR that meet or exceed the specified activity or emissions thresholds.

This document is not meant to be a guideline for reporters meeting the Additional Applicability criteria. Facilities meeting Additional Applicability criteria have different reporting requirements and should refer to AER Help and Support Document, or if CTR abbreviated reporting applies, the Abbreviated Reporting Guideline. Both documents can be found on the AER web page (www.aqmd.gov/aer).

South Coast AQMD has determined CTR applicability for facilities, where possible, based on data South Coast AQMD permits or data from previously reported AER. In some cases, CTR additional applicability is based on either NAICS, SIC, activity or emissions data that staff has not collected (e.g., facilities may never have been previously subject to reporting). The applicability category for those facilities that were identified can be found on the Facility Information page on the AER Webtool, as shown in the screenshot below. If the pre-determined CTR or program categories do not match facility data or activity, please contact the AER Support Hotline:

Facility ID: 999129	General Facility Info	
,, <b>,</b>		
1. Facility Information	Facility ID	999129
2. Status Update	Reporting Year	2022
3. Combustion Fuels	RECLAIM	
4. Emissions Release Locations	<b>RECLAIM Designation</b>	
5. Emission Sources (ES)	Title V	
6. Report Process/Emissions	AB2588	
7. Additional Toxic	- AB2588 Phase	
Substances Production and Usage	- AB2588 Reporting Year	
8. Perform Data Validation		
9. Review Summaries	AER	
10. Print Facility Report	CTR	
11. Report Submission	- Core CTR	CARB GHG Mandatory Reporting Regulation (MRR)
		MRR CARB ID: 56789 * 1
		Over 250 tons/yr (pte) non-attainment pollutants or precursors
		Elevated Prioritization Toxic Facilities
	- Additional Applicability	Actual Criteria Air Pollutants >= 4tpy (100 tpy CO)
		Sector Phase 1
		Sector Phase 3B

Phone: (909) 396-3660 Email: <u>aer@aqmd.gov</u>

Since South Coast AQMD cannot identify additional applicability facilities in total, it is the responsibility of the facility to verify and determine reporting applicability based on NAICS or SIC codes and activity levels. Sector Phase 1 and Sector Phase 3B applicability were identified by AER staff based on facilities with available NAIC and SIC codes. Actual applicability may be dependent on activity levels (see CTR Table A-3).

# Changes to the AER Webtool

Core CTR reporters new to the AER Webtool should first refer to the Help & Support Manual, Recorded Webinar for the current reporting year, and video walkthroughs available on the AER Webpage.

Past Core CTR reporters will see the following changes to the AER Webtool:

- Emissions Release Location Reporting
- Additional Toxic Substances Usage and Production Reporting
- PERP Reporting

This document provides guidance for using each of the new features. For guidance using other features of the webtool, refer to the Help & Support Manual found on the AER Webpage.

# **Emissions Release Locations Guideline**

Beginning with the 2022 data year, CTR requires that Core CTR facilities report data for each emissions release location associated with a process at the facility. Data includes:

- Release location type (point or volume);
- GPS coordinates;
- Release location ID, height, exit gas temperature, diameter, velocity (for point sources); and
- Fugitive emissions release locations (for volume sources).

A **Point Source** is any opening or passage designed to emit gases solids, or liquids from a source into the air including a stack, vent, pipe, or duct. Release location data for fugitive emissions from multiple components (i.e. flanges, connectors, etc.) may be aggregated and reported as a **Volume Source** if the release locations are geographically located in a similar area and have similar release parameters and/or constituents.

Aggregated PERP and portable equipment may be reported as a volume source, so long as they are not owned by the reporting facility. Facility-owned equipment must be reported as individual emission sources. Refer to the Portable Equipment guideline document for guidance on aggregation.

Each reported process must have one or more release locations linked to it and each release location must have one or more process linked to it. The AER Webtool provides a feature for users to report all of the required data and link emission sources to release locations.

### Add New Release Location

Click on 4. Emissions Release Locations on the left Navigation Menu to go to the Emissions Release Locations page, as shown below.

Click on the Add New Emissions Release Location to add a new Release Location.

Facility ID: 999129	Build Repo	orting	Structur	е					
1. Facility Information 2. Status Update	Emissions Rel	ease Lo	cations						
3 Compustion Fuels									
4. Emissions Release Locations 5. Emission Sources (ES)	Summary:	This se that ev release	ction conta ery device locations	ains fac has a s can als	ility em specified o be add	issions re d emissior ded.	lease locatio ns release lo	ons. Plea cations.	ise make sure New emissions
6. Report Process/Emissions 7. Additional Toxic Substances Production and Usage	Instruction:	Add en Locatio under a Proce	nissions rele on". Edit en the "Releas ess via the	ease lo nissions e Locat Emissic	cations release tion ID" ( on Source	by clickin location Column. \ e (ES) pro	g "Add New s by clicking You may link ofile page.	Emission "Release the Rele	ns Release eLocationID" ease Location to
8. Perform Data Validation									
9. Review Summaries 10. Print Facility Report	Add New Em	issions R	elease Locat	ion	D				
11. Report Submission									
	Displaying 0 e	missions	release loca	itions.					
	Release Type			~	]	Rel	ease Name		
	Stack Configur	ation				~			
	Search Emissi	ons Relas	e Location						
						Search:			Print Preview
	Release Location ID Name	e Release Type	Stack Configuration	Latitude	Longitude	Stack Height Above Ground (ft)	Stack Exit Gas Temperature (°F)	Stack Diameter (ft)	Stack Exit Gas Velocity (ft/min) Stack Exit Gas Flow Rate (Actual CFM)

Previous Next

The user must first select a Release Type (Point or Volume) which each require different information. Each release type will be described in detail below.

Edit Emissions Release L	ocation
Instruction: Add new e Red Asteri	emissions release location using below information. All areas with a isk (*) must be addressed.
Release Type	✓ * 0
Release Name	*
Save or Save and re	Volume
	or <u>cancer</u>

Click here to delete this emission release location and associated data.

#### **Point Sources**

A point source is any opening or passage designed to emit gases solids, or liquids from a source into the air, such as a stack, chimney, vent, pipe, or duct.

To report a Point Source, select **Point** as the Release Type. The webtool will then display several required fields.

The user can hover over the **1** to view information about each field.

#### Edit Emissions Release Location

Red Asteris	k (*) must be addressed.	- -
Release Type	Point 🗸 * 🚺	
Release Name		*
Stack Configuration	× *	
Latitude	* 🛈	
Longitude	* 🛈	
Stack Height Above Ground (ft)	* 0	
Stack Exit Gas Temperature (°F)	* 0	
Stack Diameter (ft)	* 🛈	
Stack Exit Gas Velocity (ft/min)	* 0	
Stack Exit Gas Flow Rate (Actual CFM)	* 0	

Click here to <u>delete</u> this emission release location and associated data.

**Release Name:** Enter a description for the release point (e.g. Flare 1, East Boiler, etc.). Note: The tool will assign a unique Release Location ID after all required information has been entered.

Stack Configuration: Select one of the provided stack configurations.

- Downward Facing Vent
- Goose-neck
- Horizontal
- Vertical
- Vertical with Rain Cap

Be sure to select the configuration that most closely matches the actual stack.

**Latitude:** The Latitude should be entered as a decimal. Google Maps/Earth may be used to determine the Latitude. Note: The AER Webtool limits coordinates to those within the South Coast AQMD jurisdiction (33.0 to 36.0).

**Longitude:** The Longitude should be entered as a decimal. Google Maps/Earth may be used to determine the Longitude. Note: the AER Webtool limits coordinate to within the South Coast AQMD jurisdiction (-122.0 to -114.0).

Stack Height Above Ground (ft): The physical height of a release point above the immediate surrounding terrain, in units of feet.

Stack Exit Gas Temperature (°F): The exit gas temperature should represent, to the extent feasible, the most common annual operating temperature at the exhaust, in Fahrenheit. Exit gas temperature may be based on, in order of preference: direct measurements (including measurements recorded during source testing), engineering evaluation, engineering specifications, or other science-based methods.

Stack Diameter (ft): The inner physical diameter of a circular stack or the equivalent diameter of a rectangular stack, in feet.

**Stack Exit Gas Velocity (ft/min):** The exit gas velocity should represent, to the extent feasible, the typical, or the most common or generally used, annual operating conditions. Exit gas velocity may be based on, in order of preference: direct measurements (including measurements recorded during source testing), engineering evaluation, engineering specifications, or other science-based methods. Enter exit gas velocity in units of feet per minute.

**Stack Exit Gas Flow Rate (Actual CFM):** The exit gas flow rate should represent, to the extent feasible, the typical, or the most common or generally used, annual operating conditions. Exit gas flow rate may be based on, in order of preference: direct measurements (including measurements recorded during source testing), engineering evaluation, engineering specifications, or other science-based methods. Enter the flow rate in unites of cubic feet per minute.

