



## WELCOME TO THE 2025 EI TRAINING!

**The training will begin in a few minutes...**

- **Please keep your video off and voice muted for the duration of the presentation.**
- **If using a phone, please use the phone number listed in the teams meeting**
- **If you have any questions, please write them in the chat box**
- **There will be a Q&A session at the end of the presentation**
- **Use \*9 to raise your hand via the phone line**
- **This training will be recorded and posted online. More info covered on Resources slide.**

NOTE: EPD welcome facilities to voluntarily report HAP emissions in addition to the criteria air pollutants.



**GEORGIA**  
DEPARTMENT OF NATURAL RESOURCES

ENVIRONMENTAL PROTECTION DIVISION

# 2025 GA Point Source Emission Inventory Kickoff Training

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Planning & Support Program  
Air Protection Branch  
Georgia Environmental Protection Division

**2025 EI Point Source Emission Reporting  
Training Webinar**  
**December 10, 2025**



## TRAINING OUTLINE

- **Regulatory Background**
- **Combined Air Emissions Reporting System**
- **HAPs Guidance Updates**
- **Submittal Walkthrough**
- **Georgia Quality Assurance**
- **Helpful Tips**
- **Resources and Next Steps**



# EMISSION INVENTORY REGULATION/APPLICABILITY



## EI REGULATORY BASIS

### **Regulations requiring GA EPD to collect Emissions Inventory**

- 1. Federal:** 40 CFR Part 51 Subpart A - Air Emissions Reporting Requirements (AERR) and the EPA Air Planning Agreement
- 2. State:** Georgia Rule 391-3-1-.02(6)(b)1

GECO is updated for 2025 EI; CAERS will reopen **January 20**, 2026. GA EPD requires participating facilities to report data by **May 31, 2026**. **No extensions will be provided after June 15th.**



## APPLICABILITY

### All Part 70 Major Sources are subject.

- Exceptions include:
  - Permitted but not constructed facilities
  - Facilities with Federally Enforceable Permit Limits (e.g., Synthetic Minor or Major HAP sources)
  - Facilities which were shutdown during the entire calendar year

### 2025 EI Year is an Annual Year

1. Annual thresholds are higher than triennial Year thresholds
2. Thresholds are PTE-based except for Lead

Annual PTE Thresholds	
Pollutant	(tons per year)
SO <sub>2</sub>	≥ 2500
VOC	≥ 250
NO <sub>x</sub>	≥ 2500
CO	≥ 2500
Pb	N/A
Primary PM <sub>10</sub>	≥ 250
Primary PM <sub>2.5</sub>	≥ 250
NH <sub>3</sub>	≥ 250



# 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
  - SLT's to meet specific air emissions reporting requirements



## CAERS USER ROLES

<b>Role</b>	<b>Description</b>	<b>Number per Facility</b>	<b>Create Initial Report</b>	<b>Certify Report</b>
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

- 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 2025 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.

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:

Pollutant Name:

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.

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)**



## 2025 EI WALKTHROUGH



**UPDATE FACILITY &  
CONTACT  
INFORMATION**



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



**SUBMIT 2025 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 system for 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**

**By Facility Name**

**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

## Facility Home

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

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

Managing user access for facility admins.

Access 2025 EI Application here



# STEP 2: REVIEW FACILITY INFORMATION



## Emissions Inventory

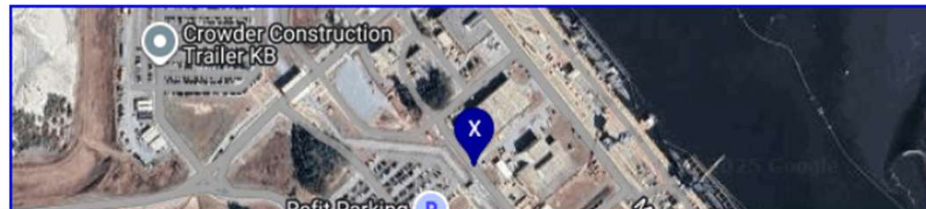
EI Home Historical Data

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](mailto:emissions.inventory@dnr.ga.gov).

<b>Description</b>	Kraft Pulp Mill
<b>Operating Status</b>	Operating as reported in 2020 * Operating status pertains only to the last Emissions Inventory reported
<b>NAICS Code</b>	111110 - Soybean Farming
<b>Site Address</b>	4244 International Parkway Suite 120-test ATLANTA, GA 30354
<b>Geocoordinates</b>	30.805990, -81.524999
<b>Horizontal Accuracy Measure (m)</b>	25
<b>Horizontal Collection Method</b>	zip code 5-digit-centroid
<b>Horizontal Reference Datum</b>	North American Datum of 1983

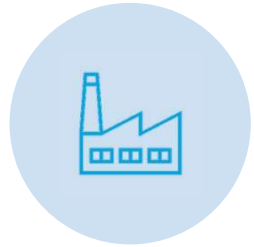


Please contact us for any facility information discrepancy.

Please verify coordinate system



# 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.

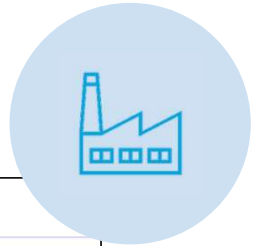
Next add and update CAERS users below. Use of CAERS requires one certifier and one or more preparers. If a single person serves both roles, they must be added as both.

### Current CAERS Users

Role	User	Address	Email	Phone	Controls
Certifier	Ms. Maria Cooney	1211 International Blvd	emissions_inventory@dps.ga.gov	1221567891	Edit Delete



# STEP 3: UPDATE GEKO 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 edit each type of communication by selecting the "Edit" button for each type.

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

**Permit Fees** **Communication Preferences**

[Edit](#)

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  ("Ms.", "Dr.", etc.)

First Name

Last Name  required

Title

Organization

Street Address  required

Apt / Suite / Other

City  required

State  required

Postal Code  required

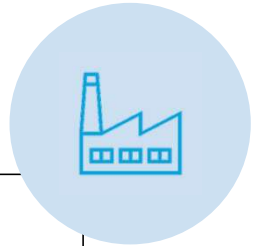
Telephone Number  required

Primary Contact Email  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.

