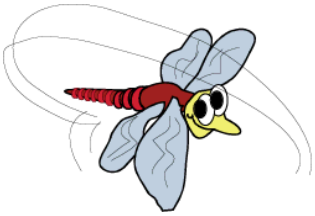
Florida Department of Environmental Protection



Electronic Annual Operating Report

Version 2017-1
December 2017

Updated December 2017

Developed by:

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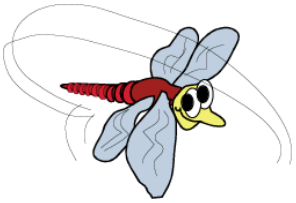
Introduction



"Buzz"

Welcome to the **E**lectronic **A**nnual **O**perating **R**eport software – or **EAOR**. This updated version of the EAOR software has been created by the Florida Department of Environmental Protection's Division of Air Resource Management to better assist you in submitting an electronic version of the **A**nnual **O**perating **R**eport – or **AOR.** Beginning with report year 2013, the EAOR software was updated to calculate Title V Annual Emission Fees.

The EAOR Installation Instructions are not included in this manual. They will be provided at the same location where you will download the EAOR software:

https://floridadep.gov/air/permitting-compliance/content/annual-operating-report

The Installation Instructions will discuss the following minimum system requirements needed to run the EAOR software:

- Required Software
- Operating System Requirements
- Hardware Requirements
- Hard Drive
- Cautions

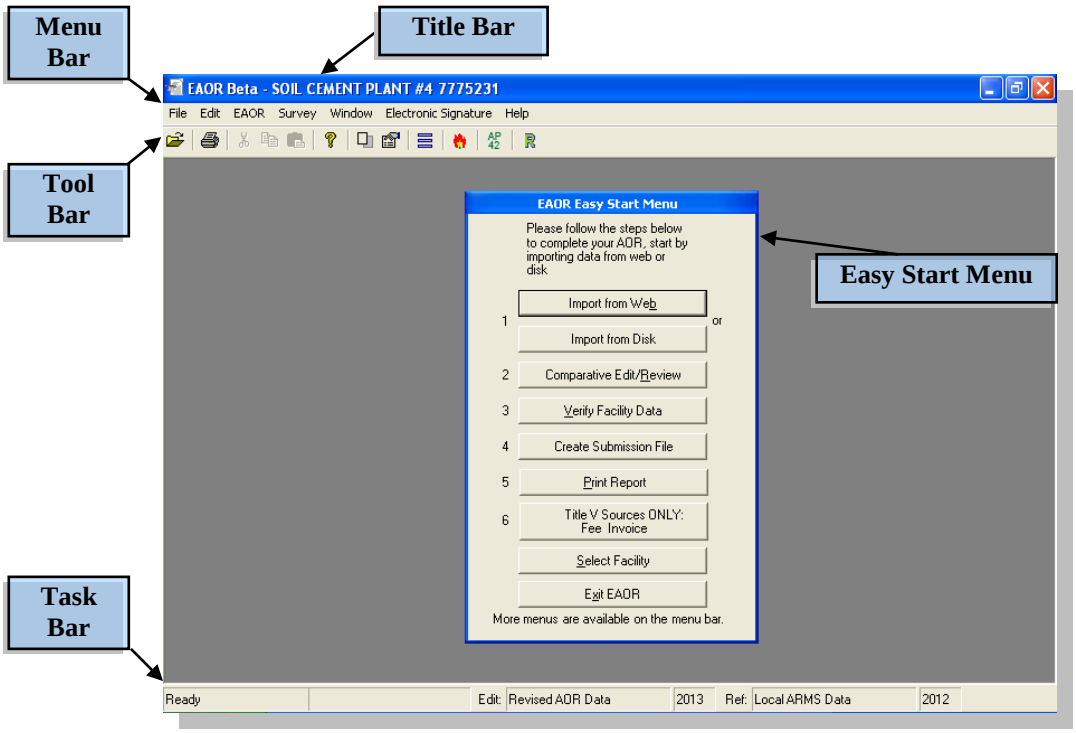
Use this manual to guide you through the EAOR program. Take some time to review the first section titled **"Getting Familiar with EAOR"**. This section introduces the Easy Start Menu, which conveniently lays out each step necessary for completing your AOR in the order it is usually performed, and it briefly describes the features and options found on the Tool Bar and Menu Bar. The section titled **"Additional Features"** discusses the features that can be useful but are not essential for completing the AOR. **Appendix A – "Instructions for AOR Form"** is part of Rule 62-210.900(5), F.A.C. It covers all AOR requirements and includes definitions of each data field.

"Buzz" will appear throughout the documentation with helpful hints to guide you through the EAOR process. If you have any questions or are unable to locate the information you need, please contact the Division of Air Resource Management by phone or email, as shown below. You may also obtain an explanation or instructions for a particular feature that you are *currently* using by pressing **F1** on your keyboard. EAOR will automatically open the Help File to the section which explains that specific function. Feel free to use this feature at any time throughout EAOR.

Division of Air Resource Management
Tallahassee, FL

Phone: (850) 717-9000
Email: EAOR@dep.state.fl.us

Getting Familiar with EAOR



Easy Start Menu

Start at this menu to begin creating your AOR for the current reporting year. This menu provides quick access to the most frequently used menu options in the AOR creation process. Each step appears on the menu in the order it would normally be performed. However, this is only a general guideline; your AOR may require additional steps warranted by the size and/or structure of your facility or other permit stipulation(s).

Step 1

Importing Facility Data

There are two ways to import your facility data into the EAOR program:

- **Import from Web:** We recommend using this option if you have an Internet connection. ***If you experience problems importing via Internet, please contact FDEP for data file*!**
- **Import from Disk:** Use this option if you do not have an Internet connection. To obtain a copy of your facility data file contact the Division of Air Resource Management at **(850) 717-9000** or send an email to **EAOR@dep.state.fl.us**.

Step 2

Comparative Edit & Review

Enter and update your Facility and Emission Unit data for the reporting year. For information on AOR requirements see the **Instructions for AOR Form** (**Appendix A**, page 56).

Step 3

Verify Facility Data

After you have updated and saved your changes, use this button to ensure that all necessary data are entered.

Step 4

Create Submission File

Once your AOR is complete and verified, you are ready to submit it electronically to FDEP.

Step 5

Print Report

Step 5 is optional. Use this button to print the entire AOR, signature pages, or individual emission reports.

Step 6

Title V Sources ONLY: Fee Invoice

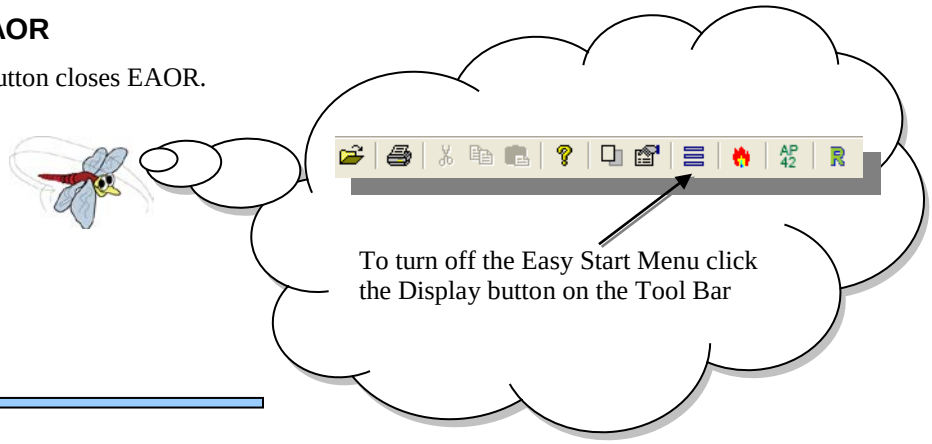
Step 6 applies to Title V Sources only. Use this button to access your Title V Fee Invoice once you've submitted your AOR.

Select Facility

If you work with multiple facilities, use this button to switch to another facility.

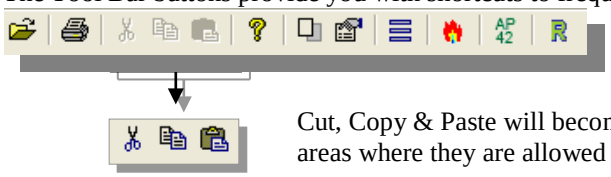
Exit EAOR

This button closes EAOR.



Tool Bar

The Tool Bar buttons provide you with shortcuts to frequently used menu options.



Cut, Copy & Paste will become active in areas where they are allowed to be used

Opens the Select Facility window

Opens the Print Report window

Opens and closes the Easy Start Menu

Directs you to the **WebFIRE** website

Cut

Copy

Paste

Opens the main Help Window

Begins Comparative Edit and Review

Opens the Select Data Source window

► **WebFIRE** is the Internet version of the Factor Information Retrieval System (FIRE) which provides access to the EPA's air emissions factors.

Directs you to **EPA's Emission Factors & AP 42** website

Recalculates Facility or EU Emissions

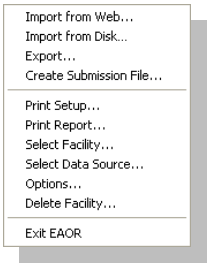
Menu Bar

The Menu Bar consists of a variety of features some of which are necessary for completing your AOR while others are entirely optional. Brief explanations of each menu are provided below.

File Edit EAOR Survey Window Electronic Signature Help

- **File Menu**

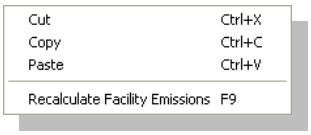
The File Menu consists of options and features which aid in the preparation of your AOR. Some of these options can be accessed via the Easy Start Menu, while others exist only within the File Menu.



Import from Web…
Import from Disk…
Export…
Create Submission File…
Print Setup…
Print Report…
Select Facility…
Select Data Source…
Options…
Delete Facility…
Exit EAOR…

- **Edit Menu**

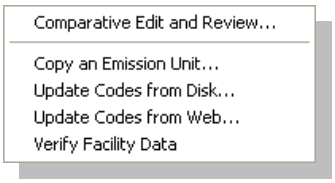
The Edit Menu consists of those options which allow you to modify and update your AOR data. Quickly modify data by using the keystroke shortcuts listed to the right of each function.



Cut
Copy
Paste
Recalculate Facility Emissions

- **EAOR Menu**

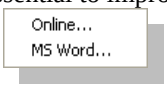
The EAOR Menu consists of those options which allow you to review, update and verify your AOR data. Some of these options can be accessed via the Easy Start Menu, while others exist only within the EAOR Menu.



Comparative Edit and Review…
Copy an Emission Unit...
Update Codes from Disk…
Update Codes from Web…
Verify Facility Data

- **Survey Menu**

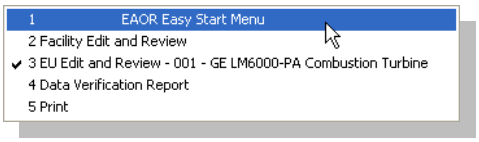
  After completing your AOR, use the Survey Menu to access the optional survey so you may evaluate EAOR performance. We encourage you to fill out and submit this survey since your feedback is essential to improving the effectiveness of the EAOR program.



Online…
MS Word…

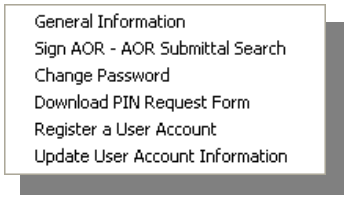
- **Window Menu**

The Window Menu allows you to navigate between any windows that are *currently* open in EAOR.



- **Electronic Signature Menu (E-Signing)**

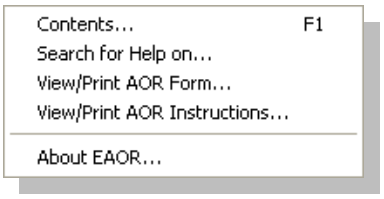
The Electronic Signature Menu provides access to electronically sign your AOR. However e-signature access is also available from the EAOR website: https://fldep.dep.state.fl.us/air/emission/eaor/aor.asp. E-signing replaces the need to submit a signed hard copy of the signature pages (pages 1 & 2 of the AOR) to FDEP when you submit electronically.



General Information
Sign AOR – AOR Submittal Search
Change Password
Download PIN Request Form
Register a User Account
Update User Account Information

Help Menu

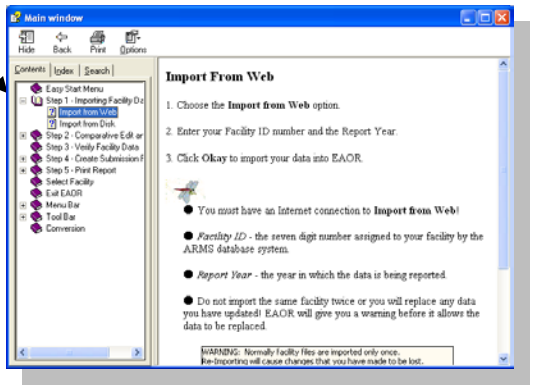
The Help Menu provides options for accessing the Help File and other helpful documents. You may access the Help File via the Menu Bar or by pressing **F1** on your keyboard, see example below.



Contents…
Search for Help on…
View/Print AOR Form…
View/Print AOR Instructions…
About EAOR…

You may utilize the **F1** feature at any time while using EAOR, for example:

Select **Import from Web** and the ***Import Data from Website*** window will open. If you aren't sure what to do next or simply want an explanation of why you should import from web, press **F1** and the Help File will open the 'Import From Web' instructions, as shown in the example.



Step 1

Importing Facility Data

The first step in completing an AOR is to import your facility data into the EAOR program. There are two ways to import data:

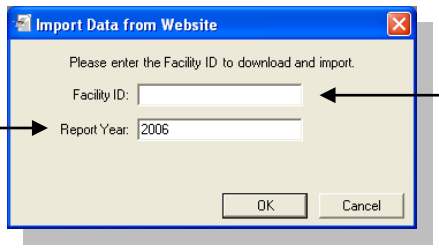
- **Import from Web**: We recommend using this option if you have an Internet connection. ***If you experience problems importing via Internet, please contact FDEP for data file!***
- **Import from Disk**: Use this option only if you do not have an Internet connection. To obtain a copy of your facility data file contact the Division of Air Resource Management at **(850) 717-9000** or send an email to **EAOR@dep.state.fl.us**.

Import from Web

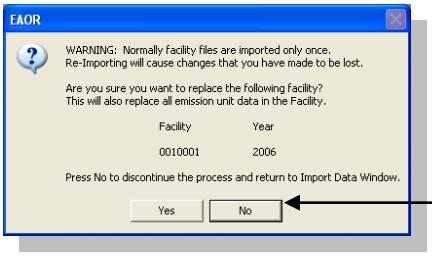
1. Choose the **Import from Web** option.
2. Enter your Facility ID number and the Report Year.
3. Click **Okay** to import your data into EAOR.

► You must have an Internet connection to **Import from Web**!
► *Facility ID* - the seven digit number assigned to your facility by the ARMS (Air Resources Management System) database.
► *Report Year* - the year in which the data is being reported.
► Do not import the same facility twice or you will replace any data you have updated! EAOR will give you a warning before it allows the data to be replaced.

The Report Year is defaulted to the *current* reporting year, but you may import facility data from different report years if you need to



Enter the Facility ID you wish to import then click **Okay**



Choose **No** if you do not wish to replace your data

Import from Disk

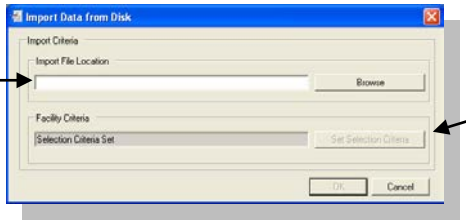
1. Choose the **Import from Disk** option.
2. Make sure the *Import File Location* is correct.

   If your file is at a different location on your computer, see the ***Browse*** heading below for instructions.

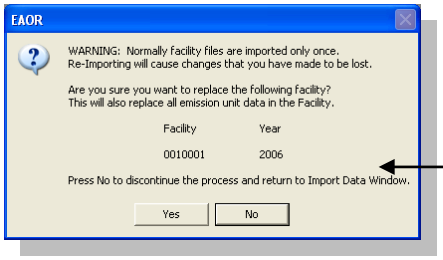
► The first time you use the **Import from Disk** option it will automatically look in **Drive A:** for the data file. Each time after that, EAOR will look in the last place you imported from.

► Do not import the same facility twice or you will replace any data you have updated! EAOR will give you a warning before it allows the data to be replaced.

Enter an ***Import File Location*** or use the **Browse** button to locate the file on your computer (See ***Browse*** heading below for instructions)



See the ***Set Selection Criteria*** heading below if you wish to import specific EU data from a facility file



Choose **No** if you do not wish to replace your data

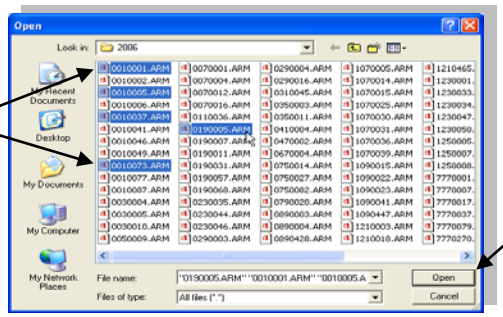
Browse

1. Click the **Browse** button.
2. Navigate to your file and highlight it with your mouse.
   - ► If you are unable to find your data file follow steps 1-3 below!
   - ► You may import multiple facilities simultaneously by holding down the **Control** key and selecting them with your mouse.
3. Click **Open**.
4. Click **Okay** to import your data into EAOR.

► Files with the extension **.ARM**, **.SUB** or **.EXP** can be imported into EAOR. The file extension is a suffix which identifies where the file was created or what type of information it contains:

- **.ARM** file contains data extracted directly from FDEP's ARMS database.
- **.SUB** is a submission file containing data exported from EAOR.
- **.EXP** is an export file containing data exported from EAOR.

Hold down the **Control** or **Shift** key while selecting the facility files with your mouse



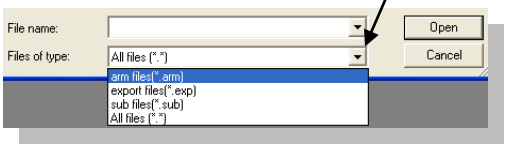
Click **Open** when you are finished

► If you are in the correct folder but are unable to see the data file you wish to import, you may need to change the file extension:

1. Go to the **Files of Type** drop down list.

Click here to view drop down list

Use this function to view files with different extensions



2. Choose the file extension that corresponds with the data file you wish to import, or choose **All Files** to display all the file extensions.
3. Once you locate your file, continue with step 2 under the ***Browse*** heading above.

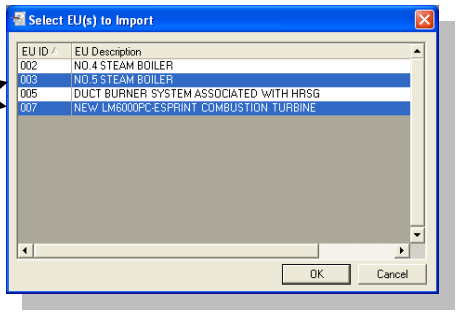
Set Selection Criteria

Use the *Set Selection Criteria* function to choose specific data to import. Select and import specific EU(s) without importing the entire facility or overwriting existing data you wish to keep.

1. Click the **Set Selection Criteria** button.
2. Choose the EU(s) you wish to import.
3. Click **Okay**.
4. Click **Okay** to import your selected EU.

► If you are importing specific EU back into EAOR after they have been updated, please see **Export Specific Emissions Unit** section and follow the steps *carefully* so you do not replace your updated facility data!

Choose multiple EU by holding down the **Control** or **Shift** key while making selections with your mouse



Step 2

Comparative Edit and Review

The second step in completing an AOR is to add, review and update your Facility and Emission Unit data using **Comparative Edit and Review**, which is divided into two sections:

- **Facility Edit and Review**: This section contains only facility information.
- **EU Edit and Review**: This section contains only emission unit information.

The Comparative Edit and Review screen displays the data in a side-by-side format which allows you to edit panel (**Revised AOR Data**) while using the other for comparison purposes (**Local ARMS Data**).

Revised AOR Data

The Left side of the screen is partially filled with the most current data from ARMS. You may add, review and update this data for the reporting year.

Local ARMS Data

The Right side of the screen displays ARMS data from the previous reporting year for your reference.

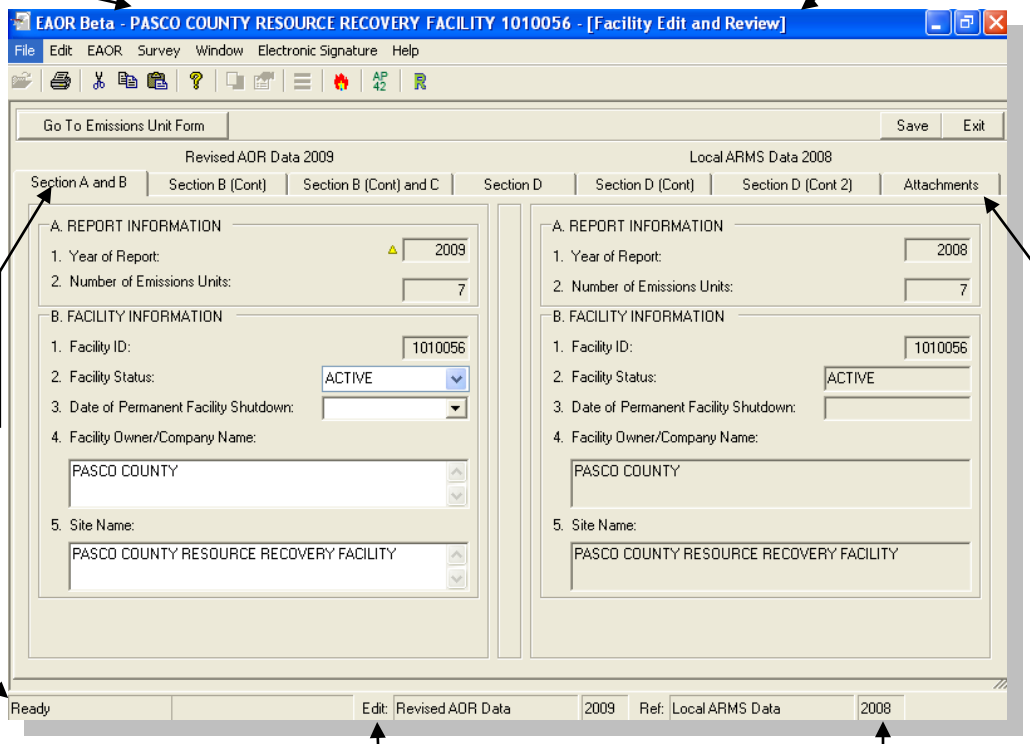
Follow the steps below to begin reviewing and editing your Facility and EU data according to the requirements found in the **Instructions for AOR Form** located under **Appendix A** on page 56. ***You may also place your cursor in any field and press F1 to receive detailed instructions for that particular field from within the EAOR software!***

Facility Edit and Review

1. Choose the **Comparative Edit and Review** option.
2. Begin revising and editing your facility data in **Facility Edit and Review**, which automatically opens first.
   ► See **Instructions for AOR Form** for AOR requirements (**Appendix A** page 56).
3. Be sure to navigate to every section using the tabs at the top of the page.
   ► See the ***Attachments*** heading below for instructions on attaching electronic documents into EAOR.
4. **Save** your changes often to avoid accidental data loss!

Title Bar indicates which section you are in: **Facility Edit and Review**

The Facility Name and ID are indicated in the Title Bar



Use **Section Tabs** to navigate to each section

Go to **Attachments** to add supporting documents (See ***Attachments*** heading below)

The **Task Bar** indicates how the data are being displayed

Editable data for Reporting Year

Reference data from **Previous** Reporting Year

► As you modify data fields they will be marked with a yellow triangle called a ***Difference Indicator***. The Difference Indicator is used to alert you that a change has been made to the data. It does not indicate a mistake. However, be sure to review these fields to confirm the new information has been entered correctly.

Difference Indicator

► These buttons are located along the top of the Facility Edit and Review form and may be used at any time throughout the form.

This button will take you to the **EU Edit and Review** section.

This button will save any data that has been modified. **Save often to avoid data loss!**

This button will allow you to exit the **Facility Edit and Review** section.

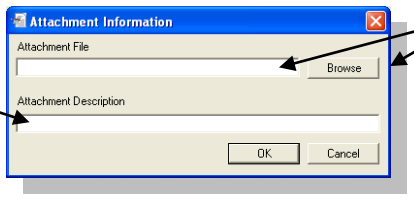
Attachments

If you have supporting documentation, such as text documents, spreadsheets, or *signature pages, we recommend using the Attachments feature to add these documents directly into EAOR instead of submitting them separately. *Signature pages do *not* need to be attached when electronically signing the AOR, for more information on e-signing see page 31.

1. Go to the **Attachments** Section and click **Add**.
2. Enter the name of the file you want to attach or click **Browse** to locate your document.
3. Enter an *Attachment Description*.
4. Click **Okay**.

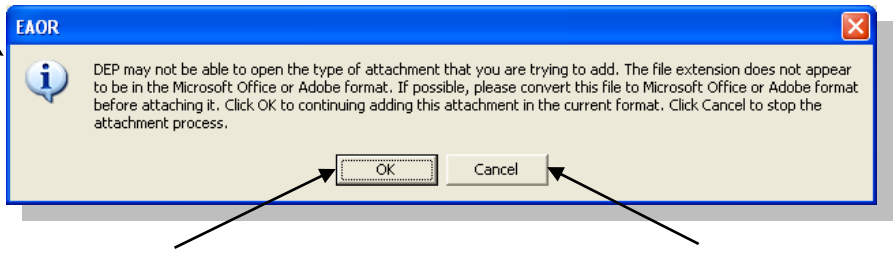
   ► If your attachment is not compatible with Microsoft® Office or Adobe® formats you will receive a message explaining that DEP may be unable to open the attachment unless you convert it. You are not required to convert the file unless you deem it necessary.