Note: Only one of the last two fields (Stack Exit Gas Velocity or Stack Exit Gas Flow Rate) are required to be entered. Either of the blank fields will be calculated by the AER Webtool and automatically populated using the data entered in the previous fields.

Release Location ID	1	
Release Type	Point 🗸 * 🚺	
Release Name	Boiler 1	*
Stack Configuration	Vertical	*
Latitude	34.001500	* 🛈
Longitude	-117.830560	* 🛈
Stack Height Above Ground (ft)	50.0000	* ()
Stack Exit Gas Temperature (°F)	1470.8	* 0
Stack Diameter (ft)	13.0	* 🛈
Stack Exit Gas Velocity (ft/min)	924.06	* ()
Stack Exit Gas Flow Rate (Actual CFM)	122652.60	* ()
Save or Save and retu lick here to <u>delete</u> this emiss Link Release Location to P	um to List of Emission ion release location a rocess(es)	ons Release Locations or <u>Cancel</u>

The user will then see a new button:

AER: Core CTR Facility Guidelines

**Edit Emissions Release Location** 

This button allows users to link this release location to a process. This function will be explained in the section "Link Release Location to Process" below.

#### Volume Sources

A Volume Source is the aggregation of multiple individual equipment components that are geographically located in a similar area and have similar release parameters and/or constituents. For example, fugitive emissions from flanges, valves, non-ducted venting, connectors, seals, and other similar equipment may be combined for reporting. Non-facility owned portable and PERP equipment can also be aggregated following guidance from the Portable Equipment guideline.

To report a Volume Source, select Volume as the Release Type. The webtool will then display several required fields.

The user can hover over the **()** to view information about each field.

Edit Emissions Release Lo	ocation
Instruction: Add new er Red Asteris	nissions release location using below information. All areas with a $k \ (^{*})$ must be addressed.
Release Type	Volume 🗸 * 🚺
Release Name	*
Latitude	* 0
Longitude	* 🛈
Save or Save and retu	Irn to List of Emissions Release Locations or <u>Cancel</u>

Click here to delete this emission release location and associated data.

Release Name: Enter a description for the source (e.g. unvented buildings, open spray coating, etc.). Note: The tool will automatically assign a Release Location ID after all required information has been entered.

Latitude: The Latitude should be entered as a decimal. Google Maps/Earth may be used to determine the Latitude. Note: The AER Webtool limits coordinates to those within the South Coast AQMD jurisdiction (33.0 to 36.0).

Longitude: The Longitude should be entered as a decimal. Google Maps/Earth may be used to determine the Longitude. Note: the AER Webtool limits coordinate to within the South Coast AQMD jurisdiction (-122.0 to -114.0).

Note: GPS coordinates for aggregated components reported as a volume source should reflect the closest actual location of the equipment on the facility site. However, for aggregated equipment, GPS coordinates of the facility location address or centroid of the facility property may be used if better information is not available.

Once all the fields have been filled, click Save or Save and return to List of Emissions Release Locations

A Release Location ID will automatically be assigned by the AER Webtool.

A Release Location ID will be assigned by the AER Webtool.

The user will then see the button:

Link Release Location to Process(es)

Using this button, link this release location to the corresponding process. A sample screenshot is shown below. This function will be explained in more detail in the following section below, "Link Release Location to Process".

Edit Emissions Release Lo	ocation		
Instruction: Add new en Red Asteris	missions release locatio k (*) must be addressed	n using below I.	information. All areas with a
Release Location ID	2		
Release Type	Volume 🗸 * 🚺		
Release Name	Loading Rack 1		*
Latitude	34.001500	* 🛈	
Longitude	-117.830560	* 🛈	
Save or Save and retu	ırn to List of Emissions Re	lease Location	s or <u>Cancel</u>
Click here to <u>delete</u> this emiss	ion release location and as	ociated data.	
Link Release Location to P	rocess(es)		

#### Link Release Location to Process

The Emissions Release Locations Page displays a summary of the release locations that have been added. The user can use the search functions to filter by Type, Configuration, or Name.

Facility ID: 999129

#### **Build Reporting Structure**

Volume

Loading Rack 1

1. Facility Information 2. Status Update	Emissio	ns Rele	ease Lo	cations							
3. Combustion Fuels 4. Emissions Release Locations	Summ	ary:	This se that ev	ection cont very device	ains fac has a s	ility emis pecified	sions rel emission	ease locatio Is release lo	ons. Plea cations.	se make New emi	sure ssions
5. Emission Sources (ES) 6. Report Process/Emissions 7. Additional Toxic Substances Production and Usage 9. Deferm Data Validation	Instru	ction:	Add er Locatio under a Proce	nissions rel on". Edit er the "Releas ess via the	ease loo nissions e Locat Emissio	cations by release l ion ID" Co n Source	y clicking locations olumn. Y (ES) pro	g "Add New s by clicking ou may link file page.	Emissior "Release the Rele	ns Release eLocatior ease Loca	e ID" Ition to
8. Perform Data validation											
9. Review Summaries 10. Print Facility Report 11. Report Submission	Display	ving 2 e	missions	s release loc	ations.						
	Release	Type			×		Rele	ase Name			
	Stack C	onfigura	ation				~				
	Search	Emissio	ons Rela	se Location							
	Release Location ID	Release Name	Release Type	Stack Configuration	Latitude	Longitude	Stack Height Above Ground (ft)	Stack Exit Gas Temperature (°F)	Stack Diameter (ft)	Stack Exit Gas Velocity (ft/min)	Stack Exit Gas Flow Rate (Actual CFM)
	1	Boiler 1	Point	Vertical	34.001500	-117.830560	50.0000	1470.8	13.0	924.06	122652.60

34.001500 -117.830560

Release Locations can be linked to Processes in two ways: through the Release Location Page or the Process Page.

#### Link Through Release Location

To link through the Release Location, the user must first open a Release Location by clicking the Release Location ID link in the summary table.

	Rele Loca II	ease ition D	Release Name	Release Type	Stack Configuration	Latitude	Longitude	Stack Height Above Ground (ft)	Stack Exit Gas Temperature (°F)	Stack Diameter (ft)	Stack Exit Gas Velocity (ft/min)	Stack Exit Gas Flow Rate (Actual CFM)	Emission Process Linked	Action
	1		Boiler 1	Point	Vertical	34.001500	-117.830560	50.0000	1470.8	13.0	924.06	122652.60	N	Delete
4	2		Loading Rack 1	Volume		34.001500	-117.830560						N	<u>Delete</u>
	Shov	ving	1 to 2	of 2 ent	tries							Previo	ous Ne	xt 🕨

Link Release Location to Process(es)

#### Then click

#### Edit Emissions Release Location



Release Location ID	1										
Release Type	Point 🗸 *	0									
Release Name	Boiler 1			*							
Stack Configuration	Vertical	~	*								
Latitude	34.001500		* 0								
Longitude	-117.830560		* 0								
Stack Height Above Ground (ft)	50.0000		* 🛈								
Stack Exit Gas Temperature (°F)	1470.8		* 🛈								
Stack Diameter (ft)	13.0		* ()								
Stack Exit Gas Velocity (ft/min)	924.06		* 🛈								
Stack Exit Gas Flow Rate (Actual CFM)	122652.60		* 🚺								
Save or Save and retu Click here to delete this emissi Link Release Location to Pr	rn to List of Ei on release loca ocess(es)	missions Rel	ease Lo	cations lata.	or <u>Ca</u>	ancel					
				Se	earch:						
AER Device ID Permit Device ID	VN Process ID S	Status Equipme	entCode F	uel Throu	ughput	Units	ROG	Emissi	ons (	lbs)	O PM
		No data availab	le in table								
Showing 0 to 0 of 0 entries							-	Previo	us	Nex	t 🕨