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

### 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	<a href="#">Edit</a> <a href="#">Delete</a>
Preparer	Ms Maria Geonczy	4244 International Pkwy Suite 120 Atlanta, GA 30310	emissions.inventory@dnr.ga.gov	9876543210	<a href="#">Edit</a> <a href="#">Delete</a>

[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 5, 2026.**

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 procedure:

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 facilities.
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 open on January 20th**

**Click here to be directed to CDX to access 2025 EI prompts in CAERS.**



# OPT-OUT FORM – MODIFYING OPT-OUT PTE



## 2024 Georgia Point Source Emission Inventory (EI) Opt-Out Form

### Form instructions:

Light yellow cells indicate a drop-down list.

All cells are required fields unless specified otherwise. Fields with an asterisk (\*) are only required during a triennial year.

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.

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 Year: (Select)

AIR Facility Name: (Select)

Facility Name: (Select)

Annual PTE Thresholds

### 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.

(Select)
(Select)
Permit condition limit.
PTE from Title V application
Pollutant not emitted.
(Select)

Pollutant	Annual EI PTE Emissions Threshold* (tpy)	PTE Emissions (tpy)	Select PTE emissions	See below:	Facility Response
VOC	250	(Select)	(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)	Select PTE emissions justification	
NOx	2500	(Select)	(Select)	Select PTE emissions justification	
CO	2500	(Select)	(Select)	Select PTE emissions justification	
Pb*	n/a	(Select)	(Select)	Annual EI Year: Lead (Pb) actual emissions not part of threshold determination.	
PM10	250	(Select)	(Select)	No response required	
PM2.5	250	(Select)	(Select)	Select PTE emissions justification	
NH3	250	(Select)	(Select)	Select PTE emissions justification	

- 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



# BEGIN EI REPORTING



My Facilities > Emissions Reports

Agency ID: 99999999  
Facility Inc  
123 Main Street  
Yazoo City, MS 12345  
Agency: MSDEQ

2024 Report Change Status

2023 Report View

2022 Report Upload Report Continue Download as Template Delete

**Facilities upload emission reports or create new reports being with opt out process.**

**Upload Report** **Create New Report**

EPA Home | MyCDX | Accessibility Notice | Privacy and Security Notice



# 2025 GEORGIA CAERS EI OPT-IN/OUT PROCESS



**Emission Reporting Opt-In** [X]

You are about to report facility emissions data for the 2021 Reporting Year.

Was this facility operating in 2021?

- Yes, Operating
- No, Temporarily Shutdown
- No, Permanently Shutdown

**Cancel** **Proceed**

YES

Pollutant	Annual Threshold (in Tons per Year)
Sulfur Dioxide (SO2)	Potential to emit $\geq$ 2500
Volatile Organic Compounds (VOC)	Potential to emit $\geq$ 250
Nitrogen Oxides (NOX)	Potential to emit $\geq$ 2500
Carbon Monoxide (CO)	Potential to emit $\geq$ 2500
Primary PM2.5. As applicable, also report filterable and condensable components.	Potential to emit $\geq$ 250
Primary PM10. As applicable, also report filterable and condensable components.	Potential to emit $\geq$ 250
Ammonia (NH3)	Potential to emit $\geq$ 250

Is the facility below ALL of the thresholds listed?

- Yes
- No

YES

Attach  
Opt-out  
Form &  
Certify

NO

Certify

NO

Submit EI in CAERS &  
Certify



# CAERS – OPT-OUT FORM ATTACHMENT



My Facilities > Emissions Reports > 2022 Emissions Report ⚠ CBI Disclaimer CAERS

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

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

Preparer Name	Comments	Attachments
		<a href="#">Attach Report Document</a>

**Attach email confirmation or updated opt-out form and any other proof of PTE documentation (pdf and excel files accepted now).**

**Attach PTE analysis before you can 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](#)



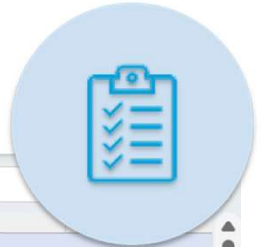
## MULTIPLE WAYS TO REPORT EMISSIONS



- **Bulk uploading template**
  - Allows for offline work
  - Allows for some copy changes from facility formatted reports
- **Data bulk entry**
  - Allows updates of throughputs and individual emissions in one page
- **User interface**
  - Allows update of more detailed information
  - Allows connections between units/processes/controls/release to be handled through report.



# BULK UPLOADING TEMPLATE



C24 U001-P001-Annual

3 Enter all information marked \*. Where a drop-down menu exists, select from the list of options in each menu. All field formats are "General" except where specified.  
4 Ensure that data copied into cells is in the correct format and is devoid of spaces, quotation marks and other characters.  
5 Enter all reporting period information before working on this tab.  
8 Tab: Emissions

Instruction:	Drop down. The unit, process, and reporting period reference.	Drop down. Pollutant from the process in the reporting year.	Drop down. Select "true" if no emission factor exists, or the units of measure of the denominator of the available emission factor do not match your throughput units of measure.	Total emissions for the pollutant.	Drop down. Units of measure of the emissions.	The overall percent of the pollutant that is removed by the controls in the path from the process to the release point.	Emission factor for the calculation.	Description of the e
Field	Reporting Period*	Pollutant Name*	I prefer to calculate this emission myself	Total Emissions*	Emissions Unit of Measure*	Overall Contr		s Factor De
Example Entry	ML05-1-Annual	Acetaldehyde	false	1000	TON			Lb per 1000
Example Entry	SCR-1-Annual	Benzene	false	1007.75	TON			Lb per 1000
Example Entry	SCR-2-Annual	Nitrogen Oxides	true	2015.6	TON			
	U001-P001-Annual	Carbon Monoxide	false	0.02625	TON			ember, 1998
	U001-P001-Annual	Lead	false	0.000459152	TON			ember, 1998
	U001-P001-Annual	Nitrogen Oxides	false	0.8925	TON			ember, 1998
	U001-P001-Annual	PM10 Primary (Filt + Cond)	false	0.16	TON			specified by
	U001-P001-Annual	PM2.5 Primary (Filt + Cond)	false	0.11025	TON			Method. Up
	U001-P001-Annual	Sulfur Dioxide	false	0.027825	TON			ent A, table
	U001-P001-Annual	Volatile Organic Compounds	false	50.0	TON			
	U001-P002-Annual	Sulfur Dioxide	false	6.552	TON			Section 1.2
	U001-P003-Annual	PM10 Filterable	false	0.26	TON			EPA. September, 1998
	U002-P001-Annual	Sulfur Dioxide	false	0.001053	TON		0.002	Smith & Smith (2012) Ju
	U002-P001-Annual	Volatile Organic Compounds	false	0.0000014742	TON		2.8	Emission factor is base
	U002-P003-A-Annual	Chromium	false	0.003	LB			
	U002-P003-Annual	Volatile Organic Compounds	false	5.015	TON		0.001	Permit no. 12345
	U003-P001-Annual	PM10 Primary (Filt + Cond)	false	6.9	TON			2 Opus & Obra (2009) Jou
	U003-P001-Annual	PM2.5 Primary (Filt + Cond)	false	3.45	TON			1 Trade Report 5001.

