

# Excess Emissions Reporting Tool

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Air Quality Workshop  
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Tulsa, OK

# What are excess emissions (EEs)?

- [Oklahoma Administrative Code 252:100-9](#)
- Definition from Subchapter 9
  - ...the emission of regulated air pollutants or opacity in excess of an applicable limitation or requirement as specified in the applicable rule(s), enforceable permit, administrative or judicial order.
- NOTE: Some changes to the rule were approved during the Air Quality Council Meeting on January 20, 2016 that are not fully reflected in this presentation as they are not yet final.

# When do I have to report EEs?

- Immediate notice
  - Report no later than 4:30 pm the following working day of the first occurrence of excess emissions in each excess emission event
  - Some exceptions
- Event report (i.e. 30 day report)
  - Report no later than 30 calendar days after the start of any excess emission event
  - No exceptions

# Why do I have to report EEs?

- Helps identify chronic issues at a facility
- DEQ has information if a complaint is received
- EEs may adversely impact local air quality
  - Could potentially influence readings at DEQ Air Quality Monitoring Stations
- EEs should correlate with what is reported on Annual Emissions Inventory

# How do I report EEs?

- Phone 1-877-277-6236
- Email [excessemissions@deq.ok.gov](mailto:excessemissions@deq.ok.gov)
- Fax 405-702-4101
- [Online](#)



## Excess Emissions

[Online Excess Emissions Reporting System](#)

[Hardcopy Excess Emissions Reporting Forms](#)

[Online Reporting Frequently Asked Questions \(FAQs\)](#)

[Forms](#)

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An excess emission occurs when a regulated air pollutant is released into the environment at a rate that is above permitted levels for a facility. Our rule ([OAC 252:100-9](#)) requires excess emissions to be reported to protect public health and so that persistent problems can be identified and corrected.

Once an excess emission has occurred, the owner or operator of a facility has until 4:30 PM the next business day to notify DEQ and provide a brief description of the event.

### To make a report:

**Call toll-free: (877) 277-6236** (leave a message 24 hours/7 days a week)

**Fax: (405) 702-4101**

**Email:** [excessemissions@deq.ok.gov](mailto:excessemissions@deq.ok.gov)

**Or, use our [Online Excess Emissions Reporting System](#)**

The immediate **notification must be followed by a certified written report within 30 calendar days** describing the emission and its causes.

Our electronic submission system allows a facility to quickly submit immediate notifications of excess emission events and the required 30-day official written reports online. Submissions are certified by electronic signature.

For more information, use the links at the top or call an excess emissions team member at (405) 702-4100.

# Welcome to the Excess Emissions Reporting Tool

## EXCESS EMISSION LOGIN PAGE

Company ID

3431

Password

••••••••

Login

[DEQ Contact Info](#)



Company specific ID  
& password  
(not the same as Redbud)

Helpful contact  
information

Please refer to OAC 252:100-9 [Excess Emission Reporting Rule](#) for a complete copy of the excess emissions reporting requirements.

In the event that the online system is down during business hours, please notify a member of the Excess Emissions Team at 405-702-4100.

Should you have any trouble accessing the online system, you may use the following alternate methods to notify DEQ of your excess emission:

- Phone in immediate notice to 1-877-277-6236
- Email immediate notice or 30-day report to [excessemissions@deq.ok.gov](mailto:excessemissions@deq.ok.gov)
- Fax 30-day report to 405-702-4101

Immediate notices are not required for every excess emission event per OAC 252:100-9-7(a). Use the [Excess Emission Reporting Requirement](#) flow chart to help determine. Please note that the online reporting system still requires you to go through the immediate notice process in order to submit a 30-day report, although you may not need to

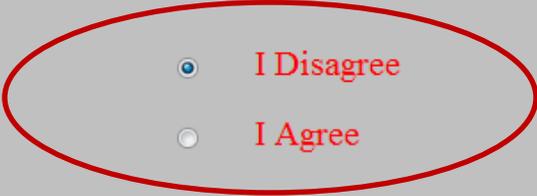
## AGREEMENT

- This electronic reporting system (“System”) has been established by the Oklahoma Department of Environmental Quality (“DEQ”) for the use of businesses or entities required to file reports or other data pursuant to the laws and rules of the DEQ or pertaining to matters under the jurisdiction of the DEQ.
- The user's login and password serves as access to the System for data entry purposes only.
- In order to finalize the excess emission submission, an electronic signature must be affixed to the document. A signature certificate from the DEQ must be obtained to affix the electronic signature. The certificate can be obtained at [Oklahoma DEQ Electronic Reporting System](#)