'   L	ink Rele	ase Loo	atio	n to Pr	ocess								×
UI									Sea	rch:			
on	AER	Permit	A / N	Process	Statuc	EquipmontCode	Euol	Throughput	Unite			Emis	sions (lbs)
	Device ID	Device ID	A/ N	ID	Status	Equipmentcode	Tuer	moughput	Units	ROG	SPOG	NOx	SOx
on <u>Link</u>	E <u>29</u>		45678	<u>P1</u>	Work in Progress	Boiler 10-100 MMBTU/HR	Natural Gas	100	100 scf (CCF)	5.50000e-002	0	1.00000e+000	6.00000e-003
ni <u>Link</u>	ES33			<u>P1</u>	Work in Progress	Flare	Natural Gas	100	mmscf	7.00000e+002	0	1.30000e+004	6.00000e+001
es <u>Link</u>	<u>ES34</u>		12345	<u>P1</u>	Completed	Furnace >100 MMBTU/HR	Natural Gas	200	therms	1.33280e-001	0	2.47520e+000	1.14240e-002
m <u>Link</u>	<u>ES32</u>		34567	<u>P1</u>	Work in Progress	Boiler >100 MMBTU/HR	Natural Gas	50	mmscf	2.75000e+002	0	5.00000e+003	3.00000e+001
v S Fa <u>Link</u>	<u>ES36</u>		54321	<u>P1</u>	Work in Progress	Stationary I.C. Engines, 4 Stroke- Rich Burn, with Catalyst	Distillate Fuel Oil No. 2 (Diesel)	2000	gal	7.50000e+001	0	9.38000e+002	4.20000e-001
Link	ES35			<u>P1</u>	Work in Progress	Portable I.C. Engines, 4 Stroke- Rich Burn, with Catalyst	Distillate Fuel Oil No. 2 (Diesel)	2000	gal	7.50000e+001	0	9.38000e+002	4.20000e-001
Link	<u>ES30</u>		56789	<u>P1</u>	Work in Progress	Storage Tank and Dispensing	Crude oil (RVP 5)	500	M gal	1.75000e+003	0	0	0
•			AED P	in the second	Demail: D			Charles Fred		ada Evel 7		ut lleite	Emission

The user will then see a pop-up displaying all processes that have been loaded into the tool. The user can click <u>Link</u> to link one or more processes to the Release Location. In this example, once ES29 is linked to Release Location ID 1, the link for ES29 will disappear from the pop-up table. However, since a process can have multiple release locations, a link for ES29 will appear in the pop-up tables for other release locations.

Once the pop-up window is closed, the user will then see the linked processes in the summary table. Here users can also remove processes from the Release Location.

AER	Permit	A/M	Process	Status	FauipmontCodo	Fuel	Throughput	Unite			Em	issions (lbs)	
Device ID	Device ID	AVIN	ID	Status	EquipmentCode	Tuer	moughput	Units	ROG	SPOG	NOx	SOx	CC
<u>ES29</u>		45678	<u>P1</u>	Work in Progress	Boiler 10-100 MMBTU/HR	Natural Gas	100	100 scf (CCF)	5.50000e-002	0	1.00000e+000	6.00000e-003	8.4000(
<u>ES33</u>			<u>P1</u>	Work in Progress	Flare	Natural Gas	100	mmscf	7.00000e+002	0	1.30000e+004	6.00000e+001	3.50000
Showin	g 0 to 0	of 0 e	entries								🔺 Pr	evious Ne	xt 🕨
4													•

Processes can be unlinked by scrolling to the right of this table and clicking <u>Delete</u>, as shown below.

rocess	Status	FauipmontCodo	Fuel	Throughput	Unite			Em	issions (lbs)			
ID	Status	cquipmentcode	Tuet	moughput	Units	ROG	SPOG	NOx	SOx	CO	PM	
<u>1</u>	Work in Progress	Boiler 10-100 MMBTU/HR	Natural Gas	100	100 scf (CCF)	5.50000e-002	0	1.00000e+000	6.00000e-003	8.40000e-001	7.60000e-002	<u>Delete</u>
<u>1</u>	Work in Progress	Flare	Natural Gas	100	mmscf	7.00000e+002	0	1.30000e+004	6.00000e+001	3.50000e+003	7.50000e+002	<u>Delete</u>
tries								🚽 Pr	evious Nex	xt 🕨		
												×.

Users will also now see that the Emission Process Linked column in the Release Location Table has been updated with a link labeled Y to indicate that the release location has been linked with a Process.

Release Location ID	Release Name	Release Type	Stack Configuration	Latitude	Longitude	Stack Height Above Ground (ft)	Stack Exit Gas Temperature (°F)	Stack Diameter (ft)	Stack Exit Gas Velocity (ft/min)	Stack Exit Gas Flow Rate (Actual CFM)	Emission Process Linked	Action
1	Boiler 1	Point	Vertical	34.001500	-117.830560	50.0000	1470.8	13.0	924.06	122652.60	<u>    Y                                </u>	Delete
2	Loading Rack 1	Volume		34.001500	-117.830560						N	<u>Delete</u>
Showing	1 to 2	of 2 ent	tries							Previo	ous Ne	xt 🕨

Click the Y and the following window pops up with a summary of the linked processes.

Linked Emission Pr	ocesses	×
AER Device ID	Process ID	
<u>ES29</u>	<u>P1</u>	
ES33	<u>P1</u>	
	ОК	

#### Link Through Process

To link through a Process, the user must first open a Process by clicking the "Open link" in the second column in the green table labeled Emissions next to the emission source from the Emission Sources (ES) Page.

Facility ID: 999129	Emission Sources (ES) Classification	
1. Facility Information		
2. Status Update 3. Combustion Fuels 4. Emissions Release	Summary: This section contains facility permit profile. Please make sure that every device has a specified Emission Source (ES). New emission sources can als added.	io be
Locations 5. Emission Sources (ES)	Instruction: Add Devices (emissions sources) by clicking "Add New Emission Source". Ed devices by clicking "Profile" under the Emission Source (ES) Column. Add	dit
6. Report Process/Emissions 7. Additional Toxic Substances Production and Usage	emission data by clicking "Open" under the Emissions column. Upload stor tank data by clicking on link "Click here" below.	age
8. Perform Data Validation 9. Review Summaries	Storage Tank Emissions Batch File Import - <u>Click here</u> for more instructions.	
10. Print Facility Report 11. Report Submission	Add New Emission Source	

Displaying 9 emission sources.

A/N

AER Device ID

Sear	ch Emissi	on So	urces										
						S	earch:				Print	: Previ	iew
Emission Source (ES)	Emissions	A/N	Permit NO	Permit Device ID	Permit Equipment Description	AER Device ID	ES Name	ES Group Name	Source Category	Has Emissions	Equipment	PERP	ES Stat
Profile	<u>Open</u>	98765	F56789			ES41	Emergency Generator 1		Internal Combustion	Y	Stationary I.C. Engines, 4 Stroke- Lean Burn	N	Worł progr
Profile	<u>Open</u>					ES38	Cooling Tower		Other Processes	Y	Other process equipment	N	Work progr
<u>Profile</u>	<u>Open</u>					ES35	PERP		Internal Combustion	Y	Portable I.C. Engines, 4 Stroke-Rich Burn, with Catalyst	Y	Work progr
Profile	<u>Open</u>	12345	F12345			ES34	furnace		External Combustion	Y	Furnace >100 MMBTU/HR	N	Work progr
Profile	<u>Open</u>					ES33	Flare		External Combustion	Y	Flare	N	Work progr
Profile	<u>Open</u>	34567	F34567			ES32	boiler		External Combustion	Y	Boiler >100 MMBTU/HR	N	Work progr
Profile		23456	F23456			ES31	Heater			N		N	Work progr