Worksheet Map Air +

Ability to copy and paste multiple process emissions at once.

Report details are on individual tabs.



# DATA BULK ENTRY



My Facilities > Emissions Reports > 2023 Emissions Report

Agency ID: 9999999999  
Facility Inc.  
123 Main Street  
Camptown, ME 04999  
2023 Emissions Report  
Agency: MEDEP

Report Summary  
Report History  
Annual Report Quality Checks  
Report Creation Log  
**Data Bulk Entry** ←  
Facility Inventory  
Emissions Inventory  
A012  
B101  
B102

Report Facility & Emissions Information | Perform Quality Checks | Submit to SLT Authority | Received by SLT Authority

Process Information | **Emission Information**

**Directly update individual emissions.**

Unit ID	Process ID	Throughput Material	Throughput Value	Fuel Material	Fuel Value	Previously Reported Throughput Value	% Change in Throughput
B101	123	100% Sulfuric Acid	34 DAY			N/A	N/A
B101	123	100% Sulfuric Acid	34 DAY			N/A	N/A
B101	P101	Anthracite	200 TON	Anthracite	200 TON	200 TON	0.000
B102	P102	Waste Oil	50 E3GAL	Waste Oil	50 E3GAL	50 E3GAL	0.000
B102	P102-1	Pellets	2 E2LB			2 E2LB	0.000
B201	P201	Feed	40000 TON			40000 TON	0.000

**Update throughput and fuel values.**



# USER INTERFACE



My Facilities > Emissions Reports > 2023 Emissions Report

Agency ID: 999999999

Report Facility & Emissions Information | Perform Quality Checks | Submit to SLT Authority | Received by SLT Authority

**Create and update report details individually.**

Annual Report Quality Checks  
Report Creation Log  
Data Bulk Entry  
▼ Facility Inventory  
  Facility Information  
  Emissions Units  
  Release Points  
  Control Devices  
  Control Paths  
▼ Emissions Inventory  
  A012  
  ▶ B101  
  ▶ B102  
  ▶ B201  
  ▶ B301

**Process Information**

Unit ID:	B102	Reporting Period:	Annual	Operating Status:	Operating
Process ID:	P102	Throughput Value:	50	Throughput UoM:	1000 GALLONS
Throughput Material:	Waste Oil	Fuel Value:	50	Fuel UoM:	1000 GALLONS
Throughput Parameter:	Input	Heat Content Ratio Numerator:	MILLION BTUS	Heat Content Ratio Denominator:	1000 GALLONS
Fuel Material:	Waste Oil				
Heat Content Ratio:	0.00102				

**Emission Information**

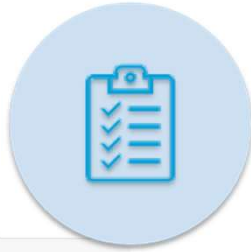
Pollutant:	PM2.5 Filterable - PM25-FIL	Pollutant Code:	PM25-FIL
Pollutant Name:	PM2.5 Filterable	CAS ID:	
Calculation Method:	USEPA Emission Factor (no Control Efficiency used)		

**Access to WebFIRE database emissions factors.**

Continuous Emission Monitoring System  
Emission Factor based on data available peer reviewed literature  
Emission Factor based on Fire Emission Production Simulator (FEPS)  
Emission Factor based on Regional Testing Program



# CAERS – QUALITY CHECKS



Agency ID: 999999999  
GADNR FAKE: CAER Test Facility  
538 Cajundome Blvd  
Lafayette, GA 70506  
2024 Emissions Report  
Agency: GADNR

Facilities and reviewers can check for errors and warnings.

Report Summary

Report History

Annual Report Quality Checks <

Report Creation Log

Data Bulk Entry

Facility Inventory

Facility Information

Emissions Units

Release Points

Control Devices

Control Paths

Emissions Inventory

Units 1-25

Annual Report Quality Review

Run Quality Checks

QA Checks were last run 8/4/25, 3:47 PM

Facilities must correct errors prior to submitting.

## Errors

1. [Emissions Unit: 15, Emissions Process: 1](#) - Distillate Oil is not a valid Fuel Material for the Process SCC 10500209. Please select a valid Fuel Material for the SCC.
2. [Emissions Unit: 15, Emissions Process: 1](#) - MILLION GALLONS is not a valid Unit of Measure for the Fuel Material Distillate Oil. Please select a valid Fuel UoM for the Fuel Material.
3. [Emissions Unit: B01, Emissions Process: NG, Pollutant: Nitrogen Oxides](#) - No Emission Factors or Emission Factor Formulas exist for either the Pollutant NOX and SCC.30700844 combination or the Pollutant NOX and Throughput Material Natural Gas combination. Please verify either combination or choose the option "I prefer to calculate the total emissions of this pollutant."
4. [Emissions Unit: B01, Emissions Process: NG](#) - PM2.5 Filterable is reported more than once for the same process.
5. [Emissions Unit: B01, Emissions Process: NG](#) - Natural Gas is not a valid Fuel Material for the Process SCC 30700844. Please select a valid Fuel Material for the SCC.
6. [Emissions Unit: B01, Emissions Process: NG](#) - MILLION DRY STANDARD CUBIC FEET is not a valid Unit of Measure for the Fuel Material Natural Gas. Please select a valid Fuel UoM for the Fuel Material.
7. [Emissions Unit: 2, Emissions Process: 12](#) - There must be at least one emissions recorded for the Reporting Period when Process Operating Status is "Operating".

