

# 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](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](http://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:

Phone: (909) 396-3660

Email: [aer@aqmd.gov](mailto:aer@aqmd.gov)

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

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  to add a new Release Location.

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
- 10. Print Facility Report
- 11. Report Submission

## 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.

Add New Emissions Release Location



Displaying 0 emissions release locations.

Release Type  Release Name

Stack Configuration

Search:

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)
◀ 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 Location

**Instruction:** Add new emissions release location using below information. All areas with a Red Asterisk (\*) must be addressed.

Release Type  \*

Release Name  \*

or  or [Cancel](#)

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 to view information about each field.

## Edit Emissions Release Location

**Instruction:** Add new emissions release location using below information. All areas with a Red Asterisk (\*) must be addressed.

Release Type	Point * ⓘ
Release Name	* <input type="text"/>
Stack Configuration	* <input type="text"/>
Latitude	* ⓘ <input type="text"/>
Longitude	* ⓘ <input type="text"/>
Stack Height Above Ground (ft)	* ⓘ <input type="text"/>
Stack Exit Gas Temperature (°F)	* ⓘ <input type="text"/>
Stack Diameter (ft)	* ⓘ <input type="text"/>
Stack Exit Gas Velocity (ft/min)	* ⓘ <input type="text"/>
Stack Exit Gas Flow Rate (Actual CFM)	* ⓘ <input type="text"/>

or  or [Cancel](#)

Click here to [delete](#) 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.

#### Edit Emissions Release Location

**Instruction:** Add new emissions release location using below information. All areas with a Red Asterisk (\*) must be addressed.

Release Location ID	1
Release Type	Point <input type="text"/> * <a href="#">i</a>
Release Name	Boiler 1 <input type="text"/> *
Stack Configuration	Vertical <input type="text"/> *
Latitude	34.001500 <input type="text"/> * <a href="#">i</a>
Longitude	-117.830560 <input type="text"/> * <a href="#">i</a>
Stack Height Above Ground (ft)	50.0000 <input type="text"/> * <a href="#">i</a>
Stack Exit Gas Temperature (°F)	1470.8 <input type="text"/> * <a href="#">i</a>
Stack Diameter (ft)	13.0 <input type="text"/> * <a href="#">i</a>
Stack Exit Gas Velocity (ft/min)	924.06 <input type="text"/> * <a href="#">i</a>
Stack Exit Gas Flow Rate (Actual CFM)	122652.60 <input type="text"/> * <a href="#">i</a>

or  or [Cancel](#)

Click here to [delete](#) this emission release location and associated data.

Once all the fields have been filled, click  or

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

The user will then see a new button:

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 Location

**Instruction:** Add new emissions release location using below information. All areas with a Red Asterisk (\*) must be addressed.

Release Type	Volume ▾ * 
Release Name	<input type="text"/> *
Latitude	<input type="text"/> * 
Longitude	<input type="text"/> * 

[Save](#) or [Save and return to List of Emissions Release Locations](#) or [Cancel](#)

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 Location**

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**Instruction:** Add new emissions release location using below information. All areas with a Red Asterisk (\*) must be addressed.

Release Location ID	2
Release Type	Volume <span>*</span> ⓘ
Release Name	Loading Rack 1 <span>*</span>
Latitude	34.001500 <span>*</span> ⓘ
Longitude	-117.830560 <span>*</span> ⓘ

[Save](#) or [Save and return to List of Emissions Release Locations](#) or [Cancel](#)

Click here to [delete](#) this emission release location and associated data.

[Link Release Location to Process\(es\)](#)

## 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

- [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](#)

## Build Reporting Structure

**Emissions Release Locations**

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**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.

Displaying 2 emissions release locations.

Release Type  Release Name

Stack Configuration

[Search Emissions Release 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)
<a href="#">1</a>	Boiler 1	Point	Vertical	34.001500	-117.830560	50.0000	1470.8	13.0	924.06	122652.60
<a href="#">2</a>	Loading Rack 1	Volume		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.

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
<a href="#">1</a>	Boiler 1	Point	Vertical	34.001500	-117.830560	50.0000	1470.8	13.0	924.06	122652.60	N	<a href="#">Delete</a>
<a href="#">2</a>	Loading Rack 1	Volume		34.001500	-117.830560						N	<a href="#">Delete</a>

Showing 1 to 2 of 2 entries ◀ Previous Next ▶

Then click [Link Release Location to Process\(es\)](#)

#### Edit Emissions Release Location

**Instruction:** Add new emissions release location using below information. All areas with a Red Asterisk (\*) must be addressed.