Permit NO

Permit Device ID

Report Process/Emissions       AER Device ID       Permit Device ID         Additional Toxic       -	AER ription       ES Name       ES Group Name       Source Category       Emissions?       Equipment       PERP       ES Status         Image: Source of the state of the s	A/N	ess/Emissi oxic ess Refer	/Emissions	AER	Device ID				Permit D	evice ID			
Additional Toxic Process References Process Ref	t Device rription       AER Device ID       ES Name       ES Group Name       Source Category       Emissions?       Equipment       PERP       ES Status         ID       ES32       boiler       Image: Source Category       External Combustion       Y       Boiler >100 MMBTU/HR       N         Source Group       Process/Material/Fuel Name       Status       Operation Type routine         Image: Source Group       Process/Material/Fuel Name       Work in progress       Operation Type routine	A/N Open	oxic ess Refer	References										
Process References         Process References         P       A/N       Permit Device ID       Permit Device Description       AER Device ID       ES Name       Group Name       Source Category       Emissions?       Equipment       PERP         Open       34567       F34567       F34567       Essa       boiler       Essa       boiler       External Combustion       Y       Boiler >100 MMBTU/HR	t Device rription       AER Device ID       ES Name       ES Group Name       Source Category       Emissions?       Equipment       PERP       ES Status         ES32       boiler       External Combustion       Y       Boiler >100 MMBTU/HR       N         Source Group       Process/Material/Fuel Name       Status       Operation Type routine         Image: Status       Work in progress       routine	Proces A/N Open	ess Refer	References										
PR       A/N       Permit No       Permit Device Description       AER Device IID       ES Name       Source Category       Emissions?       Equipment       PERP         Open       34567       F34567       F34567       Come       ES Name       ES Source Category       Emissions?       Equipment       PERP	L Device ription       AER Device ID       ES Name       ES Group Name       Source Category       Emissions?       Equipment       PERP       ES Status         Image: Internation of the state of the s	A/N <u>Open</u>												×
P     A/N     Permit Device ID     Permit Device Description     AER Device ID     ES Name     Group Name     Source Category     Emissions?     Equipment     PERP       Open     34567     F34567     F34567     Common Comm	AER pription       AER Device ID       ES Name       ES Group Name       Source Category       Emissions?       Equipment       PERP       ES Statu         boiler       ES32       boiler       External Combustion       Y       Boiler >100 MMBTU/HR       N         Source Group       Process/Material/Fuel Name       Status       Operation       Type         ernal Combustion       V       Status       Operation       Type         Image: Comparison of the status       Vork in progress       Vortine       Vortine	A/N Open												
P     A/N     Permit No     Permit Device ID     Permit Device Description     AER Device ID     ES Name     ES Group Name     Source Category     Emissions?     Equipment     PERP       Open     34567     F34567     F34567     Image: Category     ES32     boiler     External Combustion     Y     Boiler >100 MMBTU/HR	AER pription       AER Device       ES Name       ES Group Name       Source Category       Emissions?       Equipment       PERP       ES Statu         Image: Source of the process/material/Fuel Name       External Combustion       Y       Boiler >100 MMBTU/HR       N         Source of the process/material/Fuel Name       Status       Operation       Type         Image: Source of the process/material/Fuel Name       Work in progress       Operation       Type         Image: Source of the process/material/Fuel Name       Work in progress       Operation       Type         Image: Source of the process/material/Fuel Name       Image: Status       Status       Operation       Type         Image: Source of the process/material/Fuel Name       Image: Status       Status       Operation       Type         Image: Source of the process/material/Fuel Name       Image: Status       Status       Operation       Type         Image: Source of the process/material/Fuel Name       Image: Status       Image: Status       Status       Image: Status       Image: Status         Image: Source of the process/material/Fuel Name       Image: Status       Image: Status       Image: Status       Image: Status         Image: Source of the process of the process       Image: Status       Image: Status       Image: Status       Image: Status	A/N Open												
Open     34567     F34567     ES32     boiler     External Combustion     Y     Boiler >100 MMBTU/HR	ES32     boiler     External Combustion     Y     Boiler >100 MMBTU/HR     N       Source Group     Process/Material/Fuel Name     Status     Operation     Type       ernal Combustion     Work in progress     routine	<u>Open</u>	Permit No	Permit Devi No ID	ce D	rmit Device escription	AER Device ID	ES Name	ES Group Name	Source Category	Emissions?	Equipment	PERP	ES Statu
Deserves TD Course Creater Deserves (Methodis) / Fuel News Chebra Course New	Source Group         Process/Material/Fuel Name         Status         Operation Type           ternal Combustion         Work in progress         routine		34567	34567 F345	57			ES32	boiler		External Combustion	Y	Boiler >100 MMBTU/HR	N
Process ID Source Group Process/Material/Fuel Name Status Operation	Work in progress routine		р	Process	D	Source G	roup	Process	Materia	l/Fuel Nar	ne	Status	Operatio	n Type
Open P1 External Combustion Work in progress routin	0	0	Open	P1		External Con	nbustion	,		,	V	Vork in progress	routir	ne
Open         P1         External Combustion         Work in progress         routin           Add Process/Material/Fuel         i         i         i         i         i         i		Q Add	P Open	Process P1 rocess/Mat	ID erial/F	Source G External Con uel	roup nbustion	Process/	/Materia	l/Fuel Nar	ne V	<b>Status</b> Vork in progress	<b>Operatio</b> routir	n i

A new step (Step 5: Process Release Locations) is now accessible from this page. This feature allows users to link emissions release locations to the process that has been opened.

#### Step 5: Process Release Locations

Emission Release Locations need to be added before they can be linked to processes. If you do not see your emission release location for this process, please add it in the <u>Emissions Release Locations</u> page.

Release Location ID	Release Name	Release Type	Stack Configuration	Latitude	Longitude	Stack Height Above Ground (ft)	Stack Exit Gas Temperature (°F)	Stack Diameter (ft)	Stack Exit Gas Velocity (ft/min)	Stack Exit Gas Flow Rate (Actual CFM)	Action
						_					

Link Emissions Release Locations to this Process

Click Link Emissions Release Locations to this Process to open a pop-up window with all the

user-added emissions release locations.

Then click <u>Link</u> to link the process to the appropriate emissions release location.

6. Report	Map Emi	ssions R	elease	Locations (S	Stacks)						×	iissions
Combusti	-				-							50000000e-2
Externa								Search				8000000e-1
Interna								Search.				0000000e-3
Use of org							Stack	Ctack Evit		Ctack	Stack	50000000e-2
Spray C	Release	Release	Release	Stack			Height	Gas	Stack	Exit Gas	Flow	50000000e-2
Booth	ID	Name	Туре	Configuration	Lautude	Longitude	Ground	Temperature	(ft)	Velocity	Rate	0000000e-2
Other L							(ft)	(°F)	()	(ft/min)	(Actual CEM)	00000000e+2
Storage a	Link	Boiler 1	Point	Vertical	34.001500	-117.830560	50.0000	1470.8	13.0	924.06	122652.60	0000000e-1
Fugitive		Loading	Volume		34.001500	-117.830560						-00000000e-2
Other Pro	Showing 1 t	rack 1	ontrios						4	Drovious	Novt 🕨	P0000000e-1
Process U	Showing 1	.0 2 01 2	entries							FIEVIOUS	NEXC	9000000e-1
7. Additiona												
Substances												
Usage												
8. Perform												
9. Review S												ee your
10. Print Fa												
11. Report												
												k Evit
l												Flow
			Location	Name Type	Configura	tion Latitude	Longitude	e Above Tem Ground	(°F)	Diameter (ft)	elocity (	Rate Action
								(ft)	( • )	(12) (	ft/min) (*	CFM)
		-										

The user will then see that the linked release location was removed from the list and added to the table in Step 5.

#### Step 5: Process Release Locations

Emission Release Locations need to be added before they can be linked to processes. If you do not see your emission release location for this process, please add it in the <u>Emissions Release Locations</u> page.

Release Location ID	Release Name	Release Type	Stack Configuration	Latitude	Longitude	Stack Height Above Ground (ft)	Stack Exit Gas Temperature (°F)	Stack Diameter (ft)	Stack Exit Gas Velocity (ft/min)	Stack Exit Gas Flow Rate (Actual CFM)	Action
1	Boiler 1	Point	Vertical	34.001500	-117.830560	50.0000	1470.8	13.0	924.06	122652.60	Delete

I ink Emis	sions Rel	ease Locat	ions to th	is Process
		ouco Loour	Torrio co cri	

#### Upload/Import Multiple Release Locations

The user can upload multiple release locations by filling out the spreadsheet template and importing it to the Webtool. The user can click "Download Template" and fill out the spreadsheet accordingly. After filling out the information, the user can click "Choose File" to import the filled-out spreadsheet. Note, the user must enter an upload comment before importing.

After uploading, the user must manually link all release locations to a device following the steps above. At this time, users cannot link Release Locations and devices using the upload feature.

Facility ID: 999908 Facility Comments 1. Facility Information 2. Status Update 3. Combustion Fuels 4. Emissions Release Locations 5. Emission Sources (ES) 6. Report Process/Emissions	Build Reporting Structure         Emissions Release Locations         Summary:       This section contains facility emissions release locations. Please make sure that every device has a specified emissions release locations. New emissions release locations can also be added.         Instruction:       Add emissions release locations by clicking "Add New Emissions Release Location". Edit emissions release locations by clicking "ReleaseLocationID" under the "Release Location ID" Column. You may link the Release Location to a Process via the Emission Source (ES) profile page.
<ul> <li>Additional volte</li> <li>Substances Production and Usage</li> <li>Perform Data Validation</li> <li>Review Summaries</li> <li>Print Facility Report</li> <li>Report Submission</li> </ul>	Release Location Information Batch File Import       Click here       or more instructions.         Download the Excel file and fill it out with information about release       Download Template         Please refer the Directions sheet in the excel file while filling out the stackInformation excel sheet and upload below.       Choose File       pload Staction (1).xisx         TEST       •         Import       •         The file is successfully uploaded.       •         • Number of release locations added: 3       •
	Add New Emissions Release Location

The following is an example of filled out template.

Showing 1 to 3 of 3 entries

1	A	В	С	D	E	F	G	н	1	J
1	Release Type	Release Name	Stack Configuration	Latitude	Longitude	Stack Height Above Groud (ft)	Stack Exit Gas Temperature (°F)	Stack Diameter (ft)	Stack Exit Gas Velocity (ft/min)	Stack Exit Gas Flow Rate (Actual CFM)
2	Point	ICE	Vertical	33.8	-114.3	25	250	10	8	
3	Point	Boiler	Horizontal	33.8	-113.2	30	275	12	10	
4	Volume	ICE		33.5	-114.7					
5										
6										
	< → Di	rections Stack	nformation (+)					•		

12.00

1130.9

Previous

### Download/Export Release Locations Summary Report

To aid in review, a Release Locations summary report can be generated and downloaded by clicking on "Export". The report will provide a summary list of the facility's release location as well as list of the devices/processes link with their release locations. Cells are shaded red if any release location is not linked to at least one device/process or if any device/process is not linked to at least one release location.

