

2007-2008 AQMD 6-MONTH TRANSITIONAL EMISSIONS REPORT SUBMITTAL CHECKLIST

Software Submittals

- Electronic submittal: On-line Submitted Data Confirmation** (from AER Reporting Software or new web-based AER System) or **Submittal Data CD or Disk**
If you choose to use the AER Reporting software, you may either submit your data file using the electronic on-line option, or submit a data diskette or CD. If you choose to use the new web-based AER system you will submit your emissions report on-line. If you choose either on-line option, you will receive a confirmation upon submission of your file. Please enclose a copy of the received confirmation with your submittal. A separate confirmation is required for each facility. The AER Reporting Software on-line option will be available until October 17, 2008. If you choose to create a submittal disk (floppy or CD), please enclose your Submittal Data Disk created by the Emissions Reporting Software with your report (please use a protective cover to avoid damage in the mail). Label the disk with: 2007-2008 six-month Emissions Report, your Facility Name, and Facility ID. A separate Submittal Data Disk is required for each facility. Electronic submittals NOT received online are automatically considered as incomplete if you do not enclose the data diskette and you will be contacted by Ecotek. For further information about electronic submittals, see Frequently Asked Questions "X. How do I prepare my report if I use the software reporting program?".
- Form S, Form X, and if applicable Form A and CF**
Forms are printed by the software. Sign Form X.

Paper Forms Submittals

- Category I Forms (See Appendix N in the Instruction Book)**
These forms should be submitted even if there are no emissions or fees due. TACS, TAC and WT forms are not applicable to dry cleaners using only Perc on Form DC.
- | | |
|-----------|---|
| Form S | Fees Due Summary |
| Form X | Signature Sheet (form must be signed by preparer and the authorized person) |
| Form ES | List of Emission Sources |
| Form A | Status Update, Exemption Request, Refund Request, and Use of Alternative Emission Factors (if applicable) |
| Form C | Permitted Emissions Summary |
| Form CU | Non-Permitted Emissions Summary |
| Form CR | RECLAIM Emissions Summary (only if RECLAIM facility) |
| Form TACS | Toxic Air Contaminants and Ozone Depleters Emissions/Fee Summary |
| Form TAC | Toxic Air Contaminants/Ozone Depleters Emissions by Reference Number |
| Form WT | Credits For Waste Shipments Of Toxic Air Contaminants/Ozone Depleters |
| Form CF | Information On Work Done By Contractors |
- Category II Forms (See Appendix N in the Instruction Book)**
In addition to the Category I Forms, your submittal package may contain additional detailed forms unique to your industry type and operations. **Use only the forms that apply to your facility. Submit only the forms you used. Discard (do not return) forms that are not used.** For further information about paper submittals, see Frequently Asked Questions "Y. How do I prepare my report if I use Paper Forms (not AER software generated print-outs)?".

(CONTINUED)

Electronic and Paper Forms Submittals

- A Check For Any Fees Due**
Make the check payable to the South Coast Air Quality Management District or AQMD. To ensure proper credit, you must write the facility ID number and "2007-2008 AER" on the check. If you paid an installment, make sure to deduct this amount on Form S.
- Toxic Emission Factor Documentation: Form TAC**
If you used an equipment-specific toxic emission factor or a toxic emission factor other than the default factor, submit documentation to substantiate the emission factor such as, but not limited to:
- If Material Safety Data Sheets (MSDS) or other technical data sheet showing the TAC/ODC content of the material were used, enclose copy of the used sections of MSDS.
 - If AQMD pre-approved source tests were used, enclose a copy of the source test results and supporting data.
 - If rule or permit emission factors or Best Available Control Technology (BACT) emission levels were used, enclose a list of equipment by rule number and by permit number that comply with the rule or permit limit, or comply with the BACT levels.
 - If other documents (e.g. EPA AP-42) were referenced for emission factors, enclose a copy of the referenced sections or tables.
- Emission Factor Documentation - Combustion Sources/Miscellaneous Processes: Forms B1, B1U, B2, B2U, B4, B4U, E1, E1U, R2 and R6**
If emission factors other than the defaults have been applied, submit documentation to support the emission factors such as, but not limited to:
- If Continuous Emissions Monitoring (CEMS) data was used, enclose CEMS summary data.
 - If AQMD pre-approved source tests were used, enclose a copy of the source test results and supporting data.
 - If rule or permit emission factors or Best Available Control Technology (BACT) emission levels were used, enclose a list of equipment by rule number and by permit number that comply with the rule or permit limit, or comply with the BACT levels.
 - If documents (e.g. EPA AP-42) were referenced for emission factors, enclose a copy of the reference sections or tables.
- RECLAIM Emission - RECLAIM Combustion Sources: Form CR**
If you are a RECLAIM facility, enclose a copy of your APEP (Part I-A) forms to support the emissions reported on Form CR. Refer to the instructions on the back of Form CR.
- Emission Factor Documentation - Organic Emissions: Forms B3 and B3U**
If an equipment-specific emission factor, or an emission factor other than the default, was used for these forms, submit documentation to support the emission factor such as, but not limited to, Material Safety Data Sheets or other technical data sheet showing the VOC content of the material.
- Emission Factor Documentation - Waste Recycling: Forms W, WT and WU**
If waste-recycling credit is claimed on these forms, submit documentation to support the waste credit:
- Copy of the waste manifest for each waste shipment listed, and
 - Corresponding lab analyses (if 100% credit is claimed) or waste profiles.
- Importing EPA TANKS: Forms B6, B7 and B7U**
You must include as a supporting documentation either:
- Detail Reports printed from the EPA TANKS program, or
 - The Microsoft Access data files (client1.mdb and tankdata.mdb) generated by the EPA TANKS program on a CD.
- Fugitive Emissions: Forms P1, P1U, R3, and T1**
If you used the Correlation Equation Method or the Screening Value Range Method to calculate fugitive emissions on these forms, enclose data diskette(s), summary report, and process unit descriptions as specified in the document "Guidelines for Fugitive Emission Calculations" dated June 2003.
- Control Efficiency Documentation**
If you used control efficiency in your calculations, provide supporting documentation to substantiate the control efficiency of your control device.
- Portable Equipment: Forms CR, B2, and B4**
If you operated portable equipment that were registered under the Statewide Portable Equipment Registration Program, provide a copy of the registration certificates issued by California Air Resource Board for these portable equipment.