The ***Attachment Description*** should describe what the document contains



Type the path and file name you'd like to attach in the ***Attachment File*** field or click **Browse** to locate the file on your computer

This message will appear if your attachment is not written in a format compatible with Microsoft® Office and/or Adobe®



Click **Okay** to continue adding the attachment as is

Click **Cancel** to end the attachment process. If necessary, convert your file so it is compatible with Microsoft® Office or Adobe® then repeat steps 1 – 4 above

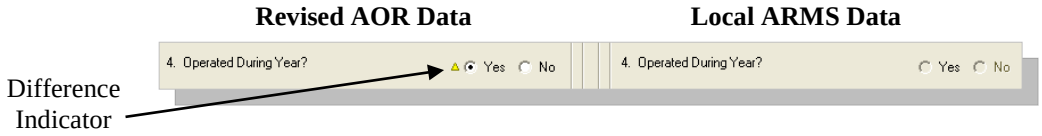
► Repeat the steps above if you wish to include additional attachments.
► **Attachment** Section buttons:

Add	This button allows you to attach supporting documents directly into EAOR.
View/Edit	This button allows you to open and view/edit an attachment once it has been added to EAOR. You may also double click on the attachment file name to open it.
Remove	This button will remove a selected attachment from EAOR. Highlight the file name with your mouse then click **Remove**.

EU Edit and Review

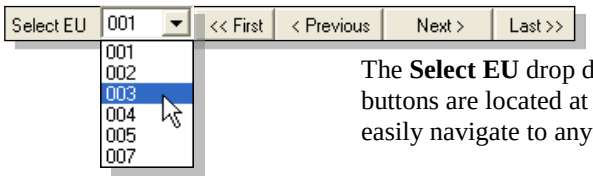
1. Choose the **Comparative Edit and Review** option.
2. The **Facility Edit and Review** form will open first. Go to the upper left hand corner of the screen and click [Go To Emissions Unit Form] to open **EU Edit and Review**.
3. In the **Select EU** tab choose an EU with your mouse.
   - ► Or use the navigation buttons at the top of the screen.
   - ► All data shown throughout the EU form belongs to the EU *currently* selected.
4. Begin revising and editing your Emissions Unit data.
   - ► See the ***Required Fields*** and ***Section E*** headings below for more detailed instructions.
5. Be sure to navigate to *every* section for each EU by using the tabs at the top of the page.
   - ► See **Instructions for AOR Form** for AOR requirements (**Appendix A** page 56).
6. **Save** your changes often to avoid accidental data loss!

► As you modify data fields they will be marked with a yellow triangle called a ***Difference Indicator***. The Difference Indicator is used to alert you that a change has been made to the data. It does not indicate a mistake. However, be sure to review these fields to confirm the new information has been entered correctly.



► These buttons are located along the top of the EU Edit and Review form and may be used at any time throughout the form:

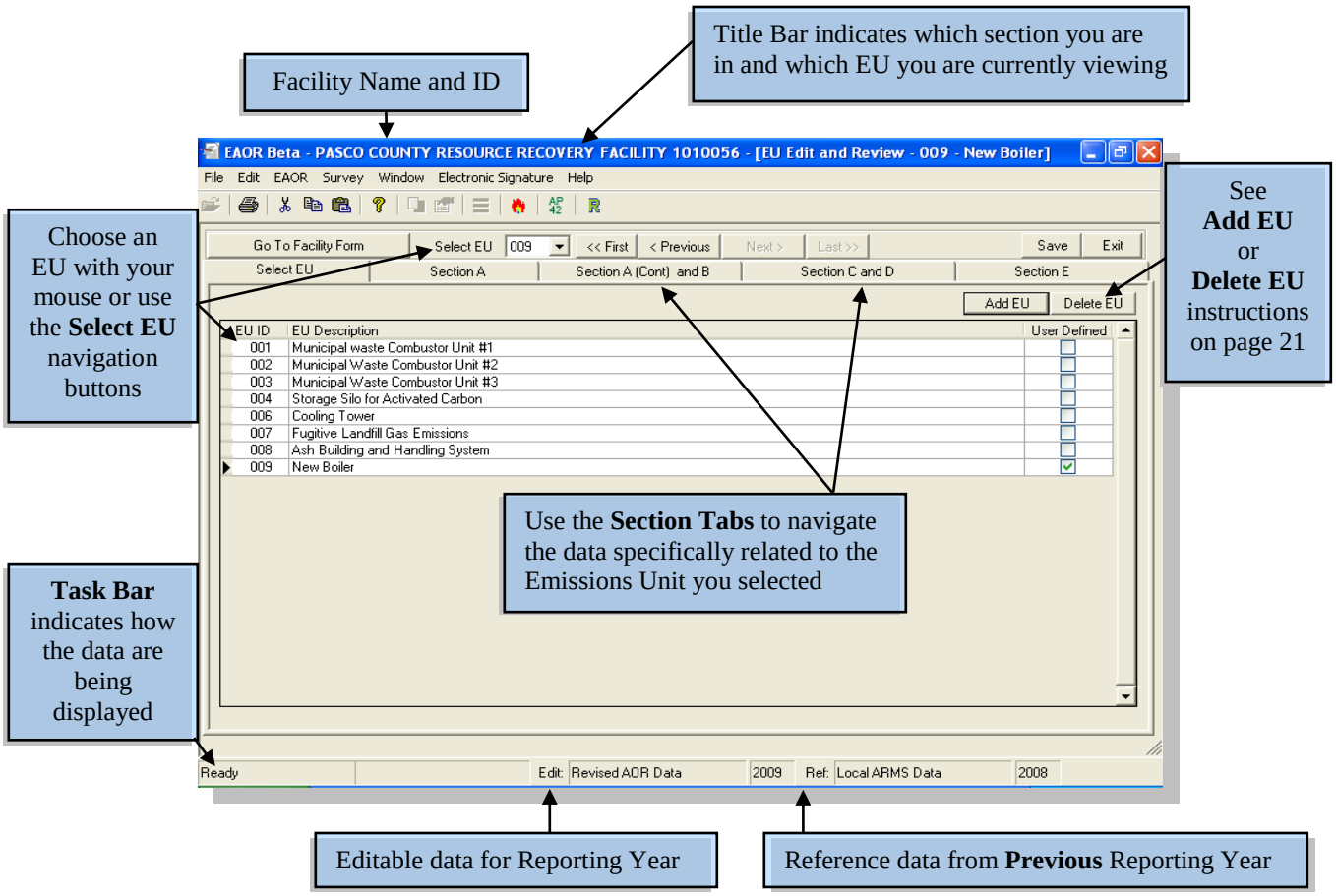
Go To Facility Form	This button will take you to the **Facility Edit and Review** form.
Save	This button will save any data that has been modified. **Save often to avoid data loss!**
Exit	This button will allow you to exit the **EU Edit and Review** form.



The **Select EU** drop down box and the EU navigation buttons are located at the top of the screen allowing you to easily navigate to any EU from anywhere in the form.

► **Select EU** tab displays a list of all existing Emissions Units in the facility you currently have open. You will be able to perform any of the following tasks from this tab:

1. Select an Emissions Unit to start reviewing and updating.
2. **Add EU** - Add a new Emissions Unit to the facility (see **Add EU** instructions on page 21).
3. **Delete EU** - Delete a User Defined Emissions Unit from the facility (see **Delete EU** instructions on page 21).



Required Fields

Several data fields in Sections A - E are required and must have data entered in order to complete your AOR. These data fields are as follows:

***Section A*:**

- **Emission Unit Description**
- **Emission Unit ID**
- **Emission Unit Classification**
- **Operated During Year**
- **Emission Unit Status**

Section C , if Operated During Year is **Yes:**

- **Hours Per Year**

Section E , if Operated During Year is **Yes:**

- For each SCC, **Annual Process/Fuel Usage Rate** OR **Comment**.
- For Each Marked Pollutant, **Annual Emissions**, if the Annual Process/Fuel Usage Rate is greater than zero.
- For Each Criteria Pollutant, **Not Emitted**, **Below Threshold,** OR **Annual Emissions**, if the Annual Process/Fuel Usage Rate is greater than zero.
- For each Annual Emissions reported, **Emission Calculation**.

Section E

The SCC and Pollutant data for each Emissions Unit is found under Section E. This data has been separated into two tabs for easy viewing and updating. Each tab is explained in detail below.

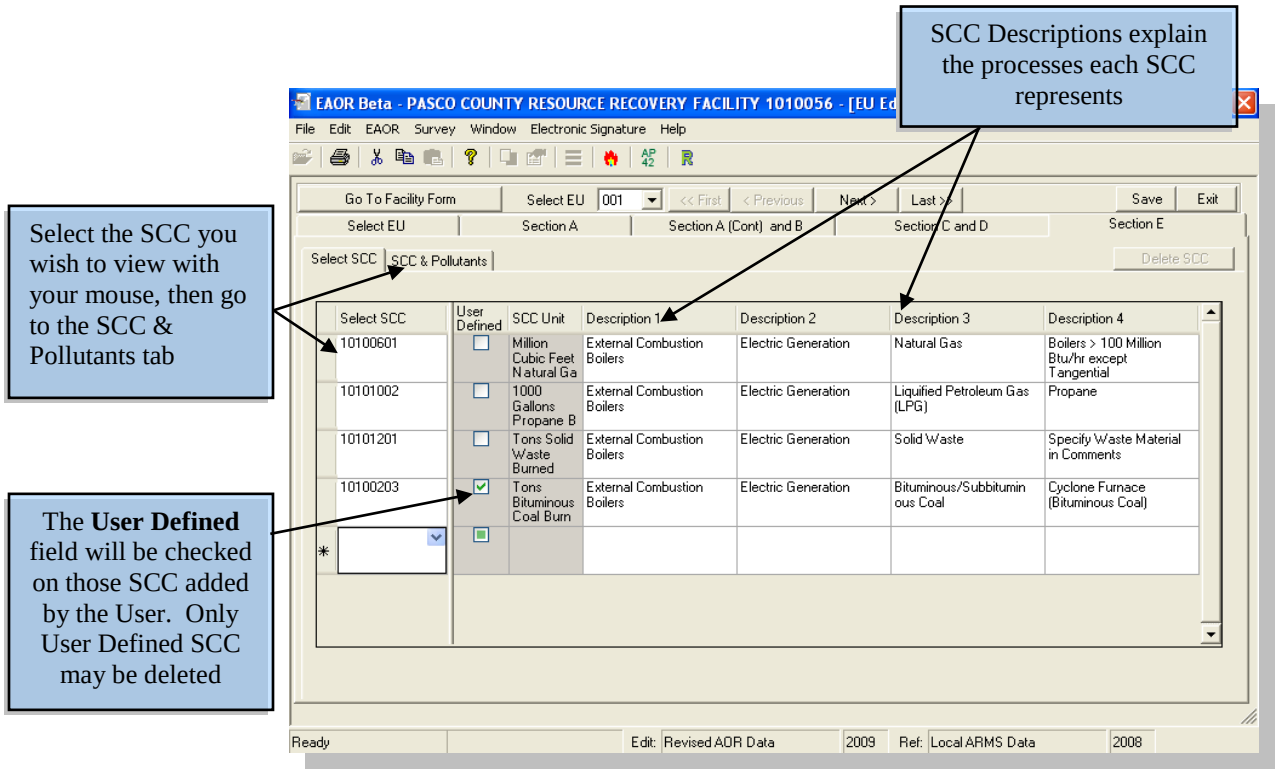
- **Select SCC**
- **SCC & Pollutants**

Select SCC

This tab displays a list of all existing SCC in the Emission Unit you currently have opened. You will be able to perform any of the following tasks from this tab:

1. Select an SCC with your mouse and click the SCC & Pollutants tab to view its corresponding SCC and pollutant data.
2. **Add SCC** - Add a new SCC to the Emissions Unit (see **Add SCC** instructions on page 22).
3. **Delete SCC** - Delete a User Defined SCC from the Emissions Unit (see **Delete SCC** instructions on page 22).

Once you have made your selections and/or changes in this tab, you will need to review the SCC and pollutant data for each SCC listed by selecting the **SCC & Pollutants** tab.



SCC & Pollutants

This tab shows the SCC and pollutant data associated with the SCC you selected in the previous tab. You will be able to perform any of the following tasks from this tab:

1. Review and update SCC and Pollutant data associated with each SCC Unit.
2. **Add Pollutant** - Add a new Pollutant to the SCC (see **Add Pollutant** instructions on page 23).
3. **Delete Pollutant** - Delete a User Defined Pollutant from the SCC (see **Delete Pollutant** instructions on page 23).
4. Change the view from Vertical View (default view) to **Horizontal View**.

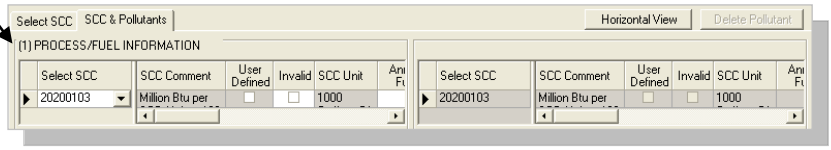
► The SCC & Pollutants tab has several features which make it easier to navigate, modify information and calculate emissions for your SCC and pollutant data. Each of these features is explained in detail below under the following headings:

Grid Fields
Calculation Worksheet
Recalculate Emissions

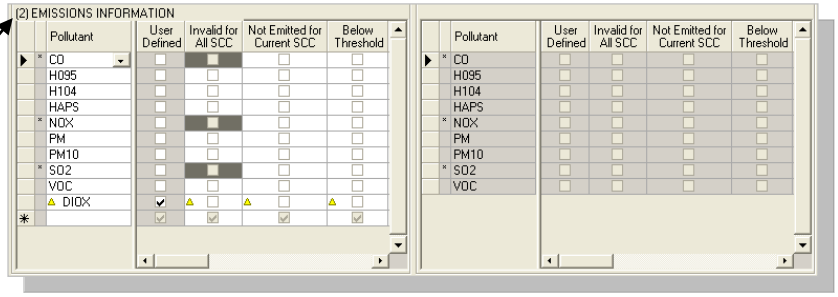
Grid Fields

The fields in the SCC & Pollutants tab are referred to as **Grid Fields** and function similarly to an Excel spreadsheet. You can enter data in most of the fields except those with shaded backgrounds, which are not editable. The SCC & Pollutants tab has two distinct grids, as depicted below. The SCC data is located in the upper grid and the pollutant data is in the lower grid. Review and update each SCC and its corresponding pollutant data according to the requirements found in the **Instructions for AOR Form** (**Appendix A** page 56).

(1) Process/Fuel Information grid is also known as the **SCC Grid**



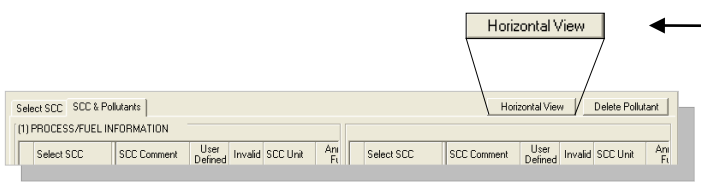
(2) Emissions Information grid is also known as the **Pollutant Grid**



► An optional feature has been added to the Grid fields which allow you to change the view from Vertical to Horizontal, as shown in the screenshot below, giving you some freedom in how your SCC and Pollutant data is displayed. This is especially useful for those facilities that do not have many pollutants; the Horizontal view will allow you to see more columns and fewer pollutants, as shown below.

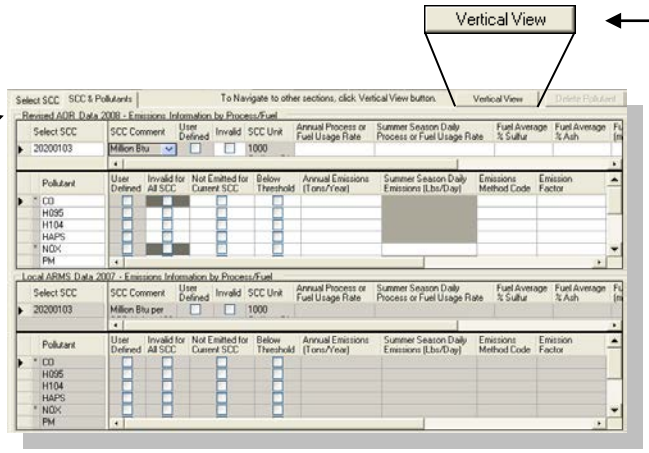
Be aware that this feature only affects the view in Section E. In order to navigate to other sections, you must go back to the Vertical view!

Click **Horizontal View** button in top right corner of the tab



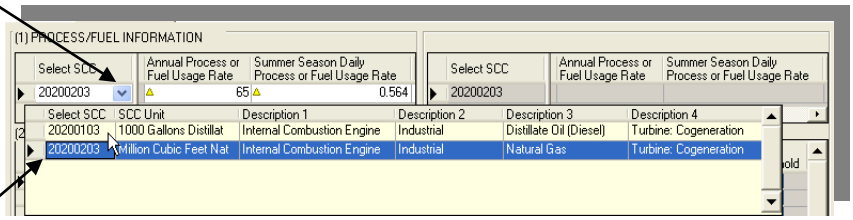
Go back to **Vertical View** if you wish to navigate to other sections in the EU Form!

Horizontal View will display Revised AOR Data on the top half of the screen and the Local ARMS Data on the bottom



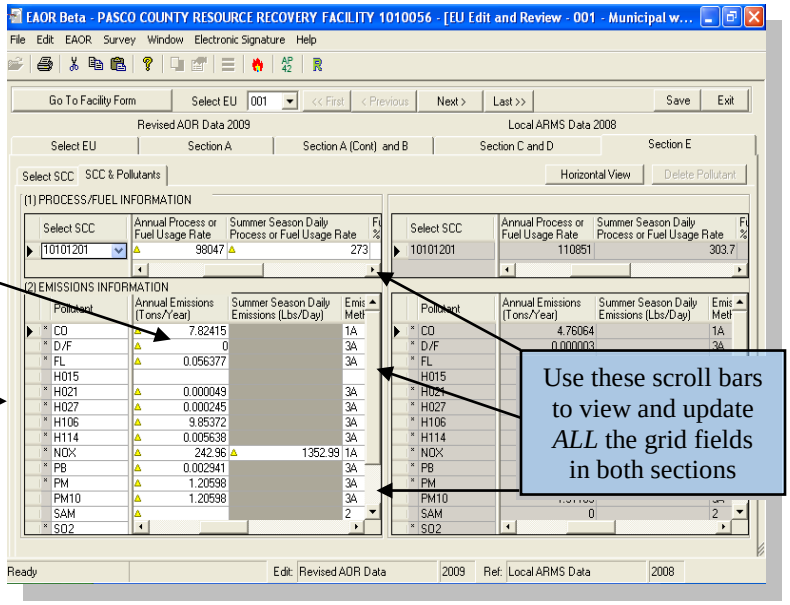
► After choosing the view, you may begin entering data in the SCC and Pollutant grids.

Use the **Select SCC** drop down box to select a different SCC to view without having to go back to the Select SCC tab



When you select a different SCC, the pollutant grid automatically updates to show the corresponding SCC and pollutant data for that SCC

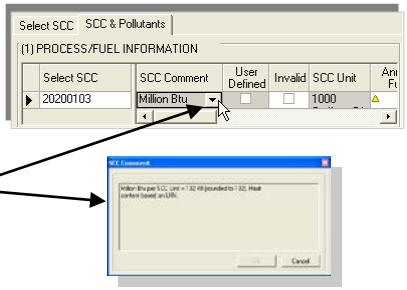
Place your cursor in any field at any time and Press **F1** to access the Help File in EAOR



Use these scroll bars to view and update *ALL* the grid fields in both sections

► Some grid fields are equipped with an expandable text box feature. You may expand these fields when you need to enter large amounts of text or to view a field entry that otherwise cannot be seen from the grid.

For example, click in the SCC Comment field, then click on the drop down box to open the text box in a new window



The following fields have expandable text boxes (shaded fields are not editable, but they still expand):

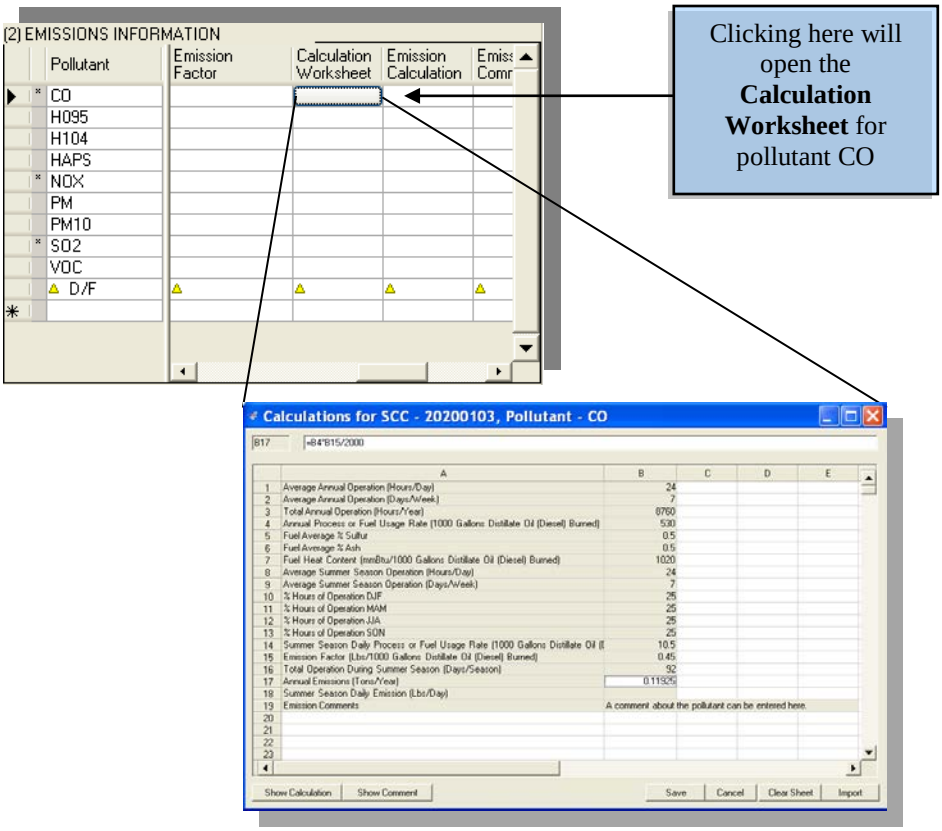
SCC Grid
- **SCC Comment**
- **Comment**

Pollutant Grid
- **Emission Calculation**
- **Emission Comment**

Calculation Worksheet

This tool is provided to assist you with calculating your pollutant emissions. The worksheet allows you to enter and save mathematical equations or formulas tailored to calculate the **Annual Emissions** for a specific pollutant or group of pollutants. The results for these fields are automatically displayed and updated in the pollutant grid each time you click on ***Recalculate Emissions*** ( ) or save changes in the worksheet.

1. In the SCC & Pollutants tab, go to the **(2) Emissions Information** or **Pollutant grid** and use the horizontal scroll bar to scroll to the right until the **Calculation Worksheet** column comes into view.
2. Under this column, open the Calculation Worksheet of the pollutant you wish to create a formula for by selecting it with your mouse.
3. To enter a formula which will calculate the Annual Emissions click in the **Formula Bar** at the top of the window or press **Equal** (=) on the keyboard to put the worksheet in **Formula Mode**. You may now enter a formula.
   - ► Be aware that only the formula results for the Annual Emissions fields are reflected in the pollutant grid. However, you may enter as much pertinent data about the pollutant in the worksheet as you need.
   - ► See below for instructions on creating a formula and adding other parameters to the worksheet.
4. After you have entered a formula, press **Enter** or **Tab** on the keyboard and the result will appear in the Annual Emissions field. Check it for correctness.
   - ► If you see the phrase **#VALUE!** appear in the field, one or more of the parameters your formula is referencing does not have data entered in its field in the EU form. You must enter data in that field before the worksheet can calculate the formula.
5. **Save** your changes.
   - ► Saving will automatically update the pollutant grid data in the following fields so that it is identical to the calculation worksheet:
     - Annual Emissions
     - Emission Calculation
     - Emissions Comment
   - ► If you click **Cancel**, you will be prompted that the data in the worksheet is different from the data in the Pollutant grid. Click **Cancel** to continue closing or click **Save**.



► **Calculation Worksheet** buttons:

Show Calculation

This button corresponds with the **Emission Calculation** field in the Pollutant grid. A non-editable text explanation of the calculation is automatically generated when a formula is entered in the worksheet. Use this button to view that explanation. If no formula is entered, then this field will be editable.

Show Comment

This button corresponds with the **Emission Comment** field in the Pollutant grid. You can edit/view this field from the worksheet by using this button *or* you may go to the pollutant grid.

Save

This button will save any changes you have made in the Calculation Worksheet. Saving changes in the Worksheet will automatically update the data in the Pollutant Grid.

Cancel

Use this button to cancel any changes made in the Calculation Worksheet.

Clear Sheet

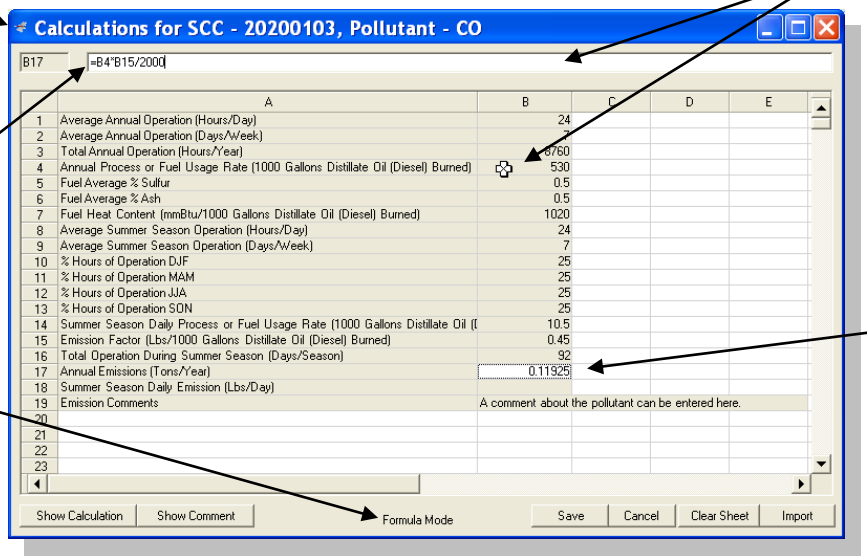
Use this button to clear all data that you no longer want in the Calculation Worksheet. This will clear the data in the pollutant grid that corresponds with this worksheet as well. This function does not clear shaded fields!