The Release Locations Summary Report is also available as a downloadable report upon submission.

Facility ID: 999908	Build F	Reporti	ing Str	ructure									
Facility Comments	Emission	s Releas	e Locat	ions									
1. Facility Information	Linibolon	5 Holous	e Locat	10115									
2. Status Update 3. Combustion Fuels	Summa	ary: Th em	is sectio hissions	on contains release loca	facility ( ations. N	emissions lew emiss	release loca ions release	ations. Please n locations can a	nake sure also be ad	that every d Ided.	evice has a spe	ecified	
Locations     Locations     Emission Sources (ES)     Report Process/Emissions	Instruc	tion: Ad by Pro	d emiss clicking ocess via	ions release g "ReleaseLo a the Emissi	location cationIE on Sourc	ns by clic )" under t ce (ES) pr	king "Add Ne he "Release ofile page.	ew Emissions Re Location ID" Co	elease Loc olumn. You	ation". Edit e u may link the	emissions relea e Release Loca	se locatio tion to a	ons
7. Additional Toxic Substances Production and	Release I	Location Ir	nformatio	on Batch File I	mport - C	<u>lick here</u> f	or more instru	ctions.					
8. Perform Data Validation 9. Review Summaries 10. Print Facility Report 11. Report Submission	Downlo location Downlo Please	ad the Ex ns prior to oad Templ refer the	cel file a uploadi ate Directior	nd fill it out ng the file be ns sheet in th	with info clow. e excel fi	rmation at	out release lling out the						
	StackIn	formation	excel sh	neet and uplo	ad below								
	TEST	e riie up	load stac										
	Impo	rt					// \$						
	The file • N • D	e is succes lumber of l latabase ha	sfully upi release lo as been u	loaded. ocations adde Ipdated.	d: 3								
	Add Ne	w Emissio	ns Relea	se Location	0								
	Displayi	ng 3 emis	sions rel	ease location	5.								
	Release	Туре					~	R	elease Nar	ne			
	Stack Co	nfiguratio	n D-11										
	Search	Emissions	Relase Lo	ocation									
	Export	1											
									Sea	arch:		Print	Preview
	Release Location ID	Release Name	Release Type	Stack Configuration	Latitude	Longitude	Stack Height Above Ground (ft)	Stack Exit Gas Temperature (°F)	Stack Diameter (ft)	Stack Exit Gas Velocity (ft/min)	Stack Exit Gas Flow Rate (Actual CFM)	Emission Process Linked	Action
	2	ICE Boiler	Point Point	Vertical Horizontal	33.800000 33.800000	-114.300000	25.00 30.00	250.00 275.00	10.00	8.00	628.32 1130.97	N	Delete Delete
	3 Showing 4	ICE	Volume		33.500000	-114.700000						N	Delete

### Data Validation

Since each Process must have an associated release location, a data validation error notifies the reporter that a release location has not been assigned to a certain process.

To run a data validation, go to 8. Perform Data Validation and select

Run Data Validation

#### Facility ID: 999129 Data Validation 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 Rule ES/Process V103 ES29 P1 8. Perform Data Validation 10. Print Facility Report 11. Report Submission ES/Process Rule V34

#### Summary: This section presents errors and warnings found in the report. Instruction: Correct all errors (red) before continuing to report submission. All errors must be corrected before submission. Review warnings to ensure emissions are correctly and accurately reported. If any of the warnings do not apply, please disregard them as the report can be submitted with warnings. Errors 0 Description Error: Mapping between the Emission Process and Release Location is Mandatory **General Report Warnings** A Description Fuel: Natural Gas - Ammonia emission factor of 18 lbs/mmscf automatically populated by the reporting tool corresponds to equipment with Selective Non Catalytic Reduction (SNCR), for equipment with Selective Catalytic Reduction (SCR) substitute listed value by 9.1 lbs/mmscf, and for equipment without SNCR or SCR by 3.2 lbs/mmscf. V34 Fuel: Distillate Fuel Oil No. 2(Diesel) - Ammonia emission factor of 2.9 lbs / 1000 gallons

automatically populated by the reporting tool corresponds to equipment with Selective Non Catalytic Reduction(SNCR), for equipment with Selective Catalytic Reduction(SCR) substitute listed value by 1.4 lbs / 1000 gallons, and for equipment without SNCR or SCR by 0.8 lbs / 1000 gallons.

As a reminder, the report can be submitted with Warnings but cannot be submitted with any Errors. If this error is displayed, the user must link the displayed process to a release location before continuing to submittal.

# Additional Toxic Substances Guideline

Beginning with the 2022 data year CTR requires that Core CTR facilities report **additional substances** as shown in Table B-2 of CTR. Any additional substance that is present, used, or produced at a facility during the data year in a way that may result in airborne emissions must be reported using "best available data and methods" as defined by CTR to quantify emissions.

If no "best available data and methods" exists to provide a reasonable emissions estimate, the toxic substance and the amount used or produced at the facility during the data year must be reported instead of an emission value. Purchase records, substance inventory reconciliation, direct measurement, or other methods may be used to estimate amounts used or produced.

If a portion of the emissions of these additional toxic substances could be reasonably quantified using "best available data and methods," that portion still needs to be reported as emissions associated with a device or process.

The AER Webtool has been updated to provide users with a means to report the presence, usage, and/or production of additional toxic substances that could not be reasonably quantified and associated with a process. This page should only be used to capture the usage or production associated with the portion that could not be reasonably quantified. The usage or production of the additional toxic substances captured in this section of report are not subject to fees.

### Add New Substance

The Additional Toxic Substances Production and Usage page can be accessed through the left navigation menu.

#### To add a new substance, click

Add Additional Toxic Substances Production and Usage

#### Facility ID: 999129

- 1. Facility Information
- 2. Status Update
- 3. Combustion Fuels
- 4. Emissions Release
- Locations
- 5. Emission Sources (ES)

7. Additio	nal Toxic
Substance	s Production and
Union	
Usage	

9. Review Summaries

- 10. Print Facility Report
- 11. Report Submission

## Additional Toxic Substances Production and Usage

Summary: This section contains Additional Toxic Substances Production and Usage.
Instruction: Add Additional Toxic Substances Production and Usage by clicking "Add Additional Toxic Substances Production and Usage" button. Edit "Additional Toxic Substances Production and Usage" by clicking "Edit" hyperlink.

#### Annual Usage and Production of Additional Toxic Substances CTR requires that if, during the data year, any additional toxic substances identified and required to be reported in Appendix B of CTR is present, used, or produced at a facility in a way that may result in airborne emissions, "best available data and methods" as defined by CTR must be used to quantify emissions.

If no "best available data and methods" exists to provide a reasonable emissions estimate, then the toxic substance and the amount used or produced at the facility during the data year must be reported instead of an emission value. Purchase records, substance inventory reconciliation, direct measurement, or other methods may be used to estimate amounts used or produced.

If a portion of the emissions associated to these additional toxic substances could be reasonably quantified using "best available data and methods," that portion still needs to be reported as emissions associated with a device or process. This page should only be used to capture the usage or production associated with the portion that could not be reasonably quantified.

These additional toxic substances usage or production captured in this section of report are not subject to fees.

Click <u>here</u> to go to Toxic Pollutants page

Add Additional Toxic Substances Production and Usage

List of Additional Toxic Substances Production and Usage

					Search:		
	TAC Code	TAC Name	Annual Usage	Usage Unit	CAS Number	Source/Process	
[			No d	ata available in table			
9	Showing 0 to 0	of 0 entries				Previous Next	b.

The user will see empty fields to enter a new substance.

TAC Pollutant	Please Select TAC Code 🔹 *
	× *
Annual Usage	*
Usage Unit	✓ *
Comments	Explain why emissions could not be reasonably quanitified and reported as emissions associated with a device or process.
Reported Partially as Emissions	<ul> <li>A portion of this substance emissions was reasonably quantified and reported in the emission section of the report.</li> </ul>
Save or Cancel	

**TAC Pollutant:** This drop-down menu contains all of the toxics identified in Table B-2 of CTR, organized by TAC Code. For some TAC groups selected a second drop-down menu will become available to specify the substance.

Annual Usage: Enter the total annual usage as a whole number or decimal.

Usage Unit: Select the most appropriate usage unit to reflect the annual value.

**Comments:** Use this section to provide a detailed explanation why this substance could not be reasonable quantified and reported as emissions associated with a device or process.

