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



Guidelines for Abbreviated Reporting

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What is AER?

The Annual Emissions Reporting (AER) program is a yearly program conducted by the South Coast Air Quality Management District where permitted facilities subject to Rule 301 report their air contaminant (criteria pollutant and air toxic) emissions. Emissions are reported using the AER web tool. The AER web tool is also used to report emissions required by the "Regulation for the Reporting of Criteria Air Pollutants and Toxic Air Contaminants" (CTR), as developed by the California Air Resources Board (CARB).

What is CTR?

CARB developed CTR to implement statewide annual reporting of criteria air pollutant (CAP) and toxic air contaminant (TAC) emissions data from permitted facilities. The reporting regulation became effective January 1, 2020, with amendments effective January 1, 2022. CTR supports the mandates of AB 617, AB 197, and AB 2588.

The unofficial, underline-strikeout free (clean) version of CTR can be found at: https://ww2.arb.ca.gov/sites/default/files/2022-02/Unofficial%20CTR_Jan2022_0.pdf.

If you are not sure if CTR applies to your facility, you may contact the California Air Resources Board CTR support line at (279) 208 -7865 or support email at ctr-report@arb.ca.gov.

What is Abbreviated Reporting?

Abbreviated Reporting is a reporting option that allows facilities subject to CTR to report a reduced data set if they only have qualifying equipment (explained below) and only use default emission factors. This report includes facility information, location, and throughput for qualified permitted emission sources.

Who qualifies for Abbreviated Reporting?

- Facilities with active permits to operate by the South Coast Air Quality Management District.
- Facilities that are not required to report under the Green House Gas (GHG MRR) Program, are not permitted to emit more than 250 tons per year and are not categorized as "High Priority" by the South Coast AQMD.
- Facilities with qualifying activities (explained below).

What Qualifying Activities are allowed under Abbreviated Reporting in South Coast AQMD's jurisdiction?

The activities that qualify for Abbreviated Reporting in the South Coast AQMD's jurisdiction are found under the section titled Abbreviated Reporting Requirements and are repeated here:

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

Note that the emissions sources allowed by South Coast AQMD for abbreviated reporting are slightly different than those listed in CTR. Under CTR, CARB staff have granted the South Coast AQMD staff's requests to:

- 1. Exclude aggregate facility activity from abbreviated reporting because of the complexity of reporting emissions from these operations based on a single throughput;
- 2. Limit agricultural activities to dairy, poultry, and swine operations;
- 3. Allow all gasoline fuel dispensing instead of limiting activity to retail sales;
- 4. Allow diesel fuel dispensing; and
- 5. Expand the internal combustion engine activity to include other permitted emergency equipment.

I have multiple Abbreviated Reporting equipment in different CTR Additional Applicability phases. When do I report my equipment?

CTR phases in Additional Applicability facilities depending on types of permitted equipment some of which are eligible for Abbreviated Reporting. Abbreviated Reporting is available for all the above categories beginning with DY 2022. If a facility is required to report due to equipment or activities subject to CTR in the current data year, it is required to report emissions from all permitted activities even if some equipment is not being phased in until future data years.

For example, if a facility is required to report emissions in DY 2022 (Phase 1) because it operates a diesel-fueled emergency engine (generator) but also operates a natural gas boiler, a Phase 3 activity, the facility is subject to reporting emissions from both activities in DY 2022. The only exemption is for Phase 3B facilities, which are not required to report emissions until 2029 (DY 2028 emissions).

Facilities that generated more than four tons of criteria pollutant emissions (or 100 tons of CO) must report emissions every year they exceed this threshold.

What is the difference between regular and abbreviated reporting?

Regular reporting allows the use of default and site-specific emission factors, such as permit limits, source tests, continuous monitoring, etc. Abbreviated reporting allows users to estimate emissions using default emission factors. Abbreviated reporting is restricted to emission sources and fuels prescribed by CTR or amended by local air districts through the CTR process. Abbreviated reporters only have to report emissions from permitted equipment while regular reporters must report emissions from all equipment including unpermitted equipment.

What if I am reporting Emission Sources (ES) not included in the above list?

The above list includes the only approved ES allowed under Abbreviated Reporting in the South Coast AQMD's jurisdiction. If you are reporting emission from other ES not listed above, you are not eligible for Abbreviated Reporting and will need to submit a regular AER.

Do I have to pay any fees?

Abbreviated Reports are exempt from Toxic Air Contaminant (TAC) fees but are subject to a flat Abbreviated Reporting fee. Beginning with DY2024, an Abbreviated Report will be subject to a fee of \$53.24. The fee will increase to \$106.48 beginning with DY2025. This fee is often much lower than what the equivalent regular report would pay in TAC fees.

An Abbreviated Report may exceed 4 tons of any Criteria Air Pollutant (CAP) emissions and be subject to Rule 301 CAP fees. The Abbreviated Reporting fee will be applied in lieu of TAC fees.

How do I report?

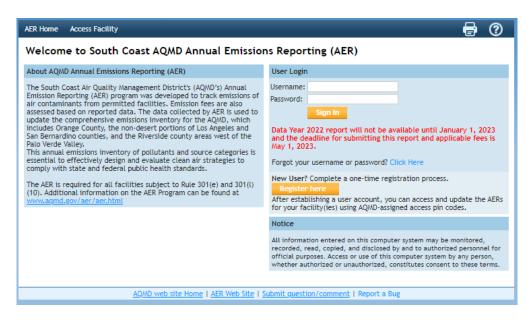
Emissions reporting is conducted through the AER tool at https://aerreportingtoolpro.aqmd.gov. The link can also be found on www.aqmd.gov/aer.

To begin your reporting process, follow the below steps:

User Registration for the AER Web Tool

1. If this is your first-time reporting emissions in the AER web tool, you must create a username and password. If you have reported emissions in the AER web tool in the past but have forgotten your password or username, you may click the <u>Click Here</u> link and an email will be sent to the email on file to create a new password. You must reply to the email within 72 hours or access to the AER web tool will expire and you will have to repeat the registration process again. Please check both your email inbox and your spam box for the registration email.

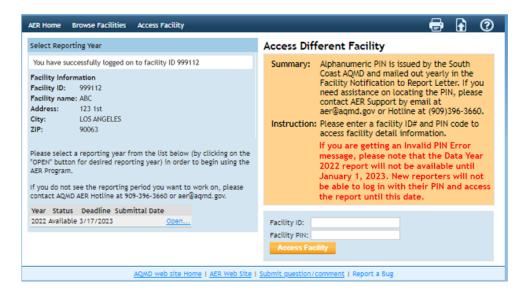
The creation of a username and password is for individual users of the AER web tool. It allows users access to the AER web tool, which is the first step in using the AER web tool. It is a separate process than accessing a facility, which is described in the next step. Every user must have their own username and password, which must not be shared with other reporters.



2. Once you have logged into your account you will be directed to the **Access Facility** page. You will need to enter your Facility ID and alphanumerical PIN code that is specific to your facility only. Both are included in the Notification Letter to Report that was mailed out within the last quarter before the reporting year.. Note the AER web tool will not be opened for DY 2022 emissions reporting until January 1st of the reporting year.



3. Once you have entered your Facility ID and PIN code, you will be directed to the Facility page. All the reports for the years you were asked to report will be shown in the table. If this is the first year you are reporting, you will see DY 20XX uploaded. If you have not started preparing the AER for a given year, the status will be listed as "Available." If you have begun with the reporting process the status change to "Work in Progress," and once you have submitted your report the status will change to "Submitted." To begin the reporting process, click on the Open link next to the report.



