

Annual Operating Report (AOR) Frequently Asked Questions

I. Starting and Completing your AOR

1. How do I start an AOR?

You can start an AOR by using the web-based eAOR application located on the DEP Business Portal. You will need a DEP Business Portal account to login and use the eAOR application. If you do not have a DEP Business Portal Account, you can click [here](#) to go to the Portal homepage, and click Register in the top-right corner of the page.

2. Who should sign my AOR?

For non-title V sources, the Owner or Authorized Representative must sign and submit. For Title V sources, the Title V Responsible Official must sign and submit. 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.

After inputting the contact information in Section D1 of the Facility Form, this individual will be added as the Signee for the report. This person will be able to e-sign and submit the completed report.

For more information on signatures, please see the [AOR webpage](#).

3. How to obtain a PIN to sign AORs

The individual who is signing the report will also need a DEP Business Portal Account to access the report in eAOR. They will also need a PIN to submit an e-signature for the report. To request a PIN, submit a PIN Request through the DEP Business Portal. If you obtained a PIN previously from DARM or elsewhere outside of the DEP Business Portal, the PIN will not work and you will need to request a new PIN through the DEP Business Portal.

More instructions can be found on the [AOR Webpage](#)

4. How do I revise a submitted AOR?

If you have already submitted your AOR, however wish to revise it, from the eAOR Facility Home Page, locate your submitted AOR and, under the Actions column, select "Revise Submitted AOR." This will create a new AOR submittal with a new Submittal Number. Make the revisions and include any revised supporting documents by attaching them in eAOR under the Attachments section on the Facility Form page. Then sign and submit the revised AOR as usual. For a Title V source, please note that revisions may result in changes in the fees owed.

If you wish to revise an AOR that was submitted by another user. The user who started the AOR will need to add you as a contributor to that report in eAOR. This will allow you to start a revision for the submitted AOR.

5. If my facility stopped operating during the reporting year, do I still have to submit an AOR?

If the facility still has an active operation permit, they must submit an AOR, even if operations have ceased. Until the air operation permit has expired or has been surrendered to the Department, the AOR is still required.

6. How can a Title V facility find out if DEP has received the Title V Fee payment?

If a TV fee payment check is correctly addressed and includes a copy of the Invoice, then it is likely to be timely deposited by the department's Finance and Accounting section. However, if you are concerned about receipt of a payment by check or electronic transfer of funds, then please email EAOR@FloridaDEP.gov Please include the Facility ID, facility name, copy of Invoice, check # and amount, the date and address the check and Invoice were sent to (the mail tracking receipt number is helpful as well).

II. Reportable Pollutants

7. Which pollutants do I need to report?

You need to report pollutants which are subject to an emission limiting standard and also need to report pollutants which are subject to a reporting threshold *if* the threshold was met (pollutant thresholds are listed in the AOR form instructions):

- **Report Pollutants Subject to Emission-Limiting Standards:**

For any pollutant that is subject to a numerical emission-limiting standard, either by rule or permit condition, report the pollutant, for each SCC, even if quantities emitted are small. Pollutants subject to emission-limiting standards are generally marked with an asterisk (*) in eAOR and on the AOR Report Form. This also includes any pollutant which is part of a facility-wide or multi-unit emissions cap.

- **Report Pollutants that meet the specific Reporting Threshold:**

For pollutants as listed in the AOR form instructions that are emitted from the emissions unit but not subject to any numerical emission limiting standards, report the pollutant, for each SCC if the pollutant was emitted in an amount, by SCC, equal to or greater than the pollutant's specific threshold listed in the AOR form instructions. Pollutants need not be reported for any SCC for which the emissions were less than the appropriate threshold.