**Reported Partially as Emissions:** If a portion of the emissions of this substance was captured as emissions associated with a device or process, check this box to open more information fields.

All fields with a \* are mandatory entries.

TAC Pollutant	95 - Chromium (III) compounds	~	*
	10101538 - Chromium (III) sulfate	~	*
Annual Usage	100.350000	*	
Usage Unit	kg	*	
	Explain why emissions could not be re emissions associated with a device or	easonably quanitified and reported as process.	5
Comments	No emissions estimate method exists packaging stage.	for this substance during the final	*
Reported Partially as Emissions	✓ A portion of this substance emissi reported in the emission section of th	ons was reasonably quantified and e report.	
Emission Source	List the AER Device IDs (ES#) and Pr of emissions was reported. Separate	ocess Numbers under which a portion multiple entries by commas.	n *
	1374,F1		
Comments	Please explain why only some (and no quantified and reported as emissions	ot all) of the emissions could be associated with a device or process.	
comments	Emissions estimates for the production tests.	on stage are available due to source	*
Save or Cancel			

**Emission Source:** Enter the AER Device IDs and Process Numbers under which a portion of emissions were reported. Multiple Device IDs and/or Process Numbers can be entered and separated with commas. Note: this field will only accept a combination of the letters E, S, and P, and numbers.

**Comments:** Use this section to provide a detailed explanation why only a portion of this substance could not be reasonable quantified and reported as emissions associated with a device or process.

Click Save to save and close the Add New Substance page. The user will now see a summary of the added substance in the table.

#### List of Additional Toxic Substances Production and Usage

				Search:			
TAC Code	TAC Name	Annual Usage	Usage Unit	CAS Number	Source/Process		
95	Chromium (III) compounds	100.350000	kg	10101538	ES74,P1	Edit	Delete
Showing 1	to 1 of 1 entries				A Previo	ous N	ext 🕨

The tool can accept multiple entries for the same CAS Number if the entry uses a different Usage Unit. For example, chromium entries can be made for the compound in pounds, gallons, and cubic feet if needed. If the same substance needs to be reported for multiple sources or process with the same unit, it should be aggregated into one entry while noting all sources and processes. For example, the AER Webtool will not allow multiple entries of chromium in pounds.

# PERP Reporting Instructions

Rule 301 (e)(2) requires that "all major stationary sources of NOx and VOC, as defined in Rule 317, shall annually report and pay the appropriate clean air act non-attainment fees for all actual source emissions including but not limited to permitted, unpermitted, unregulated and fugitive emissions." The only exception was equipment subject to the Statewide Portable Equipment Registration Program (PERP), which was intentionally made exempt from AER to prevent the double reporting of emission to the California Air Resources Board (CARB).

Beginning with the 2022 data year, CTR requires GHG/MRR and Greater than 250 TPY/Criteria facilities (Core CTR facilities except those only identified as an Elevated Prioritization Toxic Facilities) to report emissions from portable diesel-powered engines rated at 50 brake horsepower (bhp) or above including those registered as PERP equipment, regardless of equipment ownership or permit status, if the engine or device is operated on site at any time during the data year.

Reporting of emissions from PERP and portable equipment, including equipment brought on-site and/or operated by an outside contractor or entity, is the responsibility of the facility where the equipment was operated. With the new PERP feature, reporters can now label equipment as PERP so that PERP emissions may be excluded from emissions fees. Only PERP is exempt from emissions fees; non-PERP portable equipment (i.e. various locations permitted equipment) are subject to Rule 301 emissions fees.

For more detailed guidance on PERP and portable equipment reporting, including contractor equipment and aggregation, refer to the Portable Equipment Guideline on the AER Webpage.

### Adding New PERP Equipment

PERP is added to the report using the same process as adding a new device. Non-PERP portable equipment can be added to the device using the same steps but should not be marked as PERP.

Click on Emission Sources (ES) on the left navigation menu. Then click Add New Emission Source

Facility ID: 999129	Build Reporting Structure
1. Facility Information 2. Status Update	Emission Sources (ES) Classification
Computation Fuels     Encission Release     Control      Encission Sources (ES)     Report Process/Emissions     Additional Toxic     Substances Production and     Usage     B. Berform Data Validation	<ul> <li>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.</li> <li>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.</li> </ul>
9. Review Summaries 10. Print Facility Report 11. Report Submission	Storage Tank Emissions Batch File Import - <u>Click here</u> for more instructions.           Add New Emission Source
	Displaying 8 emission sources. A/N Permit NO AER Device ID Permit Device ID Search Emission Sources
	Search: Print Preview

This will open the Edit Emission Source page. To identify the device as PERP equipment, the check mark next to PERP Equipment (CARB's Portable Equipment Registration Program) should be checked. The note next to the check mark alerts the user that emissions from PERP equipment are not subject to emission fees.

Note: The user is responsible for verifying that the equipment is registered as PERP. If a device is misidentified as PERP, emissions from the device may result in emission fees and potential surcharges when the AER is amended to correct the error.

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 prepopulated, verify that the information is correct

Permitted A/N	
PERP Equipment(CARB's Portable Equipment Registration Program)	Only CARB GHG MRR and Over 250 tons/yr (PTE) facilities must report PERP  Emissions are not included when calculating emission fees
Permit No	
Permit Device ID	
AER Device ID	will be assigned upon saving
ES Name	*
Operating ES Status	✓ *
Comment	
Design Capacity	0
Save or Save and retu	rn to List of Emission Sources or <u>Cancel</u>
Optional: Save and Mark as	s Completed

Once the PERP checkbox is checked, the permitted checkbox and Application Number (A/N) checkbox are not available since equipment that require a permit from the South Coast AQMD cannot be registered as PERP.

The user should then add a name in the ES Name field and select an option in the Operating ES Status. When "Normal Operation" is selected as the Operating ES Status, the Emission Source

Category button is available. To categorize the emission source, click

A pop-up box with emission source categories will display, as shown below. Since the PERP checkbox was selected, the webtool has greyed out several categories that cannot be registered as PERP. For example, in the screenshot below, all stationary I.C. engines have been greyed out since stationary equipment cannot be registered as PERP and would instead be permitted.

The user should use the description on the PERP registration document to identify the appropriate category when categorizing the emissions source.

Fermitteu	A/N	Permit No	Permit Device ID	Permit Equipment Description	AER Device ID	ES Name
					ESnull	PERP ICE
1. Externa	l Combust	tion Equipment (e	.a., boiler, drver, oven, furnace	, heater, afterburner, flare, kiln or inc	inerator) click here to sel	ect one the
followin	g Equipme	ent:				
2. Interna	Combust	ion Equipment (e	.g., internal combustion engine	e (excluding vehicles), turbine or micr	o turbine) <u>click here</u> to se	lect one of the
followin	g Equipme	ent:				
Por	table I.C.	Engines, 2 Strol	ke-Lean Burn	Stationary I.C. Engines, 4 Str	oke-Lean Burn	
Por	table I.C.	Engines, 2 Strol	ke-Lean Burn, with Catalyst	Stationary I.C. Engines, 4 Str	oke-Lean Burn, with Ca	talyst
D Por	table I.C.	Engines, 4 Strol	ke-Lean Burn	🗍 Stationary I.C. Engines, 4 St	oke-Rich Burn	
Por	table I.C.	Engines, 4 Strol	ke-Lean Burn, with Catalyst	🗌 Stationary I.C. Engines, 4 St	oke-Rich Burn, with Cat	alyst
Por	table I.C.	Engines, 4 Strol	ke-Rich Burn	Turbines		
Por	table I.C.	Engines, 4 Strol	ke-Rich Burn, with Catalyst	Engine Test Cells		
Sta	tionary I.	C. Engines, 2 St	roke-Lean Burn	Micro Turbine		
🗌 Sta	tionary I.	C. Engines, 2 St	oke-Lean Burn, with Catalys	t		
3. Spray C	oating/Sp	ray Booth (e.g., d	oatings, solvents, adhesives, e	etc.) <u>click here</u> to select one of the foll	owing Equipment:	
		2.2				

After selecting the appropriate emission source category, the user must click continue.

to

Permitted	
A/N	
PERP Equipment(CARB's Portable Equipment Registration Program)	Only CARB GHG MRR and Over 250 tons/yr (PTE) facilities must report PERP  Emissions are not included when calculating emission fees
Permit No	
Permit Device ID	
AER Device ID	will be assigned upon saving
ES Name	PERP Generator 1 *
Operating ES Status	Normal Operation 🗸 *
Comment	
Emission Source Category	Internal Combustion Categorize Emission Source
Emergency Generator	
Emergency Fire Suppression or Fire Water Pumps	
Other Permitted Emergency Engines	
Design Capacity	0 ~
nce the Emission Source	page is filled out appropriately, the user can click Save to stay on

Once the Emission Source page is filled out appropriately, the user can click the Edit Emission Source page, click Save and return to List of Emission Sources to return to the Emission Sources (ES) page, or the Process Page.

to go to

Clicking on any of the orange save buttons will complete the Edit Emission Source page process.