## Warnings

1. [Emissions Unit: 15, Emissions Process: 1](#) - If you are reporting one PM10 component for this process, you must report two of three PM components (PM Condensable, PM10 - Primary or PM 10 - Filterable).
2. [Emissions Unit: 15, Emissions Process: 1](#) - If you are reporting one PM2.5 component for this process, you must report two of three PM components (PM Condensable, PM2.5 - Primary or PM 2.5 - Filterable).
3. [Emissions Unit: 15, Emissions Process: 1, Pollutant: Carbon Monoxide](#) - The total emissions for this Emissions Process and Pollutant are exactly the same as your 2023 submission. Please check to ensure that the emissions for this year are correct and have not changed.
4. [Emissions Unit: 15, Emissions Process: 1, Pollutant: Nitrogen Oxides](#) - The total emissions for this Emissions Process and Pollutant are exactly the same as your 2023 submission. Please check to ensure that the emissions for this year are correct and have not changed.
5. [Emissions Unit: 15, Emissions Process: 1, Pollutant: PM2.5 Filterable](#) - The total emissions for this Emissions Process and Pollutant are exactly the same as your 2023 submission. Please check to ensure that the emissions for this year are correct and have not changed.
6. [Emissions Unit: 15, Emissions Process: 1, Pollutant: Sulfur Dioxide](#) - The total emissions for this Emissions Process and Pollutant are exactly the same as your 2023 submission. Please check to ensure that the emissions for this year are correct and have not changed.

Warnings should be reviewed but may not need correction.



# GEORGIA EI QA



## GEORGIA EI - CBI RELATED RULES

5. The Georgia Trade Secrets Act, O.C.G.A. § 10-1-760, *et seq.*, provides that a -

(4) ‘Trade secret’ means information, without regard to form, including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which is not commonly known by or available to the public and which information:

(A) Derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and

(B) Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

O.C.G.A. § 10-1-761(4).



## GEORGIA EI - CBI RELATED RULES CONTINUED

(b) Code Section § 12-9-19 and Georgia Rule for Air Quality Control 391-3-1-.08 to provide that "reports on the nature and amounts of stationary source emissions obtained by the division shall be available for public inspection." The APB has determined that the following information constitutes "nature and amounts" and cannot be claimed or treated as protected:

1. To the extent related to air quality, information necessary to determine the identity, amount, frequency, concentration, stack parameters, or other characteristics of any emission that has been emitted by the source, any pollutant resulting from any emission by the source, or any combination of the foregoing.
2. To the extent related to air quality, information necessary to determine the identity, amount, frequency, concentration, or other characteristics of the emissions that, under an applicable standard or limitation, the source is, was, or will be authorized to emit, including, to the extent necessary for such purposes, a description of the manner or the operation of the source.
3. A general description of the location and/or nature of the source to the extent necessary to identify the source and to distinguish it from other sources, including, to the extent necessary for such purposes, a description of the device, installation, or operation constituting the source.



## GEORGIA EI CBI SUMMARY

- Facilities may submit an affidavit declaring specific information protected **trade secrets** under the Georgia Trade Secrets Act, O.C.G.A. § 10-1-760, et seq.
- Information **eligible for protection** includes
  - Data, formulas, programs, a devices, methods, techniques, etc.
  - That derives actual or potential economic value from not being generally known or other persons who can obtain economic value from its disclosure or use; and
  - Is the subject of reasonable efforts to maintain secrecy.
- Information that **can not be protected**:
  - Any data necessary to identify the type, amount, frequency, concentration, stack parameters, or other characteristics of pollutants emitted
- Facilities will submit a **protected** and **redacted** version of the applicable documents.



# GA EPD EI INTERNAL QA CHECKS

1B	Submission QA	Question	Response. Provide explanation if needed.	Task
<input checked="" type="checkbox"/>		<b>Run CAERS QUALITY CHECK before the following review. Copy and paste the report into "(2) CAERS QA Checks" column</b> There should not be any errors. However, evaluate whether warnings need to be checked. For example, there shouldn't be disconnected from a path/unit. Address any of these with CAERS and/or facility. Note what action was taken on each warning. If you are unsure about any warnings or errors, refer to "commentErrors_2022EI.docx" (Teams: Emission Inventory > 2022) for lessons learned. Write notes below if needed. <b>Place any CAERS QA checks that need to be addressed here.</b>		
<input checked="" type="checkbox"/>		<b>If permit lists controls, fill out tab "(3) EUs &amp; CDs" to ensure consistency between reporting years.</b> i. Check for a permit change since the last emission inventory that impacts this EI year. If so, check the permit for an emission unit or control device change and if it has been captured in this EI.  Place any notes here. Any inconsistencies in control devices need to be addressed with facility.	Yes, there has been a change.  Yes, EU & CU update in EI.	See "Facility Summary" tab  <i>NOTE: The following controls do not need to be in CAERS. Record in the cell to the left if this facility has any of these control technologies.</i> *Dry Low Nox burner (DLNB) *Shift Eliminator *Floating Roofs *Water Injection *Limestone Injection *Selective Non-Catalytic Reactor (SNCR)
<input checked="" type="checkbox"/>		<b>Download Report Summary. Check that data successfully imported to tab "(4) Report Summary"</b> ii. Did the facility report all possible CAPs?  Are any total emissions above the listed allowable limit?  Are all pollutants within EPA's expected emissions range?	Yes  Yes  No	See "Table 2: Title V Major Source Status" in the permit to determine what CAPs are emitted.  If any emissions totals are above the allowable limits, contact the permit engineer to verify. If the numbers are correct reach out to the compliance engineer.  If any are outside, make sure to have an explanation from the facility to give EPA.

Review QA warnings, changes to facility, etc.

Import reports from CAERS.