Starting an AER

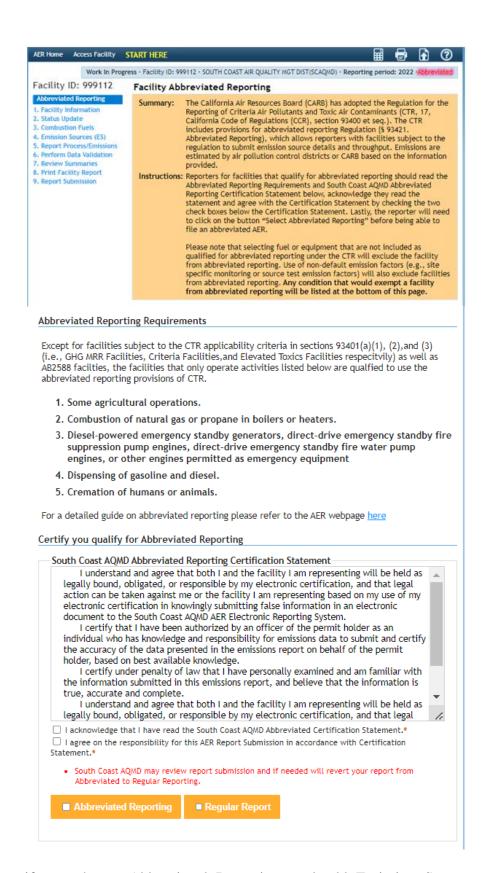
1. You will now begin the reporting process. If no previous AERs are listed in Facility page described in the previous step, please skip to the next step. If there is more than one AER listed on the Facility page, please follow the step below:

a. If the Facility page described in the previous step includes AERs for past data years, you can import from the previous DY AER listed. The page shown below allows you to import data from last year by clicking the Import Last Year link. You must import data from last year before you continue updating the report since doing this later will erase all the newly added data. If you are reporting emissions for the first time, permitted equipment will already have been loaded into your report by AER staff. Every page includes an orange Summary and Instruction button which will explain and guide you in filling out this report.



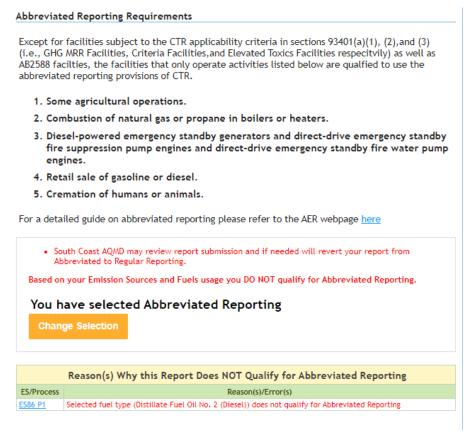
Choosing Abbreviated Reporting

- 2. Continue the report by clicking on the **Abbreviated Reporting** header on the Left Navigation Menu. On this page, you will find a short description of the Abbreviated Reporting guidelines.
 - a. If you believe you are eligible for the Abbreviated Reporting program you must Certify & Submit by marking the check boxes and clicking on the orange Abbreviated Reporting button. The South Coast AQMD may review report submission and if needed, will revert your report from Abbreviated to Regular Reporting.
 - b. If you believe you are subject to regular reporting, click on the orange **Regular Report** check box. If you are unsure of whether you can submit as Abbreviated Reporting, you can contact the AER staff at (909) 396-3660 or support email at aer@aqmd.gov to inquire about abbreviated reporting applicability.



Please note, if you choose Abbreviated Reporting, and add Emission Sources (ES) or combustion fuels later in the report that are not qualified per CTR, the AER web tool will

automatically revert your report to regular reporting. If this happens, an error will be shown at the bottom of the page, like the one shown in the image below, stating what data is not allowable under Abbreviated Reporting and that you have been reverted to regular reporting. In the example below, a heater designated as Emission Source- ES 68 P1, was reported using Distillate Fuel Oil No. 2 (Diesel). Under Abbreviated Reporting, only natural gas heaters are subject to abbreviated reporting. For clarification, reporters may refer to the first page question, "What Emission Sources (ES) are allowed under Abbreviated Reporting in South Coast AQMD's jurisdiction."

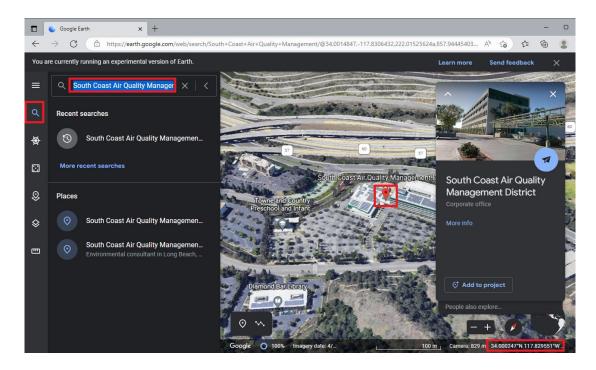


Facility Information

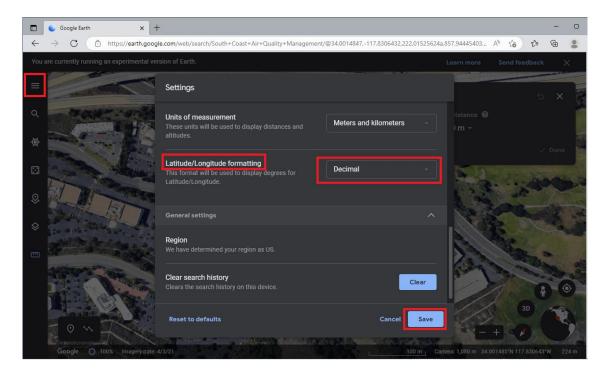
3. Once the reporting type has been selected, click on the **Facility Information** page on the Left Navigation Menu. Check all the facility information that has been uploaded by the South Coast AQMD is correct. If any of the information is incorrect, please contact the AER Support Hotline at (909) 396-3660. Every field with an * must be filled to save information on this page. If you do not click on the **Save** button, you will need to re-enter the data before the report can be submitted.

The required fields include the Latitude and Longitude, Facility Operating Status, Main Contact and Operating Schedule.

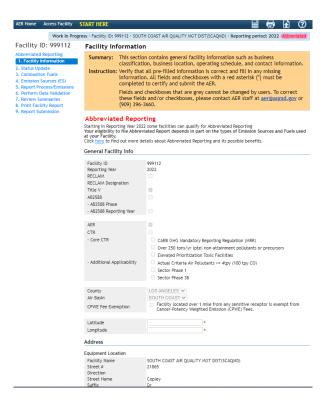
Latitude and Longitude can be found by using Google Earth (https://earth.google.com/). Please see image below.



The latitude/longitude settings may need to be changed to decimal. Please note that Google Earth uses cardinal direction (i.e., north, south, east, west) conventions for decimal formatting (34.001485 N, 117.830643 W). The AER web tool uses positive/negative conventions. North is positive and south is negative. East is positive and west is negative. Therefore, 34.001485 N, 117.830643 W would be reported as 34.00148, -117.830643 in the AER web tool. The latitude must be in the range of 32.000 and 36.000, while the longitude range is -114.000 and -122.000.



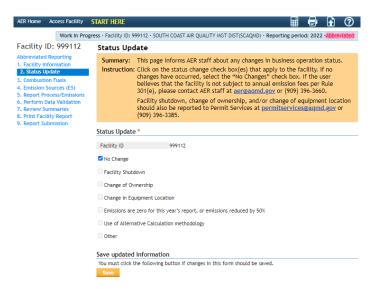
Once you have finished completed entering all the required fields click on the **Save** button at the bottom of the page.



Reporting Facility Status

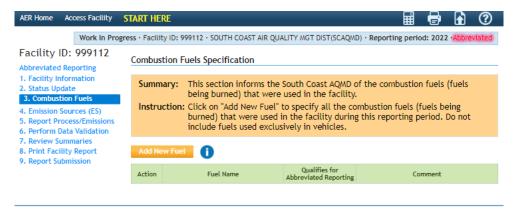
4. Once you have saved your facility information, continue to the **Status Page** found on the Left Navigation Menu. You must select the operational status of your facility every year when submitting a report. If no change in operation has occurred since the last time an AER was submitted, or your facility operated normally during the first year of emissions reporting, select the No Change option. Don't forget to click on the **Save** button on the bottom of the page.