Import

This button will allow you to import a formula from any pollutant's calculation worksheet as long as it exists in your EAOR program. You will be able to choose the Facility, EU, SCC and Pollutant that you would like to import a formula from.

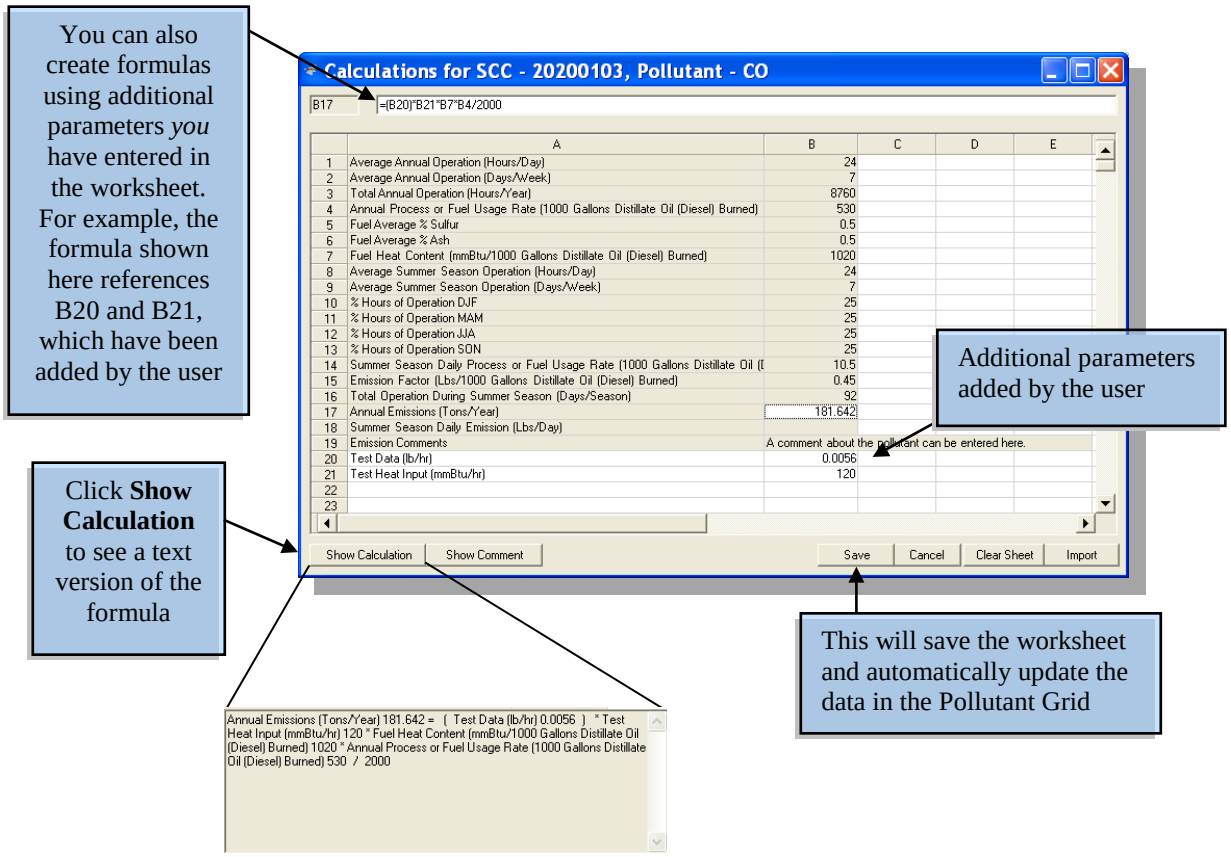
The Calculation Worksheet is pre-filled with non-editable parameters commonly used for calculating Annual Emissions. These parameters are entered in Sections C and E in the EU form. If you need to edit this data you must close the worksheet and modify the data field from the EU form

Using your mouse, click in the field containing the value you wish to use to quickly build a formula. The field you chose will automatically be referenced in the Formula Bar



You must click in the Formula Bar or press the Equal (=) key to activate **Formula Mode**. When activated, it will be indicated in the task bar. When in Formula Mode, you may begin creating your formula

Press **Enter** or **Tab** on your keyboard to see the result in the worksheet. Place your cursor back in the field and the formula you created will appear in the Formula Bar



Recalculate Emissions

This is a quick way to update pollutant emissions without having to open each worksheet to save your changes. For easy recalculating of emissions, use the tool bar button
There are two situations in which you may want to use Recalculate Emissions:

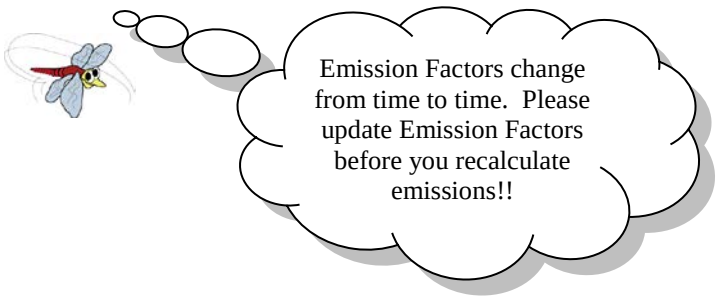
1. You made some additional changes that affect the formula results in the Calculation Worksheets *after* you have completed the AOR. Use the Recalculate Emissions feature to update the results displayed in the pollutant grid.

For example:

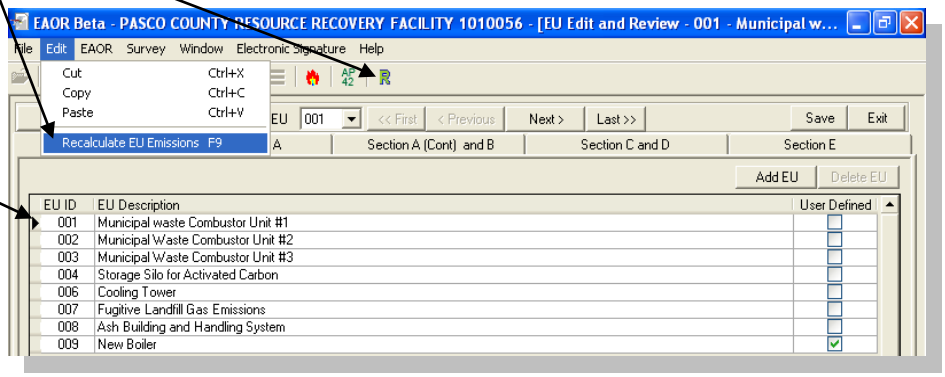
If you made updates to certain fields that are used by a formula to calculate emissions, like the Emission Factors or Annual Process or Fuel Usage Rate fields, then you should use the recalculate feature. This will prevent you from having to open each pollutant's worksheet in order to update the data in the pollutant grid.

This will only recalculate those pollutants that have formulas affected by the change(s) you made.

2. All the worksheet data are carried over from the previous year. After entering operational data in Sections C and E, you may use this function to calculate your pollutant emissions so they are reflected in the Pollutant Grid.



Go to the **Edit Menu** and choose **Recalculate EU Emissions** or click the button on the tool bar.
This will recalculate the emissions for the EU currently selected and for those pollutants that use formulas in their worksheets



Add and Delete Data

Follow the instructions under each heading below if you wish to add or delete an Emissions Unit, an SCC unit or a Pollutant from a facility.

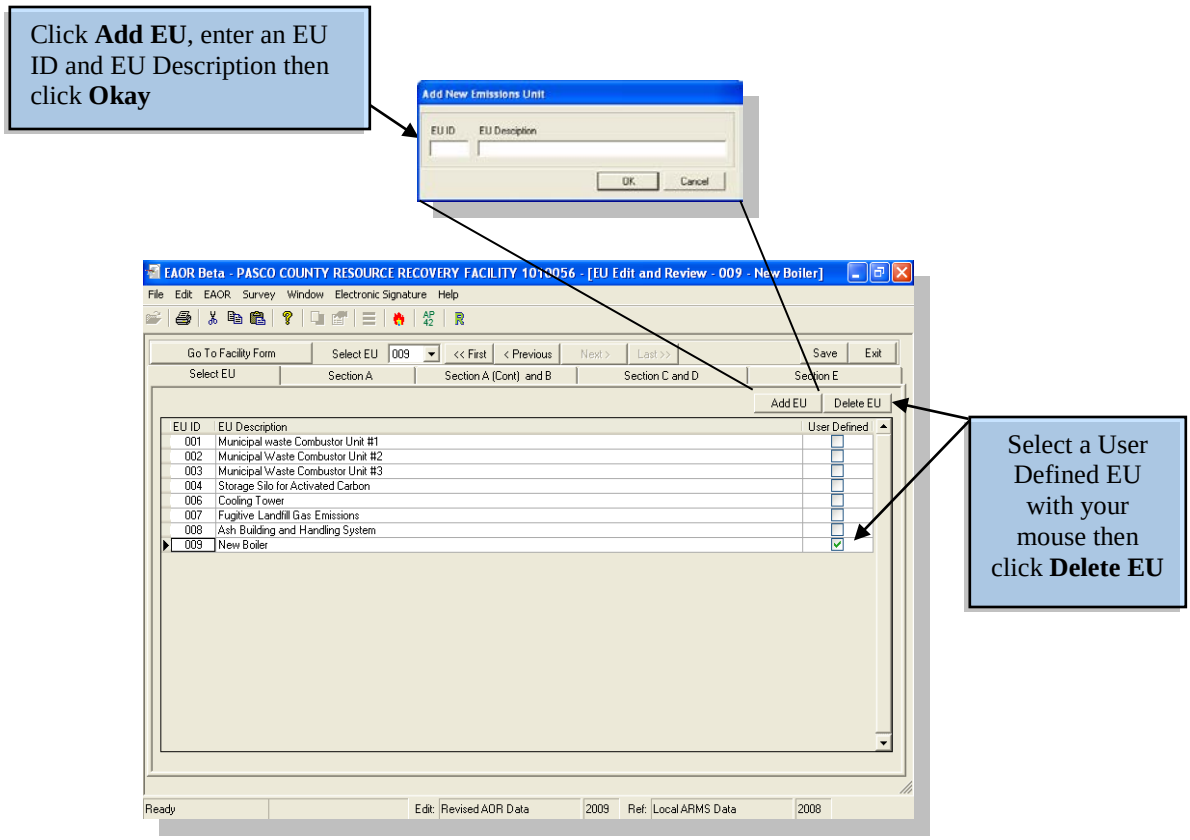
Emissions Unit

Add EU

1. Go to **Select EU** tab, click the Add EU button located in the top right corner of the tab.
2. Enter an **EU ID** and **Description** in the window and Click **Okay** to add the new EU.
   ► You cannot use an EU ID that already exists in the facility!
3. Save your changes.
   ► You will need to add SCC and Pollutants to your new EU.

Delete (User Defined) EU

1. Go to **Select EU** tab, choose the User Defined EU you wish to delete with your mouse and click the Delete EU button in the top right corner of the tab.
   ► If the button does not become active, then you have not selected a User Defined EU.
2. A prompt will ask if you are sure you want to delete the EU you selected, click **Okay** to delete the EU.
   ► Choose **Cancel** to end the Delete EU process.
3. Save your changes.



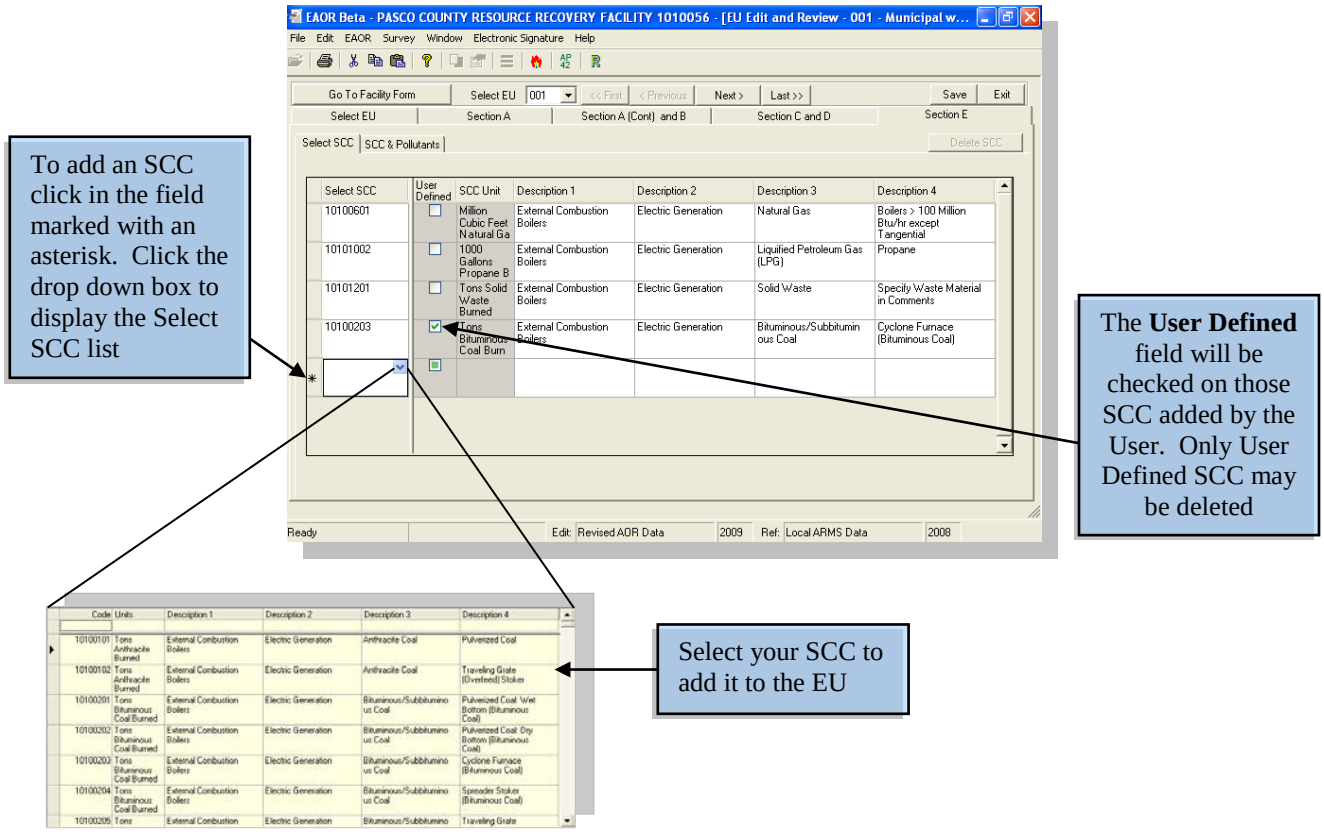
SCC

Add SCC

1. Go to **Select SCC** tab, under the **Select SCC** column click in the last field that is marked with an asterisk.
   - ► See screenshot below.
2. Click the drop down box that appears in the top right corner to display the Select SCC list and choose the SCC you wish to add by clicking it with your mouse.
   - ► Or use the search feature in the top row (See the **Select Facility** heading for example).
3. Save your changes.
   - ► You will need to add Pollutants to your new SCC.

Delete (User Defined) SCC

1. Go to **Select SCC** tab, choose the User Defined SCC you wish to delete with your mouse and click the [Delete SCC] button located in the top right corner of the tab.
   - ► If the button does not become active, then you have not selected a User Defined SCC.
2. A prompt will warn you that all pollutant data associated with the SCC will also be deleted, click **Okay** if you still wish to delete the SCC.
   - ► Choose **Cancel** to end the Delete SCC process.
3. Save your changes.



To add an SCC click in the field marked with an asterisk. Click the drop down box to display the Select SCC list

The **User Defined** field will be checked on those SCC added by the User. Only User Defined SCC may be deleted

Select your SCC to add it to the EU

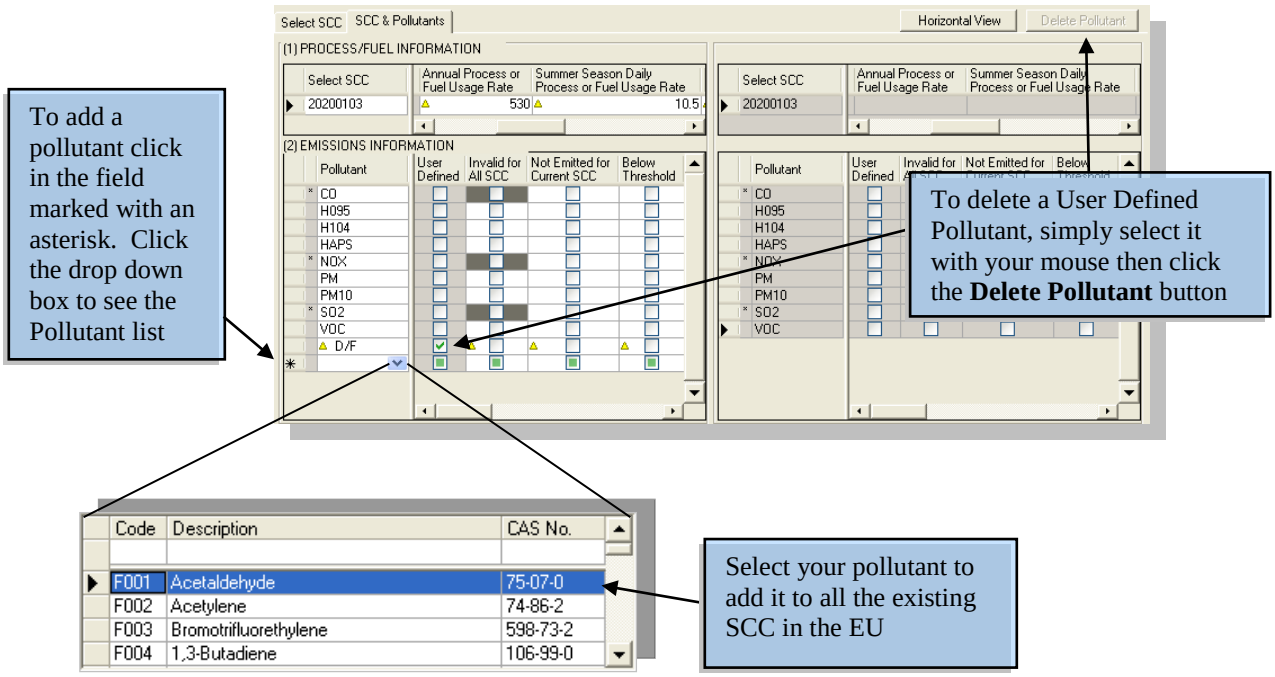
Pollutant

Add Pollutant

1. Go to **SCC & Pollutants** tab, in the **(2) Emissions Information** section or **Pollutant Grid** then go to the **Pollutant** column and click in the last field that is marked with an asterisk.
   ► See screenshot below.
2. Click the drop down box that appears in the top right corner to display the Pollutant list and choose the Pollutant you wish to add by clicking it with your mouse.
   ► Or use the search feature in the top row (See the **Select Facility** heading for example).
3. Save your changes.

Delete (User Defined) Pollutant

1. Go to **SCC & Pollutants** tab, in the **(2) Emissions Information** Section or **Pollutant Grid** then go to the **Pollutant** column and select the User Defined Pollutant that you wish to delete with your mouse then click the [Delete Pollutant] button located in the top right corner of the tab.
   ► If the button does not become active, then you have not selected a User Defined Pollutant.
2. A warning prompt will appear telling you that the pollutant you selected will also be deleted from all other SCC currently in the EU, click **Okay** if you still wish to delete the pollutant.
   ► Choose **Cancel** to end the Delete Pollutant process.
3. Save your changes.

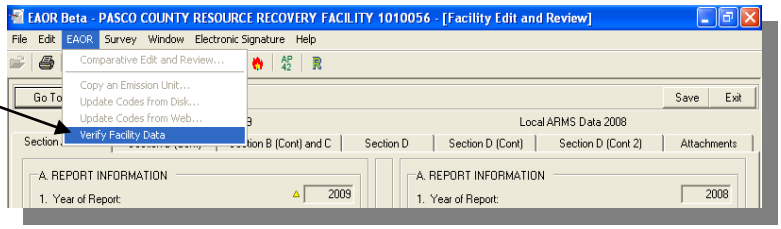

Select SCC
SCC & Pollutants
Horizontal View
Delete Pollutant
(1) PROCESS/FUEL INFORMATION
Select SCC
Annual Process or Fuel Usage Rate
Summer Season Daily Process or Fuel Usage Rate
20200103
530
10.5
(2) EMISSIONS INFORMATION
Pollutant
User Defined
Invalid for All SCC
Not Emitted for Current SCC
Below Threshold
CO
H095
H104
HAPS
NOX
PM
PM10
SO2
VOC
D/F
To add a pollutant click in the field marked with an asterisk. Click the drop down box to see the Pollutant list
To delete a User Defined Pollutant, simply select it with your mouse then click the **Delete Pollutant** button
Code
Description
CAS No.
F001
Acetaldehyde
75-07-0
F002
Acetylene
74-86-2
F003
Bromotrifluorethylene
598-73-2
F004
1,3-Butadiene
106-99-0
Select your pollutant to add it to all the existing SCC in the EU

Step 3

Verify Facility Data

The third step in completing an AOR is to verify the completeness and correctness of the data. You will need to verify your data after you have finished entering all information for the reporting year. If EAOR detects any problems, make the necessary corrections or add any missing data then re-run Verify Facility Data again. Repeat these steps as needed until no errors are found in data. **You do not have to close the Edit forms to use this feature!**

Choose **Verify Facility Data** to check your AOR data



► If **Verify Facility Data** *does not* detect any problems, then the ***EAOR Validation*** prompt will appear indicating that your data is complete.

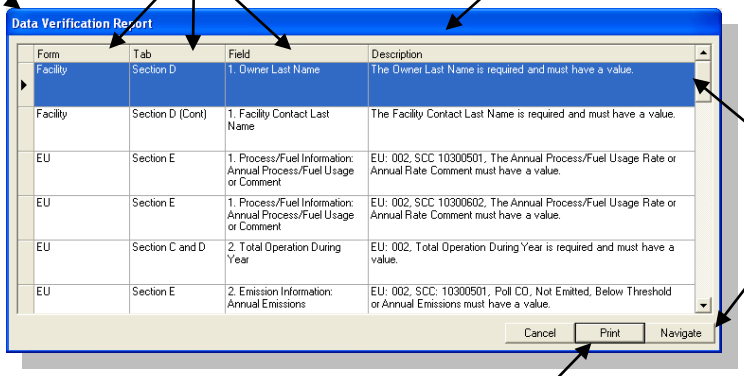
Click **Okay** and move on to Step 4 on the **Easy Start Menu**

► If **Verify Facility Data** *does* find problems with your data, then the ***Data Verification Report*** window will appear displaying a list of errors and/or missing data. To begin making your corrections you may choose the **Navigate** option or the **Print** option. See these headings below for instructions.

Data Verification Report window

These columns show the precise location of each problem within the EAOR program

This column gives a short description and suggested solution for each problem



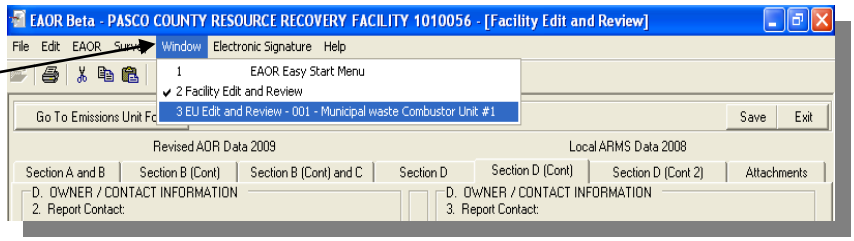
Highlight a row and click **Navigate** to take you to the problem automatically

Click here to print out the entire list of problems

Navigate

1. Highlight a row by clicking it with your mouse then click the **Navigate** button.
2. Make corrections or add missing data, according to the description column in the ***Data Verification Report***.
3. **Save your changes**!
4. Toggle back to the ***Data Verification Report*** via the **Window** menu located on the Menu Bar.
   ► See screenshot below.
5. Repeat the above steps until all of the problems have been corrected and your changes have been saved.
6. **Verify Facility Data** again.
7. If more problems are found, repeat the steps above until there are no more errors.

Click the **Window Menu** to toggle between screens



Print Verification Report

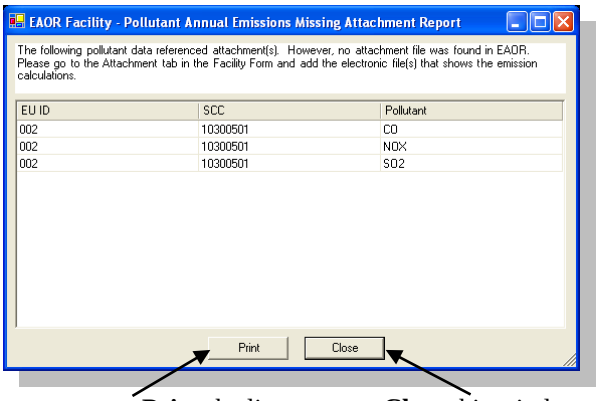
1. Click the **Print** button to print the entire list of problems.
2. Make corrections or add missing data, according to the description column in the ***Data Verification Report***.
3. **Save your changes**!
4. **Verify Facility Data** again.
5. If more problems are found, repeat the steps above until there are no more errors.

► After the verification process is complete EAOR will automatically run two different reports that look for the following problems:

- **Missing Attachment(s)**
- **Possible Duplicate Annual Emissions**

- **Missing Attachment(s) Report:**
  EAOR will look in each pollutant's **Emission Calculation** and **Emission Comment** fields in Section E for any references to an attachment. If the prefix "attach" is found in either field but no documents have been added in EAOR, the **Missing Attachment Report** will appear listing each pollutant that referenced an attachment. Add all necessary documentation to EAOR.