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 * ⓘ
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 return to List of Emissions Release Locations](#) or [Cancel](#)

Click here to [delete](#) this emission release location and associated data.

[Link Release Location to Process\(es\)](#)

Search:

AER Device ID	Permit Device ID	A/N	Process ID	Status	EquipmentCode	Fuel	Throughput	Units	Emissions (lbs)					
									ROG	SPOG	NOx	SOx	CO	PM
No data available in table														

Showing 0 to 0 of 0 entries ◀ Previous Next ▶

- 1. Facility I
- 2. Status U
- 3. Combust
- 4. Emission
- Locations
- 5. Emission
- 6. Report
- 7. Addition
- Substances
- Usage
- 8. Perform
- 9. Review S
- 10. Print Fa
- 11. Report

Search:

AER Device ID	Permit Device ID	A/N	Process ID	Status	EquipmentCode	Fuel	Throughput	Units	Emissions (lbs)				
									ROG	SPOG	NOx	SOx	
<a href="#">Link ES29</a>		45678	P1	Work in Progress	Boiler 10-100 MMBTU/HR	Natural Gas	100	100 scf (CCF)	5.50000e-002	0	1.00000e+000	6.00000e-003	
<a href="#">Link ES33</a>			P1	Work in Progress	Flare	Natural Gas	100	mmscf	7.00000e+002	0	1.30000e+004	6.00000e+001	
<a href="#">Link ES34</a>		12345	P1	Completed	Furnace >100 MMBTU/HR	Natural Gas	200	therms	1.33280e-001	0	2.47520e+000	1.14240e-002	
<a href="#">Link ES32</a>		34567	P1	Work in Progress	Boiler >100 MMBTU/HR	Natural Gas	50	mmscf	2.75000e+002	0	5.00000e+003	3.00000e+001	
<a href="#">Link ES36</a>		54321	P1	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	
<a href="#">Link ES35</a>			P1	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	
<a href="#">Link ES30</a>		56789	P1	Work in Progress	Storage Tank and Dispensing	Crude oil (RVP 5)	500	M gal	1.75000e+003	0	0	0	

Showing 1 to 7 of 7 entries ◀ Previous Next ▶

AER Device ID	Permit Device ID	A/N	Process ID	Status	EquipmentCode	Fuel	Throughput	Units	Emissions (lbs)						
									ROG	SPOG	NOx	SOx	CO	PM	
No data available in table															

Showing 0 to 0 of 0 entries ◀ Previous Next ▶

The user will then see a pop-up displaying all processes that have been loaded into the tool. The user can click [Link](#) 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 Device ID	Permit Device ID	A/N	Process ID	Status	EquipmentCode	Fuel	Throughput	Units	Emissions (lbs)				
									ROG	SPOG	NOx	SOx	
<a href="#">ES29</a>		45678	P1	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
<a href="#">ES33</a>			P1	Work in Progress	Flare	Natural Gas	100	mmscf	7.00000e+002	0	1.30000e+004	6.00000e+001	3.50000e+001

Showing 0 to 0 of 0 entries ◀ Previous Next ▶

Processes can be unlinked by scrolling to the right of this table and clicking [Delete](#), as shown below.

Process ID	Status	EquipmentCode	Fuel	Throughput	Units	Emissions (lbs)						Delete
						ROG	SPOG	NOx	SOx	CO	PM	
<a href="#">1</a>	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	<a href="#">Delete</a>
<a href="#">1</a>	Work in Progress	Flare	Natural Gas	100	mmscf	7.00000e+002	0	1.30000e+004	6.00000e+001	3.50000e+003	7.50000e+002	<a href="#">Delete</a>

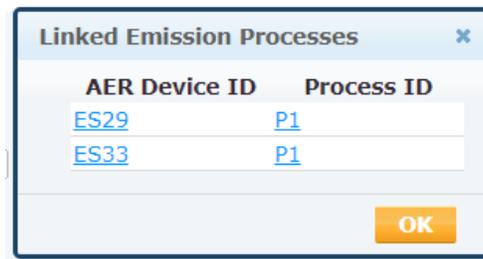
Navigation: Previous Next

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
<a href="#">1</a>	Boiler 1	Point	Vertical	34.001500	-117.830560	50.0000	1470.8	13.0	924.06	122652.60	<a href="#">Y</a>	<a href="#">Delete</a>
<a href="#">2</a>	Loading Rack 1	Volume		34.001500	-117.830560						N	<a href="#">Delete</a>

Showing 1 to 2 of 2 entries

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



## 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

- [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](#)

### Emission Sources (ES) Classification

**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

Displaying 9 emission sources.