By selecting the “I Agree” button below, I acknowledge, understand, and agree as follows:

- I am a duly authorized representative of the business or entity associated with the login and password used to gain access to this System for the purpose of submitting an electronic record or data to the DEQ.

By selecting the “I Disagree” button below, I may discontinue the transaction.

- 
- I Disagree
  - I Agree

Must click “I Agree”  
to “Continue”

Cancel

Continue

# Excess Emission Reporting

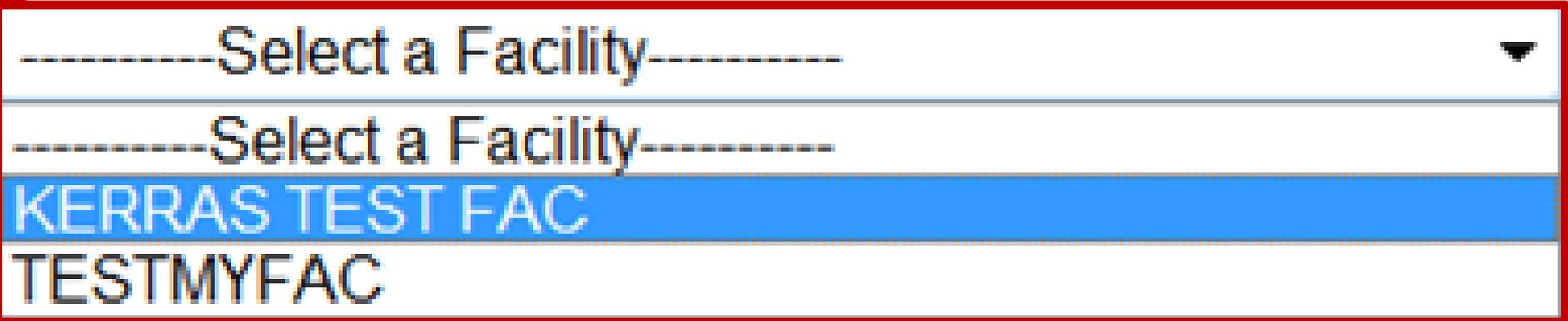
OAC 252:100-9

Company

Facility

-----Select a Facility-----  
-----Select a Facility-----  
**KERRAS TEST FAC**  
TESTMYFAC

View Current Open Events



Select the facility at which the EE occurred.

# Excess Emission Reporting

OAC 252:100-9

Company

Facility

Select an activity from the list:

- View Current Open Events
- View Current Open Events**
- View Previously Submitted Events
- Upload File(s)

Select what you want to view

Below is a list of events for which the immediate notification has been submitted. You may select one and add 30 day written report or you may add a new event notification by clicking Add New Immediate Notification button.

Table of immediate notices.

Event ID	Event Start Date	Event End Date	Immediate Notification Date	Event Reason	Reporter	
38804	08/12/2015	08/12/2015	08/12/2015	Shutdown	kd	<a href="#">Select</a>
41443	11/04/2015	11/04/2015	11/04/2015	Malfunction	Melanie	<a href="#">Select</a>

Add New Immediate Notification

Immediate Notice

(Due by 4:30 PM next working day)

Information that **CANNOT** be changed.

Facility	<input type="text" value="KERRAS TEST FAC"/>		Immediate Notification Date	<input type="text" value="1/27/2016"/>
Company	<input type="text" value="TESTCO - DEQ"/>		Reporter	<input type="text"/>
County	<input type="text" value="ATOKA"/>		Phone No:	<input type="text"/>
SIC	<input type="text" value="0111"/>			<small>format (999) 999-9999 or 999-999-9999</small>

Event Start Date	<input type="text"/>	Start Time (hh:mm)	<input type="text"/>	End Date	<input type="text"/>
Emission Unit	<input type="text"/>				
Pollutant	<input type="text"/>				
Excess Emission ID	<input type="text"/>	Event Reason	<input type="text" value="Unknown"/>		
<a href="#">Back to Main</a>	<input type="button" value="Submit Immediate Notice"/>	<input type="button" value="View Details"/>			

Click to submit.