### Reporting Usage and Emissions for PERP Equipment

Reporting usage and emissions from PERP equipment in the Process Page is the same as reporting usage and emissions from any other source. Refer to the Help & Support document for a detailed step by step tutorial on entering new equipment. This section will cover what should be done differently for PERP reporting.

tep	1: Proces	s								Ор	tion	al: Mark as C	omplet	ed
	AER Device ID	Pe	ermit vice ID	A/N	Process ID	Rule		Equ	ipment		PERP	Fuel		scc
<u>Open</u>	ES35				P1	PERP		Portable I.C. I Rich Burn,	Engines, 4 Strok with Catalyst	e-	Yes	Distillate Fue No. 2 (Diesel)	l Oil	
ſ										Click	here	e to delete th	is proc	ess.
en	Edit Em	nissi	on Pro	oces	s - Inte	ernal	Co	mbustion					×	
	AER Device ID	Pe Dev	ermit ice ID	A/N	Proces ID	ss R	tule #	Equ	ipment	PER	p	Fuel	SCC	
<u>)per</u>	ES35			P1		ERP	Portable I.C. Engines, 4 Stroke-Rich Burn, with Catalyst		Yes (		istillate Fuel il No. 2 Diesel)			
ер	AER Device ID			E	ES35 AER Device Name PERP									nte.
	NON-PERMITTED			Permit Device ID										
pen pen	Process ID		P	P1 Process Name								De+0		
pen	Process	Comr	ment											0e-2
<u>pen</u>	SCC													De+1
<u>pen</u>	Fuel	[	Distilla	ate F	uel Oil I	No. 2	(Di	iesel) 🗸 *						Je+0
ер	Rule #	(	PERP		-	* Ad	ld R	ule						
	Equipme	ent	431.1 431.2	Sulfu Sulfu	r Content o	of Gase of Liqui	id Fue	Fuels els						
pen			4/4	Fuel	Burning Eq sions from	uipmen Gaseou	nt - O is - ar	nd Liquid-Fuele	en d Engines					
<u>pen</u>			1134	Emiss	sions of Ox	ides of	Nitro	gen from Stati	onary Gas Turbine	s				
		Fo	1135	Emis	sions of Ox	ides of	Nitro	ogen from Elect	ric Power Genera	ting Sy	stem	5		
pon	Chromium	hov	1470	Requ	irements f	or Stati	ionary	y Diesel-Fueled	Internal Combust	tion an	d Oth	er Compression I	gnition E	ingines
pen	Arsenic	and (	1472	Requ Engir	irements f ies	or Facil	lities	with Multiple S	tationary Emerge	ncy Sta	andby	Diesel-Fueled In	iternal Co	ombustio
	Lead	d com		Othe	r - please e	enter Ri	ule n	umber						
Doen			Nickel			7	4400	3.90000	000e-3 lbs / M	gal	AQMI	) default 3.	900000	)0e-4

To enter PERP as the Rule number in Step 1, users should click <u>Open</u> to open the above dialog box, as shown below. Select the fuel and select "Other – please enter Rule number" in the Rule # drop-down menu. Users can then type "PERP" into the Rule # box.

1	Step 1	: Process	5				Optie		Mark as Completed
		AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Equipment	PERP	Fuel
	<u>Open</u>	ES35			P1	PERP	Portable I.C. Engines, 4 Stroke-Rich Burn, with Catalyst	Yes	Distillate Fuel Oil No. 2 (Diesel)
1							Click b		delete this presses

Click here to delete this process.

#### Step 2: Throughput

	Annual Throughput	Criteria/Toxic Throughput
<u>Open</u>	2,000.0000000 gal	2.00000000 M gal

If the facility owns the portable equipment, aggregating is NOT allowed. If aggregating multiple contractor devices, users can enter the total fuel consumption for the data year as the annual throughput. Contractor devices should be aggregated consistent with the equipment's emission factors. Users should follow the Portable Guidelines for guidance on aggregation of multiple contractor devices.

### Release Locations

Core CTR facilities must report release locations for all equipment on site including PERP and portable equipment. As detailed in the Portable Guidance Document, reporters can aggregate non-facility owned portable and PERP equipment. Facility-owned equipment cannot be aggregated.

To add a release location for Portable or PERP equipment follow the instructions for Release Locations in this document.

### Data Validation Page

The Data Validation Page can be accessed by clicking on "Perform Data Validation" on the blue, left-hand menu (see screenshot below). Data validation can be run by clicking on the orange "Run Data Validation" page.

AER Home Browse Facilities	Access Facility	START HERE		£	?
	Work In Progress	• Facility ID: 999129 • SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) •	Reporting	period:	2022
Facility ID: 999129	Data Valid	ation			
<ol> <li>Facility Information</li> <li>Status Update</li> <li>Combustion Fuels</li> </ol>	Summary: Instruction	This section presents errors and warnings found in the rep Click on the "Run Data Validation" Button.	ort.		
4. Emissions Release Locations	Run Data Vali	idation			
5. Emission Sources (ES) 6. Report Process/Emissions					
7. Additional Toxic Substances Production and					
8. Perform Data Validation					
10. Print Facility Report					
	AQMD web site He	ome   <u>AER Web Site</u>   <u>Submit question/comment</u>   Report a Bug			

For any equipment marked PERP that is not a portable internal combustion engine, a device specific **warning** will appear prompting the user to verify that the source is correctly categorized as PERP. This is a data-specific warning that will always appear if PERP equipment, other than portable internal combustion engines, have been reported. The warning(s) will not block the reporter from submitting the AER. The user can use the warning to track and verify which equipment has been marked as PERP and proceed with submittal.

		Device Specific Warnings (1
Rule	ES/Process	Description
V38	<u>ES38</u>	Warning: ES reported as part of PERP (Portable Equipment Registration Program) is not a portable Internal Combustion Engine. Please make sure that PERP check box is not selected by mistake.

### PERP Emissions Summaries

Since PERP emissions are not subject to fees, a PERP category has been added to the emissions summaries so users can view their PERP and non-PERP emissions.

AER summaries can be found by clicking on the 9. Review Summaries link in the left-hand navigation menu. Then clicking on the desired summary: Criteria Pollutants, Toxic (TAC/ODC) Pollutants Summary, or Fees.

#### Facility ID: 999129

#### Summaries

<ol> <li>Facility Information</li> <li>Status Update</li> <li>Combustion Fuels</li> <li>Emissions Release Locations</li> <li>Emission Sources (ES)</li> <li>Report Process/Emissions</li> <li>Additional Toxic</li> <li>Substances Production and Usage</li> <li>Perform Data Validation</li> <li>Review Summaries</li> </ol>	Summary: Instruction:	This page provides emissions and emission fee summaries. Review all emissions and emission fees before preceding to 9. Report Submission (see menu on left-side). <b>Criteria Pollutant Summary</b> - Summarizes criteria pollutant emission totals permitted and non-permitted sources. Clicking on an emission value generat a list of the devices/processes that comprises the selected emission. <b>TAC/ODC Pollutants Summary</b> - Summarizes TAC emissions and fees by Rule 301(e)(7)(A) TAC emission fee category. Clicking on links generates additiona detail about the emissions, fees, devices/processes, or Rule 301. <b>Fees</b> - Summarizes facility-wide criteria pollutant emissions, criteria pollutar	by tes al
Criteria Pollutants Toxic (TAC/ODC) Pollutants Fees		and TAC/ODC emission fee totals, semi-annual installments paid (if applicable), and surcharges (if applicable).	
10. Print Facility Report	Criteria Pollutar	nts Summary	OPEN
11. Report Submission	Toxic (TAC/ODC)	Pollutants Summary	OPEN
	Fees		OPEN

A summary of PERP equipment criteria emissions has been added to the "Criteria Pollutant Summary" page as the last table on that page. Please note that the PERP equipment emissions are not included in the Non-Permitted Emissions Summary table that is just above the PERP Emission Summary table.

