



GEORGIA
DEPARTMENT OF NATURAL RESOURCES

ENVIRONMENTAL PROTECTION DIVISION

2024 GA Point Source Emission Inventory CAERS Training

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TRAINING OUTLINE

- **Combined Air Emissions Reporting System**
- **HAPs Guidance Updates**
- **Submittal Walkthrough**
- **Live CAERS Walkthrough**
- **Resources**
- **Q & A**



WHAT IS CAERS?



GA EPD USES CAERS FOR THE PS EI

CAERS (Combined Air Emissions Reporting System) is an application that allows industry from subscribed State, Local, or Tribal authorities (or SLTs) to report their air emissions.

This allows:

- **SLT's to meet specific air emissions reporting requirements**
- **Annual or triennial reporting to meet the requirements of the Air Emissions Reporting Requirements (AERR) rule**
- **Facilities to voluntarily report HAPs emissions at process level which could be used to pre-populate Toxics Release Inventory (TRI) air toxics emissions.**
 - **TRI data must still be completed and certified in TRI-MEweb**
 - **EPD is continuously encouraging facilities to submit HAPs emissions to CAERS**



CAERS USER ROLES

Role	Description	Number per Facility	Create Initial Report	Certify Report
Preparer	Prepares an emissions report for a facility (e.g., consultant, staff person working for the facility).	Multiple	Yes	No
Certifier	Certify the emissions report or opt out of the EI to meet your legal obligation for reporting to your SLT.	Only one	Yes	Yes
Note: An individual preparer or certifier account can be associated with more than one facility.				



HAPS GUIDANCE UPDATES



HAPS PILOT PROGRAM

- Since the 2023 proposed changes to the AERR, Georgia EPD has been working on modifying the approach to the planned GA HAPs inventory.
- Until 2026, Georgia will still collect voluntary HAP reporting from facilities.
- The 2024 HAP pilot program will focus on voluntary reporting and feedback about the reporting process and timelines.
- Total toxics air emissions are made available for TRI-MEweb once the facility has certified the report in CAERS.



HAPS GUIDANCE

HAPs can be reported in CAERS just like CAPs.

When a VOC or PM HAP is reported, it **should also** be included in the corresponding CAP total. Total HAP cannot not exceed CAP total.

Emissions Associated with this Process

Pollutant Name	Code	CAS ID	
Acrolein	107028	107-02-8	
Aniline	62533	62-53-3	
Benzene	71432	71-43-2	
Carbon Disulfide	75150	75-15-0	
PM Condensable	PM-CON		
PM10 Filterable	PM10-FIL		
PM2.5 Filterable	PM25-FIL		
Phenol	108952	108-95-2	
Styrene	100425	100-42-5	
Toluene	108883	108-88-3	
Volatile Organic Compounds	VOC		

Note: HAP emissions should match what is reported to TRI.

Pollutant	Type	Fugitive Amount	Stack Amount	Units of Measure	2021 Reported Emissions
1,3-Butadiene	HAP	0	0.01777006	Tons	0.01777006
Arsenic	HAP	0	0.00000935	Tons	0.00000935
Carbon Monoxide	CAP	0	3.92528	Tons	3.92528
Chromium	HAP	0	0.00006542	Tons	0.00006542
Dibenzofuran	HAP	0	0.00041084	Tons	0.00041084
Ethyl Benzene	HAP	0	0.13070006	Tons	0.13070006
Hexane	HAP	0	0.8813095	Tons	0.8813095
Lead	CAP	0	0.00002336	Tons	0.00002336
Mercury	HAP	0	0.00001215	Tons	0.00001215
Naphthalene	HAP	0	0.03418941	Tons	0.03418941
Nitrogen Oxides	CAP	0	4.67295	Tons	4.67295
o-Xylene	HAP	0	0.51058746	Tons	0.51058746
Phenol	HAP	0	0.03654564	Tons	0.03654564
PM Condensable	CAP	0	0.91266219	Tons	0.91266219
PM10 Filterable	CAP	0	1.02334769	Tons	1.02334769
PM2.5 Filterable	CAP	0	0.64630429	Tons	0.64630429
Styrene	HAP	0	2.26455793	Tons	2.26455793
Sulfur Dioxide	CAP	0	0.0280377	Tons	0.0280377
Toluene	HAP	0	0.61990904	Tons	0.61990904
Volatile Organic Compounds	CAP	0	57.940939	Tons	57.940939
Total Emissions (Tons)	--	--	--	--	73.64561109