(1) QA-QC

(2) CAERS QA Checks

(3) EUs & CDs

(4) Report Summary

(5) Emission Inventory



## GEORGIA EI QA – FACILITY OVERVIEW

- **Opt-Out Status**
  - Review PTE if operating and PTEs are below AERR annual thresholds
  - Verify shut-down status (no opt-out form required)
- **Co-located Facilities**
  - Report EI if collectively PTE thresholds are exceeded
- **Controls and Emissions Units**
  - Consistent with applicable permit and previous CAERS entry
  - Assure that all controlled pollutants are listed with both the control device and control path.



## GEORGIA EI QA – EMISSIONS DATA (1)

- **SCC Code Specificity** – Replace general SCC with a more specific code to better represent emission process which ensures expected pollutants and associated EFs are correctly captured.
- **Zero throughput and emissions** for operating process should be marked as temporarily or permanently shut down.
- Provide reasons for **significant facility-wide emissions change** in CAP and HAP totals at process level
  - CAPs - >20%
  - HAPs - >10%
- **Significant Figures** – CAERS has no decimal limits, 6 decimal points is preferred; do not round to whole numbers when manually entering emissions
- **Emissions** should be automatically calculated with provided EF and throughput value



# GEORGIA EI QA – EMISSIONS DATA (2)

Process level emissions calculation checks for correctness and reproducibility

$$=[@[throughput Value]]*@[emissions Factor]]/2000$$

pollutant Name	total Emissions	Emissions Check	apportioned Emission	Uom	Code	pathId	pathDescription	release Point	release Point Id	overall Control Percent	emissions Calc Method	emissions Factor	emissions Numerator Uom	emissions Denominator Uom
PM Condensibile	10.164	10.164008	10.164	TON				100	R5A		Stack Test (no Control Efficiency used)	0.028409	LB	TON
Nitrogen Oxides	533.23	533.255303	533.23	TON				100	R5A		Continuous Emission Monitoring System	132.3051	LB	HR
Lead	0.00429336	0.004293	0.004293	TON				100	R5A		Trade Group Emission Factor (no Control Efficiency used)	0.000012	LB	TON
Carbon Monoxide	236.583	236.583469	236.583	TON				100	R5A		Stack Test (no Control Efficiency used)	0.661254	LB	TON
Volatile Organic Compounds	0.0395811	0.0395811	0.0395811	TON		CP - RF1	Control Path for RF1	100	R5A		Other Emission Factor (no Control Efficiency used)	0.28	LB	E3GAL

emission UnitDescription	process Id	processDescription	scc Code	throughput Material	throughput Value	throughput Uom	fuel Material	fuel Value	fuel Uom	fuel Content Ratio	heat Content Numerator	pollutant Name
Recovery Furnace #1 BLS		Recovery Furnace #1: BLS Combustion	30700110	Black Liquor Solids	715560	TON	Black Liquor Solids	715560	TON	5400	BTU	PM Condensibile
Recovery Furnace #1 BLS		Recovery Furnace #1: BLS Combustion	30700110	Black Liquor Solids	715560	TON	Black Liquor Solids	715560	TON	5400	BTU	Nitrogen Oxides
Recovery Furnace #1 BLS		Recovery Furnace #1: BLS Combustion	30700110	Black Liquor Solids	715560	TON	Black Liquor Solids	715560	TON	5400	BTU	Lead
Recovery Furnace #1 BLS		Recovery Furnace #1: BLS Combustion	30700110	Black Liquor Solids	715560	TON	Black Liquor Solids	715560	TON	5400	BTU	Carbon Monoxide
Recovery Furnace #1 FO		Recovery Furnace #1: FO #6	10100401	Residual Oil (No. 6)	283	E3GAL	Residual Oil (No. 6)	283	E3GAL	150	E6BTU	Volatile Organic Compounds
Recovery Furnace #1 FO		Recovery Furnace #1: FO #6	10100401	Residual Oil (No. 6)	283	E3GAL	Residual Oil (No. 6)	283	E3GAL	150	E6BTU	Sulfur Dioxide
Recovery Furnace #1 FO		Recovery Furnace #1: FO #6	10100401	Residual Oil (No. 6)	283	E3GAL	Residual Oil (No. 6)	283	E3GAL	150	E6BTU	PM10 Primary (Filt + Cond)
Recovery Furnace #1 FO		Recovery Furnace #1: FO #6	10100401	Residual Oil (No. 6)	283	E3GAL	Residual Oil (No. 6)	283	E3GAL	150	E6BTU	PM10 Filterable

**Copy Fuel Data to Throughput Data Fields**

- If the material is a fuel:**
- Enter fuel material first in CAERS then copy over to throughput material
  - Include heat content value
    - CAERS will conduct the conversion if the emission factor has a heat UOM



## GEORGIA EI QA – EMISSIONS DATA (3)

- **Emissions factors, throughput values, operating hours, etc should** be entered into CAERS to enable automatic emission calculations
- **Attachments are reserved for material balance and engineering judgement** (explained in later slides)
  - Do not use an attachment to avoid entering emission factors (and other values) into CAERS
- **All pollutants must be recorded no matter how insignificant**
  - Common missing pollutants include Ammonia and Lead
  - Check permit for expected pollutants
  - Check WebFIRE for expected pollutants
  - Enter 0 if the specific process does not actually emit, provide an explanation



## GEORGIA EI QA – PM REPORTING

- **2 of the 3 components of PM10 and PM2.5 emissions must be reported**
- PM components
  - PM Condensable (PM-CON)
  - PM10/2.5 Filterable (PM10-FIL and PM2.5-FIL)
  - PM10/2.5 Primary (PM10-PRI and PM2.5-PRI)
- PM-CON does not occur in all processes so in some cases PM10/2.5-FIL may equal PM10/2.5-PRI.
- Acceptable PM assumptions due to lack of supporting data or emissions factor
  - PM10-PRI = PM2.5-PRI
  - PM10-FIL = PM2.5-FIL
  - If "Stack Test" is used, the emissions factor (EF) must be verified through the referenced test, or the calculation method must be revised.
  - If no reliable EF, allow EPA use PM augmentation tool to estimate PM emissions.