Permitted Emissions Summary (Excluding PERP)

	VOC	SPOG	NOx	NOx RECLAIM	SOx	SOx RECLAIM	со	PM
	(tons)	(tons)	(tons)	(tons)	(tons)	(tons)	(tons)	(tons)
External Combustion	<u>0.14</u>		<u>2.50</u>		<u>0.02</u>		<u>2.10</u>	<u>0.19</u>
Internal Combustion	<u>0.04</u>		<u>0.47</u>		0.00		<u>0.10</u>	<u>0.03</u>
Spray Coating/ Spray Booth								
Other Use of Organics								
Storage Tanks								
Fugitive Components								
Other Process Emissions								
Shutdown/ Startup/ Turnaround and Upsets								
Total Permitted Emissions	0.18	0.00	2.97	0.00	0.02	0.00	2.20	0.22

#### Non-Permitted Emissions Summary (Excluding PERP)

	VOC	SPOG	NOx	NOx RECLAIM	SOx	SOx RECLAIM	CO	PM
	(tons)	(tons)	(tons)	(tons)	(tons)	(tons)	(tons)	(tons)
External Combustion	<u>0.35</u>		<u>6.50</u>		0.03		<u>1.75</u>	<u>0.38</u>
Internal Combustion								
Spray Coating/ Spray Booth								
Other Use of Organics								
Storage Tanks	<u>0.88</u>							
Fugitive Components								
Other Process Emissions								
Shutdown/ Startup/ Turnaround and Upsets								
Total Non-Permitted Emissions	1.23	0.00	6.50	0.00	0.03	0.00	1.75	0.38

#### PERP (CARB's Portable Equipment Registration Program) Emission Summary

	VOC	SPOG	NOx	NOx RECLAIM	SOx	SOx RECLAIM	со	PM
	(tons)	(tons)	(tons)	(tons)	(tons)	(tons)	(tons)	(tons)
External Combustion								
Internal Combustion	<u>0.04</u>		<u>0.47</u>				<u>0.10</u>	<u>0.03</u>
Spray Coating/ Spray Booth								
Other Use of Organics								
Storage Tanks								
Fugitive Components								
Other Process Emissions								
Shutdown/ Startup/ Turnaround and Upsets								
Total Emissions	0.04	0.00	0.47	0.00	0.00	0.00	0.10	0.03

### TAC Emissions Fee Summary

The TAC summary pages have been modified to show TAC emissions and fees. As stated earlier, PERP emissions are not included in the emission fee calculations. Sub-tables identify PERP emissions and note that they are excluded from emission calculations. Sub-tables for Table 1, Table 2, and Table 3 are shown below.

#### Facility ID: 999129

- 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

Criteria Pollutants

#### Toxic (TAC/ODC) Pollutants Fees

- 10. Print Facility Report
- 11. Report Submission
- .....

#### Table 1 - Facility Base Toxic Fee Hide Table

Facility Base Toxic Fee of \$78.03 is applied when:

- Facility is not exempt from TAC Fees
- Any of the TAC Pollutants aggregated Annual Emissions exceed Annual Threshold

Please see the table below for the list of all TAC Pollutant that exceed Pollutants Annual Threshold:

TAC Group		TAC / OD	C	CAS #	Annual Theshold	Annual Emissions (lbs)	Emissions Subject to Fee (lbs)	Exceed Threshold	Devices / Processes	5
2	Benzene			71432	2	16.73029036	14.35769036	Yes	<u>6</u>	
		#	DeviceID	Device Typ	be	ProcessID	Exclude as PERP	Emission		
	<u>Open</u>	1	ES29	External Co	mbustion	P1	No	0.00005800		
	Open	2	ES32	External Co	mbustion	P1	No	0.0850000	00	
	Open	3	ES33	External Co	mbustion	P1	No	15.90000	000	
	Open	4	ES34	External Co	mbustion	P1	No	0.0000323	36	
	Open	5	ES35	Internal Cor	nbustion	P1	Yes	0.3726000	00	
	<u>Open</u>	6	ES36	Internal Cor	nbustion	P1	No	0.37260000		
							-			

#### Facility ID: 999129 Table 2 - Cancer-Potency Weighted Emission Fees

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

Criteria Pollutants

- Toxic (TAC/ODC) Pollutants
- Fees
- Tees
- 10. Print Facility Report 11. Report Submission
- TT. Report Submission

Cancer-Potency Weighted Emission (CPWE) Fees are calculated using formula: CPWE Fee = TAC x CPF x MPF x \$10.00

- TAC = Emissions (pounds) of a Table IV toxic air contaminant from here
- CPF = Cancer Potency Factor for the reported toxic air contaminant
- MPF = Multi-Pathway Factor for the reported toxic air contaminant
- CPWE Fee (per pound) = Cancer-Potency Weighted Emission Fee is \$10.00 per lb

ODC		CAS	; #	Annual Theshold	Er	Annual missions (lbs)	Emissi Subject to Fee (II	ons CPWE bs)	Cancer Potency Factor	Multi- Pathway Factor	CPW Emissions (lbs)	Fee	Due	Devices / Processe	/ s
mpounds		7440382		0.01	0.00	)64	0	0	12	9.71	0	\$0.00		2	
			#	Devicel	D	Device Ty	/pe	Proce	ssID	Emission	Acco in l	unted DPM	Exc as	luded PERP	
Q		pen 1 ES35		ES35	Internal Co		ombustion	P1		0.00320000	Y	es 🛛	Yes		
Q		<u>en</u>	2	ES36		Internal Co	ombustion	P1		0.00320000	Y	es 🛛		No	
		13322	214	0.0001											
		71432	2	2	16.7	73029036	15.985090	36 🕕	0.1	1	2 🕕	\$20.0	0 🕕	<u>6</u>	
		74404	117	0.001											
]		10699	90	0.1	0.86	596	0	0	0.6	1	0	\$0.00		2	

#### Facility ID: 999129

1. Facility Information 2. Status Update

Table 5 - Annionia & Ozone Depleting Compounds (ODC) Fees - nice is	Table 3 - Am	monia & Ozone	Depleting Compounds	(ODC) Fees	Hide Table
---	--------------	---------------	---------------------	------------	------------

Please see the South Coast AQMD <u>Rule 301</u> for details on how this fees are calculated.

3. Combustion Fuels														
4. Emissions Release Locations	TAC Group		TAC / O	CAS #		Annual Theshold	Annua Emission (lbs)	l ns	Emissions Subject to Fee (lbs)	Ei (1	mmision Fee lb/year)	Fee Due	Devices / Processes	
5. Emission Sources (ES)	32	Amn	nonia	I		20	0.0000000000	0.52272			<b>\$0</b>	.04		2
6. Report Process/Emissions						-		1				F		
7. Additional Toxic Substances Production and				#	DeviceID		Device Type		Pro	cessID	Emis	sion	PERP	ded as
Usage			<u>Open</u>	1	ES29		External Comb	ustion	P1		0.18	0.18		
8. Perform Data Validation			<u>Open</u>	2	ES34		External Comb	ustion	P1		0.342	.72	No	
9. Review Summaries	22 Fluorocarbons (chlorinated)			) 1104	1.0	000000000				\$0	.45	_		
Criteria Pollutants	22	Trichlorotrifluoroethane			76404	1.	000000000				60	45		
Toxic (TAC/ODC) Pollutants	22	{CFC-113}			70131	1.0	000000000000000000000000000000000000000				ŞU.	.40		
Fees 10. Print Facility Report	22	Dich {Fre	Dichlorofluoromethane {Freon 12}			1.0	0000000000				\$O.	.45		
11. Report Submission	22	Trich {Fre	nlorofluorom on 11}	ethane	75694	1.0	0000000000				\$0.	.45		

PERP equipment is not included in Table 4 – Flat Rate Devices Fees since this fee only applies to permitted equipment. Additionally, there are no fees associated with the long list TAC emissions, so both emissions from both PERP and non-PERP equipment are included in Table 5 - Long List TAC Summary (AB2588/CTR Reporting).

#### Fee Summary

PERP emissions are summarized in a separated column in the Total Emissions and Fees table on the Fee Summary Page. PERP emissions are excluded from the CAP fee calculations.

#### Facility ID: 999129

	Fees							
1. Facility Information								
2. Status Update	Total En	nissions a	nd Fees		_		_	
3. Combustion Fuels								
4. Emissions Release Locations		Permitted Emissions	Permitted Emissions	RECLAIM Emissions	Total Emissions (tons)	PERP Emissions Excluded from Fees(tops)	otal Emissions Subject to Fees (tops)	Emission Fees Due
5. Emission Sources (ES)		(tons)	(tons)	(tons)	(cons)	Tees(cons)	rees (tons)	
6. Report Process/Emissions 7. Additional Toxic Substances Production and Usage 8. Perform Data Validation 9. Review Summaries Criteria Pollutants Toxic (TAC/ODC) Pollutants	Organic Gasses	1.06	0.35	0.00	1.4	0.04	0	\$ 0.00
	Specific Organics	0.00	0.00	0.00	0.0	0.00	0	\$ 0.00
	Nitrogen Oxides	2.97	6.50	0.00	9.9	0.47	9	\$ 2,528.82
	Sulfur Oxides	0.02	0.03	0.00	0.0	0.00	0	\$ 0.00
	Carbon Monoxide	2.20	1.75	0.00	4.0	0.10	0	\$ 0.00
Fees 10. Print Facility Report	Particulate Matter	0.22	0.38	0.00	0.6	0.03	0	\$ 0.00
11. Report Submission								