Total PM

Total VOC

Total VOC (57.94 tons) ≥ Total HAP VOC (4.50 tons) ✓
Total PM10 (1.02 tons) ≥ Total PM HAP (0.00017 tons) ✓

Important Note: While HAP and CAP emissions are kept separate, overlapping HAP emissions are not. Do not report multiple of the same kind of HAP (e.g. Chromium and Chromium VI)



2024 EI WALKTHROUGH



**UPDATE FACILITY &
CONTACT INFORMATION**



**DETERMINE
PARTICIPATION STATUS
(OPT OUT/OPT IN)**



**SUBMIT 2024 EI &
CERTIFY**



STEP 1: ACCESS YOUR FACILITY IN GECO



Georgia Environmental
Connections Online

<https://geco.gaepd.org/>
(Register for an account if new to GECO)

GECO Home

Georgia Environmental Connections Online ("GECO") is an online service allowing public access to various Georgia Air Protection Branch applications.

You have access to work on the following facilities:

Facility Name	AIRS Number	User Admin	Permit Fees	Emissions Inventory
Durango-Georgia Paper Company	039-00001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ford Motor Co	121-00364	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Request access to a facility](#)

Returning users with EI access – Facilities will be listed and the EI box checked. Click on "Facility Name" to access the EI form.

New Users – Request access to your facility using the hyper link on the home page.



GECO FACILITY ACCESS REQUEST



GECO Facility Access Request

To begin, find the facility by AIRS number or name and select the type of access requested.

By AIRS Number

03900001

By Facility Name

Durango-Georgia Paper Company

GECO Access Type Requested *(Select all that apply.)*

- ☒ Facility Access
- ☐ Permit Fees
- ☒ Emissions Inventory

Request EI access

This facility has the following admin users. Please contact them directly to request access or use the form below to send an automated message.

- Jing Wang
- Emily Phillips
- Maria Geonczy

Check box if admin users are unavailable or EPD assistance is needed

☐ If these admin users are unavailable or you need assistance from the Air Protection Branch instead, check this box.

Additional Comments *(Optional; these comments will be attached to the message.)*

Send Request

The following message will be sent to the **Facility Administrators** listed above.



APPLICATION STATUS MENU



Current facility:
Durango-Georgia Paper Company, St. Marys
AIRS Number: 039-00001

[Switch facility](#) [Facility home](#)

[Home](#)

[Facility Info](#)

[User Access](#)

[Communication Preferences](#)

Main Emission Inventory Contact can be changed here or from within the EI form.

Facility Home

Managing user access for facility admins.

GECO Applications	Current Status
Permits & Application Fees	0 open permit applications.
Annual/Emissions Fees	In Progress - Please Complete the Fees for 2019 on July 28, 2020. <i>Due: September 1, 2020</i>
Fees Summary	
Emissions Inventory	Enrolled in 2022 EI. <i>Due: June 30, 2023</i>
Test Notifications	No pending test notifications.

Access 2024 EI Application here



STEP 2: REVIEW FACILITY INFORMATION



Emissions Inventory

EI Home Historical Data

For more information on how to submit your Emissions Inventory, visit <https://epd.georgia.gov/forms-permits/air-protection-branch-forms-permits/point-source-emissions-inventory>.

1. Facility Information

Review the facility information below and if there is any mistake, please email: emissions.inventory@dnr.ga.gov.

Description	Kraft Pulp Mill
Operating Status	Operating as reported in 2020 * Operating status pertains only to the last Emissions Inventory reported
NAICS Code	111110 - Soybean Farming
Site Address	4244 International Parkway Suite 120-test ATLANTA, GA 30354
Geocoordinates	30.805990, -81.524999

Please contact us for any facility information discrepancy.

Coordinate system used is WGS84.



[Open map in new window](#)



STEP 3: UPDATE EI CONTACT INFORMATION



2. CAERS Users

Please ensure all contact information is correct in communication preferences before proceeding to update CAERS contact information.

Next add and update CAERS users below. Use of CAERS requires one certifier and one or more preparers. If a single person serves both roles, they must be added as both.