If the DY that you are reporting for was not representative of a normal year, then you will need to click on one of the other check boxes. If one of the other check boxes is selected, a text box will appear, requiring you to provide additional detail.

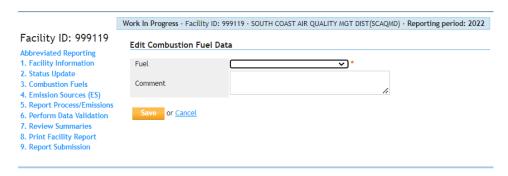


Identifying Combustion Fuels

- 5. Once your facility status has been saved, continue to the **Combustion Fuels** page found on the Left Navigation Menu. You must add combustion fuels before reporting emissions. Failing to do this step now has the potential to erase any data that has been added on the Process page. Click the **Add New Fuel** button to add a fuel source to your profile. The blue information icon
 - will provide extra information by using your mouse to hover over.



a. Pick the fuel you would like to add by clicking the dropdown menu. Don't forget to click the **Save** button.

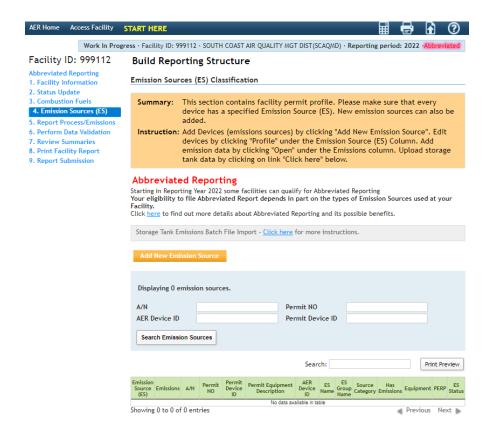


b. The third column in the table with the green header will notify the user if the fuel qualifies for abbreviated reporting. The AER web tool will automatically designate your AER as regular report if a fuel that does not quality for abbreviated reporting is chosen in the Process page of a device (see instructions on the Process page below). An error message will be displayed on the bottom of the Abbreviated Reporting page (see Step 6 above).



Reviewing and Adding Emission Sources

- 6. Once you have added all the combustion fuels you used during the DY, continue to the Emission Sources (ES) page found on the Left Navigation Menu. If this is your first-year reporting, your facilities permitted emission sources will already be uploaded by South Coast AQMD staff. If your facility has an active permit not shown on this page, you can add a new Emission Source by clicking on the Add New Emission Source button. If you do not need to add an Emissions Source, you can skip to Step 8 below.
 - a. If your facility has submitted an AER in the past and no emissions sources are shown on the table with the green header, then you can import the emission sources by performing the tasks in Step 4 above. Please note that importing data sources from previous years will erase any data you have entered in the open AER you are working on.

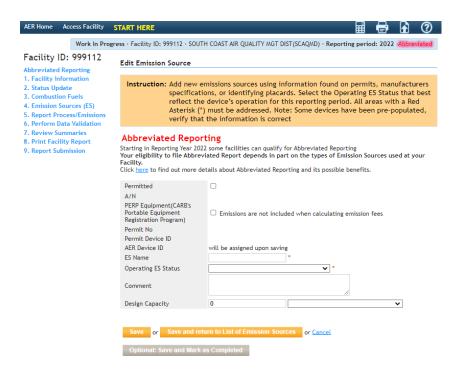


7. If you need to add a new emission source, click on the **Add New Emission Source** button to add a new permitted emission source, and choose the check box labeled Permitted.

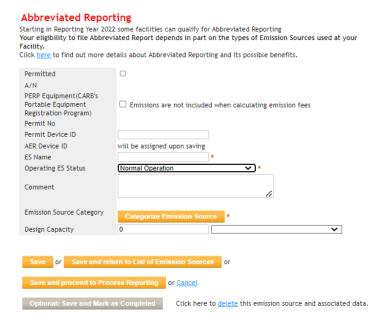
Non-permitted equipment is not required to be added if you qualify for abbreviated reporting.

All active permits must be added to the system if they have not already been uploaded by the South Coast AQMD. Failure to add all active permits may result in AER staff requesting you to amend your AER.

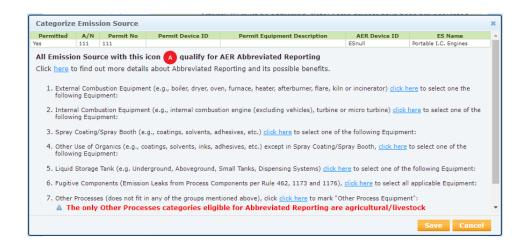
Add the application number (A/N) by clicking on the drop-down menu and clicking Add New. A text box will then appear where you can enter the application number. Enter the Permit No., and ES Name in the supplied text box.



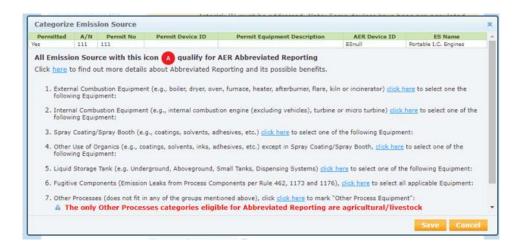
a. You must choose an Operating ES Status by clicking on the drop-down menu. When you choose Normal Operating ES status on the drop-down menu, the **Categorize Emission Source** button will appear.



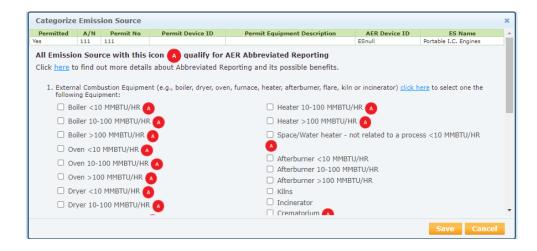
b. To select the Emission Source Category for your permitted Emission Source, click on the **Categorize Emission Source** button. The Categorize Emission Source window will appear containing all possible categories that can be added to your Annual Emissions Report.



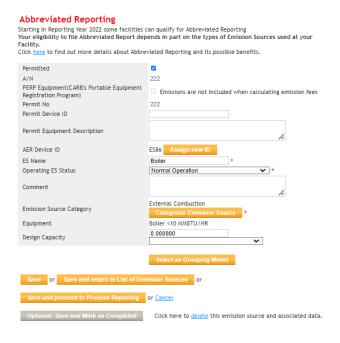
c. The icon (Abbreviated Reporting icon) is placed next to each ES that is included in the Abbreviated Reporting guidelines. While other equipment source types are shown, only those emission sources with the icon are included in the Abbreviated Reporting applicable criteria. If an emission source without the icon is chosen, the AER tool will change your report to regular reporting.



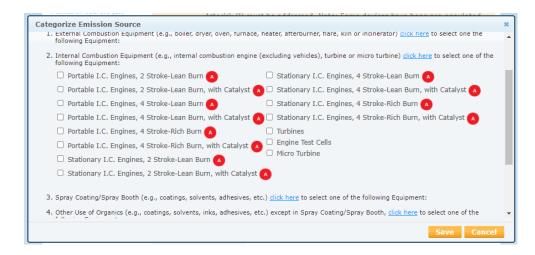
For example, to report "Combustion of natural gas, propane or LNG fuel in boilers or heaters", you may click on the click here for Category 1: *External Combustion Equipment*. Click on the emission source you would like to add and then click on the **Save** button.



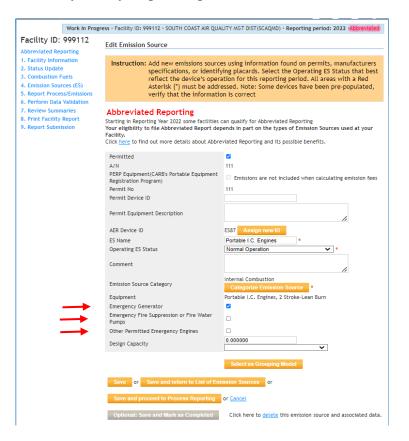
i. After you click the **Save** button, you will be taken back to the Emission Source Profile page. Fill in the Design Capacity field, if known. Complete adding the new emission source by clicking on the Save and return to List of Emission Sources orange button. You will be directed to the Emission Sources Page. If you need to add more ES, you can go back to Step 7 of this guidance document. Once you are done adding new emission sources, you may skip to Step 8 of this guidance document.