Open **Comparative Edit & Review** to the **Facility Form.** Go to the Attachments tab and add all the appropriate documentation

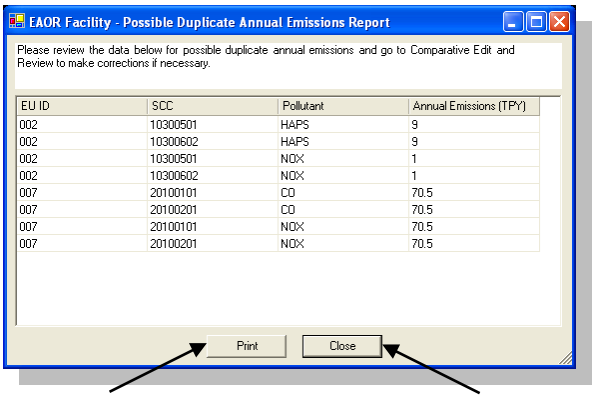


You may want to **Print** the list to check off each item as it is addressed

Close this window once you have finished reviewing the data

- **Possible Duplicate Annual Emissions Report:**
  Typically, in a single Emission Unit, each SCC represents a specific type of activity resulting in a unique set of emissions. If the annual emissions of a pollutant(s) common to more than one SCC are identical, then it is possible the data was entered incorrectly on one or more SCC. However, data included in this report does not necessarily mean that it is wrong, it simply indicates the *possibility* of a mistake or typo. Be sure to address each duplication included on the report and make all the necessary corrections.

Open **Comparative Edit & Review** and go to the **Emissions Unit Form**.
Check each possible duplication listed and make all necessary corrections to the data



You may want to **Print** the list to check off each problem as it is addressed

Close this window once you have finished reviewing the data

Step 4

Create Submission File

The fourth step in completing an AOR is to create a Submission File of your AOR data which will be submitted to FDEP. The file may be submitted using the Internet or it may be saved and attached to an email, or sent by mail.

- **Submit via Internet**: We recommend this option if you have an Internet connection. However, if you

experience problems submitting over the Internet, please **Submit via Email or Mail**.

● **Submit via Email or Mail:** If you do not have Internet, your submission file may be sent by email or mail.

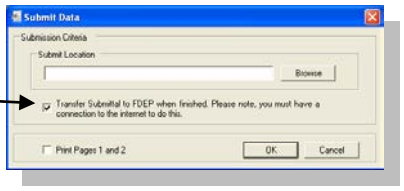
Submit via Internet

1. Choose the **Create Submission File** option.
2. Type in a ***Submit Location*** or Click **Browse** to choose a location on your computer.
3. Click **Okay**.
4. Click **Okay** on the ***Check Connection*** prompt.
5. Once the transfer process has ended, you will receive a prompt with multiple instructions:
   ► First, you must confirm that your AOR submission was received by clicking the **AOR Submittal Search** link and locating your facility in the list.
   ► While on the **AOR Submittal Search** website you can view and save a copy of your **Submission Receipt** by clicking the **Receipt** link. Or access the site at any other time for a copy of your receipt: http://fldep.dep.state.fl.us/air/emission/eaor/aor.asp
   ► For **Title V sources,** while on the **AOR Submittal Search** website you can also view and save a copy of your **Title V Fee Invoice** by clicking the **Invoice** link. Or access the site at any other time for a copy of your invoice: http://fldep.dep.state.fl.us/air/emission/eaor/aor.asp
   ► If your facility file is not listed on the website, then repeat steps 1– 4 above.
6. If you submit an AOR electronically via the web, or email, you can sign the AOR electronically. The AOR is not complete until it is signed. For more information on **Electronic Signature**, see page 31. Or, if not electronically signing, you may attach the signature pages to your EAOR, see **Attachments** on page 11.
7. You will be prompted to take an optional **Survey** evaluating EAOR performance.
   ► We encourage you to complete the survey as it will help to improve future versions of EAOR.

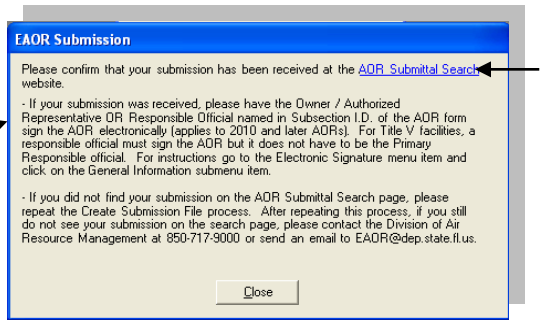
► *Submit Location* - A location on your computer where you would like to save a copy of your submission file.

► If you wish to submit another facility, choose from the Tool Bar to open another facility file. Repeat the steps above for each facility's AOR you wish to submit.

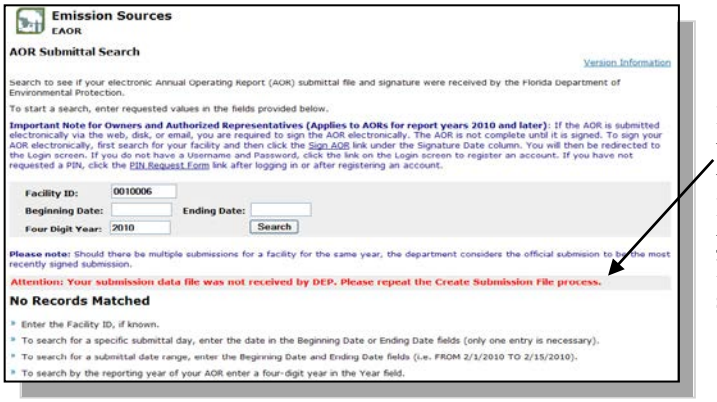
If you have an Internet connection leave this box checked to submit your AOR electronically to FDEP



Once you have confirmed the receipt of your AOR submission, you must electronically sign the AOR (or submit signed AOR pages 1 & 2). The AOR is not complete until it is signed.

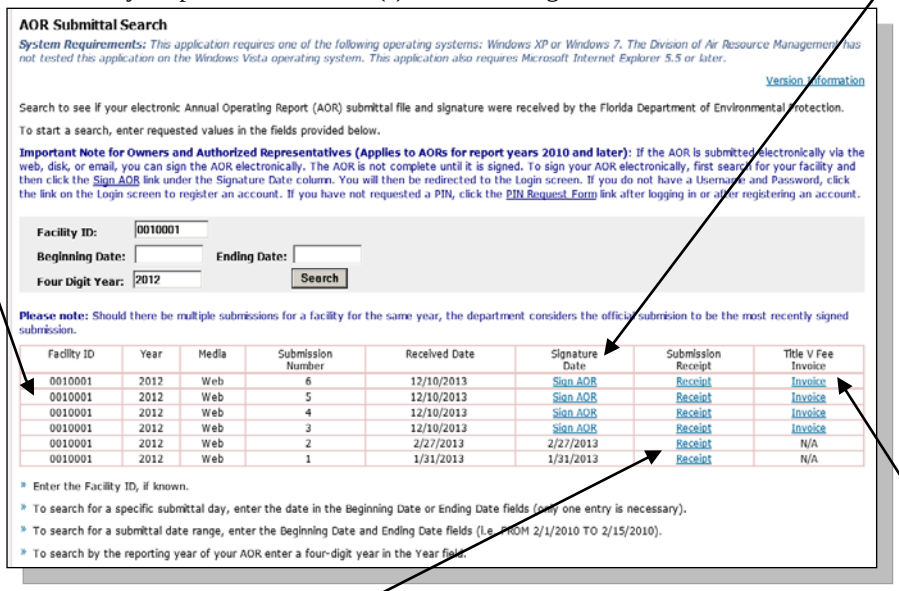


Follow the **AOR Submittal Search** link to confirm that your AOR submission was successfully transferred and received



If the transfer was unsuccessful, you will see this message. Go back to EAOR and repeat the **Create Submission File** process.
If you continue to have problems submitting your AOR, please contact the Division of Air Resource Management at (850) 717-9000 or send an email to EAOR@dep.state.fl.us.

If your AOR submittal was successful, it will appear in the search result list shown below. If you have multiple submissions, the most recent will be at the top of the list followed by all previous submittal(s) in descending order



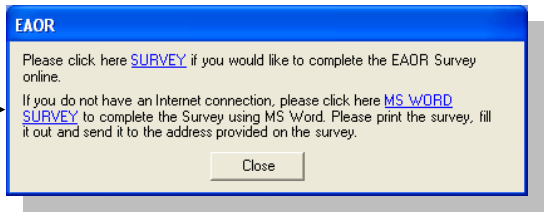
To sign your AOR electronically, click the **Sign AOR** link under the **Signature Date** column. The AOR is not complete until it is signed. For more information on **Electronic Signature**, see page 31.

Please note: Should there be multiple submissions for a facility for the same year, the department considers the official submission to be the most recently signed submission.

Select the **Receipt** link to confirm the time and date that your AOR was received. While the file is open you can print and save a copy for your records. Be aware that your receipt is available at any time and can be accessed via the AOR Submittal Search web page at: http://fldep.dep.state.fl.us/air/emission/eaor/aor.asp

For Title V sources, select the **Invoice** link to view your Title V Fee Invoice once your AOR is received. While the file is open you can print and save a copy for your records. Please remit payment of the total fee amount to the Department by the due date. Be aware that your invoice is available at any time and can be accessed via the AOR Submittal Search web page at: http://fldep.dep.state.fl.us/air/emission/eaor/aor.asp

After confirming your submission receipt, go back to EAOR and close the ***EAOR Submission*** window. You will receive a prompt asking you to take a short survey evaluating EAOR performance.
If you have an Internet connection, click **Survey** to fill out the survey online or click **MS Word** to fill out the survey offline



Submit via Email or Mail

1. Choose the **Create Submission File** option.
2. Type in a ***Submit Location*** or click **Browse** to choose a location on your computer.
3. **Uncheck** the box that automatically transfers the submittal file to FDEP and click **Okay**.
4. Save your data (i.e. file with your facility ID with a .sub extension) and attach it to an email. Note: If *not* electronically signing the AOR, then attach Signature Pages 1 & 2 in EAOR and send the file to the following email address:
   eaor@dep.state.fl.us

   ► Once you have sent your AOR Submission file to FDEP you will be able to see *if* and *when* your AOR data was received by checking the ***AOR Submittal Search*** webpage at this link:
   http://fldep.dep.state.fl.us/air/emission/eaor/aor.asp

   ► While on the **AOR Submittal Search** website you can view and save a copy of your **Submission Receipt** by clicking the **Receipt** link. Or access the site at any other time for a copy of your receipt, or to electronically **Sign** the AOR.

   ► For **Title V sources,** while on the **AOR Submittal Search** website you can also view and save a copy of your **Title V Fee Invoice** by clicking the **Invoice** link. Or access the site at any other time for a copy of your invoice.

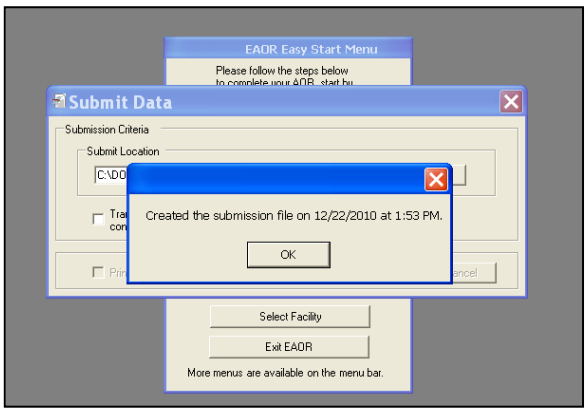
   ►The amount of time it takes FDEP to receive your AOR depends on the method of delivery you chose; please consider this before checking the site!
5. You will be prompted to take a **Survey** evaluating EAOR performance. If you do not have an Internet connection choose the **MS Word** option to open a copy of the survey in Microsoft Word. We encourage you to complete the survey as it will help to improve future versions of EAOR and send it with the submission file to FDEP.
6. Or, Mail a copy of your submission file to FDEP at the address below:

   Florida Department of Environmental Protection
   Division of Air Resource Management, MS 5500
   2600 Blair Stone Road
   Tallahassee, FL 32399-2400

► *Submit Location*- A location on your computer where you would like to save copy of your submission file.

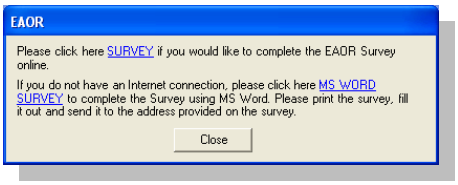
► If you wish to create a submission file for another facility, choose from the Tool Bar to open another facility file. Repeat the steps above for each submission file you want to create.

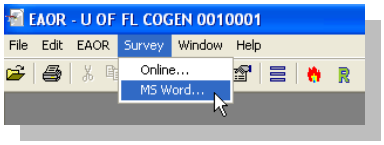
► If you created submission files for multiple facilities, you may save those files on the same disk or send them in the same email.



Once your submission data file has been created, you will receive a prompt asking you to take a short survey evaluating EAOR performance.

If you do not have an Internet connection, choose **MS Word** and complete the short survey evaluating EAOR performance. Please print a copy and send to FDEP.



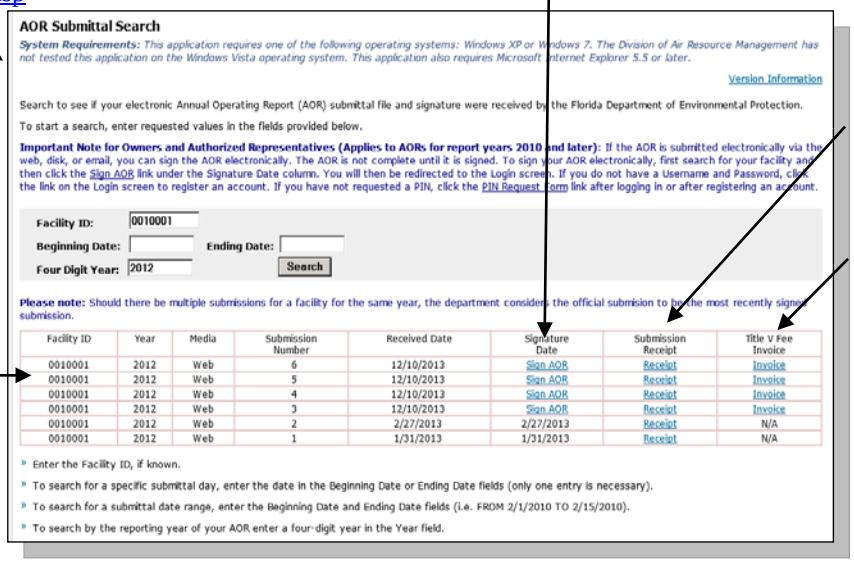


Please send the Submission Data and Survey to the FDEP address.

Once you have sent your AOR Submission to FDEP, you will be able to check the receive status by visiting the **AOR Submittal Search** webpage at: http://fldep.dep.state.fl.us/air/emission/eaor/aor.asp

To sign your AOR electronically, click the **Sign AOR** link under the **Signature Date** column. The AOR is not complete until it is signed. For more information on **Electronic Signature**, see page 31.

Select the **Receipt** link to confirm the time and date that your AOR was received. While the file is open you can print and save a copy for your records. Be aware that your receipt is available at any time and can be accessed via the AOR Submittal Search web page at: http://fldep.dep.state.fl.us/air/emission/eaor/aor.asp



Once FDEP receives your AOR it will be added to the webpage, listing its corresponding **Media** type, **Submission Number** and **Received Date**. Your **Submission Receipt** and **Title V Fee Invoice**, if applicable, will also become available at this time.

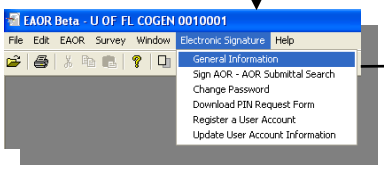
Select the **Invoice** link to view your Title V Fee Invoice once your AOR is received. While the file is open you can print and save a copy for your records. Please remit payment of the total fee amount to the Department by the due date. Be aware that your invoice is available at any time and can be accessed via the AOR Submittal Search web page at: http://fldep.dep.state.fl.us/air/emission/eaor/aor.asp

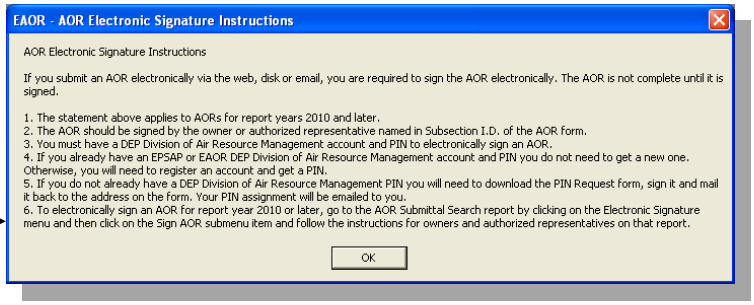
The amount of time it takes FDEP to receive your AOR depends on the method of delivery you choose; please consider this before checking the site!

Electronic Signature

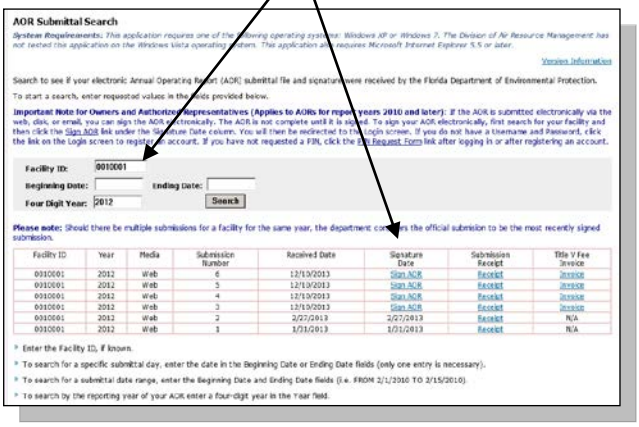
If the AOR is submitted electronically via the web, disk, or email, you can sign the AOR electronically. **The AOR is not complete until it is signed**. For non-title V sources, the Owner or Authorized Representative must sign. For Title V sources, the Title V Source Responsible Official must sign. If there is more than one Responsible Official at the Title V Source, it is not necessary that this person be the Primary Responsible Official. (Note: If *not* electronically signing the AOR, you may attach the signature pages in EAOR, see **Attachments** on page 11).

For instructions, go to the Electronic Signature menu item in EAOR and click on the General Information submenu item.



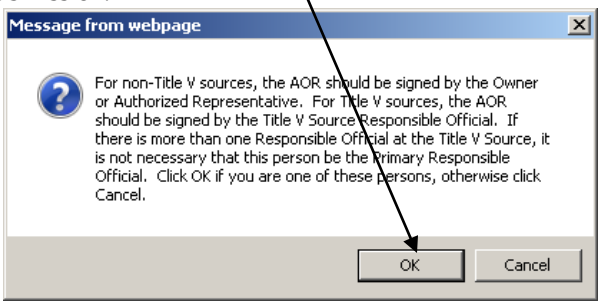


To sign your AOR electronically, first search for the facility and then click the **Sign AOR** link under the **Signature Date** column

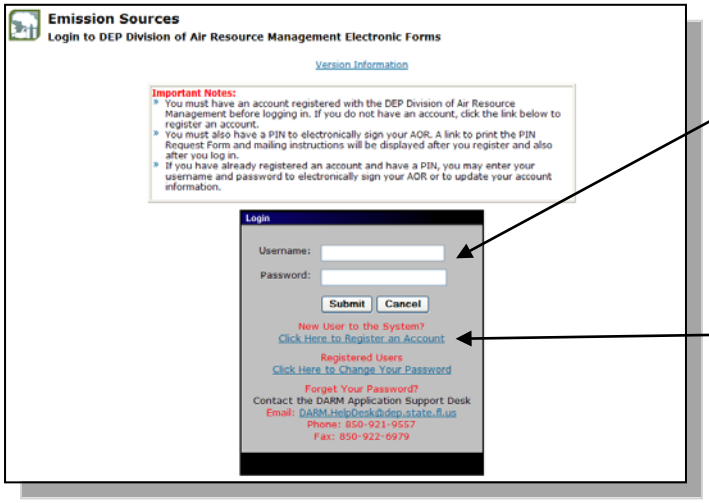


If you are the Owner or Authorized Representative or Responsible Official, click OK

Please note: Should there be multiple submissions for a facility for the same year, the department considers the official submission to be the most recently signed submission.

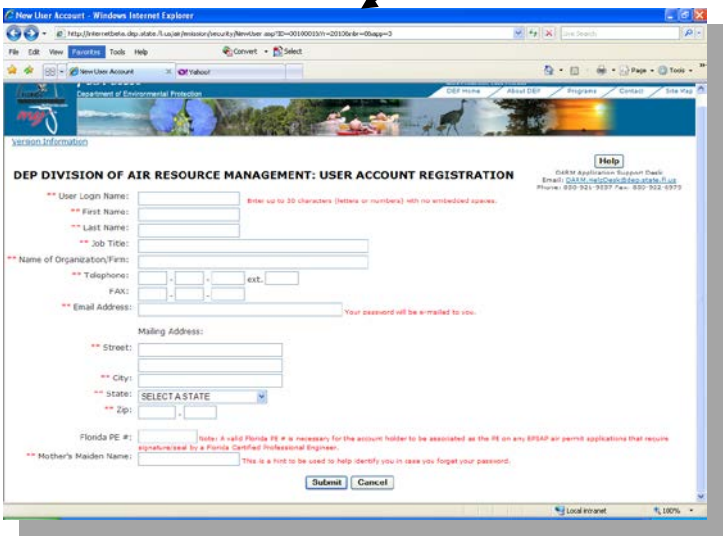


You will then be redirected to the DEP Electronic Forms Login screen below.



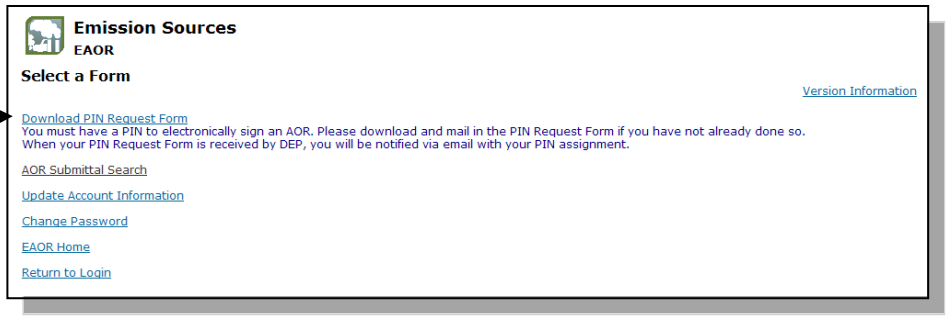
If you already have a registered account, enter your Username and Password here.

If you do NOT have a Username and Password, click the link on the Login screen to register an account. You will need to complete the form pictured below. Your Password will be sent to the email you provide.



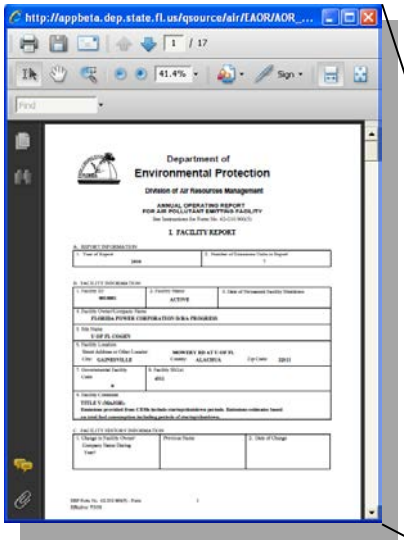
Once you have successfully registered your account and logged in, you must request a PIN. **You must have a PIN to electronically sign the AOR.**

Click the **Download PIN Request Form** link. Please download and email the completed and signed form to: DARM.Helpdesk@dep.state.fl.us. If for some reason, you cannot email the form, please mail to the address provided. When your PIN Request Form is received by FDEP, you will be notified via email with your PIN assignment.



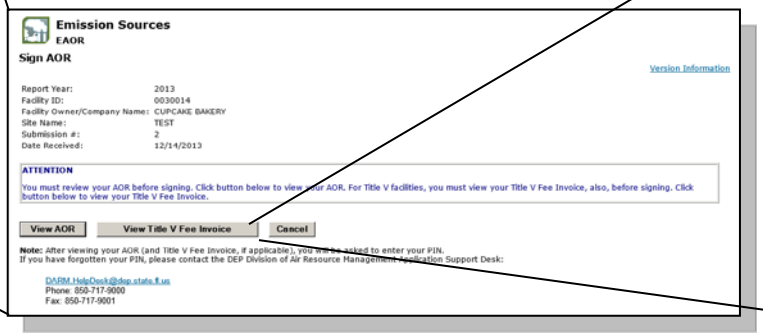
Once you have registered for an account and received your PIN via email from FDEP, you are ready to electronically sign your AOR.

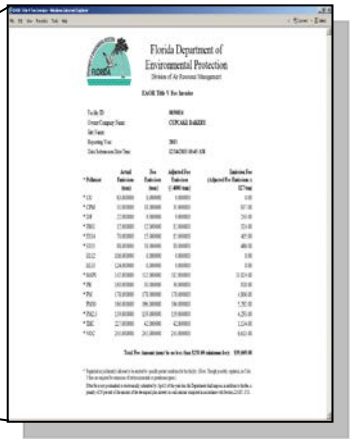
After you have received your PIN, you will need to log in with your Username and Password. Click on the **Sign AOR for this Facility** link.



You must review your AOR before signing. Click the View AOR button. A separate window with a PDF version of your AOR will open.