# GEORGIA EI QA – SOURCE CLASSIFICATION CODE (SCC)

Unit ID: B79  
 Unit Description: Imp Mill Flash Dryer  
 Unit Design Capacity:  
 Comments:  
 Reviewer Comment:

- Each process in a unit should have a unique SCC
  - Unless using the alternative throughput option for a process
- Multiple processes of the same unit using the same SCC will result in a warning in CAERS
- Different fuels should have different in-process fuel SCCs (see below for examples)

Combustion process should use in-process fuel SCC

Processes Associated with this Emissions Unit

Process ID	SCC
Combustion	30502099
Process	30502099

SCC	Process Name	Fuel Type	Process Description	Industry
39000602	Industrial Processes	Natural Gas	In-process Fuel Use	Indu
39000603	Industrial Processes	Natural Gas	In-process Fuel Use	Indu
39000605	Industrial Processes	Natural Gas	In-process Fuel Use	Indu
39000699	Industrial Processes	Natural Gas	In-process Fuel Use	Indu
39000701	Industrial Processes	Process Gas	In-process Fuel Use	Indu
39000702	Industrial Processes	Process Gas	In-process Fuel Use	Indu
39000797	Industrial Processes	Process Gas	In-process Fuel Use	Indu
39000801	Industrial Processes	Coke	In-process Fuel Use	Indu
39000889	Industrial Processes	Coke	In-process Fuel Use	Indu
39000899	Industrial Processes	Coke	In-process Fuel Use	Indu

**Bulk Download Options**  
 Download the complete SCC list.

[Download List](#) 3.69Mb CSV File

<https://sor-scc-api.epa.gov/sccwebservices/sccsearch/>



## GEORGIA EI QA – OPERATING HOURS

- If using the bulk upload template, average days/week, hours/day, and weeks/reporting period must equal hours/reporting period.
  - CAERS will change the reported hours/reporting period to equal the product of the three operating values
  - The change can be seen in the “Report Creation Log”
- Average days/week and average hours/day – up to 3 decimal places
- Average weeks/reporting period & Hours/reporting period - integer

Operating Details				Edit
Avg. Days per Week:	5.675	=	Hours per Reporting Period:	692
Avg. Hours per Day:	2.345		Winter Operating Percent:	25
Avg. Weeks per Reporting Period:	52		Spring Operating Percent:	25
			Summer Operating Percent:	25
			Fall Operating Percent:	25



# GEORGIA EI QA – CALCULATION METHOD DOCUMENTATION (1)

**Calculation Method: Stack Test**

No control vs control plus control efficiency

Calculation Method: Stack Test (pre-control) plus Control Efficiency

Emission Factor: 0.01125

Emission Factor Description: Provide test date, emission factor ratio if applicable, reference of EF ratio, control used during test

Emission Factor Condition: [Empty]

Emission Factor Numerator UoM: LB

Emission Factor Denominator UoM: E6BTU

Emissions UoM: TON

I prefer to calculate the total emissions of this pollutant.

Comments: Control used during test mentioned above, any other information that can be helpful in reproducing the total emissions

Calculate Emissions Cancel Save

- Provide:
- Test date
  - EF ratio, if applicable (include reference)
  - Control info, if applicable

Note 100 character maximum.

Additional room for comments



## GEORGIA EI QA – CALCULATION METHOD DOCUMENTATION (2)

### Calculation Method: Material Balance

The screenshot shows the 'Emission Information' form. The 'Pollutant Name' field is set to 'Volatile Organic Compounds'. The 'Calculation Method' dropdown is set to 'Material Balance'. The 'CAS ID' field is empty. A red box highlights the 'Calculation Method' dropdown and the 'CAS ID' field. A red arrow points from the 'Calculation Method' dropdown to the 'CAS ID' field.

### Material balance data to provide with calculations

#### PM emissions

- density or specific gravity
- solids content (in weight percent or pounds per gallon), and
- amount of material used.

#### VOC emissions

- density or specific gravity,
- VOC content or solids content (in weight percent or pounds per gallon), and
- the amount of the material used.

The screenshot shows the 'Description of Calculation' field. The text 'Attach material balance calculations in report summary page' is entered. A red box highlights the 'Description of Calculation' field. A red arrow points from the 'Description of Calculation' field to the 'Attach material balance calculations in report summary page' text box below it.

Attach material balance calculations in report summary page

Cancel Save



# GEORGIA EI QA – CALCULATION METHOD DOCUMENTATION (3)

## Calculation Method: Other Emissions Factor

**Emission Information**

Pollutant Code: CO

**?** Pollutant Name: Carbon Monoxide      **?** CAS ID: 630-08-0

**?** Calculation Method: \* Other Emission Factor (no Control Efficiency used)

**?** Emission Factor: \* 84      **?** Emission Factor Notes:

**?** Emission Factor Description: \* AP-42. Natural Gas Combustion Table 1.4-1, March, 1998

**?** Emission Factor Condition:      **?** Emission Factor Source:

**?** Emission Factor Numerator UoM: \*      **?** Emission Factor Denominator UoM: \* E6FT3SD

**?** Overall Control %:

**?** Total Emissions: \* 0.30387      **?** Emissions UoM: \* TON

I prefer to calculate the total emissions of this pollutant.

Comments: If unchecked CAERS will automatically calculate based on provided EF and throughput values



# GEORGIA EI QA – CALCULATION METHOD DOCUMENTATION (4)

## Calculation Method: Engineering Judgement

Emission Information

Pollutant: PM2.5 Primary (Filt + Cond) Pollutant Code: PM25-PRI

Pollutant Name: PM2.5 Primary (Filt + Cond) CAS ID:

Calculation Method\*: Engineering Judgment

Emission Factor: Emission Factor Notes:

Emission Factor Description: Calculation adding PM CON + PM2.5 FIL

Emission Factor Condition: Emission Factor Source:

Emissions Factor Entry not necessary for this method. Denominator UoM:

Overall Emissions: Provide general methodology in comment and attach engineering judgment calculations in report summary page. Emissions UoM:\* TON

I prefer to calculate the total emissions of this pollutant.

Comments: Calculation adding PM CON + PM2.5 FIL



## EI QA SUMMARY

- Facility inventory part must match current permits, and shutdown units must be clearly marked as temporary or permanent with status year when updated (2025)
- Unique SCCs must accurately reflect each process under one unit, preferably SCCs have expected pollutants and related EF.
- Reported operating hours and throughput must match calculated values and reflect actual facility activity.
- Emission changes greater than 20% for CAPs or 10% for HAPs must include a clear explanation at process or facility level
- All pollutants required by permits or indicated in permit application or reported before must be reported, and emission can be reproduced with valid emissions factors and throughput data or provided documents.