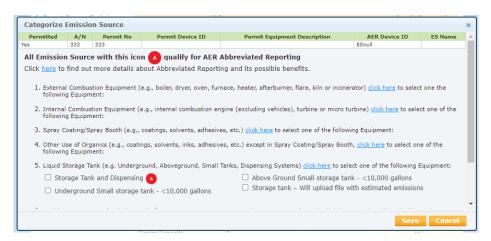
d. To report "Diesel-powered emergency standby generators, direct-drive emergency standby fire suppression pump engines, direct-drive emergency standby fire water pump engines, or other engines permitted as emergency equipment" click on the click bere link for Category 2: Internal Combustion Equipment. Mark the correct check box for the equipment you would like to add and click on the Save button.



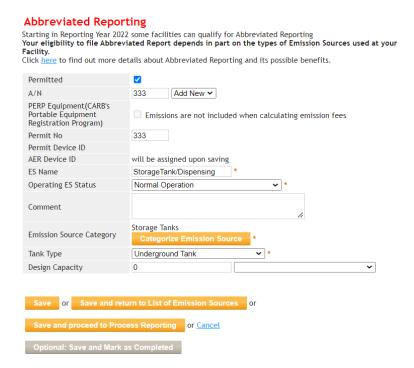
i. After you click on the **Save** button, you will be taken back to the Emission Source Profile page. You must then choose whether your equipment is an Emergency Generator, Part of Fire Suppression or Fire Water Pumps or Other Permitted Emergency Engines. Please note that non-emergency internal combustion equipment do not qualify for abbreviated reporting. Fill in the Design Capacity field, if known. Complete the addition of the new device by clicking on the Save and return to List of Emission Sources orange button. You will be directed to the Emission Sources Page. If you need to add more emission sources, you can go back to Step 7 of this document. If you are done adding new emission sources, you may skip to Step 8 of this document.



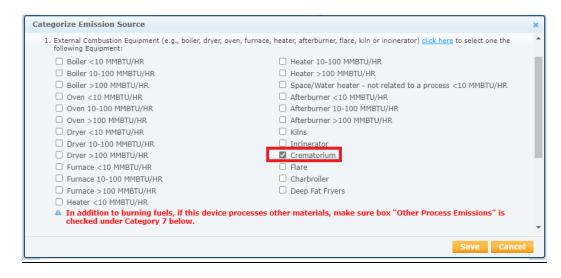
e. To report "Dispensing of gasoline or diesel" click on the "here" button for Category 5: Liquid Storage Tank. The only Abbreviated Reporting option under the liquid storage tank category is Storage Tank and Dispensing. Select the correct check box for the equipment you would like to add and click on the Save button.



i. After you click on the **Save** button, you will be taken back to the Emission Source Profile page. You must then choose the Tank Type from the drop-down menu shown under the Categorize Emission Source orange button. Fill in the Design Capacity field, if known. Complete adding the new device by clicking on the Save and return to List of Emission Sources orange button. You will be directed to the Emission Sources Page. If you need to add more emission sources, you can go back to Step 7 of this guidance document. If you are done adding new emission sources, you may skip to Step 8 of this guidance document.



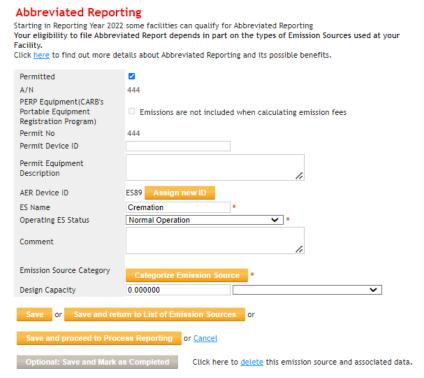
- f. To report "<u>Cremation of humans or animals</u>" click on the <u>click here</u> link for Category 7: *Other Processes*. If you need additional help reporting cremation emissions, see the *Guideline for Calculating Emissions from Crematory Operations* found on our <u>www.aqmd.gov/aer</u> page.
 - i. <u>The cremation process is reported in two processes.</u> The first process is the combustion of natural gas. Select the Crematorium check box as shown below.



ii. The second process is the combustion of the remains. After you select the crematorium check box. Select the Other Process Equipment checkbox and click on the Save button. Note, the only other Abbreviated Reporting option allowed under the Other Process Equipment category is agricultural/livestock.

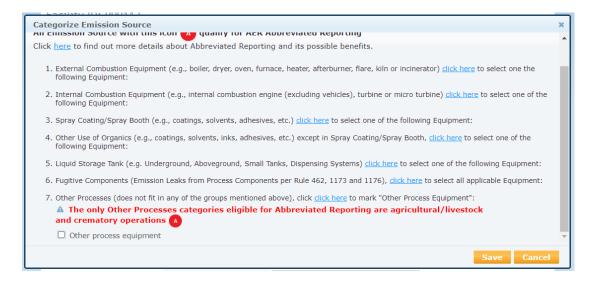


iii. After you click on the **Save** button, you will be taken back to the Emission Source Profile page. Fill in the Design Capacity field if it is known. Complete adding the new device by clicking on the Save and return to List of Emission Sources orange button. You will be directed to the Emission Sources Page. If you need to add more emission sources, you can go back to Step 7 of this guidance document. If you are done adding new emission sources, you may skip to Step 8 of this guidance document.

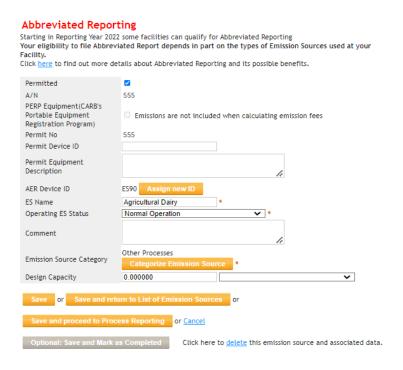


g. To report "Agricultural operations limited to dairy, poultry, and swine farms" click on the "Click here" link for Category 7: Other Processes. The only Abbreviated Reporting

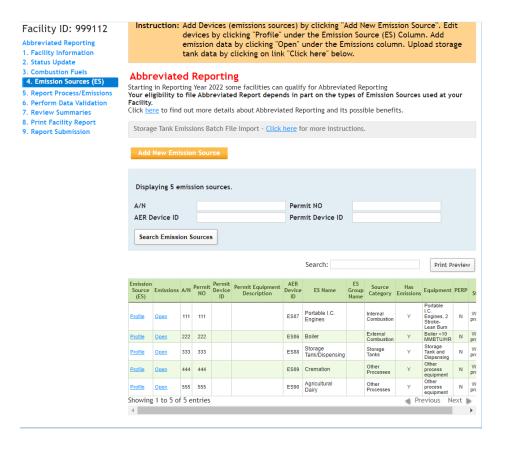
option the Other Process Equipment category are agricultural/livestock and crematory operations. Select his checkbox and click on the **Save** button. If you need additional help reporting agricultural emissions see the *Guidelines for Calculating Emissions from Dairy, Poultry, and Swine Operations* found on our www.aqmd.gov/aer page.



i. After you click on the **Save** button, you will be taken back to the Emission Source Profile page. Fill in the Design Capacity field, if known. Complete adding the new device by clicking on the Save and return to List of Emission Sources orange button. You will be directed to the Emission Sources Page. If you need to add more emission sources, you can go back to Step 7 of this guidance document. If you are done adding new emission sources, you may skip to Step 8 of this guidance document.