Information that **CAN** be changed.

Thank you for submitting the immediate notification to the Department of Environmental Quality. You may come back anytime within 30 calendar days to submit the 30-day written report. If you would like to submit the 30-day written report at this time, click the corresponding link below.

[Add Another Immediate Notice](#)

[Add 30 Day Report Information](#)

[Exit](#)

Verification that the system received your immediate notice.

## Immediate Notice

(Due by 4:30 PM next working day)

Facility	<input type="text" value="KERRAS TEST FAC"/>	Immediate Notification Date	<input type="text" value="1/7/2016"/>
Company	<input type="text" value="TESTCO - DEQ"/>	Reporter	<input type="text" value="Melanie Foster"/>
County	<input type="text" value="ATOKA"/>	Phone No:	<input type="text" value="405-702-4152"/> <small>format (999) 999-9999 or 999-999-9999</small>
SIC	<input type="text" value="0111"/>		

Event Start Date	<input type="text" value="1/7/2016"/>	Start Time (hh:mm)	<input type="text" value="8:30 AM"/>	End Date	<input type="text" value="1/7/2016"/>
Emission Unit	<input type="text" value="Other Emission Unit not listed"/>				
Pollutant	<input type="text" value="Nitrogen Oxides / 11104931"/>				
Excess Emission ID	<input type="text" value="43046"/>	Event Reason	<input type="text" value="Startup"/>		
<a href="#">Back to Main</a>	<input type="button" value="Add Official Report"/>	<input type="button" value="View Details"/>			

Some fields still editable after submittal.

Click to enter 30 day report.

# Event - Official Written 30-Day Report (Due within 30 Calendar days)

Pre-filled info from Immediate Notice, which can be edited.

Reporter  Phone No:  format (999) 999-9999

Event Date

Event Time(hh:mm)

Event Duration(min)

Event Reason

Point Source

Event Explanation including: Primary Cause, Corrective Measures Taken, and Measures Taken to Prevent Reoccurrence.

Rule

Permit No:

Fields with\* must be completed.

Pollutant/CAS Number  \*

Basis of Estimate

Certified Reader (required for Method 9 and 22)

Explain (if Other)

If you like to upload Data and Calculations used to compute the magnitude of emissions, click the "Upload Data and Calculation" button. Data and calculations are required to be submitted according

"Upload Data and Calculation" button. Data and calculations are required to be submitted according to OAC 252:100-9-3.1(b)(1)(D).

Upload Data And Calculation

\*\*\*Note: You may upload data and calculations for each pollutant that has exceeded a limit. However, it is not necessary to upload the same data and calculations more than one time per Excess Emission report.\*\*\*

Files with extension .doc, .docx, .pdf, .xls, .xlsx and .txt only

Bottom half of 30 day report.

If a Method 22 opacity observation has been conducted for this Excess Emission event, enter the Observation Period, Accumulated Time of Emissions and Emission frequency below. For all other exceedances, enter the Estimated Emissions, Allowed Emissions, Excess Emissions and Pollutant Unit below.

Estimated Emissions	*	Allowed Emissions	*	Excess Emissions	*	Pollutant Units	*
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	▼
Observation Period (min)	*	Accumulated Time of Emissions (min)	*	Emissions Frequency (%)	*		
<input type="text"/>		<input type="text"/>		<input type="text"/>			

If you are ready to submit an Affirmative Defense, please select the "Add Affirmative Defense" button below. An electronic version of the AD will open in a new window for you to complete electronically and then the form will automatically be uploaded and attached for you. Please note, the system will not allow you to fill out an AD if the excess emission rule does not provide for an AD (i.e. no AD for operator error).

Files with extension .doc, .docx, .pdf, .xls, .xlsx or .txt only

Files Uploaded:

Upload Attachments

Show Files Uploaded

- [Add Affirmative Defense](#)
- [Add Pollutant](#)
- [Display/Edit Events](#)
- [Save Current Data](#)
- [Submit Final Report](#)

Additional action items.