Current CAERS Users

Role	User	Address	Email	Phone	Controls
Certifier	Ms Maria Goetz	4244 International Drive	emissions_inventory@dcars.gov	12345678901	Edit Delete



STEP 3: UPDATE GEEO EI CONTACT INFORMATION



Current facility:
Durango-Georgia Paper Company, St. Marys
AIRS Number: 039-00001

Home Facility Info User Access **Communication Preferences**

Communication Preferences

Current communication preferences and contacts for this facility. You can update each type of communication by selecting the "Edit" button for the communication type.

Note: This page is for editing facility contact information. To edit facility information, go to the [Facility Info](#) page. CAERS Users, go to the [Emissions Inventory](#) page.

Permit Fees

[Edit](#)

Communication Preferences

Both electronic and mail

Primary Contact

Jing Wang
Engineer
Air Protection Branch
4244 International Parkway
Atlanta, GA 30354

404-363-7137
JING.WANG@DNR.ST

Additional Email

Home Facility Info User Access **Communication Preferences**

Communication Preferences / Edit

Set your preferences for receiving communications from the Georgia Environmental Protection Division. Preferences can be set separately for each type of communication.

[Permit Fees](#)
[Permit Applications](#)
[Emissions Inventory](#)
[Testing and Monitoring](#)

Edit Preferences for *Emissions Inventory*

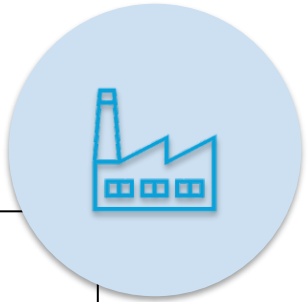
Primary Contact

Salutation	<input type="text" value="Mrs"/>	("Ms.", "Dr.", etc.)
First Name	<input type="text" value="Jing"/>	
Last Name	<input type="text" value="Wang"/>	required
Title	<input type="text" value="Engineer"/>	
Organization	<input type="text"/>	
Street Address	<input type="text" value="4244 International Parkway Suite 120"/>	required
Apt / Suite / Other	<input type="text"/>	
City	<input type="text" value="ATLANTA"/>	required
State	<input type="text" value="GA"/>	required
Postal Code	<input type="text" value="30354"/>	required
Telephone Number	<input type="text" value="404-3636134"/>	required
Primary Contact Email	<input type="text" value="jing.wang@dnr.ga.gov"/>	required

[Save Contact Info](#)



STEP 4: UPDATE CAERS USERS



2. CAERS Users

Please ensure all contact information is correct in communication preferences before proceeding to update CAERS contact information.

Next add and update CAERS users below. Use of CAERS requires one certifier and one or more preparers. If a single person serves both roles, they must be added as both.

Current CAERS Users

Role	User	Address	Email	Phone	Controls
Certifier	Ms Maria Geonczy	4244 International Pkwy Suite 120 Atlanta, GA 30310	emissions.inventory@dnr.ga.gov	1234567891	Edit Delete
Preparer	Ms Maria Geonczy	4244 International Pkwy Suite 120 Atlanta, GA 30310	emissions.inventory@dnr.ga.gov	9876543210	Edit Delete

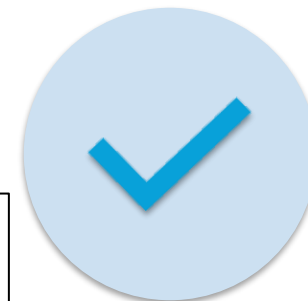
If a single person serves both roles, they must be added as both a preparer and a certifier.

[Add New CAERS User](#)

Verify or add your preparer(s) and certifier information. Note that you can change users at any time.



STEP 5: SUBMIT 2024 EI/ OPT-OUT DETERMINATION



3. Submit EI

Title V facilities will receive one of two emails indicating their status on January 6, 2025.

All facilities that need to opt out or submit 2024 Emissions Inventory data will receive one of two emails during the first week of January 2025. The email will indicate whether the facility likely qualifies to opt out, or is required to opt in to report their 2024 EI.

For Opt-out facilities:

- If the facility agrees with the opt-out determination listed in the rollout email, you can convert the email to PDF and upload to CAERS as the PTE analysis attachment.
- If corrections need to be made for an opt-out or opt-in facility, please download the [Opt-out form](#) to make any changes. Upload the completed form to CAERS as the PTE analysis attachment.