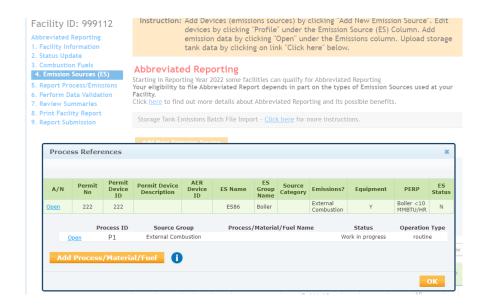


- 8. Once you have added all missing permitted Emissions Sources you will need to finish reporting emissions for all the emission sources. Click on **Emission Sources** found on the Left Navigation Menu. All your emission sources should be listed in the green table.
 - a. Below is an example of Emission Sources added in Step 11. We will use Emission Source (ES 86) with Application Number (A/N 222) Boiler as an example for completing the profile. If you need assistance with understanding details on emission calculations for any of the equipment in the abbreviated reporting category, please see the specific guidelines for those devices found on our homepage www.aqmd.gov/aer.
 - b. Click on the Open link found in the green Table under the *Emissions* column.

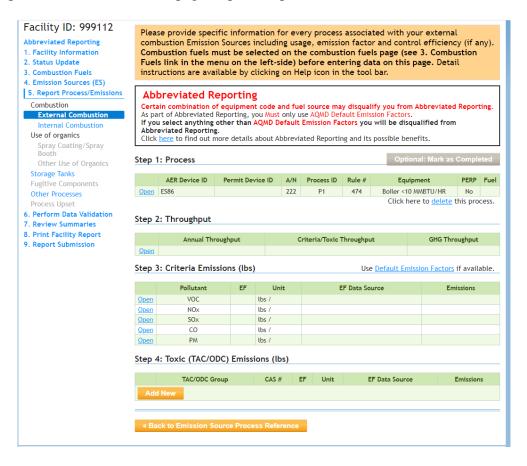


Adding Process Data

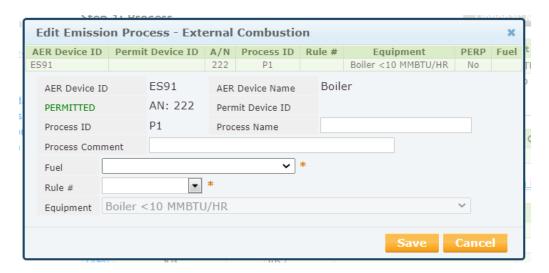
c. Click on the Open link for the process.



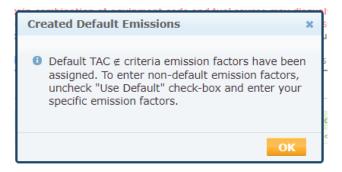
d. Once directed to the bottom page start with Step 1. Process. Click on the Open link for Process 1. Please note that any changes made during Step 1 may result in overwriting any data saved in Steps 2 through 5 on the Process page. Therefore, to prevent any data loss, please fill out the Process page steps in sequential order.



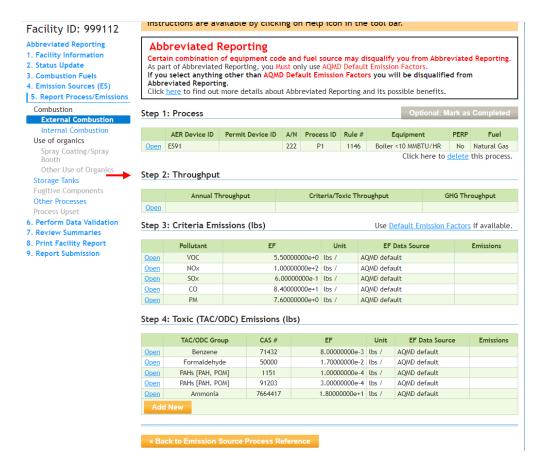
e. Fill out all the fields to complete the Emission Process Information. Click the **Save** button when done.



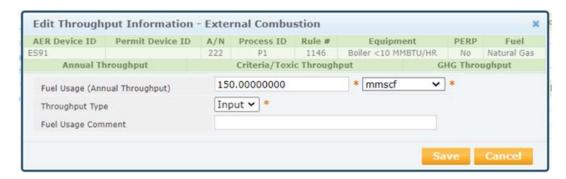
f. A warning will appear that default emission factors for Criteria Pollutants and Toxic Air Contaminants will automatically get populated for your emission source. Click the OK button. You may elect to change your emission factor after this warning; however, using non-default emission factors will result in the AER web tool automatically converting from abbreviated to regular reporting. A warning will appear on the bottom of the Abbreviated Reporting notifying the user that this has occurred.



g. The last step to complete the emission source profile for this boiler is to add the throughput by clicking the Open link under Step 2: Throughput.



- h. Fill in the fields with the annual throughput and choose the units from the drop-down menu. For this example, 150 mmscf as used as the annual throughput.
- i. The user needs to choose the type of throughput required by the emission factor in Throughput Type drop-down box. For combustion sources, the throughput type is typically "input" because the emission factors are based on the amount of fuel used.
- j. The reference for the throughput should be entered into the Fuel Use Comment box (e.g., natural gas bills, process records, fuel meters, etc.).



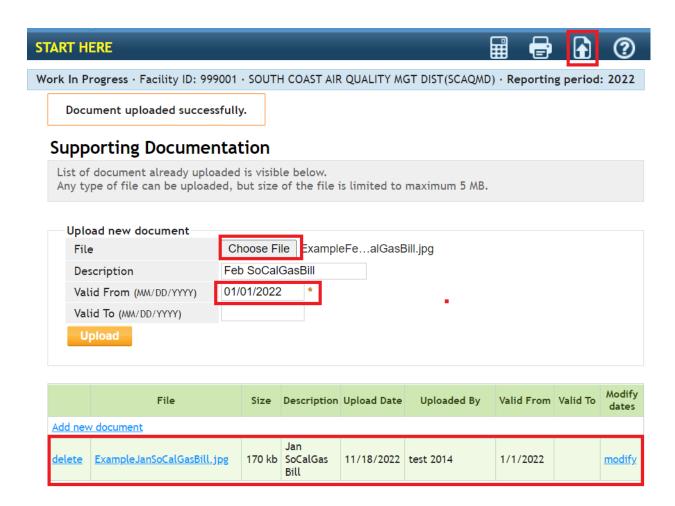
k. Documentation used for throughput should be uploaded to the AER web tool. To upload documents to the AER web tool, click on icon (the paper with an up arrow, as

shown below) on the dark blue menu bar at the top of the page. Then use the Choose File button to select the file from where it is stored on your computer.

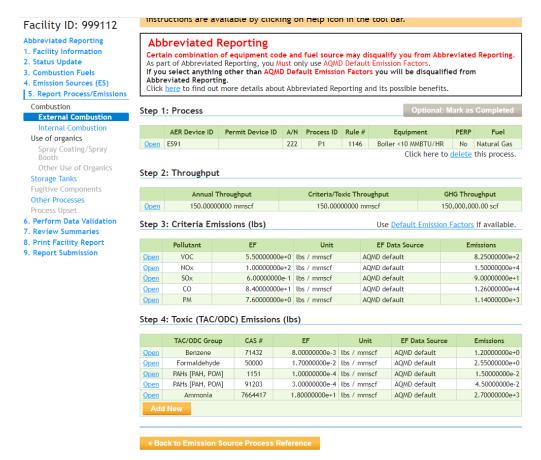
Select a date range within the same year as the AER DY. For example, if you are reporting DY 2022 emissions, then your date start must fall within calendar year 2022. Otherwise, the file will not upload to the 2022 AER. The "Valid From" and "Valid To" field sets start and end dates for the file to appear in the table. For example, if you are adding fuel data for DY 2022 and do not want it to appear in the table for DY 2023, you can set the end date to December 31, 2022. If you leave the end date blank, it will appear in subsequent reporting years.

Click on the **Upload** button after you have filled all required fields.

After you have uploaded the file, it will appear in the table below the box you used to upload your file.