# Affirmative Defense Form\*

TESTCO - DEQ: KERRAS TEST FAC

Event ID: 43046

## Eligibility for an Affirmative Defense

Check any of the following that apply:

Per OAC 252:100-9-8(d): If any of the below are selected, an Affirmative Defense is prohibited.

- The excess emission violated SIP limits or permit limits that have been set taking into account potential emissions during startup and shutdown, including, but not limited to, limits that indicate they apply during startup and shutdown, and limits that explicitly indicate they apply at all times or without exception.
- The excess emission caused an exceedance of the NAAQS or PSD increments.
- The excess emission was a failure to meet federally promulgated emission limits, including, but not limited to 40 CFR Parts 60, 61, and 63.
- The excess emission is a violation of requirements that derive from 40 CFR Parts 60, 61, and 63.

## Event was due to Startup or Shutdown

Answer the following question.

If applicable, please state the reason(s) any monitoring systems were not kept in operation.

Check all that apply:

- The periods of excess emissions that occurred during startup and shutdown were short and infrequent and could not have been prevented through reasonable planning and design.
- The excess emissions were not part of a recurring pattern indicative of inadequate operation or maintenance.
- If the excess emissions were caused by a bypass, the bypass was unavoidable to prevent loss of life, personal injury, or severe property damage.
- The frequency and duration of operation in startup and shutdown periods were minimized to the extent practicable.
- Reasonable steps were taken to minimize the impact of the excess emissions on ambient air quality.
- The owner or operator's actions during the period of excess emissions were documented by contemporaneous operating logs or other relevant evidence.
- The facility was operated in a manner consistent with good practice for minimizing emissions; provided, however, that this provision shall not be construed to require the use or installation of additional or redundant pollution control equipment not otherwise required and that this provision shall not be construed to automatically require the shutdown of process equipment to minimize emissions.

Submit Affirmative Defense

# Affirmative Defense Form

TESTCO - DEQ: KERRAS TEST FAC  
Event ID: 43046

## Eligibility for an Affirmative Defense

Check any of the following that apply:

Message from webpage



This Excess Emissions event is not eligible for Affirmative Defense.  
Please submit the event report without an Affirmative Defense.

OK

- The excess emissions were not part of a recurring pattern indicative of inadequate operation or maintenance.
- The excess emissions were caused by a bypass, the bypass was unavoidable to prevent loss of life, personal injury, or severe property damage.
- The frequency and duration of operation in startup and shutdown periods were minimized to the extent practicable.
- Reasonable steps were taken to minimize the impact of the excess emissions on ambient air quality.
- The owner or operator's actions during the period of excess emissions were documented by contemporaneous operating logs or other relevant evidence.
- The facility was operated in a manner consistent with good practice for minimizing emissions; provided, however, that this provision shall not be construed to require the use or installation of additional or redundant pollution control equipment not otherwise required and that this provision shall not be construed to automatically require the shutdown of process equipment to minimize emissions.

If applicable, provide a description of the event.

- The periods of excess emissions were limited to the minimum time necessary to correct the problem.
- The excess emissions were not part of a recurring pattern indicative of inadequate operation or maintenance.
- If the excess emissions were caused by a bypass, the bypass was unavoidable to prevent loss of life, personal injury, or severe property damage.
- The frequency and duration of operation in startup and shutdown periods were minimized to the extent practicable.
- Reasonable steps were taken to minimize the impact of the excess emissions on ambient air quality.
- The owner or operator's actions during the period of excess emissions were documented by contemporaneous operating logs or other relevant evidence.
- The facility was operated in a manner consistent with good practice for minimizing emissions; provided, however, that this provision shall not be construed to require the use or installation of additional or redundant pollution control equipment not otherwise required and that this provision shall not be construed to automatically require the shutdown of process equipment to minimize emissions.

Error message if not eligible.

Submit Affirmative Defense

However, it is not necessary to upload the same data and calculations more than one time per Excess Emission report.\*\*\*

If a Method 22 opacity observation has been conducted for this Excess Emission event, enter the Observation Period, Accumulated Time of Emissions and Emission frequency below. For all other exceedances, enter the Estimated Emissions, Allowed Emissions, Excess Emissions and Pollutant Unit below.