## EI QA SUMMARY - CONTINUED

- At least two of the three PM components (PM-CON, PM-FIL, PM-PRI) must be reported correctly for PM10 and PM2.5; otherwise, EPA use augmentation to set PM value.
- Control devices and release point control paths must be fully linked and consistent with facility permits.
- Each emission entry must include a documented calculation method, with required references or attachments.
- HAP emissions must be included in CAP totals, must not exceed them, and must align with TRI data without double counting.
- All CAERS structural elements including units, processes, pollutants, release points, and controls, must be fully entered and connected to avoid system errors.

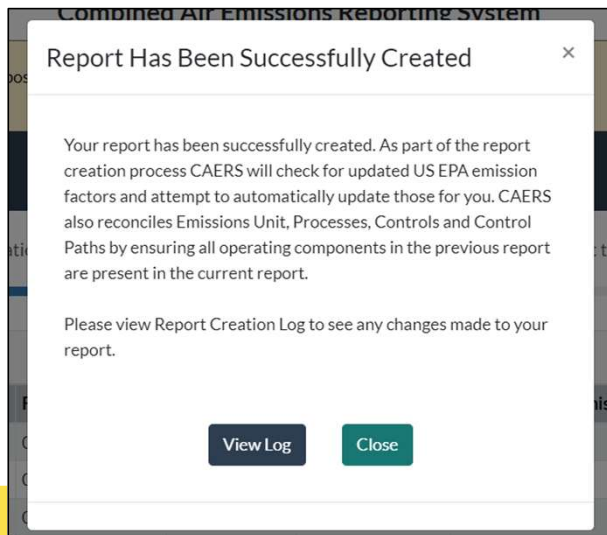


# HELPFUL TIPS



## HELPFUL TIPS – REPORT CREATION LOG

- Appears when first opening your report for the new EI year
- Provides insight on two types of changes that could have occurred:
  - EPA updates
  - Bulk upload template to CAERS user interface



Report Facility & Emissions Information      Perform Quality Checks      Submit to SLT Authority

Report Creation Log

1. [Facility Site](#) - Information for this facility was updated.
2. [Facility Site](#) - NAICS code 212323 was added.
3. [Emissions Unit: F4, Emission Process: 1](#) - The Hours per Reporting Period has been updated.
4. [Emissions Unit: F4, Emission Process: 1, Pollutant: Sulfur Dioxide](#) - The USEPA Emission Factor has been updated.
5. [Emissions Unit: F4, Emission Process: 1, Pollutant: PM10 Primary \(Filt + Cond\)](#) - The USEPA Emission Factor has been updated.
6. [Emissions Unit: F4, Emission Process: 1, Pollutant: Nitrogen Oxides](#) - The USEPA Emission Factor has been updated.
7. [Emissions Unit: F4, Emission Process: 1, Pollutant: PM2.5 Primary \(Filt + Cond\)](#) - The USEPA Emission Factor has been updated.
8. [Emissions Unit: F4, Emission Process: 1, Pollutant: Carbon Monoxide](#) - The USEPA Emission Factor has been updated.
9. [Emissions Unit: F4, Emission Process: 1, Pollutant: Volatile Organic Compounds](#) - The USEPA Emission Factor has been updated.
10. [Emissions Unit: M4, Emission Process: 1](#) - The Hours per Reporting Period has been updated.
11. [Emissions Unit: F5, Emission Process: 1](#) - The Hours per Reporting Period has been updated.
12. [Emissions Unit: F5, Emission Process: 1, Pollutant: Sulfur Dioxide](#) - The USEPA Emission Factor has been updated.
13. [Emissions Unit: F5, Emission Process: 1, Pollutant: PM10 Primary \(Filt + Cond\)](#) - The USEPA Emission Factor has been updated.
14. [Emissions Unit: F5, Emission Process: 1, Pollutant: Nitrogen Oxides](#) - The USEPA Emission Factor has been updated.
15. [Emissions Unit: F5, Emission Process: 1, Pollutant: Volatile Organic Compounds](#) - The USEPA Emission Factor has been updated.



## HELPFUL TIPS – ENTERING NEW EMISSION UNITS

- Match emission unit and control device IDs as identified in permit.
  - Do not modify IDs that are already entered in CAERS.
- Order of emission data entry:
  - Emission unit > Process > Pollutants > Release Point > Control Device > Path
  - Then connect via Release Point Apportionment found in process level of an emission unit

**Release Points Associated with this Process**

Release Point	Release Type	Control Path	%		
Total % Apportionment of Emissions			0%		

Note: Each process must allocate exactly 100% of its emissions to one or more release points before the report can be submitted.