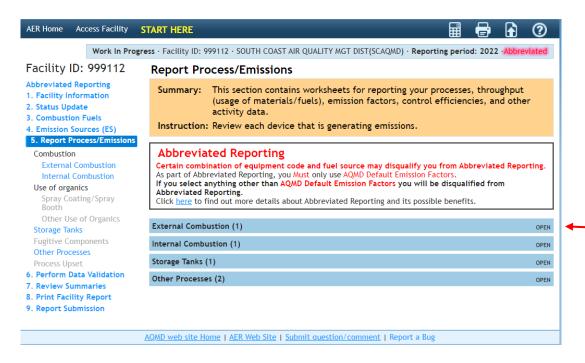


1. Once your throughput has been added, the emission source profile is completed and should look like the snapshot below. If you need help reporting emissions sources from the other emission source categories refer to the guidelines stated in Step 7.



Using the Report Process/Emissions Pages

- 9. The **Report Process/Emissions** header on the Left Navigation Menu allows you the ability to see all the emission sources uploaded under each emission source category. Grey headers are shown for emission source categories that are not included in the AER.
 - a. You can see the emission sources under each category by clicking the blue headers on the Left Navigation Menu. For example, to view all external combustion emission sources click on the blue External Combustion header on the Left Navigation Menu. You can also click the Open links located next to each category.

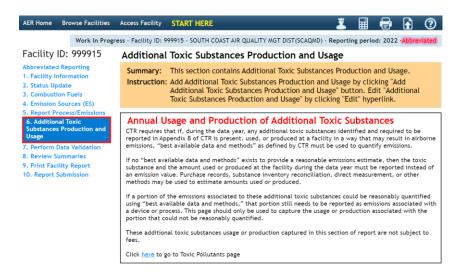


Additional Toxic Substances Production and Usage Page

10. The Additional Toxic Substances Production and Usage page is included for all facilities, but only applies to facilities subject to CTR that are not submitting an Abbreviated Report.

User's submitting an Abbreviated Report are **NOT** required to enter any information on this page.

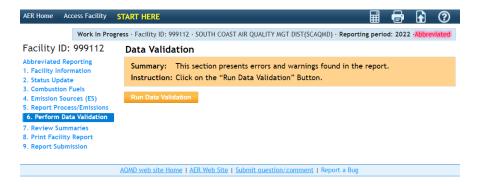
However, if the AER Reporting Tool allows you to choose between Abbreviated Reporting and Regular Reporting, and you choose regular reporting, then you should enter data for any CTR TAC that you could not estimate emissions for. Please see the Additional Toxic Substance Production and Usage guidelines on the AER website for guidance on the Additional Toxic Substances Production and Usage page.



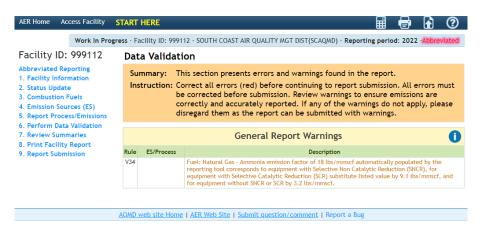
Validating Data in the AER

11. Once you have completed the emission source profile for your facility click on the **Perform Data Validation** header location on the Left Navigation Menu. You must click on the **Run Data Validation** button for the AER tool to check the data uploaded. Please note that the warnings and errors produced by the data validation only report errors related to basic AER web tool functions and data. The validations reported here do not provide abbreviated reporting errors, which are only shown on the Abbreviated Reporting page (see Step7 above).

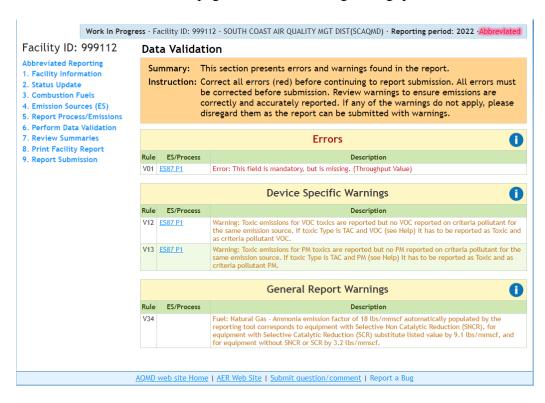
If you forgot to enter a throughput, you will get a validation error reported here. However, if you reported a fuel that is not included in the CARB list of fuels for abbreviated reporting in the CTR regulation, then the error would not appear here, but be shown on the Abbreviated Reporting page (see Step7 above).



a. The facility report may trigger a General Report Warning after running the Data Validation. An AER report can still be submitted with General Report Warnings. However, users should verify that the issues identified by the warnings have been satisfactorily addressed. For example, the warning message below informs the user that there are three default emission factors for ammonia and that the user should verify that the correct default emission factor for ammonia was selected. The warning will continue to be produced each time the data validation is run because the AER web tool cannot determine if the user has verified this information.



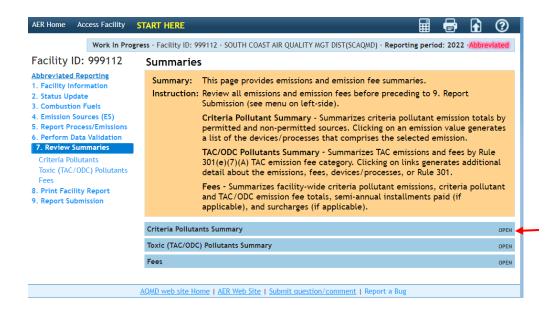
- b. Data Validation may also provide an Error message. Errors must be corrected before an AER report may be submitted. A description of the error and the emission source with the error are shown below the Error box. You may click on the blue ES/Process link to go back the page with the error.
 - i. For the example below, the error below states the throughput is missing for emission source (ES 87 P1). The reporter must click on the blue <u>ES87 P1</u> link to be directed to that ES page to add the missing throughput.



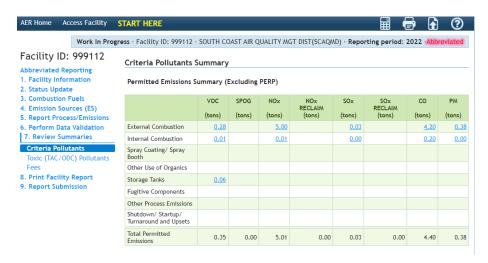
ii. Once the errors have been fixed, the reporter can go back to the Perform Data Validation page on the Left Navigation Menu and click on the **Run Data** Validation button to view any additional errors.

Viewing the Report Summaries

12. Once the report has been cleared of all errors, click on the blue **Review Summaries** header on the Left Navigation Menu. You can view the total criteria pollutants emissions by clicking on the blue Criteria Pollutants header on the Left Navigation Menu or the black OPEN link, as identified in example below.



a. Abbreviated Reporters will have emissions presented under the first table, Permitted Emissions Summary (Excluding PERP).

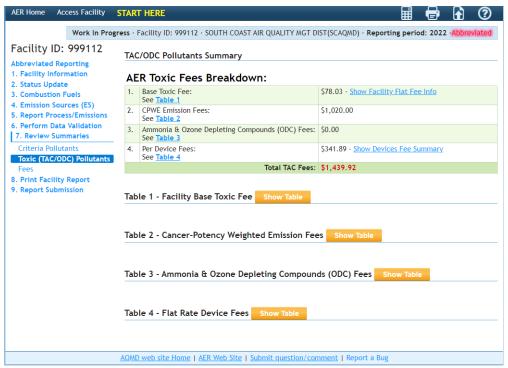


b. You may click on the blue text showing each emission total to view all the emission sources for that specific criteria pollutant, as shown below.