If new to CDX/CAERS, the preparer(s) and certifier you have specified should follow this:

1. Register in CDX using the link to EPA CDX below and set up CAERS in CDX.
2. Await email approval from CDX that their CAERS account is linked to the correct facility.
3. Once approved, select facility in CAERS, then click on the "Create New Report" button for the Report.

If a correction needs to be made, they can complete this opt-out form to upload to CAERS.

[Link to EPA CDX](#)

CAERS will reopen on **January 6, 2025**

Click here to be directed to CDX to access 2024 EI prompts in CAERS.



OPT-OUT FORM – MODIFYING OPT-OUT PTE



Form instructions:

Light yellow cells indicate

All cells are required for

Upon completion, please upload this form into the Combined Air Emissions Reporting System (CAERS) as your opt-out justification.

If additional information needs to be provided, here are three acceptable methods:

(1) Enter notes under the "Opt-out Justification" table.

(2) Add notes on an added tab within this spreadsheet and indicate in the "Facility Response" where the additional notes are located.

(3) Upload any additional document to supplement what you enter below and indicate in the "Facility Response" where the additional notes are located.

Light yellow cells are drop-down lists.

Annual year.

Provide the following as indicated:

- Permit condition
- TV permit application

Any additional information can be provided below table, on another tab, or another spreadsheet

Facility Information

Triennial/Annual EI Year?

Annual PTE Thresholds

Facility Name:

Opt-Out Justification

• Please enter Potential to Emit (PTE) emissions below.

• Next, select PTE emissions justification.

• Once selected, the next cell will autopopulate and you can use accordingly in the "Facility Response" column.

Pollutant	Annual EI PTE Emissions Threshold* (tpy)	PTE Emissions (tpy)	Select PTE emission justification	Facility Response
VOC	250	(Select)	Select PTE emissions justification	Example facility response: Provide TV Permit # and limit condition. ex: 2631-039-0001-V-05-1 permit condition 3.2.4 (or) Provide Title V application # where the PTE value was reported. ex: TV-45678
SO2	2500	(Select)	Select PTE emissions justification	
NOx	2500	(Select)	Select PTE emissions justification	
CO	2500	(Select)	Select PTE emissions justification	
Pb*	n/a	Annual EI Year: Lead (Pb) actual emissions not part of threshold determination.		
PM10	250	(Select)		
PM2.5	250	(Select)		
NH3	250	(Select)		

- PTE emissions from permit must correspond to the EI calendar year
- If a permit was issued at some point of the EI calendar year, the greater of the PTE is used



CAERS – OPT-OUT QUESTION 1



Emission Reporting Opt-In

The questions below will help you determine your level of participation in the 2022 Emissions Inventory Year reporting.

Was this facility operating in 2022?

- ☐ Yes. The facility was **operating** during some or all of 2022.
- ☐ No. The facility did not operate at all during 2022, but is operating now or will operate again in the future, and is thus **temporarily shutdown**.
- ☐ No. The facility did not operate at all during 2022, will not operate again, and is thus **permanently shutdown**.

Note: If the facility has never operated and is currently in construction, you do not need to submit an EI. If you have received an EI email notification, please contact emissions.inventory@dnr.ga.gov to be removed from the 2022 EI email list. You should also delete the facility from your "My Facilities" page.

Cancel

Proceed

Opt-out scenarios:

- Operating but under thresholds
- Temporarily/ Permanently Shutdown all of 2024

Answering “No” to the first question will direct you to certify your report with the no opt-out form needed.

Facilities that never operated or currently in construction, do not need to submit an EI



CAERS – OPT-OUT QUESTION 2



Facility Emissions Thresholds

Pollutant	Annual Threshold (in Tons per Year)
Sulfur Dioxide (SO ₂)	Potential to emit ≥ 2500
Volatile Organic Compounds (VOC)	Potential to emit ≥ 250
Nitrogen Oxides (NO _x)	Potential to emit ≥ 2500
Carbon Monoxide (CO)	Potential to emit ≥ 2500
Primary PM _{2.5} . As applicable, also report filterable and condensable components.	Potential to emit ≥ 250
Primary PM ₁₀ . As applicable, also report filterable and condensable components.	Potential to emit ≥ 250
Ammonia (NH ₃)	Potential to emit ≥ 250

Is the facility below ALL of the thresholds listed?

- ☐ Yes
☐ No

Cancel

Proceed

During an annual year, lead (Pb) does not have a reporting threshold but still needs to be reported.