Estimated Emissions	Allowed Emissions	Excess Emissions	Pollutant Units
10 *	* *	10 *	lbs *

Observation Period (min)	Accumul
* *	* *

Message from webpage



- You must enter allowed emissions

OK

If you are ready to submit an Affirmative Defense, window for you to complete electronically and then out an AD if the excess emission rule does not pro

l open in a new allow you to fill

.xlsx or .txt only

Files Uploaded:

Files Uploaded

- Add Affirmative Defense
- Add Pollutant
- Display/Edit Events
- Save Current Data
- Submit Final Report

- You must enter allowed emissions

Error message if required info is not entered.

[Back to Immediate Notification](#)

[Back to Main](#)

"Upload Data and Calculation" button. Data and calculations are required to be submitted according to OAC 252:100-9-3.1(b)(1)(D).

Upload Data And Calculation

Files with extension .doc, .docx, .pdf, .xls, .xlsx and .txt only

\*\*\*Note: You may upload data and calculations for each pollutant that has exceeded a limit. However, it is not necessary to upload the same data and calculations more than one time per Excess Emission report.\*\*\*

If a Method 22 opacity observation has been conducted for this Excess Emission event, enter the Observation Period, Accumulated Time of Emissions and Emission frequency below. For all other exceedances, enter the Estimated Emissions, Allowed Emissions, Excess Emissions and Pollutant Unit below.

Estimated Emissions	*	Allowed Emissions	*	Excess Emissions	*	Pollutant Units	*
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	▼
Observation Period (min)	*	Accumulated Time of Emissions (min)	*	Emissions Frequency (%)	*		
<input type="text"/>		<input type="text"/>		<input type="text"/>			

If you are ready to submit an Affirmative Defense, please select the "Add Affirmative Defense" button below. An electronic version of the AD will open in a new window for you to complete electronically and then the form will automatically be uploaded and attached for you. Please note, the system will not allow you to fill out an AD if the excess emission rule does not provide for an AD (i.e. no AD for operator error).

Files with extension .doc, .docx, .pdf, .xls, .xlsx or .txt only

Files Uploaded:

Upload Attachments

Show Files Uploaded

Add Affirmative Defense

Add Pollutant

Display/Edit Events

Save Current Data

Submit Final Report

When all info is entered, submit.



# Printable 30 day report.

2016

## EXCESS EMISSIONS EVENTS REPORT

Air Quality Division, Dept. of Environmental Quality, PO Box 1677, OKC, OK 73101-1677, (405)702-4

COMPANY NAME : TESTCO - DEQ  
FACILITY NAME : KERRAS TEST FAC  
COUNTY : ATOKA  
SIC: 0111

### EXCESS EMISSION ID : 43046

Event Start Date : 1/7/2016  
Immediate Notification Date : 1/7/2016  
Event Reason : Startup

Event End Date : 1/7/2016  
Event Report Date : 1/7/2016  
Reported By : Melanie Foster  
Phone No : 405-702-4152

### EVENT ID : 45277

Event Date : 1/7/2016  
Event Duration : 120  
Rule : OAC 252:100-8 / Operating Permits  
Reporter : Melanie Foster

Event Time : 8:30 AM  
Point Source :  
Permit No : 2016-0001-O  
Phone : 405-702-4152

#### Explanation :

The unit started up and NOx emissions were above limit due to an extended startup without controls operating.

### POLLUTANT : Nitrogen Oxides

Actual Emissions : 20  
Excess Amount : 10  
Estimate Method : Engineering Calculations  
Method Description :  
Accumulated Time of Emissions : minutes

Allowed Limit : 10  
Pollutant Unit : lbs  
Certified Reader :  
Observation Period : minutes  
Emission Frequency : %

### POLLUTANT : CARBON MONOXIDE

Actual Emissions : 10

Allowed Limit : 8

Event Start Date : 1/7/2016  
Immediate Notification Date : 1/7/2016  
Event Reason : Startup

Event End Date : 1/7/2016  
Event Report Date :  
Reported By : Melanie Foster  
Phone No. : 405-702-4152

Last chance to  
change data.