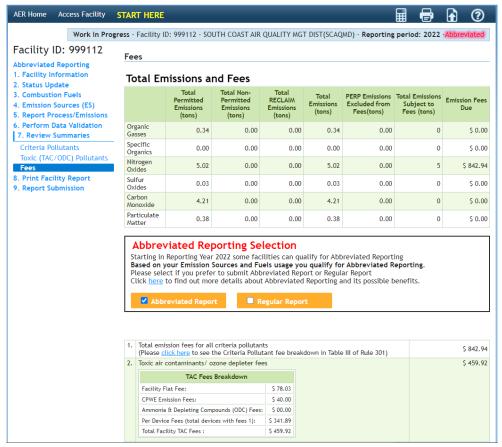
No emissions should be shown on the other two tables (Non-Permitted Emissions Summary (Excluding PERP) or PERP (CARB's Portable Equipment Registration Program) Emission Summary) because only South Coast AQMD-permitted devices are allowed to be included in abbreviated reports.

c. To view the **Toxic (TAC/ODC) Pollutants** click on the blue header on the Left Navigation Menu, as shown below. A summary is shown in the AER Toxic Fees Breakdown table. To view a detailed breakdown of each Fee you can click on the blue Table 1, Table 2, Table 3, and Table 4 links. Additional information on criteria pollutant and toxics fees can be found in Rule 301 which is linked on the AER home page.



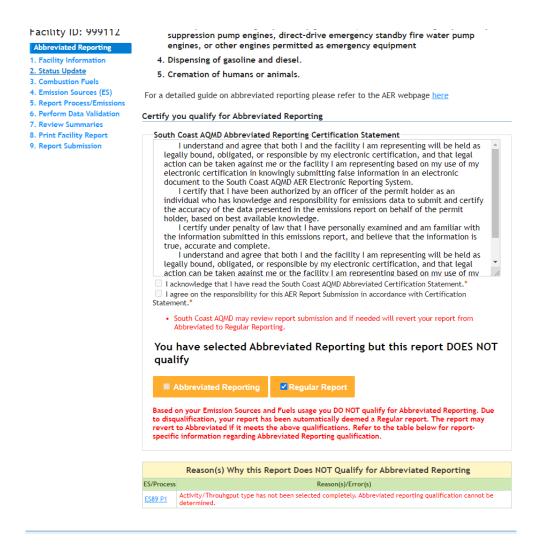
NEED TO UPDATE SS

d. The Fees header on the Left Navigation Menu provides the total fees accumulated by the facility including both criteria pollutant and toxics fees. The Total Emission and Fees table breaks down the criteria pollutants into categories and their respective Rule 301 fees.



NEED TO UPDATE SS

- e. The orange Abbreviated Reporting button should be checked for all Abbreviated Reporting facilities, as shown above. If the orange Regular Reporting button has been checked, you can click on the **Abbreviated Reporting** header on the Left Navigation Menu to find why your report was disqualified from Abbreviated Reporting.
 - i. Once on the **Abbreviated Reporting** page, the table "Reason(s) Why this Report Does NOT Qualify for Abbreviated Reporting" will show all the reasons why the report has been removed from Abbreviated Reporting. You may click on the blue link in the yellow table to correct the errors. Once the errors have been corrected you may go back to the **Review Summaries** page.



- f. The bottom portion of the **Fees** page has a complete fee breakdown including criteria pollutant and toxic fees as well as previous installments paid by the facility. For further explanation of each numbered row see below.
 - 1. Total Criteria Pollutant Emission Fees: Calculation of these emission fees are based on the emissions found in the Permitted Emission Summary (Excluding PERP) table found in the **Criteria Pollutants** page.
 - 2. The TAC Emission Fees: The sum of all TAC fees is shown on the right column. Summaries of each TAC emission fee category are shown in the green table. A further breakdown of the fees is provided on the **Toxic** (**TAC/ODC**) **Pollutants** page by clicking on its header on the Left Navigation Menu.
 - 3. Total Fees Due: This is the sum of the criteria pollutant and toxic emission fees (Rows 1 and 2).
 - 4. Installments Paid for 2022 for Criteria Pollutants: This column should be zero unless 10 tons of any criteria pollutant emissions were reported in the previous year.
 - 5. Installments Paid for 2022 for Toxic Air Contaminants/Ozone Depleters: This column should be zero unless 10 tons of any criteria pollutant emissions were reported in the previous year.

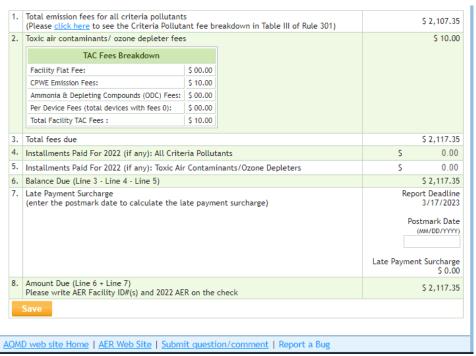
- 6. Balance Due: This is the sum of the criteria pollutant and toxic emission fees minus any installments paid.
- 7. Late Payment Surcharge: This is estimated from the Postmark Date the reporter adds in the field box. If the AER is certified and submitted and fees/surcharges are paid before the AER deadline date the Postmark Date field does not need to be filled. If the AER is certified and submitted or emission fees have not been paid on or before the deadline date of May 1, 2023, late payment surcharges will be accrued.

For users who submit late emissions fees/surcharges electronically using the South Coast AQMD Payment portal, the postmark date should be the date the facility submits the emission fees/surcharges electronically.

Late payment surcharges will be calculated as prescribed by Rule 301 and shown in the table below.

Days Late	Surcharge
< 30 Days	5%
30 to 90 Days	15%
91 Days to 1 Year	25%
> 1 year	50%

8. The Amount Due: This is the total amount of emission fees plus any late fee surcharges accrued.



NEED TO UPDATE SS and Update with Abbreviated Reporting Fees

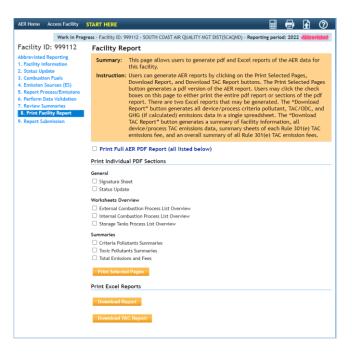
Printing/Downloading AER PDF and Excel Reports

13. **Print Facility Report** on the left Navigation Menu will take the user to the Print Report page. By clicking on the check box, the Print Full AER check box. The AER report will be created in PDF format when the user clicks on the orange Print Selected Pages button,

If the user would like to print individual sections instead of the complete report, the user can click on the desired check boxes to print the individual PDF sections.

Selecting the Download Report check box under the Print Excel Report section will generate an Excel Report that includes all the data entered by the user

Selecting the Download TAC Report check box under the Print Excel Report section will generate an Excel report that details the TAC emission fees.



AER Certification and Submission

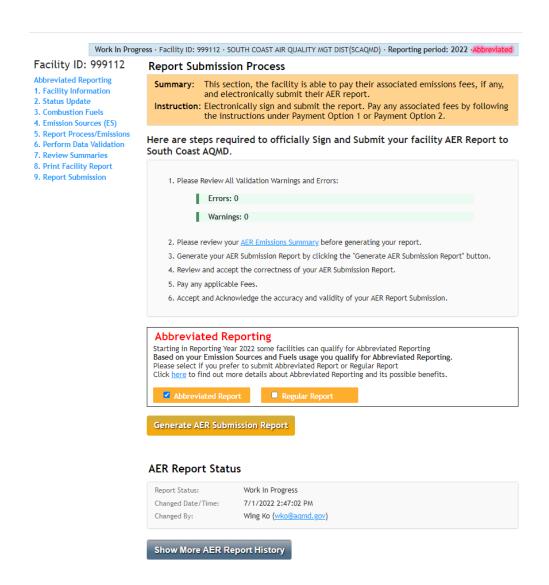
- 14. **Report Submission** on the Left Navigation Menu will take the user to the report submission page. The grey box presents the user with the steps needed to submit the AER.
 - Step 1: All errors must be resolved before the AER can be submitted. The user is also responsible for verifying that no corrections are needed as described in the warning messages.
 - Step 2: The user is responsible for reviewing AER Emissions Summary and ensuring that emissions and any fees are correct. A link to AER Emissions Summary is provided in this step.