Answering “Yes” to the second question:

- Statement appears that summarizes your selection and next steps.
- This will send you to a screen that requires an attached opt-out form found in GECO.



CAERS – OPT-OUT FORM ATTACHMENT



[My Facilities](#) > [Emissions Reports](#) > 2022 Emissions Report

[CBI Disclaimer](#) CAERS H

Agency ID: 999999999
GADNR FAKE: CAER Test Facility
538 Cajundome Blvd
Lafayette, GA 70506
2022 Emissions Report
Agency: GADNR

Report Summary

Report History

Report Facility & Emissions Information

Perform Quality Checks

Submit to SLT Authority

Approved by SLT Authority

Report Summary

Pollutant	Type	Fugitive Amount	Stack Amount	Units of Measure	2022 Reported Emissions	Previous Year Reported Emissions	Previous Submittal Year
Total Emissions (Tons)	--	--	--	--	0	0	--

Download Report Summary

Download Process Emissions Summary

Preparer/NEI Certifier Attachments

Date	Role	User Name	Comments	Attachments
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Attach email confirmation or updated opt-out form and any other proof of PTE documentation (pdf and excel files accepted now).

Attach Report Document

Attach PTE analysis before you certify your opt-out status.

You must attach your Potential to Emit (PTE) analysis before you can certify and submit.

Certify and Submit to SLT



CAERS – OPT IN



Facility Emissions Thresholds

Pollutant	Annual Threshold (in Tons per Year)
Sulfur Dioxide (SO ₂)	Potential to emit \geq 2500
Volatile Organic Compounds (VOC)	Potential to emit \geq 250
Nitrogen Oxides (NO _x)	Potential to emit \geq 2500
Carbon Monoxide (CO)	Potential to emit \geq 2500
Primary PM _{2.5} . As applicable, also report filterable and condensable components.	Potential to emit \geq 250
Primary PM ₁₀ . As applicable, also report filterable and condensable components.	Potential to emit \geq 250
Ammonia (NH ₃)	Potential to emit \geq 250

Is the facility below ALL of the thresholds listed?

- ☐ Yes
☒ No

Submit to begin 2024 EI.

Cancel

Proceed



LIVE 2024 EI CAERS WALKTHROUGH



TRAINING RESOURCES

GA Training Resources

- [2024 Emissions Inventory Kickoff Training](#)
- [PDF 2024 Emissions Inventory Kickoff Training Presentation](#)
- [PDF 2024 Emissions Inventory Kickoff Training Questions & Answers](#)
- [PDF GECO EI/CAERS Troubleshooting Flow Chart](#)
- [How to Complete the Opt-out Form](#)

EPA CAERS Training

- [CAERS User Guide V6](#)
- [Welcome to CAERS for New Reporters Training Video](#)
- [PPT Welcome to CAERS for New Reporters Training Presentation](#)
- [CAERS V6 User Interface Training Video](#)
- [CAERS V6 Bulk Uploading Training Video](#)
- [PPT CAERS Reporting Control Devices Training Presentation](#)
- [XLS CAERS JSON Reference Data Spreadsheet](#)

HAPs Training

- [PDF HAPs Reporting in CAERS for the 2020 NEI with Q&A Presentation](#)
- [HAPs Reporting in CAERS for the 2020 NEI Training Recording\(Enter Access Code: HBjX!!1J\)](#)

ON THIS PAGE:

- [2024 EI Important Dates](#)
- [Submission Information](#)
- [Training Resources](#)
- [Other Updates](#)

<https://epd.georgia.gov/forms-permits/air-protection-branch-forms-permits/point-source-emissions-inventory>



THANK YOU!

Your participation helps us obtain and maintain an accurate emissions inventory for the state of Georgia which is vital to reach our goal of improving our State's air quality.

Thank you for your hard work and cooperation!





EMISSIONS INVENTORY CONTACTS

Email General Questions:
Emissions.inventory@dnr.ga.gov

Ruben Gijon-Felix - ECSU Manager
Phone: (470) 524-0563
Email: ruben.gijon-felix@dnr.ga.gov

Jing Wang
Phone: (470) 524-0723
Email: jing.wang@dnr.ga.gov

Emily Phillips
Phone: (470) 251-4176
Email: emily.phillips@dnr.ga.gov



QUESTIONS?

**Contact us at:
emissions.inventory@dnr.ga.gov**