EVENT ID : 45277

Event Date : 1/7/2016  
Event Duration : 120  
Rule : OAC 252:100-8 / Operating Permits  
Reporter : Melanie Foster

Event Time : 8:30 AM  
Point Source :  
Permit No : 2016-0001-O  
Phone : 405-702-4152

Explanation :  
The unit started up a

Actual Emissions : 20  
Excess Amount : 10  
Estimate Method : Er  
Method Description :  
Accumulated Time of

Actual Emissions : 10  
Excess Amount : 2  
Estimate Method : Er  
Method Description :  
Accumulated Time of Emissions : minutes

Message from webpage



You will not be able to modify data after submission. Are you sure you want to submit?

OK Cancel

Observation Period : minutes  
Emission Frequency : %

Print and Submit Edit Event Data

## Immediate Notice

(Due by 4:30 PM next working day)

Facility	<input type="text" value="KERRAS TEST FAC"/>	Immediate Notification Date	<input type="text" value="11/4/2015"/>
Company	<input type="text" value="TESTCO - DEQ"/>	Reporter	<input type="text" value="Melanie"/>
County	<input type="text" value="ATOKA"/>	Phone No:	<input type="text" value="405-702-4152"/> <small>format (999) 999-9999 or 999-999-9999</small>
SIC	<input type="text" value="0111"/>		

Event Start Date	<input type="text" value="11/4/2015"/>	Start Time (hh:mm)	<input type="text" value="8:00 AM"/>	End Date	<input type="text" value="11/4/2015"/>
Emission Unit	<input type="text" value="Other Emission Unit not listed"/>				
Pollutant	<input type="text" value="2-ethyl-1-hexanol / 104767"/>				
Excess Emission ID	<input type="text" value="41443"/>	Event Reason	<input type="text" value="Malfunction"/>		
<a href="#">Back to Main</a>		<input type="button" value="View Details"/>			

Indicates 30 day report has already been started.

## Summary of Excess Emission Event

The following event is associated with this excess emission.

Edit	Delete	Event ID	Event Date	Event Time	Event Duration	Point Source	
<a href="#">Edit</a>	<a href="#">Delete</a>	45277	01/07/2016	08:30	120	Point previously unidentified	<a href="#">Pollutants</a>

[View/Submit Report](#)

[Back to Immediate Notification](#) | [Back to Main](#) | [Exit](#)

Table of 30 day reports not yet submitted.

Thank you for submitting data to the Department of Environmental Quality. To report another Excess Emission click on the link below.

[Back to Main Page](#)

Verification that the system  
received your 30 day report.

# Excess Emission Reporting

OAC 252:100-9

**Company**

**Facility**

**Select an activity from the list:**

Reprint or review submitted 30 day reports by date range.

From (mm/dd/yyyy)

To (mm/dd/yyyy)