A/N  Permit NO   
 AER Device ID  Permit Device ID

Search:

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
<a href="#">Profile</a>	<a href="#">Open</a>	98785	F56789			ES41	Emergency Generator 1		Internal Combustion	Y	Stationary I.C. Engines, 4 Stroke-Less Burn	N	Work progr
<a href="#">Profile</a>	<a href="#">Open</a>					ES38	Cooling Tower		Other Processes	Y	Other process equipment	N	Work progr
<a href="#">Profile</a>	<a href="#">Open</a>					ES35	PERP		Internal Combustion	Y	Portable I.C. Engines, 4 Stroke-Rich Burn, with Catalyst	Y	Work progr
<a href="#">Profile</a>	<a href="#">Open</a>	12345	F12345			ES34	furnace		External Combustion	Y	Furnace >100 MMBTU/HR	N	Work progr
<a href="#">Profile</a>	<a href="#">Open</a>					ES33	Flare		External Combustion	Y	Flare	N	Work progr
<a href="#">Profile</a>	<a href="#">Open</a>	34567	F34567			ES32	boiler		External Combustion	Y	Boiler >100 MMBTU/HR	N	Work progr
<a href="#">Profile</a>	<a href="#">Open</a>	23456	F23456			ES31	Heater			N		N	Work progr

5. Emission Sources (ES) A/N Permit NO  
 6. Report Process/Emissions AER Device ID Permit Device ID  
 7. Additional Toxic  
 8. Per  
 9. Re  
 10. P  
 11. R

**Process References**

A/N	Permit No	Permit Device ID	Permit Device Description	AER Device ID	ES Name	ES Group Name	Source Category	Emissions?	Equipment	PERP	ES Status
<a href="#">Open</a>	34567	F34567			ES32	boiler		External Combustion	Y	Boiler >100 MMBTU/HR	N

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

[Add Process/Material/Fuel](#) ⓘ

[OK](#)

Profile	Open	34567	F34567			ES32	boiler	External Combustion	Y	Boiler >100 MMBTU/HR	N	Work in progress
---------	------	-------	--------	--	--	------	--------	---------------------	---	----------------------	---	------------------

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 [Emissions Release Locations](#) 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 [Link](#) to link the process to the appropriate emissions release location.

6. Report

Combusti

Externa

Interna

Use of org

Spray C

Booth

Other I

Storage

Fugitive

Other Pro

Process U

7. Addition

Substances

Usage

8. Perform

9. Review S

10. Print Fa

11. Report

**Map Emissions Release Locations (Stacks)**

Search:

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)
<a href="#">Link</a>	Boiler 1	Point	Vertical	34.001500	-117.830560	50.0000	1470.8	13.0	924.06	122652.60
<a href="#">Link</a>	Loading Rack 1	Volume		34.001500	-117.830560					

Showing 1 to 2 of 2 entries

◀ Previous Next ▶

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

[Link Emissions Release Locations to this Process](#)

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 [Emissions Release Locations](#) 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	<a href="#">Delete</a>

[Link Emissions Release Locations to this Process](#)

### 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
- 7. Additional Toxic Substances Production and Usage
- 8. Perform Data Validation
- 9. Review Summaries
- 10. Print Facility Report
- 11. Report Submission

## 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.

Release Location Information Batch File Import [Click here](#) for more instructions.

Download the Excel file and fill it out with information about release locations prior to uploading the file below.

[Download Template](#)

Please refer the Directions sheet in the excel file while filling out the StackInformation excel sheet and upload below.

[Choose File](#) | Upload Stack...tion (1).xlsx

TEST

[Import](#)

The file is successfully uploaded.

- Number of release locations added: 3
- Database has been updated.