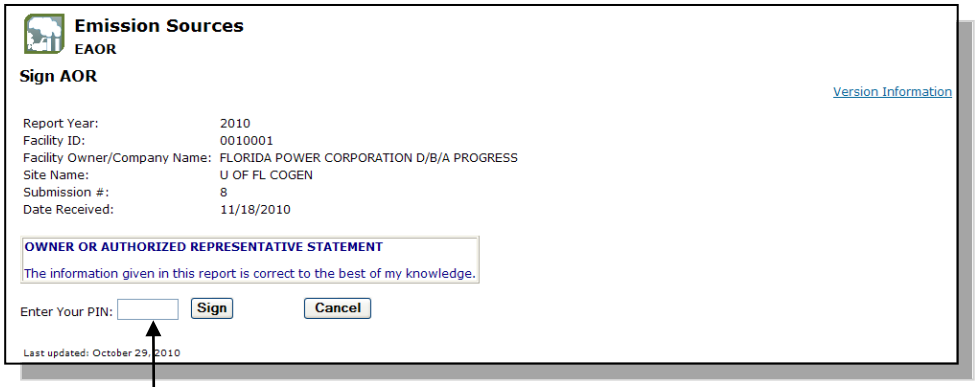
You can view your Title V Fee Invoice. Click the View Title V Fee Invoice button. A separate window will open.





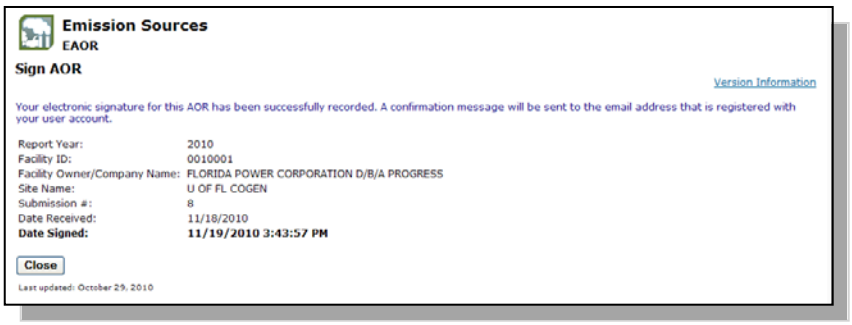
If you have forgotten your PIN, please contact the DEP Division of Air Resource Management Application Support Desk:

DARM.HelpDesk@dep.state.fl.us
Phone: 850-717-9000
Fax: 850-717-9001



Once you have reviewed your AOR, enter your PIN here and click the Sign button.

Confirmation that your electronic signature has been successfully recorded will display as seen. A confirmation message will also be sent to the email address that is registered with your user account.



Step 5

Print Report

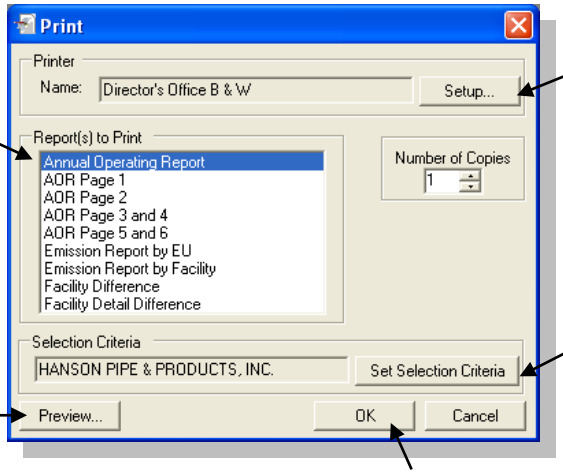
Print Report is an *optional* step. Use this feature to print your entire AOR or to print only selected pages from your report. The Print Report option will also allow you to export and save a copy of your AOR as a **.pdf** file.

Follow these general steps to print your AOR Report(s).

1. Choose the **Print Report** option.
2. Select the report(s) you wish to print with your mouse.
   ► Hold down the **Control** key to choose multiple reports.
3. Click **Preview** to view the report(s) before you print.
   ► You must click **Preview** if you wish to:
   - **Export** a copy of your report as a **.pdf** file
   - Select individual pages to print
   (See ***Preview*** heading below for instructions)
4. Click **Okay** to print.

Highlight the report you wish to print with your mouse. Hold down the **Control** key to choose multiple reports

Choose **Setup** if you wish to change printers or print properties



The **Preview** feature will allow you to view the report(s) you have chosen before printing. Also, you may **Export** your report(s) and save it as a **.pdf** file or select individual pages to print

Choose **Set Selection Criteria** to select a different facility or emissions unit to print

Click **Okay** to Print

► Detailed instructions for each of the additional features in the ***Print*** window are included under these headings below:

Report(s) to Print
Print Setup
Set Selection Criteria
Preview

Report(s) to Print

The ***Print*** window offers the following reports to choose from, each of which is described below:

- **Annual Operating Report**: Prints the entire AOR.
- **AOR Page 1**: Prints sections A through C of the Facility report.
- **AOR Page 2**: Prints section D of the Facility report.
- **AOR Page 3 and 4**: Prints sections A through D of the Emission Unit report.
- **AOR Page 5 and 6**: Prints section E of the Emission Unit report.
- **Emission Report by EU**: Prints a summary of emissions for each EU.
- **Emission Report by Facility**: Prints a summary of all emissions at the Facility level.
- **Facility Difference**: Prints all fields in the Facility report and all fields of sections A and B in the EU report in which data are different from the Local ARMS Data. This allows you to look over the data that you have made changes to.
- **Facility Detail Difference**: Prints an expanded version of the Facility Difference report showing *all of the fields* in both Facility and EU reports in which data are different from the Local ARMS Data.

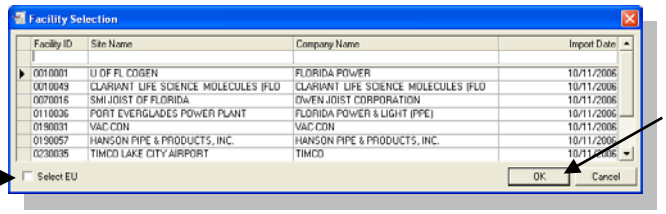
Print Setup

Use this utility if you wish to select a different printer other than the one that is defaulted for your computer. You may also modify such settings as paper orientation, paper size, printer tray selection or other minor printing preferences from this window.

Set Selection Criteria

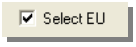
Set Selection Criteria allows you to select a facility and/or a specific EU(s) you wish to print. Select your facility by clicking it with your mouse or use the search feature in the top row (See the **Select Facility** heading for example). You may also choose specific EU to print by checking the Select EU box. After you have made your selections, click **Okay** to return to the ***Print*** window.

► If your facility is not listed **OR** it *is* listed, but you need to see data for a different Reporting Year, see the **Select Data Source** section for instructions.

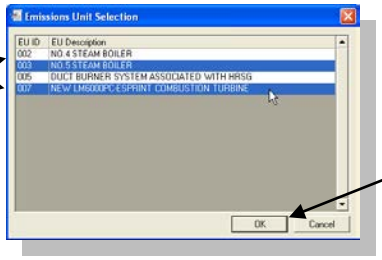


Check this box to choose a specific Emission Unit(s)

Click **Okay** after you have chosen your facility; see below if you checked the **Select EU** box



The ***Emissions Unit Selection*** window will appear showing the existing EU in that particular facility:



If you wish to select multiple EU hold down the **Control** key and choose the EU with your mouse

Click **Okay**

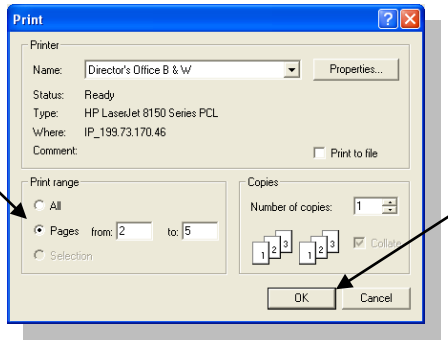
Preview

After selecting your report(s) click the Preview button which will allow you to review the information before printing.

► The print preview tool bar has several buttons that will help you to review your report(s):

► Print Report

If you only want to print certain pages from the report you are currently viewing then click located on the print preview tool bar and specify the page number(s) you wish to print.



Select the ***Pages*** button and enter the page numbers you wish to print

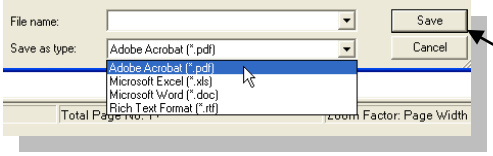
Click **Okay** to print

Page numbers are displayed in the print preview task bar at the bottom of the screen

► Export Report

Click the **Export** icon on the print preview tool bar if you wish to save the report that you are currently viewing to a file. You may save it in the file format of your choice, as shown below. This will allow you to easily share your AOR with someone who does not have EAOR installed on his/her computer.

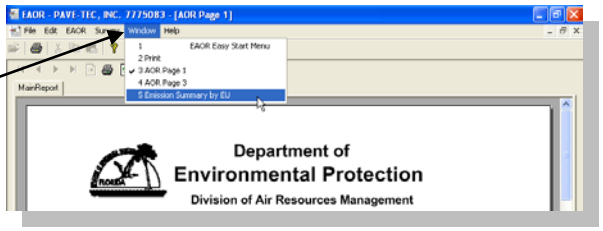
In the ***Export Report*** window enter a ***File name*** and choose the file format in the ***Save as Type*** drop down box



Click here to save a copy of the report currently being viewed

► If you selected multiple reports to preview, use the **Window Menu** to navigate between them.

Go to the **Window Menu** to view a different report

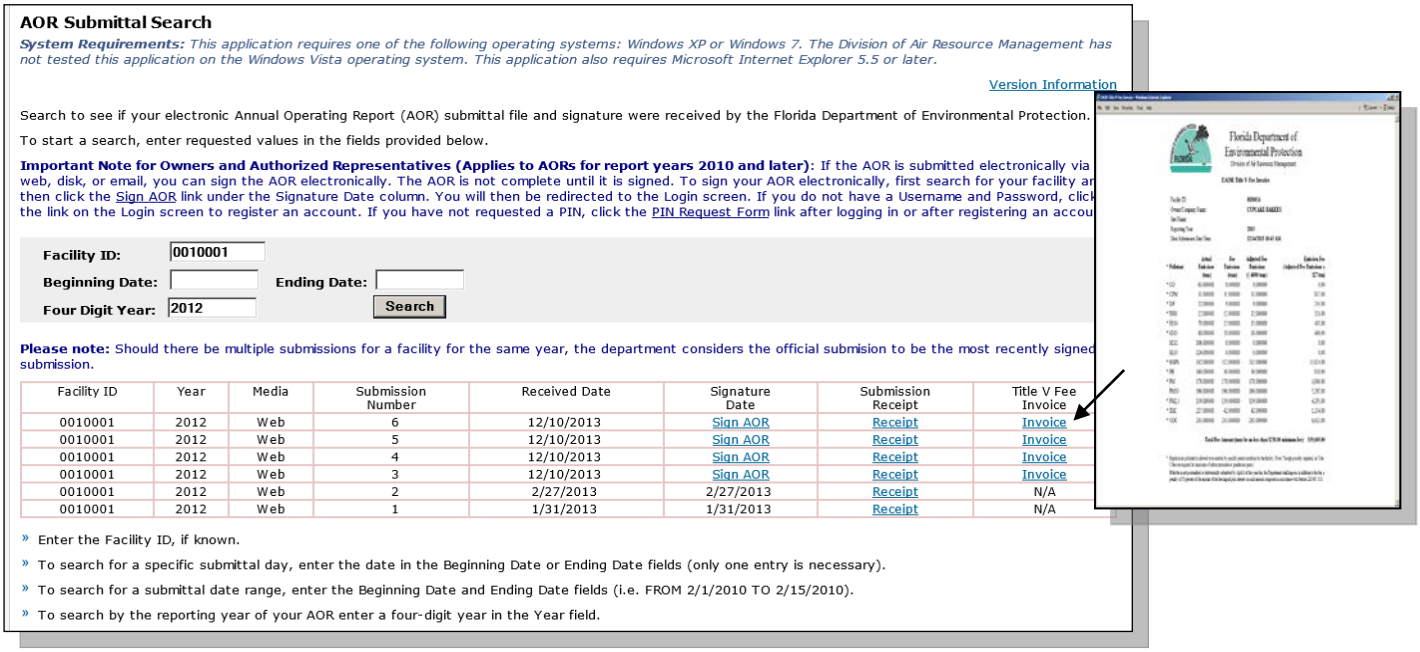


Step 6

Title V Sources ONLY: Fee Invoice

The sixth step in completing an AOR is to view your Title V Fee Invoice. This step **only** applies to Title V Sources. Once your data is submitted to FDEP, you can view your Title V Fee Invoice and remit payment to FDEP. The Title V Fee Invoice can also be accessed at any time from the AOR Submittal Search website: https://fldep.dep.state.fl.us/air/emission/eaor/aor.asp.

Additional information regarding Title V fees is found on the website: https://floridadep.gov/air/permitting-compliance/content/title-v-fees



AOR Submittal Search

System Requirements: *This application requires one of the following operating systems: Windows XP or Windows 7. The Division of Air Resource Management has not tested this application on the Windows Vista operating system. This application also requires Microsoft Internet Explorer 5.5 or later.*

Version Information

Search to see if your electronic Annual Operating Report (AOR) submittal file and signature were received by the Florida Department of Environmental Protection.

To start a search, enter requested values in the fields provided below.

Important Note for Owners and Authorized Representatives (Applies to AORs for report years 2010 and later): If the AOR is submitted electronically via web, disk, or email, you can sign the AOR electronically. The AOR is not complete until it is signed. To sign your AOR electronically, first search for your facility ar then click the Sign AOR link under the Signature Date column. You will then be redirected to the Login screen. If you do not have a Username and Password, click the link on the Login screen to register an account. If you have not requested a PIN, click the PIN Request Form link after logging in or after registering an accou

Facility ID: 0010001
Beginning Date: **Ending Date:**
Four Digit Year: 2012 **Search**

Please note: Should there be multiple submissions for a facility for the same year, the department considers the official submision to be the most recently signed submission.

Facility ID	Year	Media	Submission Number	Received Date	Signature Date	Submission Receipt	Title V Fee Invoice
0010001	2012	Web	6	12/10/2013	Sign AOR	Receipt	Invoice
0010001	2012	Web	5	12/10/2013	Sign AOR	Receipt	Invoice
0010001	2012	Web	4	12/10/2013	Sign AOR	Receipt	Invoice
0010001	2012	Web	3	12/10/2013	Sign AOR	Receipt	Invoice
0010001	2012	Web	2	2/27/2013	2/27/2013	Receipt	N/A
0010001	2012	Web	1	1/31/2013	1/31/2013	Receipt	N/A

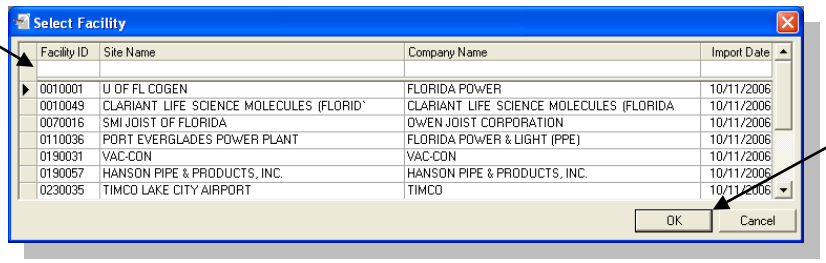
» Enter the Facility ID, if known.
» To search for a specific submittal day, enter the date in the Beginning Date or Ending Date fields (only one entry is necessary).
» To search for a submittal date range, enter the Beginning Date and Ending Date fields (i.e. FROM 2/1/2010 TO 2/15/2010).
» To search by the reporting year of your AOR enter a four-digit year in the Year field.

Select Facility

The **Select Facility** window will display a list of the facilities that you have imported into your EAOR program. You may select only one facility at a time to view.

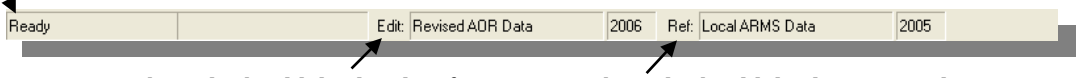
1. Choose the **Select Facility** option.
2. Click on the facility you wish to view with your mouse.
   ► Or search the list by entering your facility information in the first row, under any column heading you choose. As you type, the list will reduce and you will eventually see your facility. Click it with your mouse.
   ► If your facility is not listed **OR** it *is* listed, but you need to see data for a different Reporting Year, see the **Select Data Source** section for instructions beginning on page 45.
3. Click **Okay** to select your facility.
   ► See the Task Bar to confirm that the data being displayed are for the correct Reporting Year.

Enter your facility information in this row to reduce the size of the list



Click **Okay** to select your facility

Task Bar



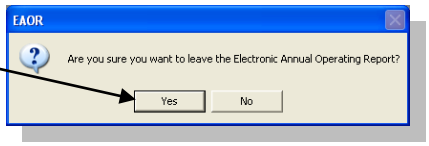
This side should display data for the ***current*** Reporting Year

This side should display ARMS data from the ***previous*** Reporting Year

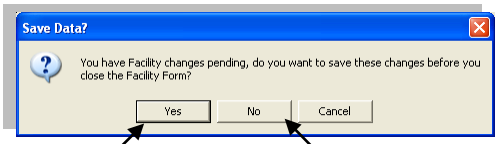
Exit EAOR

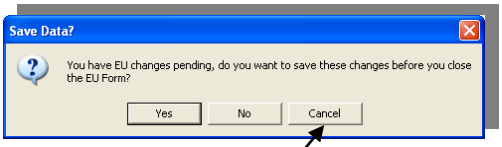
This function will close the EAOR program.

Choose **Yes** if you wish to close EAOR



► If you chose **Yes** and have pending changes, EAOR will prompt you asking if you wish to save before closing. A prompt for each section that has pending changes, as shown in the screenshots below, will appear. If you aren't sure what changes you have made click **Cancel** to abort the **Exit EAOR** process and reexamine these changes.





Choose **Yes** to save changes and close EAOR

Choose **No** to ignore changes and close EAOR

Choose **Cancel** to abort the **Exit EAOR** process

Additional Features

Export
Select Data Source
Options
Delete Facility
Cut, Copy & Paste
Copy an Emission Unit
Update Codes from Disk
Update Codes from Web
Survey Menu
Window Menu
Help Menu

Export

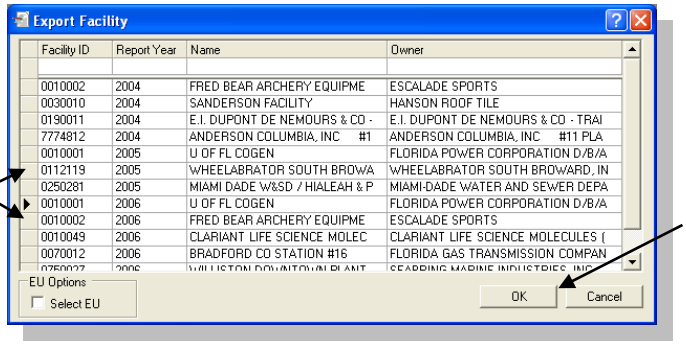
This feature enables you to create an export file containing your facility data which you may save to a disk or to your computer's hard drive. The export file is for personal use; you may keep a copy for your records or share your information with others. You may choose to export your entire facility or specific emissions units.

- **Export Facility** - Most facilities will use this feature to export their entire facility.
- **Export Specific Emissions Unit** - Facilities that have a large number of emissions units may use this feature to divide up the units among several people to help speed up the AOR creation process.

Export Facility

1. Go to the **File Menu** and choose **Export**.
2. Choose the facility you wish to export with your mouse and click **Okay**.
   ► Or use the search feature in the top row (See the **Select Facility** heading for example).
   ► Pay attention to the Report Year column as the list will show *all* the report years for a given facility that currently exist in your EAOR program.
   ► To select specific Emissions Units to export, See the **Export Specific Emissions Unit** heading below for instructions.
3. Specify an ***Export Location*** or use the **Browse** button to find a location on your computer.
   ► EAOR will automatically name the file using the **Facility ID** followed by the file extension **.exp** (ex. **0010001.exp**). Once the file is created, you may change the name if you wish, but leave the file extension as **.exp** or EAOR will not be able to re-import it!
4. Click **Okay** to export your facility.
5. Click **Okay** on the ***EAOR*** prompt explaining that the export was successful.
   ► If you get the ***EAOR*** prompt explaining that the file you are trying to export already exists, click **Okay** if you want to replace the data. If you wish to keep it, choose **Cancel** to end the export process. You can modify the name of the existing **.exp** file or choose a different save location, then repeat the steps above.
6. Choose **Yes** or **No** on the prompt asking if you would like to export another facility, depending on what you'd like to do.

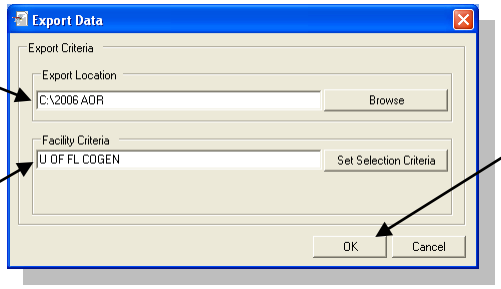
Pay attention to which Report Year you choose. For example, Facility 0010001 has data for both 2005 and 2006 stored in the EAOR program



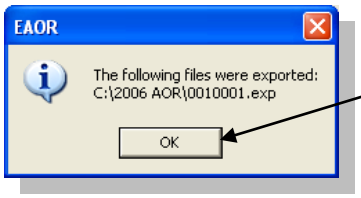
Click **Okay**

Enter an ***Export Location*** where you would like to save your file or use the **Browse** button to find a location on your computer

This field shows the name of the facility you have chosen to export

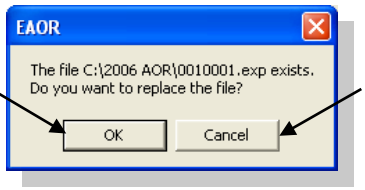


Click **Okay** to export your facility



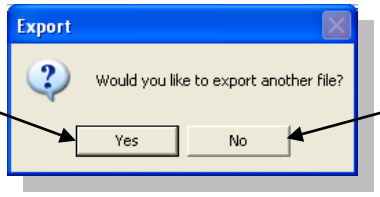
This message shows that export was successful. Click **Okay**

This message will appear if an export file for your facility already exists in the location you specified. If you wish to keep it, modify the file name, or choose a different location to save. Click **Okay** if you wish to replace the file



Click **Cancel** if you do not want to replace the file

Click **Yes** if you wish to export another facility

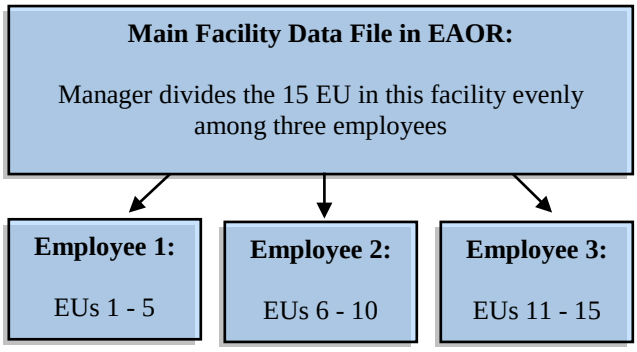


Click **No** to leave the export process

Export Specific Emissions Unit

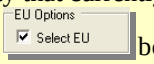
Some facilities maintain large numbers of Emission Units and have a staff of several employees to overlook the AOR creation process. Facilities have the option of assigning certain EUs to be processed among staff members. EAOR will allow a manager or head-engineer to export a specific set of EUs to be given to each employee. This will help to speed up the AOR creation process by allowing staff to work simultaneously on specified emissions units from the same facility.

► This concept is depicted in the example below:
A facility has 15 emissions units total. The manager divides these units up as he/she wishes among several employees. In the image below, there are 3 staff members and each member receives a set of 5 EUs to review.



Once all EU have been updated, the manager must collect the modified EU data from each employee and import the updated data into his/her EAOR program to collectively form the AOR for the whole facility.

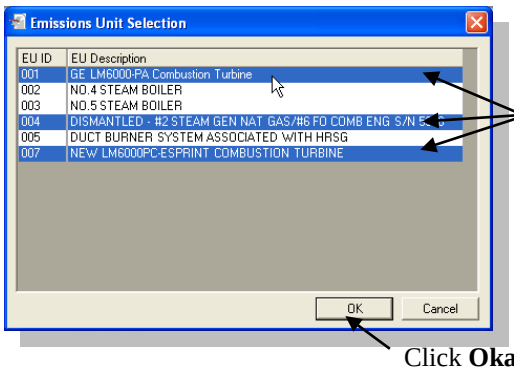
Follow the steps below to begin exporting specific emissions units.

1. Go to the **File Menu** and choose **Export**.
2. Click on the facility you wish to export specific EU from with your mouse.
   - ► Or use the search feature in the top row (See **Select Facility** heading for instructions).
   - ► Pay attention to the Report Year column as the list will show *all* report years for a given facility that currently exist in your EAOR program.
3. Check the 

box in the bottom left corner of the ***Export Facility*** window, click **Okay**.
4. Select the specific Emissions Units you wish to export with your mouse, click **Okay**.
   - ► Hold down the Control key to choose multiple EU.
5. Specify an ***Export Location*** or use **Browse** to find a location on your computer, click **Okay**.
   - ► EAOR will always name the export file using the **Facility ID** followed by the file extension **.exp** (example: **0010001.exp**) regardless of which EU data it may contain…
     So, if you are creating multiple **.exp** files containing specific EU data from the *same* facility, it is recommended to modify the file names to reflect which EU are contained in each file. You may also save the files to different locations on your computer if you do not wish to modify the name. ***For example:***
     - EAOR default file name: **0010001.exp**
     - Change file name to reflect which EU are in the file: **0010001 EU 1-5. exp**
   - ► Leave the file extension as **.exp** or EAOR will not be able to re-import it!
6. Click **Okay** on the ***EAOR*** prompt explaining that the export was successful.
   - ► If you get the prompt explaining the file you want to export already exists, click **Okay** to replace it or choose **Cancel** to end the export process. Or you can modify the name of the existing **.exp** file or choose a different save location, then repeat the steps above.
7. Choose **Yes** or **No** on the prompt asking if you would like to export another facility, depending on what you want to do.

