Texas Commission on Environmental Quality Reportable Event/Activity Notification/Reporting Form

Submittal Type	**Initial Notification**		**Final Report**		**Agency Use Only**	**Incident #**		**Affirmative Defense?**	☐ Yes ☐ No
Name of Owner or Operator (Customer)								**CN # (9 digits)**	
Name of Regulated Entity								**RN # (9 digits)**	

Process Unit or Area Common Name			
Facility Common Name *(where air contaminants were generated)*		**Emission Point Common Name** *(where emissions were released to air)*	
Facility Identification Number (FIN)		**Emission Point Number (EPN)**	

Event Type (choose one)	***Emissions Event***		***Sch. Maintenance***		***Sch. Startup***		***Sch. Shutdown***		***Excess Opacity (initial = final)***

Date / Time of Discovery of Event or Scheduled Start of Activity (e.g. 09/12/24 @ 1525)	***mm***	***dd***	***yy***	@	***hh***	***mm***	**Event Duration**	***hh***	***mm***

Date / Time Event Started (e.g. 09/12/24 @ 1320	**mm**	**dd**	**yy**	@	***hh***	***mm***	***Date / Time Event Ended (e.g. 09/14/24 @ 1915***	**mm**	**dd**	**yy**	@	***hh***	***mm***

List of Compound Descriptive Type(s) of Individually Listed or Mixtures of Air Contaminant Compounds Released, including opacity *(See the notification and reporting requirements under 30 TAC §§ 101.201 and 101.211 for detailed information related to how to report compounds and opacity. See also 30 TAC §101.1(88)).* Use attachments if necessary to report additional contaminants.	**Estimated Total Quantity for Air Contaminants for Emissions/ Opacity Value for Opacity**	***Units***	***Authorized Emissions Limit / Opacity Limit***	***Units***	***Authorization (rule or permit #)***

Cause of Emissions Event or Excess Opacity Event, or Reason for Scheduled Activity:

Actions Taken, or Being Taken, to Minimize Emissions and/or Correct the Situation:

Basis Used to Determine Quantities and Any Additional Information Necessary to Evaluate the Event:

Person Making Notification / Date and Time		**Phone**	
Incident Contact Person		**Phone & Email**	
Local Program(s) Notified			

Texas Commission on Environmental Quality

This form is ONLY for use when the State of Texas Environmental Electronic Reporting System (STEERS) is unavailable due to mechanical failures or scheduled maintenance, or you are a small business. If you are experiencing issues with STEERS, please contact the STEERS help line at 512-239-6925 or steers@tceq.texas.gov

Notifications using this form are required to be submitted to the TCEQ Emissions Event Review Section (EERS) at EE@tceq.texas.gov *and* any appropriate local air pollution control agency whose jurisdiction includes the site experiencing the event *(See 30 TAC §§101.201(a)(1)(B) and 101.211(a)).* Final reports, excluding Excess Opacity, are required to be submitted to the TCEQ EERS at the email address above. For assistance completing this form, please see the instructions.

Note: Once STEERS is operational, you must enter your report into STEERS. For non-small businesses, use of the form allows you to meet the reporting deadline.

Reporting requirements can be located in 30 Texas Administrative Code (TAC) Chapter 101

Local Air Pollution Control Programs

Note: The local air pollution control programs list is provided for your convenience only. There may be a local program with jurisdiction of your site not listed. Please consult with local municipal or county offices to determine your local program contact requirements.