[Add New Emissions Release Location](#) ⓘ

Displaying 3 emissions release locations.

Release Type  Release Name

Stack Configuration

[Export](#) Search:  [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
1	ICE	Point	Vertical	33.800000	-114.300000	25.00	250.00	10.00	8.00	628.32	N	Delete
2	Boiler	Point	Horizontal	33.800000	-113.200000	30.00	275.00	12.00	10.00	1130.97	N	Delete
3	ICE	Volume		33.500000	-114.700000						N	Delete

Showing 1 to 3 of 3 entries ◀ Previous Next ▶

The following is an example of filled out template.

	A	B	C	D	E	F	G	H	I	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										

## 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

Facility Comments

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

### 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.

Release Location Information Batch File Import - [Click here](#) for more instructions.

Download the Excel file and fill it out with information about release locations prior to uploading the file below.

[Download Template](#)

Please refer the Directions sheet in the excel file while filling out the StackInformation excel sheet and upload below.

[Choose File](#) uploadStac...tion (1).xlsx

TEST

Import

The file is successfully uploaded.

- Number of release locations added: 3
- Database has been updated.

[Add New Emissions Release Location](#)

Displaying 3 emissions release locations.

Release Type  Release Name

Stack Configuration

[Search Emissions Release Location](#)

[Export](#)

Search:  [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
1	ICE	Point	Vertical	33.800000	-114.300000	25.00	250.00	10.00	8.00	628.32	N	<a href="#">Delete</a>
2	Boiler	Point	Horizontal	33.800000	-113.200000	30.00	275.00	12.00	10.00	1130.97	N	<a href="#">Delete</a>
3	ICE	Volume		33.500000	-114.700000						N	<a href="#">Delete</a>

Showing 1 to 3 of 3 entries ◀ Previous Next ▶

## 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

- 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

## Data Validation

**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		
Rule	ES/Process	Description
V103	<a href="#">ES29_P1</a>	Error: Mapping between the Emission Process and Release Location is Mandatory

General Report Warnings		
Rule	ES/Process	Description
V34		Fuel: Natural Gas - Ammonia emission factor of 18 lbs/mmcf 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/mmcf, and for equipment without SNCR or SCR by 3.2 lbs/mmcf.
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)
- 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

### 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 [here](#) 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 data available in table					

Showing 0 to 0 of 0 entries

◀ Previous Next ▶

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

TAC Pollutant	<input type="text" value="Please Select TAC Code"/>	*
	<input type="text"/>	*
Annual Usage	<input type="text"/>	*
Usage Unit	<input type="text"/>	*
Comments	<input type="text" value="Explain why emissions could not be reasonably quantified and reported as emissions associated with a device or process."/>	*
Reported Partially as Emissions	<input type="checkbox"/> A portion of this substance emissions was reasonably quantified and reported in the emission section of the report.	

**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	*
Comments	Explain why emissions could not be reasonably quantified and reported as emissions associated with a device or process. No emissions estimate method exists for this substance during the final packaging stage.	*
Reported Partially as Emissions	<input checked="" type="checkbox"/> A portion of this substance emissions was reasonably quantified and reported in the emission section of the report.	
Emission Source	List the AER Device IDs (ES#) and Process Numbers under which a portion of emissions was reported. Separate multiple entries by commas. ES74,P1	*
Comments	Please explain why only some (and not all) of the emissions could be quantified and reported as emissions associated with a device or process. Emissions estimates for the production stage are available due to source tests.	*

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  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	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 1 of 1 entries ◀ Previous Next ▶

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 NO<sub>x</sub> 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

- 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

## Build Reporting Structure

### Emission Sources (ES) Classification

**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**

Displaying 8 emission sources.

A/N	<input type="text"/>	Permit NO	<input type="text"/>
AER Device ID	<input type="text"/>	Permit Device ID	<input type="text"/>
<input type="button" value="Search Emission Sources"/>			

Search:

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 pre-populated, verify that the information is correct

Permitted	<input type="checkbox"/>
A/N	
PERP Equipment(CARB's Portable Equipment Registration Program)	<input type="checkbox"/> <b>Only CARB GHG MRR and Over 250 tons/yr (PTE) facilities must report PERP</b> <input type="checkbox"/> Emissions are not included when calculating emission fees 
Permit No	
Permit Device ID	
AER Device ID	will be assigned upon saving
ES Name	<input type="text"/> *
Operating ES Status	<input type="text"/> *
Comment	<input type="text"/>
Design Capacity	<input type="text"/> 0 <input type="text"/>

[Save](#) or [Save and return to List of Emission Sources](#) or [Cancel](#)

[Optional: Save and Mark as 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 [Categorize Emission Source](#)

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.