Choose your facility then check the Select EU box to choose specific EU(s) to export

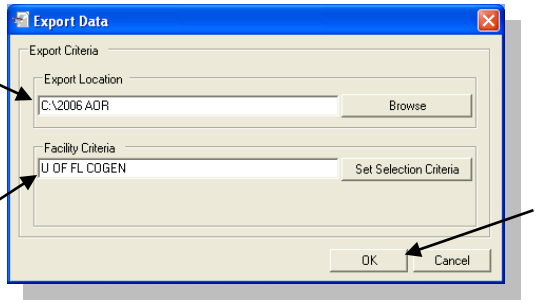
Click **Okay**



Choose the EU you want to export with your mouse. Hold down the **Control** key to choose multiple EU

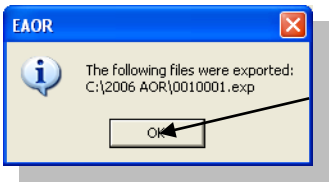
Click **Okay**

Enter an ***Export Location*** where you would like to save your file or use the **Browse** button to find a location on your computer



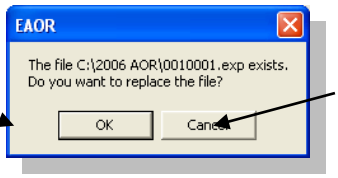
Shows the name of the facility you are exporting Emissions Units from

Click **Okay** to export your EU



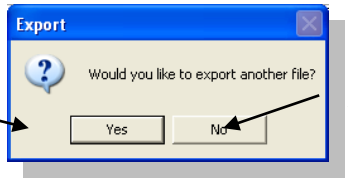
This message shows that export was successful.
Click **Okay**

This message appears if an export file for your facility already exists in the location you specified.
Modify the file name, choose a different location to save the file or Click **Okay** if you wish to replace the file



Click **Cancel** if you do not want to replace the file

Click **Yes** if you wish to export more EU



Click **No** to leave the export process

Importing an Export File

After all EU submission data has been reviewed, each employee must create an export file of the entire facility and save it to a disk, clearly labeling it with the specific EU ID numbers they reviewed.
The disks must then be collected and each data file must be imported individually into the manager's EAOR program. **Follow the steps below carefully to avoid deleting the reviewed/updated data!**
Once each file is imported, the updated EU data will be collectively stored in a single submission data file.

Follow the steps below to import the reviewed EU data into a single facility data file.

1. Each employee must create an export file of the entire facility and save it to a disk. Have them follow these specific instructions when preparing the Export File that will contain their modified data:

1. Choose **Export** from File menu
2. Choose the correct Facility
3. Check **Select EU** box, click Okay
4. Select *ALL* EU in the facility, click Okay
5. Save the file to a disk
6. Label the disk with the specific EU ID numbers that were reviewed and/or updated.

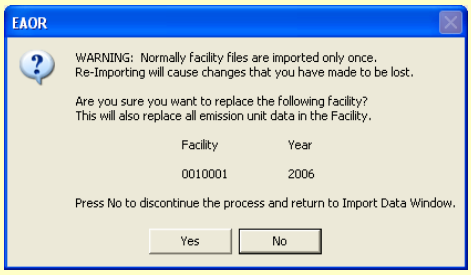
2. After all disks are collected, the manager must use the **Import from Disk** function to import each data file into his/her EAOR Program.

► Import only one data file at a time!

3. Use the **Set Selection Criteria** feature to select the EU contained in the data file. This feature instructs EAOR to replace only those EU you selected with the modified data from your file.

► You will receive a warning message for each EU you selected notifying you that you are about to replace that EU. Click **Okay** on each message.

► **HOWEVER**, if you receive a warning message indicating that you are about to replace your ENTIRE facility, click **No!** This means you have not properly set the selection criteria to import specific EUs. Go back to the Set Selection Criteria window and choose the EUs you want to replace.



Select Data Source

The **Select Data Source** window will allow you to change the settings that determine how your facility data is displayed in the **Comparative Edit and Review** section. After importing your data for the *current* reporting year, EAOR is defaulted to automatically display the current, editable data on the left and the previous years' reference data on the right.

However, if you need to change these settings in order to view data from a different reporting year or change the data source(s) follow the steps below.

1. Go to the **File Menu** and choose **Select Data Source**.
2. In the ***Edit/Report Data*** section of the window, choose the data source you wish to **Edit**, **Display** or **Print**.
   - ► See ***Edit/Report Data*** heading below for definitions of the data sources.
3. In the same section, go to the **Select Year** drop down menu below and choose the report year of the data you wish to **Edit**, **Display** or **Print**.
   - ►If the year you want is not shown, see below for explanation.
4. In the ***Reference Data*** section of the window, choose the data source you wish to **Display**.
   - ► This data is not editable and is for reference purposes only!
   - ► See ***Reference Data*** heading below for definitions of the data sources.
5. In the same section, go to the **Select Year** drop down menu below and choose the report year for the data you wish to **Display**.
   - ► If the year you want is not shown, see below for explanation.
6. Click the **Select Facility** button to select a facility you wish to view.
   - ► If the facility you want is not shown in the list, see below for explanation.
7. Click **Okay** to save your changes and return to the Easy Start Menu.

► *Report Year* - the year in which the data is being reported.

► The **Select Year** drop down menus will only show the current reporting year and the previous reporting years of those facilities already existing in your EAOR program. Each time you import a facility with a different reporting year, that year becomes available in the menus.

► The **Select Facility** list will only display those facilities already existing in your EAOR program whose report year corresponds with the one selected under the ***Edit/Report Data*** section of the Select Data Source window. If your facility is missing from the list you will need to change the data source or year so your facility will appear in the list. Or you may need to **Import** the data with the particular report year you wish to view if it does not exist in your EAOR program.

► On a side note, the reporting year that is selected in the ***Edit/Report Data*** section will also determine which facilities are shown in the **Delete Facility** list; only those facilities whose report year corresponds with the one selected will be visible in the list.

Edit/Report Data

The Edit/Report Data section is used to specify data you wish to modify or print.

- **Revised AOR Data (Editable)** - Choosing this option allows you to modify a set of data that will become the current AOR you will submit to FDEP. The year you select should represent the reporting year. This data set will be shown as editable on the ***leftside*** of the Comparative Edit and Review screen.

- **Local ARMS Data (Display or Print)** - Use this option to choose a set of data from a previous reporting year in order to print a copy of its AOR. This data will be shown as Read Only on the ***left side*** of the Comparative Edit and Review screen.
  - If you choose this option and do not see the year you want in the **Select Year** drop down menu, then you must **Import** the facility data for that reporting year into the EAOR program.

Reference Data

The Reference Data section is used to specify the data that will be displayed for comparison purposes.

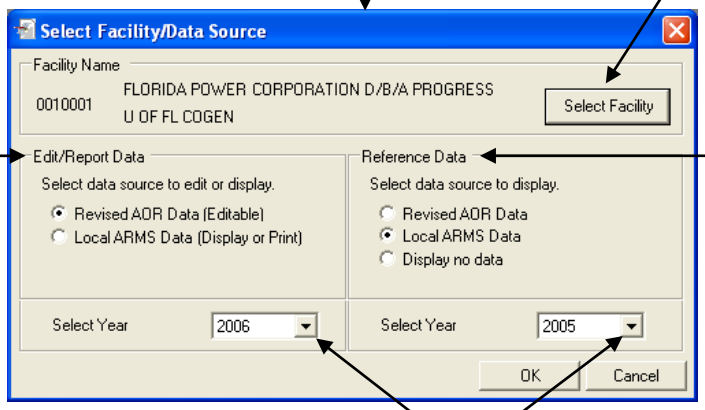
- **Revised AOR Data** - This option will load the facility data generated by you from the reporting year you selected. This data is not necessarily the same as what is stored in the ARMS database. This data will be shown as Read Only on the *right side* of the Comparative Edit and Review screen.

- **Local ARMS Data** - We recommend using this option. It will load the most up to date AOR data currently stored in the ARMS database from the reporting year you selected. This data will be shown as Read Only on the *right side* of the Comparative Edit and Review screen.

- **Display no Data** - This option will leave the *right side* of the Comparative Edit and Review screen blank.

We recommend using this configuration for the current reporting year

You may open the **Select Facility** window from here to choose a different facility to view



If you wish to change the type of data source to edit, display or print on the left side, do so under the **Edit/Report Data** heading

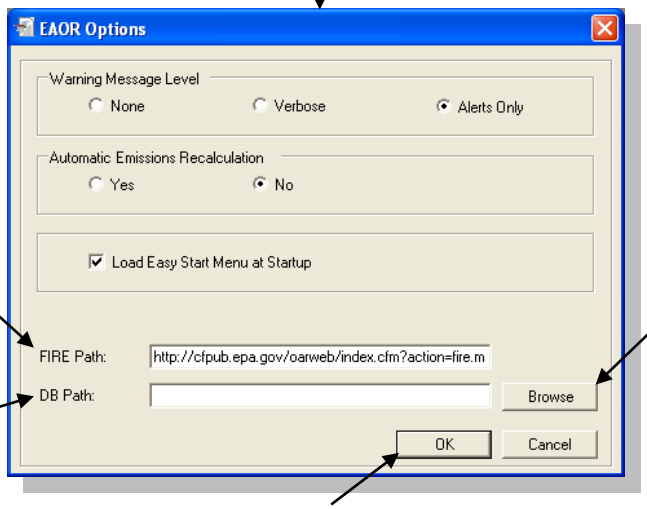
If you wish to change the type of data source to use as a reference on the right side, do so under the **Reference Data** heading. You may also choose to display no data at all

Select the **Reporting Year** you wish to be displayed on either side from these drop down menus

Options

The **Options** window allows you to customize certain EAOR features according to your preferences. However, changes to some Options defaults are not recommended, see headings below for explanation.

Options window defaults



You must have an Internet connection in order for EAOR to open the path for the **WebFIRE** application

If EAOR is setup as a network application, the **DB Path** will identify its location on the network

Enter the DB Path or click **Browse** to find a location on your network

Click **Okay** to save any changes

- **Warning Message Level** - This changes the type of warning messages you will receive while using EAOR.

  ► **Alerts Only** - We recommend keeping this default setting as it will show only relevant warning messages explaining that an application error has occurred.

  ► **None** - This setting will prevent EAOR from showing any messages when an application error occurs.

  ► **Verbose** - This setting will show detailed warning messages that the programmer would use to try and find where and why an application error occurred.

- **Automatic Emissions Recalculation** - This feature will automatically recalculate the Pollutant Emissions values each time you **Save** your changes.

  ► If **Yes** is selected, it may slow program performance since it recalculates *every* time you click **Save** even if your changes do not affect the emissions values directly. **We do not recommend activating this feature.**

  ► If **No** is selected, you will need to choose the **Recalculate Emissions** option from the **Edit Menu** each time you wish to update changes to your emissions values on the form(s).

- **Load Easy Start Menu at Startup** - The Easy Start Menu will appear automatically each time you open the EAOR program.

> ► You may **uncheck** the box if you do not want the Easy Start Menu to open at startup.

- **Fire Path** - The path specified in this field determines where the icon on the Tool Bar will go to open the Factor Information Retrieval System application.

> ► This path **will require an Internet connection!**
> ► If for some reason the default path becomes broken, change it to correspond with the correct web address for the EPA's **WebFIRE** application.

- **DB Path** - The Data Base Path is used when EAOR is setup as a network application. The DB Path will identify the location of the database on the network.

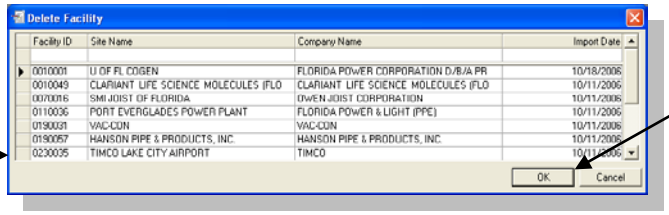
> ► Most users will not be setting up EAOR on a network. However, if you wish to do so, please contact the Division of Air Resource Management for assistance at (850) 717-9000.

Delete Facility

The **Delete Facility** function allows you to permanently delete facility data from a particular Reporting Year from your EAOR program.

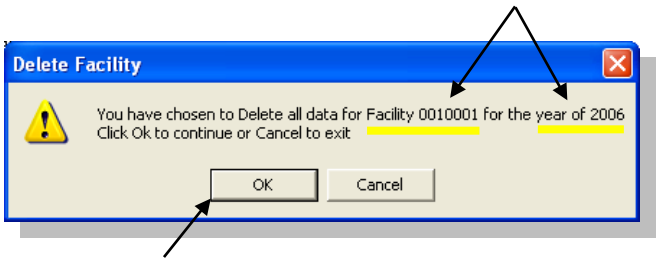
1. Choose the **Delete Facility** option from the **File Menu**.
2. Click on the facility you wish to delete with your mouse.
   ► Or use the search feature in the top row (See the **Select Facility** heading for instructions).
   ► If your facility is not listed **OR** it *is* listed, but you need to see data for a different Reporting Year, see the **Select Data Source** section for instructions.
3. Click **Okay**.
4. Click **Okay** on the ***Delete Facility*** prompt.
   ► Read the prompt carefully to be sure you have selected the correct Facility ID and Reporting Year to delete!
5. Choose **Yes** on the ***EAOR*** prompt if you wish to delete another facility and repeat the steps above.

You may choose only one facility at a time to delete



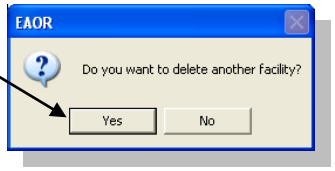
Click **Okay** to delete the facility

Make sure the Facility ID and Reporting Year match the data you are trying to delete



Clicking **Okay** will permanently delete the facility data for this particular Reporting Year

Clicking **Yes** will take you back to the ***Delete Facility*** window where you may choose another facility to delete



Cut, Copy & Paste

The Cut, Copy and Paste functions are only available at the field level and are not designed to copy large sections of data such as an entire Emissions Unit or SCC.

Cut

This feature will remove text while also creating a temporary copy of it allowing you to paste it into another field.

1. Highlight the text you wish to remove using your mouse.
2. Select from the Tool Bar.
   ► **Cut** may also be activated by holding down **Ctrl X** on your keyboard or by accessing the **Edit Menu**.
   ► A temporary copy of the text will be saved until it is replaced with new text the next time you use the **Cut** function.

Copy

This feature will create a temporary copy of the text allowing you to paste it into another field.

1. Highlight the text you wish to copy using your mouse.
2. Select from the Tool Bar.
   ► **Copy** may also be activated by holding down **Ctrl C** on your keyboard or by accessing the **Edit Menu**.
   ► A temporary copy of the text will be saved until it is replaced with new text the next time you use the **Copy** function.

Paste

This feature allows you to paste text into a field after using the **Cut** or **Copy** function.

1. Place your cursor in the field where you wish to paste the text.

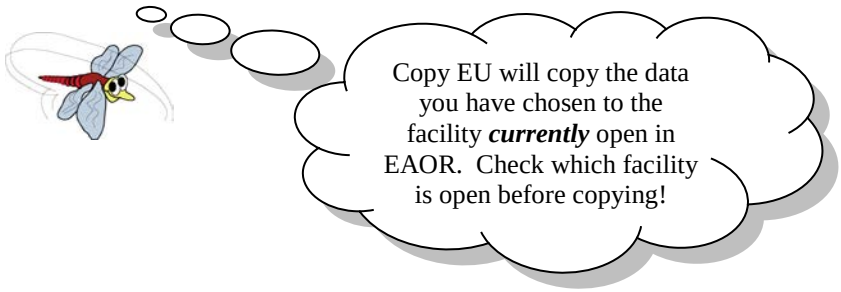
2. Select from the Tool Bar.

► **Paste** may also be activated by holding down **Ctrl V** on your keyboard or by accessing the **Edit Menu**.

► A temporary copy of the text you pasted will be saved until it is replaced with new text the next time you use the **Cut** or **Copy** function.

Copy an Emission Unit

Copy an Emission Unit provides you with the capability of copying certain EU data to the facility you are currently working in. You may copy an EU from a different facility or from within the same facility you have open. Once you have selected the Facility and EU that you wish to copy data *from*, you may then choose the EU you wish to copy the data *to*.



Copy EU is very useful when you have more than one EU that uses the same SCC and pollutants. Instead of entering the same data multiple times, you can enter all SCC and pollutant data on one EU then use this function to update and/or add that data to any EU you choose.

► This process updates and/or adds data to the EU by copying over it. However, it only replaces or adds data in specific fields, as shown below; it does not copy emissions rates or other operational information.

The following data will be copied to the EU:
(Only *new* SCC and Pollutants will be marked User Defined)

1. Not Emitted for Current SCC
2. Emissions Method Code
3. Emission Factor
4. Calculation Worksheet
5. Control Efficiency
6. Primary Control
7. Secondary Control

► Copy EU will automatically determine if it needs to update or add data to these fields based on the following criteria:

- If the SCC and pollutant data being copied is identical to the existing EU, then that data will be replaced/updated.
- If the SCC and pollutant data are new to the existing EU, then that data will be added.

- If the EU you want to copy to does not already exist, then it will be added to the facility, marked User Defined, and the SCC and Pollutant data will be added to it.

Follow these steps to copy an Emission Unit to the facility you currently have open.

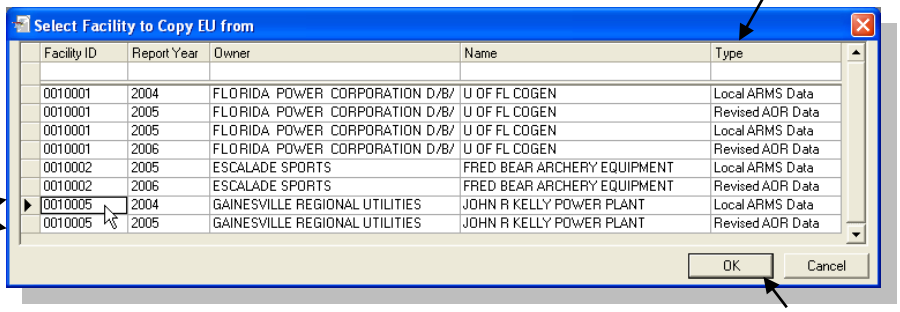
1. Go to the **EAOR** menu and choose the **Copy an Emission Unit** option.
   ► You must exit Comparative Edit and Review in order to use this feature.
2. Choose the Facility you wish to copy an EU from with your mouse and click **Okay**.
   ► Or use the search feature in the top row (See the **Select Facility** heading for instructions).
3. Choose the EU that you wish to copy from with your mouse and click **Okay**.
   ► Click **Cancel** to return to the previous window.
4. Enter the EU ID number that you wish to copy the data to and click **Okay**.
   ► You may copy the data to an existing EU or you may create a new EU by entering an EU ID number that does not already exist in the facility.
   ► Click **Cancel** to return to the previous window.
5. You will receive a prompt recapping your selections. **Read it carefully!** Click **Okay** if you wish to proceed.
   ► Click **Cancel** to end the Copy EU process.
6. Click **Okay** on the ***EAOR*** prompt explaining that the copy was successful.
7. Choose **Yes** or **No** on the prompt asking if you would like to copy another EU, depending on what you'd like to do.

► Pay close attention to the **Report Year** column and the **Type** (or Data Source) column in the ***Select Facility to Copy EU from*** window. The list will show *all* data that currently exists in your EAOR program for any given facility. This means multiple report years and data sources will be displayed simultaneously, so choose carefully! (See the **Select Data Source** section for explanations of Report Year and Data Source.)

► Unless the data already exists, all new data copied to an EU will be marked **User Defined**. Any data marked User Defined may be deleted by the user.

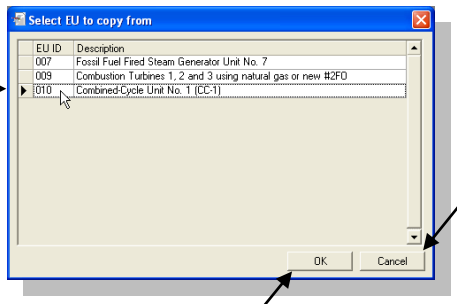
The **Type** column shows which data source you are copying your Emission Unit data from

Pay attention to which **Report Year** you choose. For example, facility 0010005 has data for 2004 *and* 2005 in EAOR



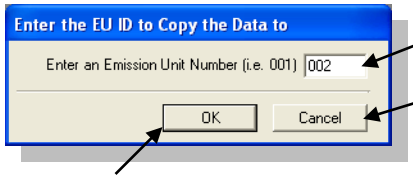
Click **Okay**

Choose the EU you wish to copy with your mouse



Click **Cancel** to return to the previous window

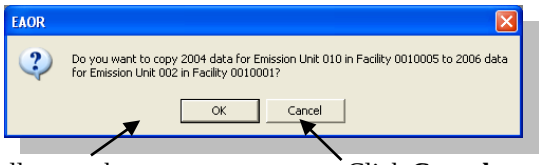
Click **Okay**



Enter the EU ID you wish to copy the data *to*

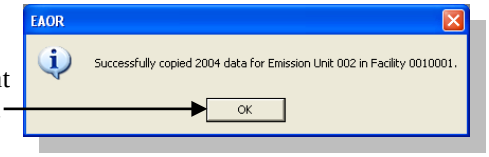
Click **Cancel** to return to the previous window

Click **Okay**

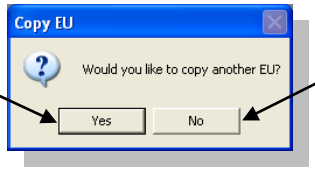


Read the prompt carefully to make certain you are copying the correct data! Click **Okay** to copy the EU

Click **Cancel** to end the Copy EU process



This prompt confirms that Copy EU was successful. Click **Okay**



Click **Yes** if you'd like to copy another EU

Click **No** to exit the Copy EU session

Update Codes

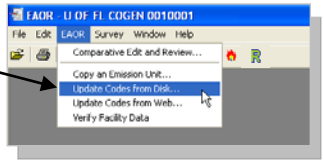
This feature can be used to update all code listings in the EAOR program, such as the SIC, SCC or Pollutant codes. These codes are automatically updated when you install EAOR, but occasionally it may be necessary to add new codes into your program. If you've already installed EAOR on your computer, then you may use the Update Codes feature to add any new codes without having to reinstall.

- **Update Codes from Disk** - Use this option if you do not have an Internet connection. You will need to request a file containing the new codes from the FDEP.
- **Update Codes from Web** - We recommend using this option if you have an Internet connection.

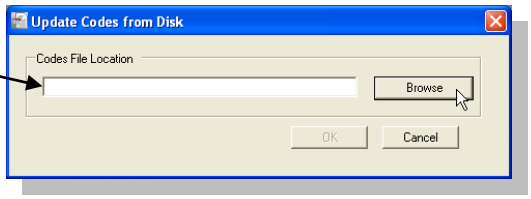
Update Codes from Disk

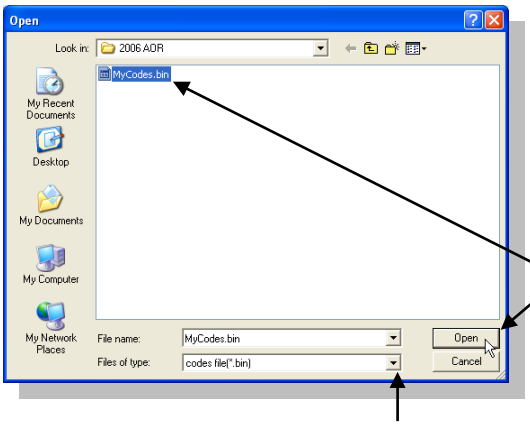
1. Go to the **EAOR** menu and choose **Update Codes from Disk**.
2. Enter the file name in the ***Code File Location*** field or click **Browse** to locate the file on your computer.
   ► The File Name is **MyCodes.bin**. You must contact the Division of Air Resource Management to request this file.
3. Click **Okay** to update codes.

From the **EAOR** menu choose **Update Codes from Disk**



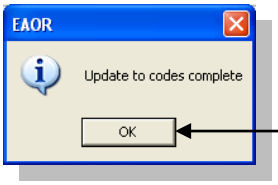
Enter the file name or click **Browse** to locate the file on your computer





Select the file in the window with your mouse then Click **Open**

If you do not see the file, click the ***Files of Type*** drop down box and choose the **.bin** file extension

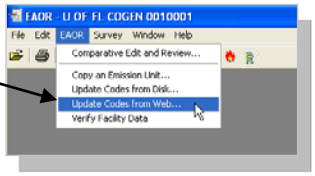


Click **Okay** to update the codes

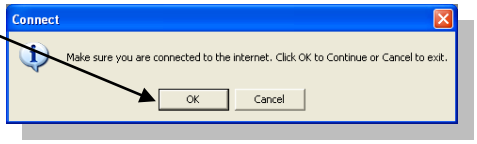
Update Codes from Web

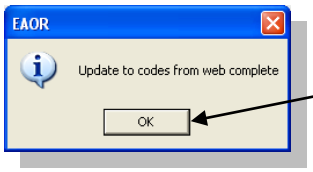
1. Go to the **EAOR** menu and choose **Update Codes from Web**.
2. Click **Okay** on the ***Connect*** prompt and it will automatically begin updating your codes.
3. Click **Okay**.

From the **EAOR** menu choose **Update Codes from Web**



Click **Okay** to begin updating your codes





You will get this prompt once updates are complete, click **Okay**

Survey Menu

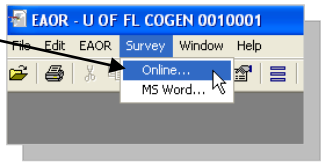
The Survey Menu will link you to the EAOR Survey which evaluates program performance. You may choose to complete the survey online or print it out and mail or fax it to FDEP. Please complete this survey so that we may improve future versions of the EAOR program.

- **Online…**
- **MS Word…**

Online

We recommend choosing this option if you have an Internet connection. This will open the survey on FDEP's website allowing you to fill it out and submit electronically.

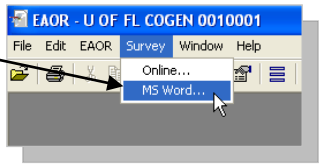
Under the Survey menu, choose the **Online** option



MS Word

If you do not have Internet, you may open the survey in Microsoft Word and print a copy to be completed and mailed or faxed to the FDEP.