To view history enter a date range when event happened

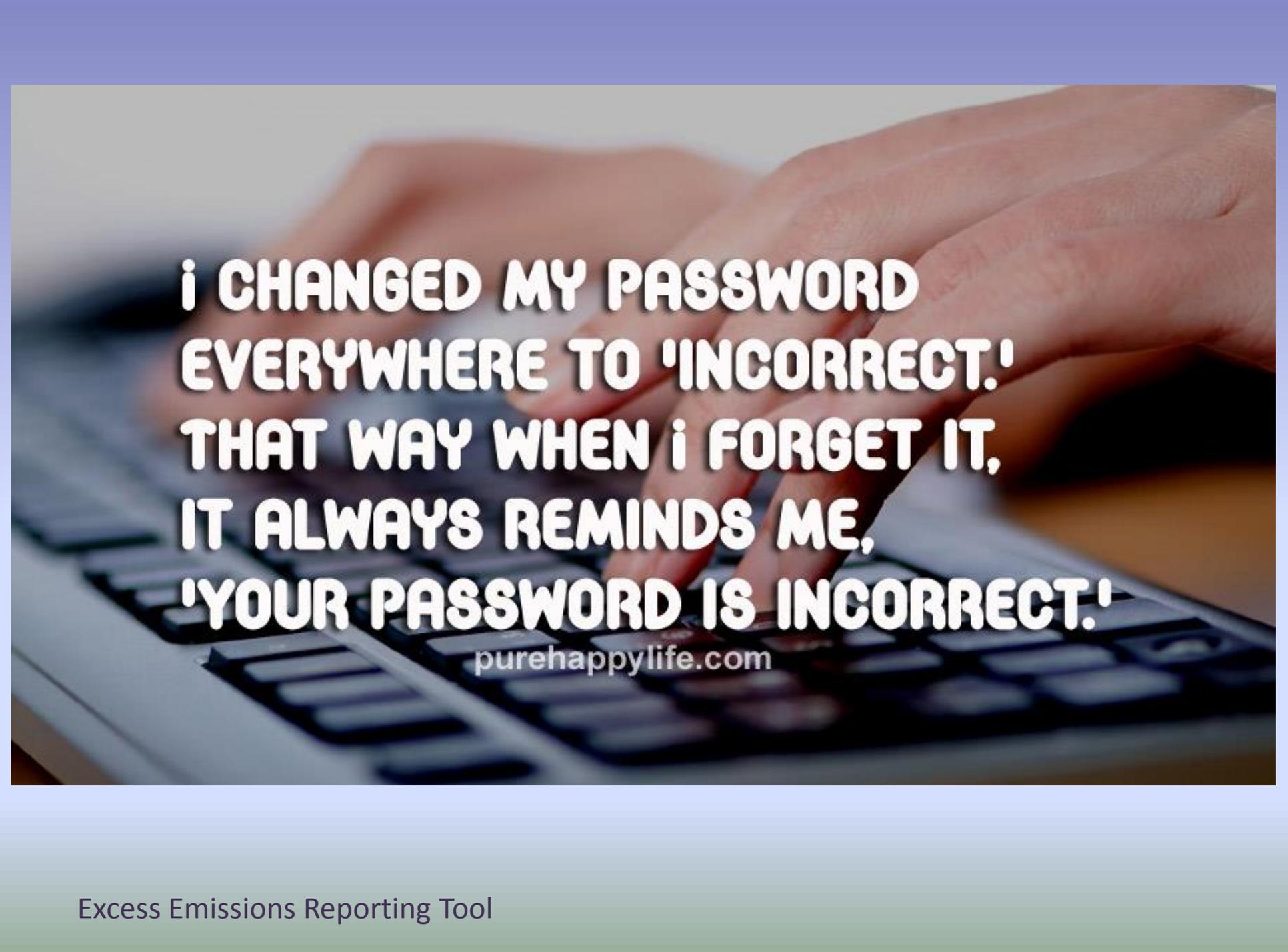
View History

# Common Questions

- Can I still use the Excess Emission Reporting Tool if I called or emailed my immediate notice?
  - *Yes! But you will still have to go through the immediate notice step in the online system.*
  - *Explain in the comments when and how the immediate notice was originally submitted since the system will date stamp the immediate notice as untimely.*

# Common Questions

- What do I do if my password is lost?
  - *Contact AQD and ask for a member of the Excess Emissions team.*
  - *The password will be emailed to the Responsible Official on record.*
- What if I get locked out of the system for a wrong password?
  - *Wait 15 minutes and try again.*



**i CHANGED MY PASSWORD  
EVERYWHERE TO 'INCORRECT.'  
THAT WAY WHEN i FORGET IT,  
IT ALWAYS REMINDS ME,  
'YOUR PASSWORD IS INCORRECT.'**

[purehappy.com](http://purehappy.com)

# Common Questions

- What if I find out there was no EE but I submitted an immediate notice?
  - *Before the 30 day deadline, email AQD and ask to retract the immediate notice.*
- What if I submitted something on my 30 day report in error?
  - *Email AQD what needs to be changed and the information can be corrected in DEQ's database.*

# Contact Information

- Melanie Foster
  - 405-702-4152
  - [melanie.foster@deq.ok.gov](mailto:melanie.foster@deq.ok.gov)
- AQD Front Desk 405-702-4100
- AQD Fax 405-702-4101
- EE Hotline 1-877-277-6236
- [excessemissions@deq.ok.gov](mailto:excessemissions@deq.ok.gov)

Questions?