Permitted	A/N	Permit No	Permit Device ID	Permit Equipment Description	AER Device ID	ES Name
No					ESnull	PERP ICE

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

2. Internal Combustion Equipment (e.g., internal combustion engine (excluding vehicles), turbine or micro turbine) [click here](#) to select one of the following Equipment:

- Portable I.C. Engines, 2 Stroke-Lean Burn
- Portable I.C. Engines, 2 Stroke-Lean Burn, with Catalyst
- Portable I.C. Engines, 4 Stroke-Lean Burn
- Portable I.C. Engines, 4 Stroke-Lean Burn, with Catalyst
- Portable I.C. Engines, 4 Stroke-Rich Burn
- Portable I.C. Engines, 4 Stroke-Rich Burn, with Catalyst
- Stationary I.C. Engines, 2 Stroke-Lean Burn
- Stationary I.C. Engines, 2 Stroke-Lean Burn, with Catalyst
- Stationary I.C. Engines, 4 Stroke-Lean Burn
- Stationary I.C. Engines, 4 Stroke-Lean Burn, with Catalyst
- Stationary I.C. Engines, 4 Stroke-Rich Burn
- Stationary I.C. Engines, 4 Stroke-Rich Burn, with Catalyst
- Turbines
- Engine Test Cells
- Micro Turbine

3. Spray Coating/Spray Booth (e.g., coatings, solvents, adhesives, etc.) [click here](#) to select one of the following Equipment:

**Save** **Cancel**

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

Permitted	<input type="checkbox"/>
A/N	
PERP Equipment(CARB's Portable Equipment Registration Program)	<p><b>Only CARB GHG MRR and Over 250 tons/yr (PTE) facilities must report PERP</b></p> <input checked="" type="checkbox"/> Emissions are not included when calculating emission fees <b>i</b>
Permit No	
Permit Device ID	
AER Device ID	will be assigned upon saving
ES Name	PERP Generator 1 *
Operating ES Status	Normal Operation *
Comment	<input type="text"/>
Emission Source Category	<p>Internal Combustion</p> <p><b>Categorize Emission Source</b> *</p>
Emergency Generator	<input type="checkbox"/>
Emergency Fire Suppression or Fire Water Pumps	<input type="checkbox"/>
Other Permitted Emergency Engines	<input type="checkbox"/>
Design Capacity	0 <input type="text"/>

Once the Emission Source page is filled out appropriately, the user can click **Save** to stay on the Edit Emission Source page, click **Save and return to List of Emission Sources**



## Step 1: Process

Optional: Mark as Completed

	AER Device ID	Permit Device ID	A/N	Process ID	Rule #	Equipment	PERP	Fuel
<a href="#">Open</a>	ES35			P1	PERP	Portable I.C. Engines, 4 Stroke-Rich Burn, with Catalyst	Yes	Distillate Fuel Oil No. 2 (Diesel)

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

## Step 2: Throughput

	Annual Throughput	Criteria/Toxic Throughput
<a href="#">Open</a>	2,000.00000000 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 Validation**

Summary: This section presents errors and warnings found in the report.  
 Instruction: Click on the “Run Data Validation” Button.

Run 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 Usage  
 8. Perform Data Validation  
 9. Review Summaries  
 10. Print Facility Report  
 11. Report Submission

AQMD web site Home | AER Web Site | Submit question/comment | 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		
Rule	ES/Process	Description
V38	<a href="#">ES38</a>	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.

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- 3. Combustion Fuels
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- 5. Emission Sources (ES)
- 6. Report Process/Emissions
- 7. Additional Toxic Substances Production and Usage
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## Summaries

**Summary:** This page provides emissions and emission fee summaries.

**Instruction:** Review all emissions and emission fees before proceeding to 9. Report Submission (see menu on left-side).

**Criteria Pollutant Summary** - Summarizes criteria pollutant emission totals by permitted and non-permitted sources. Clicking on an emission value generates a list of the devices/processes that comprises the selected emission.