Under the Survey menu, choose the **MS Word** option



Mailing Address

Department of Environmental Protection
Division of Air Resource Management, MS5500
2600 Blair Stone Road
Tallahassee, FL
32399-2400

Fax Number

(850) 717-9001

Window Menu

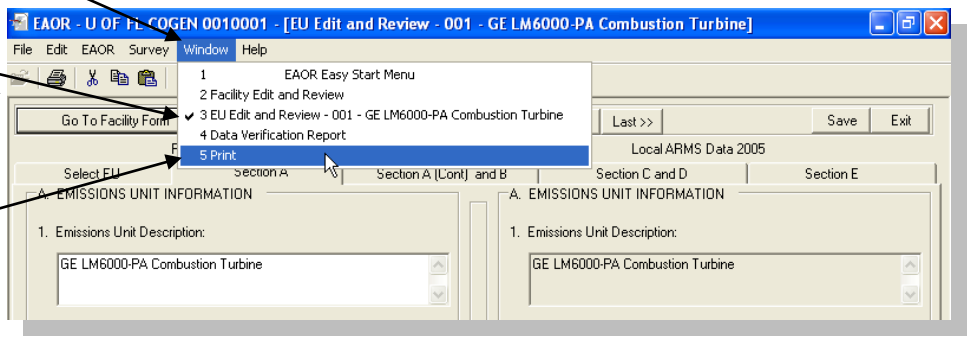
The **Window Menu** allows you to navigate between the windows that are currently open in EAOR. This feature prevents you from having to adjust the size of a window or close a window in order to view another behind it.

1. Click on the **Window Menu** in the Menu Bar.
2. Locate the window you wish to view and click it with your mouse.
   ► If you do not see the window you want in the list, then the window is not currently opened.
3. Repeat these steps to navigate to other windows that are currently open.

The **Window Menu** will list all the windows that are currently open

The check mark indicates which window is currently visible

Click on the window you want in order to bring it into view



Department of Environmental Protection
Division of Air Resource Management

INSTRUCTIONS FOR DEP FORM NO. 62-210.900(5)
ANNUAL OPERATING REPORT FOR AIR POLLUTANT EMITTING FACILITY
[Including Title V Source Emissions Fee Calculation]

GENERAL INSTRUCTIONS

In accordance with Rule 62-210.370 (3), F.A.C., the Annual Operating Report (AOR) for Air Pollutant Emitting Facility (DEP form number 62-210.900(5)) shall be completed each year for the following facilities:

1. All Title V sources.
2. All synthetic non-Title V sources.
3. All facilities with the potential to emit ten (10) tons per year or more of volatile organic compounds or twenty-five (25) tons per year or more of nitrogen oxides and located in an ozone nonattainment area or ozone air quality maintenance area.
4. All facilities for which an annual operating report is required by rule or permit.

Notwithstanding the above, no annual operating report shall be required for any facility operating under an air general permit.
By April 1 of the year following each calendar year, an annual operating report shall be submitted to the appropriate Department of Environmental Protection (DEP) division, district or DEP-approved local air pollution control program office. However, if the annual operating report is submitted using the DEP's electronic annual operating report (EAOR) software, there is no requirement to submit DEP Form No. 62-210.900(5) to any DEP or local air program office. Each Title V source shall submit the annual operating report using the DEP's electronic annual operating report software, unless the Title V source claims a technical or financial hardship. A technical or financial hardship is claimed by submitting DEP Form No. 62-210.900(5) to the DEP Division of Air Resource Management at:

AOR and Major Air Pollution Source Annual Emissions Fee
P.O. Box 3070
Tallahassee, Florida 32315-3070.

(See http://www.dep.state.fl.us/air/emission/eaor/ for information regarding annual operating reports.)

Section I of DEP form number 62-210.900(5), Facility Report, must be submitted for each air pollutant emitting facility required to file the form, including any facility which was on cold standby or otherwise did not operate during the year for which data are being reported (the "reporting year"). Section I of the form should also be submitted for any facility that was permanently shut down during the reporting year.

Section II of DEP form number 62-210.900(5), Emissions Unit Report, must be submitted annually for each reportable emissions unit within the facility, including any such emissions unit which operated part of the year but was permanently shut down during the reporting year.

Section III of DEP form number 62-210.900(5), Title V Source Emissions Fee Calculation, must be submitted for each Title V source permitted to operate in Florida. Each Title V source must pay between January 15 and April 1 of each year an annual emissions fee in an amount determined as set forth in subsection 62-213.205(1), F.A.C., and reflected in the calculations in Section III.

The terms “facility” and “emissions unit”, and other technical and regulatory terms that appear in these instructions, have the meanings ascribed to them in Rule 62-210.200, F.A.C.

The department strongly encourages non-Title V source facilities to complete and submit the annual operating report electronically using the department’s EAOR software, available for download at www.dep.state.fl.us/air/emission/eaor. The EAOR software partially prefills the form with data from the department's Air Resources Management System (ARMS) that are not expected to change from year to year. The owner or operator is expected to enter data specific to the reporting year (e.g., actual process/fuel usage rates and pollutant emissions) and correct any errors or omissions in the prefilled ARMS data. In the case of any prefilled data element, the term "enter" as it appears in these instructions should be read to mean “verify.” The electronic report shall be submitted to the department following directions for use of the EAOR software.

The department will also accept hardcopy reports submitted by non-Title V source facilities using a computer-generated, partially prefilled form. Hardcopy reports shall be submitted to the appropriate DEP district or DEP-approved local air pollution control program office.

The department will post procedures for obtaining the latest version of the EAOR software or a computer-generated, partially prefilled hardcopy form on its website at www.dep.state.fl.us/air/emission/eaor.

I. FACILITY REPORT

A. REPORT INFORMATION

1. **Year of Report** - Enter the year of the data given in this report (the “reporting year”).
2. **Number of Emissions Units in Report** - Enter the number of emissions units included in this report. A separate Section II of the form must be completed for each reportable emissions unit at the facility. See Section II of the instructions for additional information on the reporting of emissions units.

B. FACILITY INFORMATION

1. **Facility ID** - If known, enter the DEP seven-digit facility identification number.
2. **Facility Status** - Enter, from the list below, the facility status code valid as of December 31 of the reporting year.

Code	Status
A	Active - One or more emissions units in operation, on standby status, temporarily shut down (including any shutdown while undergoing modification), or on long-term reserve shutdown. This code indicates an existing facility which has not been permanently shut down, though it may not be operating at the time of this report.
C	Construction - All emissions units in planning stage or undergoing initial construction, including reconstruction. This code indicates a proposed new facility, or an existing facility which has been or will be shut down in its entirety for reconstruction.
I	Inactive - All emissions units permanently shut down; permit(s) surrendered or expired.

3. **Date of Permanent Facility Shutdown** - If the facility was permanently shut down during the reporting year, enter the date of cessation of all operations.

4. **Facility Owner/Company Name** - Enter the name of the corporation, business, governmental entity, or individual that has ownership or control of the facility. Common abbreviations should be used with blanks left between each word to insure readable entries (e.g., Fla. Electric Co., U.S. Pulp Inc., Dept. of Health, etc.).

5. **Site Name** - Enter the common name, if any, of the facility site addressed in this report (e.g., Okeechobee Plant, Fernandina Mill, Fla. State Hospital, etc.). Also use this field to enter any alias name under which the corporate owner of the facility is doing business at this facility location.

6. **Facility Location**

   Street Address or Other Locator - Enter the street address or approximate location of the facility as shown on a road map. This may be an intersection description or any locator which will allow a person unfamiliar with the facility to determine its physical location (e.g., 3 mi. W. of US 41 off S.R. 786.) For relocatable facilities, enter the current location.

   City - Enter the name of the city in which the facility is located. If the facility is not located within city limits, enter the name of the nearest city.

   County - Enter the name of the county in which the facility is located.

   Zip Code - Enter the five-digit postal zip code of the facility's physical location (not necessarily the mailing address zip code).

7. **Governmental Facility Code** - If the owner or operator of the facility is a unit of government, enter, from the list below, the code for such unit of government. If the owner or operator is not a unit of government, enter “0”.

Code	Unit of Government
0	None (non-governmental facility)
1	Federal
2	State
3	County
4	Municipality

8. **Facility Comment -** Enter any comments about the facility addressed in this report.

C. FACILITY HISTORY INFORMATION

1. **Change in Facility Owner/Company Name during Year?** Yes or No
2. **If Changed, Previous Name -** If the name of the individual or corporate owner of the facility was changed during the reporting year, enter the name by which the facility was previously known. If the facility also changed ownership during the reporting year and an application for transfer of permit has not been previously submitted, submit such form at this time.
3. **Date of Change -** Enter the date of change of facility owner/company name.

D. OWNER/CONTACT INFORMATION

1. **(Non-Title V Source) Owner or Authorized Representative**
   Enter all the information requested for the facility's individual owner or for the representative authorized to sign this report for the facility's corporate or governmental owner. In the case of a non-Title V source, this is typically the person to whom the department will direct correspondence related to air pollutant emissions units at the facility.
   Please provide the nine-digit postal zip code.
   or
   (Title V Source) Responsible Official
   Enter all the information requested for the Title V source's Responsible Official that will be signing this report. If there is more than one Responsible Official at the Title V source, it is not necessary that this person be the Primary Responsible Official. Please provide the nine-digit postal zip code.
2. **Report Contact -** Enter all the information requested for the person to be contacted regarding this annual operating report. If the owner or operator used a consultant to complete this report and has no objection to the department contacting the consultant directly, this person may be that consultant. If this field is left blank, the department will contact the owner or authorized representative identified in Field 1 regarding any questions related to this report.
3. **Facility Contact -** Enter all the information requested for the person to be contacted regarding day-to-day operations of air pollutant emissions units at the facility. This is typically, but not necessarily, a person stationed at or in close proximity to the facility, such as the plant manager or environmental coordinator. This is the person the department will contact for access to the facility to conduct compliance inspections or observe stack tests.

E. SIGNATURE

This statement should be signed by the owner or authorized representative named in Field 1 of Subsection I.D. of the form or, if the report is for a Title V source, Responsible Official Certification is required.

Note: Attach separate pages as needed to provide any additional information that you feel would be helpful in reporting your annual emissions.

II. EMISSIONS UNIT REPORT

A separate Section II of the form (Emissions Unit Report) must be completed for each emissions unit at the facility, except emissions units at non-Title V sources that are exempt from permitting pursuant to Rule 62-4.040 or 62-210.300(3), F.A.C., insignificant emissions units at Title V sources, and units for which emissions reporting is not practical such as units that emit only radionuclides or units that emit only fugitive emissions that are not reasonably quantifiable. If units, for which emissions reporting is not required, appear in EAOR or a prefilled hardcopy of the AOR form, please contact the DEP Division of Air Resource Management at eaor@dep.state.fl.us. Note: this section of the form must be completed for all "unregulated" emissions units, as defined in the instructions to DEP form number 62-210.900(1), except any such units for which emissions reporting is not practical as set forth above.

An Emissions Unit Report must be completed for any reportable emissions unit that had active status during any part of the reporting year, even if it was permanently shut down during the year. If a reportable emissions unit operated during the reporting year, but had no reportable emissions (i.e., no pollutants subject to emission limiting standards and no pollutants emitted at or above threshold levels), only Subsections II.A. through II.E.(1) must be completed. However, if applicable, note that the pollutant emissions are "Below Threshold".

The most appropriate breakdown of process and production operations, and other pollutant-emitting activities, at a facility into separate emissions units is normally determined through the permitting process and, once established, shall be adhered to in completing this report. Permitting offices may establish separate "emissions units" solely for the purpose of reporting emissions on the annual operating report, especially fugitive emissions. For example, an emissions unit may be defined as representing facility-wide fugitive emissions resulting from equipment leaks or maintenance painting. Similarly, an emissions unit may be defined as representing those emissions that escape capture by a primary emissions unit's vent hood and are released directly to the atmosphere without passing through the primary unit's control equipment. Any questions regarding the manner in which emissions units have been defined by the department should be discussed with the appropriate permitting office.

In the case of a relocatable facility which operated at more than one site during the reporting year, one Section II of the form should be completed for the total operation, for each emissions unit.

A. EMISSIONS UNIT INFORMATION

1. **Emissions Unit Description** - Enter a brief description of the emissions unit addressed in this Emissions Unit Report (i.e., on this Section II of the annual operating report package). Include any unit designations and other information helpful in describing the emissions unit and differentiating it from other emissions units at the facility.

2. **Emissions Unit ID** - If known, enter the DEP three-digit emissions unit identification number assigned by the department to the emissions unit addressed in this report.

3. **Emissions Unit Classification (DEP Use Only)**

4. **Operated during Year?** - Enter a "Y" if the emissions unit operated during any part of the reporting year (January 1 - December 31); an "N" if it did not. If the emissions unit did not operate, the remaining subsections of the Emissions Unit Report need not be completed.

5. **DEP Permit and/or PPS Number, if known (Optional)** – If the emissions unit is currently permitted, please enter the DEP Permit Number or Power Plant Siting (PPS) Number, if known.

6. **Emissions Unit Status** - Enter, from the list below, the emissions unit status code valid as of December 31 of the reporting year:

Code	Status
A	Active - Emissions unit in operation, on standby status, temporarily shut down (including any shutdown while undergoing modification), or on long-term reserve shutdown. This code indicates an existing emissions unit which has not been permanently shut down, though it may not be operating at the time of this report.
C	Construction - Emissions unit in planning stage or undergoing initial construction; including reconstruction. This code indicates a proposed new emissions unit, or an existing emissions unit which has been or will be shut down in its entirety for reconstruction.
I	Inactive - Emissions unit permanently shut down; permit surrendered or expired.

7. **Emissions Unit Startup Date** - If, during the reporting year, the emissions unit commenced operation following construction or reconstruction, enter the startup date. Do not enter, as a startup date, the date on which the emissions unit resumed operations following a temporary shutdown, such as a long-term reserve shutdown. If the emissions unit commenced operation prior to the reporting year but the startup date is missing, enter the startup date, if known.

8. **Long-term Reserve Shutdown Date** - If the emissions unit has been placed on long-term reserve shutdown, enter the shutdown date. Do not enter, as a long-term reserve shutdown date, the date on which an emissions unit ceased operations for a planned temporary shutdown period or unplanned outage.

9. **Permanent Shutdown Date** – If, during the reporting year, the emissions unit permanently ceased operation, enter the shutdown date. Do not enter, as a permanent shutdown date, the date on which an emissions unit ceased operations for a long-term reserve shutdown, planned temporary shutdown period, or unplanned outage, unless that date also turned out to be the permanent shutdown date.

B. EMISSION POINT/CONTROL INFORMATION

1. **Emission Point Type** - An emission point is a stack, vent, or other identifiable location at which air pollutants are discharged into the atmosphere. The emissions unit addressed in this Emissions Unit Report may have a single emission point, share an emission point with one or more other emissions units, have multiple emission points, or have no true emission point (e.g., an emissions unit with fugitive emissions only). Enter, from the list below, the type of emission point associated with the emissions unit.

Type	Description of Emission Point
1	A single emission point serving a single emissions unit (e.g., a single stack serving a single boiler). The emission point is not shared with another emissions unit, nor does the emissions unit have other emission points.
2	An emission point serving two or more emissions units capable of simultaneous operation (e.g., a single stack serving two boilers).
3	A configuration of multiple emission points serving a single emissions unit (e.g., a series of building vents serving a single enclosed process operation, a group of exhaust stacks serving a collectively-regulated bank of combustion turbines, or a collection of roof vents serving a collectively-regulated group of volatile organic liquid storage tanks).
4	No true emission point (e.g., fugitive emissions from a coal pile or equipment leaks)

2. **Description of Control Equipment -** Enter a brief description of each emission control device or system associated with the emissions unit addressed in this report (e.g., centrifugal wet scrubber, type N roto-clone, etc.). If not applicable, leave blank.

C. EMISSIONS UNIT OPERATING SCHEDULE INFORMATION

1. **Average Annual Operation -** Enter the average number of hours per day (to the nearest hour) and days per week that the emissions unit operated during the year. The average number of hours per day may be determined by dividing the total hours of operation (Field 2) by the number of days during which the emissions unit operated for at least one hour. The average number of days per week may be determined by dividing the total number of days during which the emissions unit operated (for at least one hour) by the number of weeks during which the emissions unit operated for at least one hour. If data are not available to compute these averages, "typical" values may be used. For example, if the emissions unit normally operated one shift per day, Monday through Friday, enter "8" hours per day and "5" days per week. If the emissions unit did not operate according to a typical schedule; e.g., a power generator operated as a "peaking" unit, enter the maximum hours per day and days per week that the emissions unit operated during the year.

2. **Total Operation during Year -** Enter the total number of hours per year that the emissions unit operated.

D. EMISSIONS UNIT COMMENT

Enter any comments about the emissions unit addressed in this Emissions Unit Report, including any comments helpful in explaining any information entered or updated on this report.

E. EMISSIONS INFORMATION BY PROCESS/FUEL

This section of the form provides information on the emissions associated with each of the raw materials, processes, fuels, stored volatile organic liquids, products and other permitted activities associated with the emissions unit addressed on this Emissions Unit Report. The information shall be provided in a format consistent with the EPA Source Classification Code (SCC) system. The U.S. EPA uses SCCs to classify different types of activities that generate emissions. Each

SCC represents a unique source category-specific process or function that emits air pollutants. The SCCs are used as a primary identifying data element in EPA's WebFIRE database (see https://www.epa.gov/electronic-reporting-air-emissions/webfire), where SCCs are used to link emissions factors to an emission process. In general, SCCs use a hierarchical system in which the classification of the emissions process becomes increasingly more specific with each of the four levels (starting on the left of the code and moving from left to right). EPA's searchable database containing the most updated SCC list can be found at www.epa.gov/scc. A separate Subsection II.E. of the form must be completed for each process or fuel usage (i.e., for each SCC) which contributes to emissions of any pollutant required to be reported. For example, if the emissions unit addressed on this Emissions Unit Report has three SCCs, all of which have non-zero emission factors for one or more reportable pollutants, three Subsection II.E.'s should be completed.

Note: Where multiple SCC's are involved, it may not be possible to calculate the emissions of every pollutant for each SCC separately. For example, some of the emissions factors for units such as kilns are based on the combined emissions from both the process itself and the in-process fuel that is used. In such case, the total emissions from the emissions unit should be reported for the principal SCC (e.g., the process SCC for a kiln), and an explanatory note should be provided in the Emissions Calculation field.

(1) PROCESS/FUEL INFORMATION

For each SCC (i.e., for each Subsection II.E.), Fields 1-8 of Subsection II.E.(1), as applicable, should be completed, and for each reportable pollutant associated with the SCC, Fields 1-4 of Subsection II.E.(2), as applicable, should be completed. For example, if an emissions unit emits PM_{10}, $PM_{2.5}$, sulfur dioxide, nitrogen oxides, carbon monoxide, and volatile organic compounds in reportable amounts, a set of Fields 1 through 4 of Subsection II.E.(2) should be completed for each of those six pollutants associated with the SCC addressed in Subsection II.E.(1).

1. **SCC** (**Source Classification Code**) – If using the DEP pre-filled AOR form, the SCC field is pre-filled, however you can invalidate an SCC if it is no longer applicable. Also, an SCC may be added if needed. A reason for invalidating or adding an SCC must be given in the comment field.
2. **Description of Process or Type of Fuel -** Enter a description of the type of material handling, process, fuel burning, or production operation that is addressed in this Subsection II.E. of the form, keeping in mind that a separate Subsection II.E. is required for each permitted operation or activity (i.e., each SCC) to which emission factors are related. Use component breakdowns consistent with those used in EPA's WebFIRE database. Taking the example of a cement production kiln, two processes to which emissions are related are the cement kiln itself (where emissions are related to tons of cement produced) and the coal burned in the cement kiln as in-process fuel (where emissions are related to tons burned). Each should be listed in a separate Subsection II.E. Another example is a boiler which burns both fuel oil and natural gas. The two listings would be for the oil used in the boiler (where emissions are related to thousand gallons burned) and natural gas used in boiler (where emissions are related to million cubic feet burned). The prefilled description corresponds to the SCC in Field 1. If the description appears applicable, report data in Fields 3-8 as required. Any usage of used oil (on-spec or off-spec) should be specifically

listed with rates reported in Field 3. Entry of at least one process or fuel type is required for each emissions unit.

3. **Annual Process or Fuel Usage Rate -** Enter the annual process, fuel, or raw material usage rate corresponding to the process or fuel type identified in Field 2. The rate must be in terms of the units used in Field 4.

4. **SCC Unit -** Enter the applicable SCC unit of measurement for the annual SCC rate information given in Field 3. If not using a prefilled report, contact the Department to ensure use of the proper SCC unit.

5. **Fuel Average % Sulfur -** If the SCC relates to combustion of coal, oil, process gas, or LPG, enter on a weight-percent basis the average fuel sulfur content used during the year, to the nearest 0.01 percent accuracy (or greater accuracy if available).

6. **Fuel Average % Ash -** If the SCC relates to combustion of coal, enter on a weight-percent basis the average fuel ash content used during the year, to the nearest 0.1 percent. If ash measurements are not available, a typical value is acceptable.

7. **Fuel Heat Content -** Enter the average as-fired heat content of the fuel used during the year in million Btu per ton (solid fuels), per thousand gallons (liquid fuels), or per million cubic feet (gaseous fuels). The fuel quantity unit should correspond to the SCC unit in Field 4. If heat content measurements are not available, a typical value is acceptable.

8. Comment – Only required if a pre-filled SCC is invalidated or if an SCC is added.

(2) EMISSIONS INFORMATION

For the process or fuel type addressed in this Subsection II.E. of the form, Field 1 of Subsection II.E.(2) must be completed for each air pollutant listed on the EAOR or prefilled form and for any other pollutant which the emissions unit has the potential to emit in a reportable amount, even if the actual emissions for the reporting year were less than such amount. Fields 2-4, as applicable, should be completed for those air pollutants which were actually emitted in a reportable amount for the reporting year. Reportable emissions are defined as follows:

Pollutants Subject to Emission-Limiting Standards:
For **any pollutant** that is subject to a numerical emission-limiting standard, either by rule or permit condition, a set of Fields 2-4 should be completed for each such pollutant, for each SCC, even if quantities are small. Pollutants subject to emission-limiting standards are generally marked with an asterisk (*) on the EAOR form and the computer-generated, partially-prefilled AOR form. This also includes any pollutant which is part of a facility-wide or multi-unit emissions cap.

Pollutants Not Subject to Emission-Limiting Standards:
For pollutants as listed below that are emitted from the unit but **not** subject to any numerical emission limiting standards, a set of Fields 2-4 should be completed for each such pollutant, for each SCC, only if the pollutant was emitted from the emissions unit during the reporting year in an amount, by SCC, equal to or greater than the appropriate pollutant-specific threshold listed below. Pollutants need not be reported for any SCC for which the emissions were less than the appropriate threshold.

Pollutant	Reporting Threshold by SCC
Ammonia (NH3)	5.0 tons/year
Carbon monoxide (CO)	5.0 tons/year
Condensable particulate matter (CPM)	5.0 tons/year
Hazardous Air Pollutant (H001 – H189) For each hazardous air pollutant not subject to an emission-limiting standard, the reporting requirement applies only for reporting year 2017 and every third year thereafter (e.g., for reporting years 2020, 2023, etc.).	1000 pounds/year
Hazardous Air Pollutants, Total (HAPS) For total hazardous air pollutants not subject to an emission-limiting standard, the reporting requirement applies only for reporting year 2017 and every third year thereafter (e.g., for reporting years 2020, 2023, etc.).	2500 pounds/year
Hydrogen sulfide (H2S)	1000 pounds/year
Lead (PB) (Emissions of lead which occur either as elemental lead or as a chemical compound containing lead, and reported as the mass of the lead atoms only.)	500 pounds/year
Nitrogen oxides (NOX)	5.0 tons/year
Particulate Matter – PM10-Filterable (PM10)	5.0 tons/year
Particulate Matter – PM10-Primary (PM10-PRI)	5.0 tons/year
Particulate Matter – PM2.5-Filterable (PM2.5)	5.0 tons/year
Particulate Matter – PM2.5-Primary (PM2.5-PRI)	5.0 tons/year
Sulfur dioxide (SO2)	5.0 tons/year
Volatile organic compounds (VOC)	5.0 tons/year

1. **Pollutant** - Enter the name or code (as listed above or in Appendix A) of the pollutant addressed on this set of Fields 1-4 of the form. Pollutants that must be addressed include each air pollutant listed on the EAOR or prefilled form. If a pollutant is not listed on the EAOR or prefilled form but is subject to an emission limiting standard or has the potential to be emitted in a reportable amount (even if the actual emissions for the reporting year were less than such amount), it must be entered in this field and reported in accordance with the instructions for this subsection. If no estimate of annual pollutant emissions is given in Field 2, indicate the reason by checking one of the following:

   Below Threshold - The emissions unit has the potential to emit the listed pollutant in an amount equal to or greater than the reporting threshold, but the actual emissions for the reporting year for the SCC (i.e., the process or fuel type) addressed on this Subsection II.E. of the form were less than the threshold.

Not Emitted for Current SCC - In the case of a prefilled pollutant, the emissions unit has the potential to emit the listed pollutant but not as a result of the SCC addressed on this Subsection II.E. of the form.

Invalid for All SCC – If this pollutant is no longer emitted by this emissions unit. In the EAOR database, all emission factor information, except the comment, will be erased for this pollutant.

2. **Annual Emissions -** Enter, in tons per year, a best estimate of the actual quantity of the pollutant identified in corresponding Field 1 that was emitted by the emissions unit, for the SCC, during the reporting year. Compute emissions according to the requirements of Rule 62-210.370, F.A.C., (see https://www.flrules.org/gateway/readFile.asp?sid=0&tid=0&cno=62-210&caid=1088260&type=4&file=62-210.doc), using the highest ranked applicable method listed in Field 3. An alternative method may be used only if it has been demonstrated to be more accurate than all otherwise applicable higher ranked methods.

   Accounting for Soot Blowing Emissions: To the extent quantifiable, include elevated emissions resulting from soot blowing operations, if applicable, in the annual emissions estimate.