**Release Point Apportionment**

Select a Release Point  
RP-ESP -

Select a Control Path (optional)  
Boiler-ESP

% Release Point Apportionment\* 100

Save Cancel

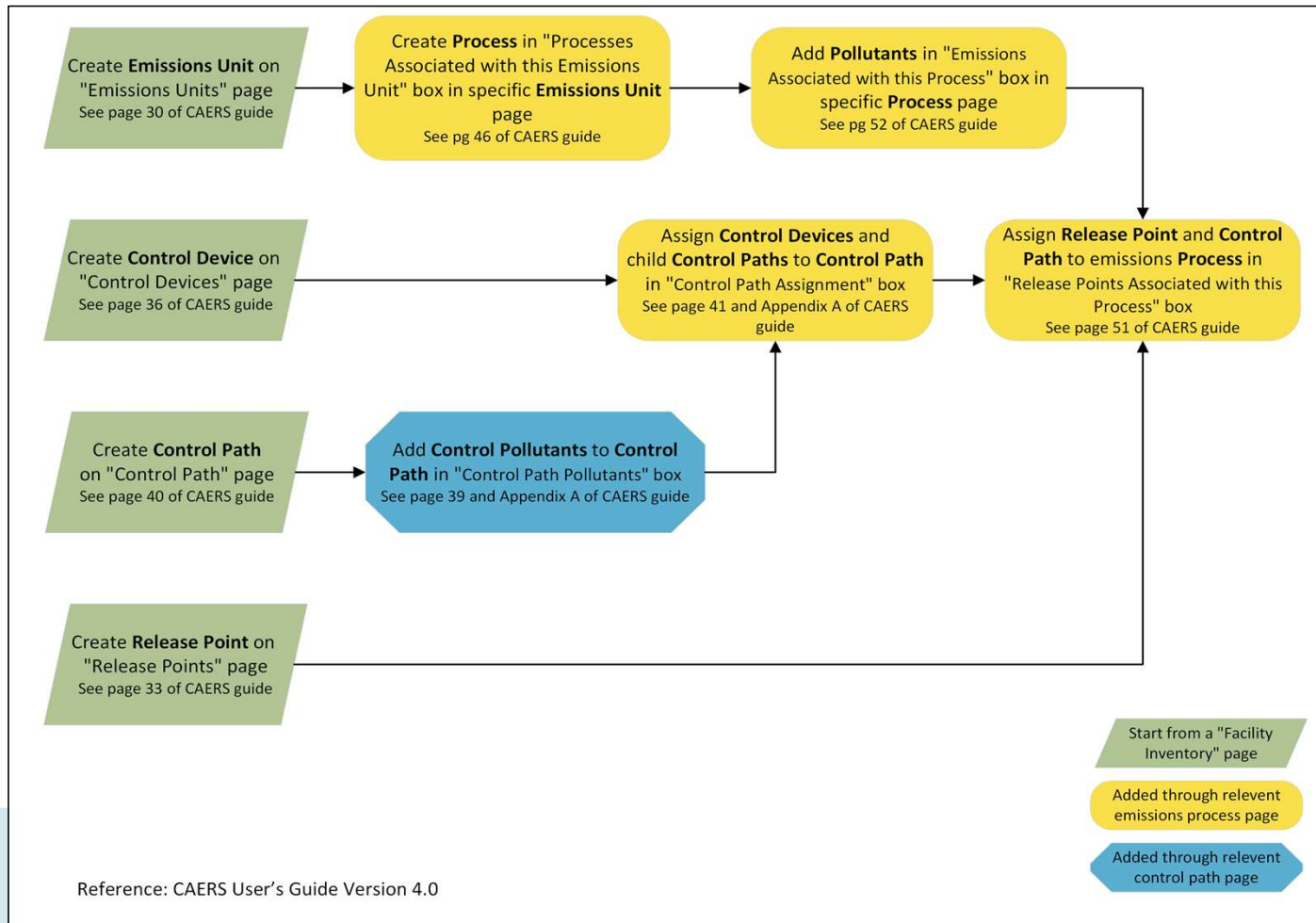
**Release Points Associated with this Process**

Release Point	Release Type	Control Path	%		
RP-ESP	Vertical	Boiler-ESP	100%		
Total % Apportionment of Emissions			100%		

Note: Each process must allocate exactly 100% of its emissions to one or more release points before the report can be submitted.



# HELPFUL TIPS – ENTERING NEW EMISSION UNITS







# HELPFUL TIPS - CORRECT CONTROLS ERROR & WARNING

Controls are added to a device through the process page.

1. Processes can be found through the “Emissions Inventory” menu on the left-hand side of the page.

- ▼ Emissions Inventory
  - ▼ Units 1-25
    - ▶ 0008
    - ▼ 0401
      - RBH1 <**
      - ▶ 1007
      - ▶ 120-5
      - ▶ CB04
      - ▶ CB05
      - ▶ CB06
      - ▶ CB08
      - ▶ CB09
      - ▶ CB10
      - ▶ CB11
      - ▶ EU0160

Release Points Associated with this Process				
Release Point	Release Type	Control Path	%	
RBH1	Vertical	TestPath	100%	 
Total % Apportionment of Emissions			100%	

2. Find the “Release Points Associated” section and select the edit button.


### Release Point Apportionment

Select a Release Point

RBH1 - RBH1 - #1 Raymond Mill Baghouse

Select a Control Path (optional)

TestPath

 % Release Point Apportionment\* 100

3. Add control path in the “Release Point Apportionment” menu.



## HELPFUL TIPS – DATA BULK ENTRY

- If no units/processes have changed, Data Bulk Entry is a great tool to update throughput.
- Throughput & fuel material visible in the Data Bulk Entry feature.
- Ensure both are the same values if entering a fuel material

Data Bulk Entry								
Process Information		Emission Information						
Unit ID	Process ID	Throughput Material	Throughput Value		Fuel Material	Fuel Value	Previously Reported Throughput Value	% Change in Throughput
14	1	Distillate Oil (Diesel)	1.5	GAL	Distillate Oil (Diesel)	1.5 GAL	1 GAL	50.000



# RESOURCES AND NEXT STEPS



## RESOURCES

- **GECO EI Application Training PowerPoint and Recording**

<https://epd.georgia.gov/forms-permits/air-protection-branch-forms-permits/point-source-emissions-inventory#toc-training-resources-2>

- **CAERS User guide**

<https://www.epa.gov/combined-air-emissions-reporting/combined-air-emissions-reporting-system-caers>

- **Past EPA CAERS Webinar Recordings**

<https://www.epa.gov/combined-air-emissions-reporting/combined-air-emissions-reporting-system-caers>

- **Historic Point Source Emissions Data**

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



## WHAT'S NEXT?

- **EPA Training**
  - Welcome to CAERS for New Reporters: 1/14/2026, 3 – 4 pm ET
  - CAERS EI User Interface: 1/13/2026 2-3:30 pm ET
  - CAERS EI Bulk Uploading Template 1/26/2026 2 -3:30 pm ET
  - CAERS EI Control Paths: 1/27/2026 2:30-4:00 pm ET
- Please visit <https://www.epa.gov/combined-air-emissions-reporting/combined-air-emissions-reporting-system-caers> to view the training recordings.
- **Virtual Help Sessions (Every Tuesday/Thursday at 10:30 AM ET from March– June)**
- **There will be no extensions or Help Sessions after June 15th**
- **QA the EI data as soon as it is submitted**
- **Reach out to the QA'd facilities if any errors or data verifications**



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!**





## QUESTIONS

**Contact us at:  
[emissions.inventory@dnr.ga.gov](mailto:emissions.inventory@dnr.ga.gov)**