**TAC/ODC Pollutants Summary** - Summarizes TAC emissions and fees by Rule 301(e)(7)(A) TAC emission fee category. Clicking on links generates additional detail about the emissions, fees, devices/processes, or Rule 301.

**Fees** - Summarizes facility-wide criteria pollutant emissions, criteria pollutant and TAC/ODC emission fee totals, semi-annual installments paid (if applicable), and surcharges (if applicable).

Criteria Pollutants Summary	OPEN
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 (tons)	SPOG (tons)	NOx (tons)	NOx RECLAIM (tons)	SOx (tons)	SOx RECLAIM (tons)	CO (tons)	PM (tons)
External Combustion	<a href="#">0.14</a>		<a href="#">2.50</a>		<a href="#">0.02</a>		<a href="#">2.10</a>	<a href="#">0.19</a>
Internal Combustion	<a href="#">0.04</a>		<a href="#">0.47</a>		<a href="#">0.00</a>		<a href="#">0.10</a>	<a href="#">0.03</a>
Spray Coating/ Spray Booth								
Other Use of Organics								
Storage Tanks								
Fugitive Components								
Other Process Emissions								
Shutdown/ Startup/ Turnaround and Upsets								
<b>Total Permitted Emissions</b>	0.18	0.00	2.97	0.00	0.02	0.00	2.20	0.22

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

	VOC (tons)	SPOG (tons)	NOx (tons)	NOx RECLAIM (tons)	SOx (tons)	SOx RECLAIM (tons)	CO (tons)	PM (tons)
External Combustion	<u>0.35</u>		<u>6.50</u>		<u>0.03</u>		<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								
<b>Total Non-Permitted Emissions</b>	<b>1.23</b>	<b>0.00</b>	<b>6.50</b>	<b>0.00</b>	<b>0.03</b>	<b>0.00</b>	<b>1.75</b>	<b>0.38</b>

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

	VOC (tons)	SPOG (tons)	NOx (tons)	NOx RECLAIM (tons)	SOx (tons)	SOx RECLAIM (tons)	CO (tons)	PM (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								
<b>Total Emissions</b>	<b>0.04</b>	<b>0.00</b>	<b>0.47</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.10</b>	<b>0.03</b>

### 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.

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**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 / ODC	CAS #	Annual Theshold	Annual Emissions (lbs)	Emissions Subject to Fee (lbs)	Exceed Threshold	Devices / Processes
2	Benzene	71432	2	16.73029036	14.35769036	Yes	6

#	DeviceID	Device Type	ProcessID	Exclude as PERP	Emission
<a href="#">Open</a> 1	ES29	External Combustion	P1	No	0.00005800
<a href="#">Open</a> 2	ES32	External Combustion	P1	No	0.08500000
<a href="#">Open</a> 3	ES33	External Combustion	P1	No	15.90000000
<a href="#">Open</a> 4	ES34	External Combustion	P1	No	0.00003236
<a href="#">Open</a> 5	ES35	Internal Combustion	P1	Yes	0.37260000
<a href="#">Open</a> 6	ES36	Internal Combustion	P1	No	0.37260000

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**Table 2 - Cancer-Potency Weighted Emission Fees** Hide Table

Cancer-Potency Weighted Emission (CPWE) Fees are calculated using formula:

$CPWE \text{ Fee} = TAC \times CPF \times MPF \times \$10.00$

- 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	Annual Emissions (lbs)	Emissions Subject to CPWE Fee (lbs)	Cancer Potency Factor	Multi-Pathway Factor	CPW Emissions (lbs)	Fee Due	Devices / Processes
mpounds	7440382	0.01	0.0064	0	12	9.71	0	\$0.00	2

#	DeviceID	Device Type	ProcessID	Emission	Accounted in DPM	Excluded as PERP
<a href="#">Open</a> 1	ES35	Internal Combustion	P1	0.00320000	Yes	Yes
<a href="#">Open</a> 2	ES36	Internal Combustion	P1	0.00320000	Yes	No

1332214	0.0001								
71432	2	16.73029036	15.98509036	0.1	1	2	\$20.00	6	
7440417	0.001								
106990	0.1	0.8696	0	0.6	1	0	\$0.00	2	