   Accounting for Startup and Shutdown Emissions: If emissions are determined using a CEMS, include in the annual emissions estimate those emissions measured during startup and shutdown periods, even if no emission limitation applies during such periods. If startup and shutdown emissions are otherwise required by permit to be accounted for on an annual basis, compute such emissions according to the methodology specified by the permit, and include such emissions in the annual emissions estimate. For all other situations, include startup and shutdown emissions in the annual emissions estimate to the extent they can reasonably be quantified. For example, if a control efficiency is assumed in the emissions calculation, and the control device efficiency is known to be less during periods of startup or shutdown, emissions calculations for such periods should be adjusted accordingly. If emissions are inherently higher during startup or shutdown conditions, the annual emissions should reflect the cumulative effect of all startup and shutdown operations on emissions over the course of the year.

   Accounting for Fugitive Emissions: If the emissions associated with a permitted emissions unit and SCC are entirely fugitive in nature, they must be reported, to the extent quantifiable, in the same manner as stack emissions (i.e., in accordance with the pollutant reporting criteria of Subsection II.E.(2)). If some of the emissions generated by the process are captured by a collection system and routed through control equipment, while the remainder of the emissions escape capture and are discharged as fugitive emissions, the fugitive component of the emissions should be reported as specified by the permitting office (e.g., by using a separate emissions unit established for such purpose). Fugitive particulate matter emissions resulting from vehicular movement or wind erosion need not be reported unless required by permit.

   Documents from the EPA Emission Inventory Improvement Program (EIIP), available at https://www.epa.gov/air-emissions-inventories/volume-2-point-sources, describe the emissions estimation procedures for many industries, and also provide guidance on how

to incorporate the effects of control device efficiency variations into the emission estimates.

3. **Emissions Method Code** - Enter the code from the following list that best describes the method by which the actual emissions in Field 2 were determined. The methods are listed in rank order of required use in accordance with Rule 62-210.370, F.A.C.

Code	Description of Emission Method
1A	This entry indicates that the emissions were determined based on emissions measurement using a continuous emissions monitoring system (CEMS).
2	This entry indicates that the emissions were calculated by the use of materials balance and knowledge of the process.
3A	This entry indicates that the emissions were calculated using an emission factor based on site-specific data such as stack test data.
3B	This entry indicates that the emissions were calculated using a directly applicable emission factor from AP-42 (see https://www.epa.gov/air-emissions-factors-and-quantification/ap-42-compilation-air-emission-factors), the EPA WebFIRE system (see https://cfpub.epa.gov/webfire/) or other published emissions calculation source.
4	This entry indicates that the emissions were determined based on a similar, but different, process in AP-42, the WebFIRE system or other published emissions calculation source. Code 4 should only be used when no directly applicable emission factor is included in these documents.
5	This entry indicates that the emissions were calculated using an emission factor other than one listed above.

4. **Emissions Calculation** (Required) - Provide all calculations for the emissions reported in Field 2, clearly showing how soot blowing, startup, shutdown, control efficiency, capture efficiency, and fugitive emissions, as applicable, are reflected in the reported totals. Use a separate sheet as needed. If the emissions during soot blowing or startup/shutdown periods are determined by a CEMS and included in the reported totals (please provide a statement confirming this), it is not necessary to provide separate calculations of soot blowing, startup, or shutdown emissions. If the emissions calculation methodology does not follow the Field 3 rank order of required use from Rule 62-210.370, F.A.C., provide a demonstration, as required by the rule, that the alternative approach is more accurate.

III. TITLE V SOURCE EMISSIONS FEE CALCULATION
[For Title V Sources Only]

Column A "Air Pollutant Regulated by Title V Source Permit Limit(s)" - List every pollutant (except for carbon monoxide or greenhouse gases) for which emissions are subject to a numerical limit, including facility or multi-unit emissions caps, in a Title V source permit condition. If listed, each of these pollutants should be reported in at least one Section II, E.(2)1 form or EAOR field. {Note: If the pollutant is subject to a numerical limit in a permit condition, the pollutant will be marked with an "*" in EAOR, and in the Section II, E.(2)1. field of the computer-generated, partially-prefilled form.} Because of multiple emissions units and/or multiple processes or fuels, a pollutant subject to a numerical limit may be listed many times in Section II. However, each pollutant should only be listed once in Column A for the entire facility.

Column B "Total Annual Air Pollutant Fee Emissions from Facility" (tons) - For each pollutant listed in Column A, enter the total annual air pollutant fee emissions from the facility. This is the sum of the reported annual pollutant emissions from each emissions unit at the facility. From each emissions unit, include only the pollutant emissions that are subject to a numerical limit, including facility or multi-unit emissions cap, for that particular emissions unit. {Note: If the pollutant is subject to a numerical limit, the pollutant will be marked with an "*" in EAOR, and in the Section II, E.(2)1. field of the computer-generated, partially-prefilled form.}

Additional Instructions for HAPS and Individual HAP: For each emissions unit, if total HAPS are subject to a numerical limit, then any individually-regulated HAP should be included in the reported total HAPS fee emissions, and the fee emissions for any individually-regulated HAP should be counted as zero, i.e., double fees are not required for any pollutant. If total HAPS are not subject to a numerical limit, but any individual HAP is subject to a numerical limit, then the fee emissions must be listed for each individual HAP subject to a numerical limit. If these individual HAP are also VOC, and VOC emissions are regulated, these individual HAP fee emissions should not be included in the VOC fee emissions. In Column B, list the facility sum of the regulated air pollutant fee emissions counted for each emissions unit at the facility.

Additional Instructions for PM, PM10, PM2.5: For each emissions unit, if filterable Particulate Matter (PM) is subject to a numerical limit, then PM10 and PM2.5 should be included in that reported PM amount, but any regulated PM10 and PM2.5 fee emissions should be counted as zero, i.e., double fees are not required for any pollutant. If PM is not subject to a numerical limit, but PM10 is subject to a numerical limit, then PM2.5 should be included in the reported PM10 amount, but any regulated PM2.5 fee emissions should be counted as zero. If PM and PM10 are not subject to a numerical limit, but PM2.5 is subject to a numerical limit, then PM2.5 fee emissions should be reported. In Column B, list the facility sum of the regulated air pollutant fee emissions counted for each emissions unit at the facility.

Column C "Adjusted Total Annual Air Pollutant Fee Emissions from Facility" (tons) – Adjust the total annual air pollutant fee emissions for the facility for each pollutant (as listed in Column B) as follows: if the amount in Column B is less than 4000 tons/year, enter that amount in Column C; if the amount in Column B is equal to or greater than 4000 tons/year, enter 4000 for the pollutant in Column C.

Sum of Adjusted Total Annual Air Pollutant Fee Emissions (tons) – Add up all of the "Adjusted Total Annual Air Pollutant Fee Emissions from Facility" amounts in Column C.

Fee Factor ($/ton) – List the annual emission Fee Factor as specified in Rule 62-213.205, F.A.C.

**Emissions Fee ($) -** Multiply the "Adjusted Total Annual Air Pollutant Fee Emissions" (tons) by the "Fee Factor" (dollars per ton) to calculate the "Emissions Fee" ($).

Annual Title V Source Emissions Fee Due ($) – The "Annual Title V Source Emissions Fee Due" shall be the calculated "Emissions Fee", or $250, whichever is greater. The minimum annual emissions fee for each Title V source is $250.

Penalty and Interest Fee Due (if applicable) - Pursuant to Rule 62-213.205(1)(c), F.A.C., If the fee is not postmarked or electronically submitted by April 1 of the year due, the Department shall impose, in addition to the fee, a penalty of 50 percent of the amount of the fee unpaid plus interest on such amount computed in accordance with Section 220.807, F.S.

Total Due – Sum of "Annual Title V Source Emissions Fee Due" and any applicable "Penalty and Interest Fee Due".

APPENDIX A
POLLUTANT CODES

Pollutant Name	Code
Ammonia	NH3
Carbon Dioxide	CO2
Carbon Dioxide Equivalents/Greenhouse Gases Note: Greenhouse gases are the group of following gases (expressed as Carbon Dioxide Equivalents): carbon dioxide; methane; nitrous oxide; sulfur hexafluoride, perfluorocarbons; and hydrofluorocarbons.	CO2E
Carbon Monoxide	CO
Dioxins/Furans (including all tetra- through octa-chlorinated dibenzo-p-dioxins and dibenzofurans)	D/F
Fluorides - Total (Emissions of fluorine which occur either as elemental fluorine, or as a fluoride compound, reported as the mass of the fluorine atoms only.)	FL
Halogens, Total	TH
Halogens and Hydrogen Halides (as defined by federal regulation subpart)	HHH
Hydrocarbons	HC
Hydrocarbons (Non-Methane)	NMHC
Hydrocarbons, Total	THC
Hydrocarbons, Total Equivalents	THCE
Hydrocarbons, Total Volatile	TVH
Hydrocarbons plus Nitrogen Oxides	HC+NOX
Hydrocarbons (Non-Methane) plus Nitrogen Oxides	NMHC+NOX
Hydrofluorocarbons	HFCS
Hydrogen Sulfide	H2S
Lead - Total (Emissions of lead which occur either as elemental lead or as a chemical compound containing lead, reported as the mass of the lead atoms only.)	PB

APPENDIX A (Continued)
POLLUTANT CODES

Pollutant Name	Code
Mercury (emissions of mercury which occur either as elemental mercury or as a chemical compound containing mercury, reported as the mass of the mercury atoms only)	H114A
Methane	CH4
Municipal waste combustor metals (measured as particulate matter (PM))	PM
Municipal waste combustor acid gases (measured as sulfur dioxide (SO2) and hydrogen chloride (H106))	SO2 H106
Municipal waste combustor organics (measured as dioxins/furans (D/F))	D/F
Municipal solid waste landfill emissions (measured as nonmethane organic compounds (NMOC))	NMOC
Nitrogen Oxides (including nitrogen dioxide and nitric oxide, expressed as nitrogen dioxide)	NOX
Nitrous Oxide	N2O
Organic Compounds, Nonmethane	NMOC
Organic Compounds, Total	TOC
Organic Compounds, Volatile (as defined at Rule 62-210.200, F.A.C.)	VOC
Particulate Matter, Condensable (material that is vapor phase at stack conditions, but which condenses and/or reacts upon cooling and dilution in the ambient air to form solid or liquid particulate matter immediately after discharge from the stack)	CPM
Particulate Matter, Filterable (particles, including all filterable PM10 particles, that are directly-emitted by a source as a solid or liquid at stack or release conditions and which can be captured on the filter of a stack test train)	PM

APPENDIX A (Continued)
POLLUTANT CODES

Pollutant Name	Code
PM10, Filterable (filterable particulate matter, including all filterable PM2.5, with an aerodynamic diameter equal to or less than 10 microns)	PM10
PM10, Primary (PM10 + CPM)	PM10-PRI
PM2.5, Filterable (filterable particulate matter with an aerodynamic diameter equal to or less than 2.5 microns)	PM2.5
PM2.5, Primary (PM2.5 + CPM)	PM2.5-PRI
Perfluorocarbons	PFCS
Reduced Sulfur Compounds (hydrogen sulfide, carbonyl sulfide, and carbon disulfide)	RSC
Reduced Sulfur, Total (hydrogen sulfide, methyl mercaptan, dimethyl sulfide, and dimethyl disulfide)	TRS
Sulfur Dioxide	SO2
Sulfuric Acid Mist	SAM

APPENDIX A (Continued)
POLLUTANT CODES

Additional Hazardous Air Pollutants

Pollutant Name	CAS Number	Code
Hazardous Air Pollutants, Total		HAPS
Hazardous Air Pollutants, Total Metals		HAPM
Hazardous Air Pollutants, Total Selected Metals		TSM
Hazardous Air Pollutants, Total Non-Mercury Metals		HAPM-NOHG
Hazardous Air Pollutants, Total Organic		ORGHAP
Hazardous Air Pollutants, Total Volatile		VOHAP
BTEX HAPS (Benzene, Toluene, Ethyl benzene, and Xylene)		BTEX
Acetaldehyde	75-07-0	H001
Acetamide	60-35-5	H002
Acetonitrile	75-05-8	H003
Acetophenone	98-86-2	H004
2-Acetylaminofluorene	53-96-3	H005
Acrolein	107-02-8	H006
Acrylamide	79-06-1	H007
Acrylic acid	79-10-7	H008
Acrylonitrile	107-13-1	H009
Allyl chloride	107-05-1	H010
4-Aminobiphenyl	92-67-1	H011
Aniline	62-53-3	H012
o-Anisidine	90-04-0	H013
Antimony Compounds (including antimony and any unique chemical substance that contains antimony as part of that chemical's infrastructure)		H014
Antimony (emissions of antimony which occur either as elemental antimony or as a chemical compound containing antimony, reported as the mass of the antimony atoms only)		H014A
Arsenic Compounds (inorganic including arsine) (including arsenic and any unique chemical substance that contains arsenic as part of that chemical's infrastructure)		H015
Arsenic (emissions of arsenic which occur either as elemental arsenic or as a chemical compound containing arsenic, reported as the mass of the arsenic atoms only)		H015A
Asbestos	1332-21-4	H016

Additional Hazardous Air Pollutants

Pollutant Name	CAS Number	Code
Benzene (including benzene from gasoline)	71-43-2	H017
Benzidine	92-87-5	H018
Benzotrichloride	98-07-7	H019
Benzyl chloride	100-44-7	H020
Beryllium Compounds (including beryllium and any unique chemical substance that contains beryllium as part of that chemical's infrastructure)		H021
Beryllium (emissions of beryllium which occur either as elemental beryllium or as a chemical compound containing beryllium, reported as the mass of the beryllium atoms only)		H021A
Biphenyl	92-52-4	H022
Bis(2-ethylhexyl)phthalate (DEHP)	117-81-7	H023
Bis(chloromethyl)ether	542-88-1	H024
Bromoform	75-25-2	H025
1,3-Butadiene	106-99-0	H026
Cadmium Compounds (including cadmium and any unique chemical substance that contains cadmium as part of that chemical's infrastructure)		H027
Cadmium (emissions of cadmium which occur either as elemental cadmium or as a chemical compound containing cadmium, reported as the mass of the cadmium atoms only)		H027A
Calcium cyanamide	156-62-7	H028
(Reserved)		
Captan	133-06-2	H030
Carbaryl	63-25-2	H031
Carbon disulfide	75-15-0	H032
Carbon tetrachloride	56-23-5	H033
Carbonyl sulfide	463-58-1	H034
Catechol	120-80-9	H035
Chloramben	133-90-4	H036
Chlordane	57-74-9	H037
Chlorine	7782-50-5	H038

APPENDIX A (Continued)
POLLUTANT CODES

Additional Hazardous Air Pollutants

Pollutant Name	CAS Number	Code
Chloroacetic acid	79-11-8	H039
2-Chloroacetophenone	532-27-4	H040
Chlorobenzene	108-90-7	H041
Chlorobenzilate	510-15-6	H042
Chloroform	67-66-3	H043
Chloromethyl methyl ether	107-30-2	H044
Chloroprene	126-99-8	H045
Chromium Compounds (including chromium and any unique chemical substance that contains chromium as part of that chemical's infrastructure)		H046
Chromium (emissions of chromium which occur either as elemental chromium or as a chemical compound containing chromium, reported as the mass of the chromium atoms only)		H046A
Chromium III (emissions of chromium which occur either as elemental chromium or as a chemical compound containing chromium, reported as the mass of the trivalent chromium atoms only)		H046III
Chromium VI (emissions of chromium which occur either as elemental chromium or as a chemical compound containing chromium, reported as the mass of the hexavalent chromium atoms only)		H046VI
Cobalt Compounds (including cobalt and any unique chemical substance that contains cobalt as part of that chemical's infrastructure)		H047
Cobalt (emissions of cobalt which occur either as elemental cobalt or as a chemical compound containing cobalt, reported as the mass of the cobalt atoms only)		H047A
Coke Oven Emissions		H048
Cresols/Cresylic acid (isomers and mixture)	1319-77-3	H049

Additional Hazardous Air Pollutants

Pollutant Name	CAS Number	Code
o-Cresol	95-48-7	H050
m-Cresol	108-39-4	H051
p-Cresol	106-44-5	H052
Cumene	98-82-8	H053
Cyanide Compounds (including cyanide and any unique chemical substance that contains cyanide as part of that chemical's infrastructure. X'CN, where X = H' or any other group where a formal dissociation may occur; for example, KCN or $Ca(CN)_2$.)		H054
Cyanide (emissions of cyanide which occur either as elemental cyanide or as a chemical compound containing cyanide, reported as the mass of the cyanide atoms only)		H054A
2,4-D (2,4-Dichlorophenoxyacetic acid), salts and esters	94-75-7	H055
DDE (Dichlorodiphenyldichloroethylene)	3547-04-4	H056
Diazomethane	334-88-3	H057
Dibenzofurans	132-64-9	H058
1,2-Dibromo-3-chloropropane	96-12-8	H059
Dibutylphthalate	84-74-2	H060
1,4-Dichlorobenzene(p)	106-46-7	H061
3,3-Dichlorobenzidene	91-94-1	H062
Dichloroethyl ether (Bis(2-chloroethyl)ether)	111-44-4	H063
1,3-Dichloropropene	542-75-6	H064
Dichlorvos	62-73-7	H065
Diethanolamine	111-42-2	H066
N,N-Diethyl aniline (N,N-Dimethylaniline)	121-69-7	H067
Diethyl sulfate	64-67-5	H068
3,3-Dimethoxybenzidine	119-90-4	H069
Dimethyl aminoazobenzene	60-11-7	H070
3,3-Dimethyl benzidine	1119-93-7	H071
Dimethyl carbamoyl chloride	79-44-7	H072
Dimethyl formamide	68-12-2	H073
1,1-Dimethyl hydrazine	57-14-7	H074
Dimethyl phthalate	131-11-3	H075
Dimethyl sulfate	77-78-1	H076

APPENDIX A (Continued)
POLLUTANT CODES

Additional Hazardous Air Pollutants

Pollutant Name	CAS Number	Code
4,6-Dinitro-o-cresol, and salts	534-52-1	H077
2,4-Dinitrophenol	51-25-8	H078
2,4-Dinitrotoluene	121-14-2	H079
1,4-Dioxane (1,4-Diethyleneoxide)	123-91-1	H080
1,2-Diphenylhydrazine	122-66-7	H081
Epichlorohydrin (1-Chloro-2,3-epoxypropane)	106-89-8	H082
1,2-Epoxybutane	106-88-7	H083
Ethyl acrylate	140-88-5	H084
Ethyl benzene	100-41-4	H085
Ethyl carbamate (Urethane)	51-79-6	H086
Ethyl chloride (Chloroethane)	75-00-3	H087
Ethylene dibromide (Dibromoethane)	106-93-4	H088
Ethylene dichloride (1,2-Dichloroethane)	10706-2	H089
Ethylene glycol	107-21-1	H090
Ethylene imine (Aziridine)	151-56-4	H091
Ethylene oxide	75-21-8	H092
Ethylene thiourea	96-45-7	H093
Ethylidene dichloride (1,1-Dichloroethane)	75-34-3	H094
Formaldehyde	50-00-0	H095
Glycol ethers (Include glycol ethers and any unique chemical substance that contains glycol ethers as part of that chemical's infrastructure. Include mono- and di- ethers of ethylene glycol, diethylene glycol, and triethylene glycol R-$(OCH_2CH_2)_n$-OR' where: n = 1, 2, or 3; R = alkyl C7 or less; or R = phenyl or alkyl substituted phenyl; R' = H or alkyl C7 or less; or OR' consisting of carboxylic acid ester, sulfate, phosphate, nitrate, or sulfonate. Exclude ethylene glycol monobutyl ether (EGBE, 2-Butoxyethanol – CAS Number 111-76-2).)		H096
Heptachlor	76-44-8	H097
Hexachlorobenzene	118-74-1	H098
Hexachlorobutadiene	87-68-3	H099
Hexachlorocyclopentadiene	77-47-4	H100
Hexachloroethane	67-72-1	H101
Hexamethylene-1,6-diisocyanate	822-06-0	H102
Hexamethylphosphoramide	680-31-9	H103

Additional Hazardous Air Pollutants

Pollutant Name	CAS Number	Code
Hexane	110-54-3	H104
Hydrazine	302-01-2	H105
Hydrochloric acid	7647-01-0	H106
Hydrochloric acid-Equivalent		H106E
Hydrogen fluoride (Hydrofluoric acid)	7664-39-3	H107
Hydroquinone	123-31-9	H108
Isophorone	78-59-1	H109
Lead Compounds (including lead and any unique chemical substance that contains lead as part of that chemical's infrastructure)		H110
Lead (emissions of lead which occur either as elemental lead or as a chemical compound containing lead, reported as the mass of the lead atoms only.)		PB
Lindane (all isomers)	58-89-9	H111
Maleic anhydride	108-31-6	H112
Manganese Compounds (including manganese and any unique chemical substance that contains manganese as part of that chemical's infrastructure)		H113
Manganese (emissions of manganese which occur either as elemental manganese or as a chemical compound containing manganese, reported as the mass of the manganese atoms only)		H113A
Mercury Compounds (including mercury and any unique chemical substance that contains mercury as part of that chemical's infrastructure)		H114
Mercury (emissions of mercury which occur either as elemental mercury or as a chemical compound containing mercury, reported as the mass of the mercury atoms only)		H114A
Methanol	67-56-1	H115
Methoxychlor	72-43-5	H116
Methyl bromide (Bromomethane)	74-83-9	H117
Methyl chloride (Chloromethane)	74-87-3	H118

APPENDIX A (Continued)
POLLUTANT CODES

Additional Hazardous Air Pollutants

Pollutant Name	CAS Number	Code
Methyl chloroform (1,1,1-Trichloroethane)	71-55-6	H119
(Reserved)		
Methyl hydrazine	60-34-4	H121
Methyl iodide (Iodomethane)	74-88-4	H122
Methyl isobutyl ketone (Hexone)	108-10-1	H123
Methyl isocyanate	624-83-9	H124
Methyl methacrylate	80-62-6	H125
Methyl tert butyl ether	1634-04-4	H126
4,4-Methylene bis (2-chloroaniline)	101-14-4	H127
Methylene chloride (Dichloromethane)	75-09-2	H128
Methylene diphenyl diisocyanate (MDI)	101-68-8	H129
4,4-Methylenedianiline	101-77-9	H130
Mineral fibers (fine), includes mineral fiber emissions from facilities manufacturing or processing glass, rock, or slag fibers (or other mineral derived fibers) of average diameter 1 micrometer or less		H131
Naphthalene	91-20-3	H132
Nickel Compounds (including nickel and any unique chemical substance that contains nickel as part of that chemical's infrastructure)		H133
Nickel (Emissions of nickel which occur either as elemental nickel or as a chemical compound containing nickel, reported as the mass of the nickel atoms only)		H133A
Nitrobenzene	98-95-3	H134
4-Nitrobiphenyl	92-93-3	H135
4-Nitrophenol	100-02-7	H136
2-Nitropropane	79-49-6	H137
N-Nitroso-N-methylurea	684-93-5	H138
N-Nitrosodimethylamine	62-75-9	H139
N-Nitrosomorpholine	59-89-2	H140
Parathion	56-38-2	H141
Pentachloronitrobenzene (Quintobenzene)	82-68-8	H142
Pentachlorophenol	87-86-5	H143
Phenol	108-95-2	H144

Additional Hazardous Air Pollutants

Pollutant Name	CAS Number	Code
p-Phenylenediamine	106-50-3	H145
Phosgene	75-44-5	H146
Phosphine	7803-51-2	H147
Phosphorus	7723-14-0	H148
Phthalic anhydride	85-44-9	H149
Polychlorinated biphenyls (Aroclors)	1336-36-3	H150
Polycyclic organic matter (POM) (includes organic compounds, such as polycyclic aromatic hydrocarbons (PAH), with more than one benzene ring, and which have a boiling point greater than or equal to 100°C)		H151
1,3-Propane sultone	1120-71-4	H152
beta-Propiolactone	57-57-8	H153
Propionaldehyde	123-38-6	H154
Propoxur (Baygon)	114-26-1	H155
Propylene dichloride (1,2-Dichloropropane)	78-87-5	H156
Propylene oxide	75-56-9	H157
1,2-Propylenimine (2-Methyl aziridine)	75-55-8	H158
Quinoline	91-22-5	H159
Quinone	106-51-4	H160
Radionuclides (including radon), a type of atom which spontaneously undergoes radioactive decay		H161
Selenium Compounds (including selenium and any unique chemical substance that contains selenium as part of that chemical's infrastructure)		H162
Selenium (emissions of selenium which occur either as elemental selenium or as a chemical compound containing selenium, reported as the mass of the selenium atoms only)		H162A
Styrene	100-42-5	H163
Styrene oxide	96-09-3	H164
2,3,7,8-Tetrachlorodibenzo-p-dioxin	1746-01-6	H165
1,1,2,2-Tetrachloroethane	79-34-5	H166
Tetrachloroethylene (Perchloroethylene)	127-18-4	H167
Titanium tetrachloride	7550-45-0	H168
Toluene	108-88-3	H169

Additional Hazardous Air Pollutants

Pollutant Name	CAS Number	Code
2,4-Toluene diamine	95-80-7	H170
2,4-Toluene diisocyanate	584-84-9	H171
o-Toluidine	95-53-4	H172
Toxaphene (chlorinated camphene)	8001-35-2	H173
1,2,4-Trichlorobenzene	120-82-1	H174
1,1,2-Trichloroethane	79-00-5	H175
Trichloroethylene	79-01-6	H176
2,4,5-Trichlorophenol	95-95-4	H177
2,4,6-Trichlorophenol	88-06-2	H178
Triethylamine	121-44-8	H179
Trifluralin	1582-09-8	H180
2,2,4-Trimethylpentane	540-84-1	H181
Vinyl acetate	108-05-4	H182
Vinyl bromide	593-60-2	H183
Vinyl chloride	75-01-4	H184
Vinylidene chloride (1,1-Dichloroethylene)	75-35-4	H185
Xylenes (isomers and mixtures)	1330-20-7	H186
o-Xylenes	95-47-6	H187
m-Xylenes	108-38-3	H188
p-Xylenes	106-42-3	H189

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