- Step 3: If there are errors a message in red text will remind the user to correct the errors. If there are no errors an orange Generate AER Submission Report button will appear below the gray box that details these submittal steps.
- Step 4: The user is responsible for reviewing the pdf and Excel files related to the AER report on the page after the Generate AER Submission Report button is pushed.
- Step 5: After the AER report is certified and submitted on the page after the Generate AER Submission Report button is pushed, a link will be provided that allows the user to pay for any emission fees and late surcharges on-line if needed. If the user would like to submit a check for any emission fee or surcharges a link to a payment voucher to be included with the check will also be provided.
- Step 6: The user is responsible for the accuracy and validity of the AER report submission including any fees and late surcharges.

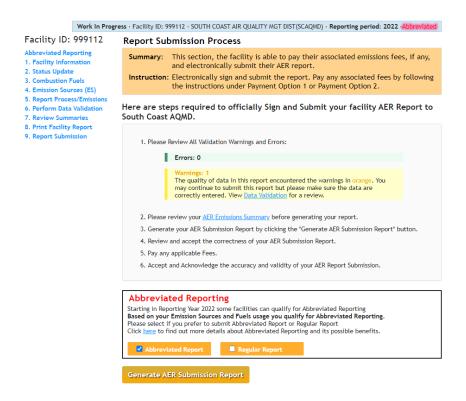
If the orange Abbreviated Report has been checked the facility will be submitting a report under Abbreviated Report AER criteria. If the orange Regular Report has been checked the facility will be submitting a report under Regular AER criteria.

If the user finds that the AER web tool has selected the Regular Report option, when the Abbreviated Report option was desired, the user should click on the Abbreviated Reporting Link on the left Navigation Menu and correct any errors shown on the table "Reason(s) Why this Report Does NOT Qualify for Abbreviated Reporting." Until the abbreviated reporting errors are correct, the AER web tool will not allow the submission of an abbreviated report.

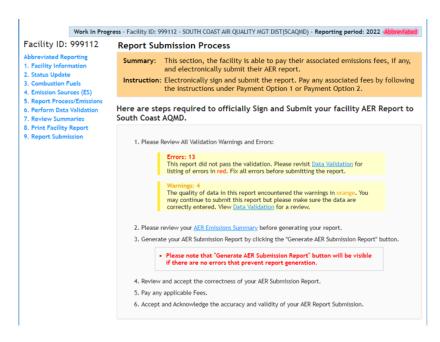
Review all the information and when ready click the orange Generate AER Submissions Report.



a. Clicking the grey Show More AER Report History you can view past submittals and amendments.

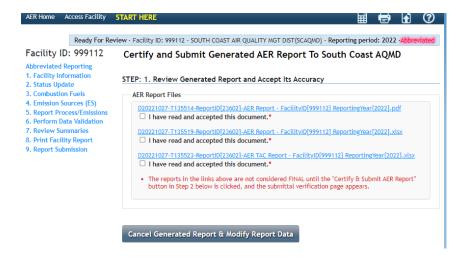


b. If your facility has generated errors like the example below the orange Generate AER Submission Report will not appear. All errors must be resolved before you can submit your report. To view these errors, click on the **Data Evaluation** header on the Left Navigation Menu.



Once you have Generated an AER Submission Report you must follow the below steps to submit the report.

c. Step 1: Review and accept the AER Report pdf, AER Excel report, the AER TAC excel report by selecting the check boxes under the links to each of the reports. If you would like to edit the information in the pdf and excel reports, you must click on the grey Cancel Generated Report & Modify Report Data. The reports and data in the AER cannot be edited unless the Cancel Generated Report & Modify Report Data is pressed. If the user is satisfied with the data in the pdf and Excel files, then proceed to Step 2.



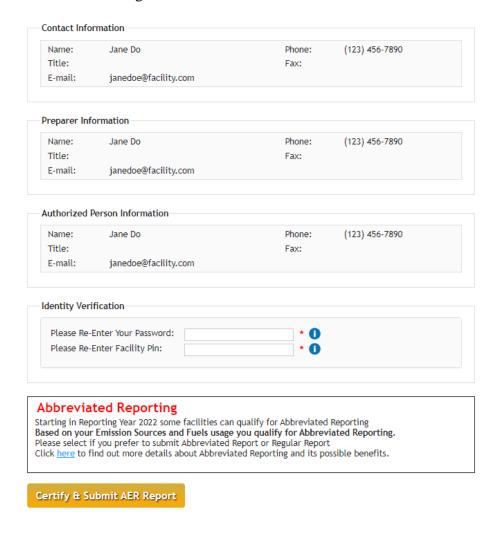
d. Step 2: The authorized representative should read the South Coast AQMD Certification Statement for the AER. If the authorized representative agrees to the Certification Statement and agrees on the responsibility for the AER submission in accordance with the Certification Statement, then the related check boxes can be selected.



e. The authorized representative must review all the Contact, Preparer and Authorized Person Information.

If correct the authorized representative must complete the Identity Verification section by entering their password and the facility PIN code. The password is the personal password used with the username that the authorized representative used to register in the AER web tool and uses to access the AER web tool. The facility PIN code provided on the notification letter and used to access the facility in the AER web tool.

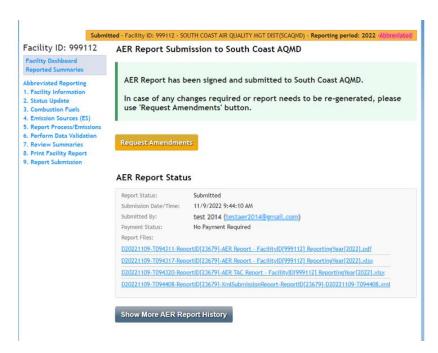
The authorized representative must click the orange Certify & Submit AER Report button to electronically submit the AER data to the South Coast AQMD. A confirmation email will be generated and sent to the main contact.



f. After the orange Certify & Submit AER Report button is pressed a warning pop-up message will appear to verify that the user wants to submit the AER. If user does not want to submit the AER, then the orange No button should be pressed. If the user wants to confirm the submittal of the AER, then the orange Yes button should be clicked.



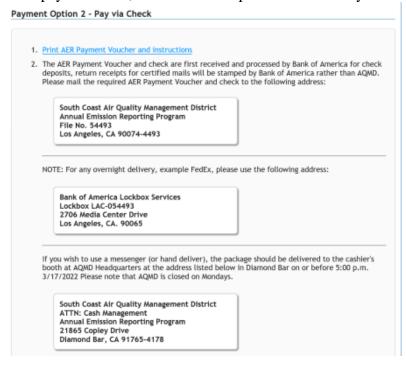
If AER was submitted and are no related emission fees/surcharges, the user will see the below snapshot. The payment status states No Payment Required. This concludes the AER reporting process.



If the AER is submitted and there are related emission fees/surcharges. they may be paid online via the Online Payment Portal by clicking the orange Go to South Coast AQMD Payment Portal.



If the user would prefer to pay via check, instructions are provided under Payment Option 2.



- g. The "AER Payment Voucher" must be printed and include it inside the envelope with emission fee/surcharge check. The Facility ID and DY 2022 AER should be included in the memo line of the check. If this is not done, South Coast AQMD Finance staff may not be able to credit the emission fees/surcharges to the correct Facility ID or program.
- h. Below is the address to mail the check and AER payment voucher. If the postmark is after the 2022 AER deadline of May 1, 2023, any related emission fees will accrue late fee surcharges. If submitting emission fees after the due date, make sure the late fee surcharge is included in the amount on the check payable to South Coast AQMD.

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

i. If a messenger service is used, the package should be delivered to Cash Management at the South Coast AQMD Diamond Bar Headquarters at the address listed below on or before the May ¹, 2023 deadline. Please note the South Coast AQMD is closed on Mondays.

South Coast Air Quality Management District ATTN: Cash Management Annual Emission Reporting Program 21865 Copley Drive Diamond Bar, CA 91765-4178