8. How do I report PM, PM10, and PM2.5 emissions using the primary, filterable, and condensable emission factors?

The AOR form instructions were updated in 2017 to clarify particulate matter **code** descriptions:

- Particulate Matter, Condensable – CPM
- Particulate Matter, Filterable – PM
- PM10, Filterable – PM10
- PM10, Primary – PM10-PRI
- PM2.5, Filterable – PM2.5

- PM2.5, Primary – PM2.5-PRI

“Particulate matter” (PM) is the general term to describe solid particles and liquid droplets found in the air. The composition and size of the airborne particles/droplets varies. Two size ranges known as PM10 and PM2.5 are commonly monitored. According to their measured aerodynamic diameter, PM10 includes particles less than or equal to 10 microns, and PM2.5 includes particles less than or equal to 2.5 microns.

PM emitted directly to the atmosphere can exist as solid or liquid matter (the “filterable” portion) or as gases (the “condensable” portion).

Depending on the SCC and control equipment configuration, there may be emission factors for various particulate matter pollutants, so please make sure you are using the correct emission factor for the pollutant being reported.

The emission factors listed as **primary** simply means they include the *filterable* and *condensable* components of particulate matter. For example, primary PM2.5 is the sum of PM2.5 Filterable plus the condensable (CPM) particulate matter.

Notice that the primary pollutants below must **equal** the sum of their filterable and condensable components:

- $PM_{2.5} \text{ primary} = PM_{2.5} \text{ filterable} + \text{CPM}$
- $PM_{10} \text{ primary} = PM_{10} \text{ filterable} + \text{CPM}$

When reporting “condensable” PM10 or “condensable” PM2.5, report this as **CPM** (condensable particulate matter).

9. What if I don’t know my CPM (condensable particulate matter) emissions?

An optional calculator tool to estimate CPM emissions based on some available CPM emissions factor information from AP-42 is provided for you at the link below. However, if a higher ranked or more accurate method of calculating emissions is available to you other than AP-42, then per Rule 62-210.370, F.A.C. that method must be used for computing emissions for the AOR.

The optional tool is available under Assistance on the AOR webpage:

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

10. Which HAP emissions should I report on my AOR?

- If a HAP has a numerical emissions limit, then you must report that HAP, regardless of the quantity.
- Or, if it is a “HAP reporting year”, and the individual HAP or Total HAP emissions met the threshold as described in the AOR form and instructions, then report the HAP.

11. How often must I report HAPs?

If your facility has a numerical emission limit for a given HAP, then you must report annually. Otherwise, for each individual HAP or Total HAPS 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, 2026, etc.) referred to as a “HAP reporting year”.

12. Do I need to report HAPs if my facility is not a major source for HAPs?

Yes, both major and non-major sources must report if the HAP is subject to a numerical emission limit, or if it is a “HAP reporting year” and the HAP or Total HAP emissions met the threshold as described in the AOR form and instructions.

NOTE: While reporting of HAPs not subject to a numerical limit is required only every three years, DEP encourages facilities to report HAPs every year if data is available.

13. When should I report fugitive emissions?

You should report fugitive emissions when:

- Associated with a permitted emissions unit and SCC for which all emissions are fugitive and are quantifiable (e.g., landfill, cooling pond, etc.); or
- Associated with a permitted facility for which an emissions unit has been established by the permitting authority to represent facility-wide fugitive emissions (e.g., equipment leaks, maintenance painting, etc.)

NOTE: Fugitive PM emissions from vehicular movement or wind erosion need not be reported unless it is required by permit.

III. Emissions Method Codes

14. What are the emissions method codes?

The Emissions Method Codes identify the hierarchy for calculating emissions. See next question below. The codes are:

- 1A: CEMS – This entry indicates that the emissions were determined based on emissions measurement using a continuous emissions monitoring system (CEMS).
- 2: Material balance – This entry indicates that the emissions were calculated by the use of materials balance and knowledge of the process.
- 3A: Emissions factor – This entry indicates that the emissions were calculated using an emission factor based on site-specific data such as stack test data.
- 3B: Emissions factor – This entry indicates that the emissions were calculated using a directly applicable emission factor from AP-42, the EPA FIRE system or other published emissions calculation source.
- 4: Emissions factor – This entry indicates that the emissions were determined based on a similar, but different, process in AP-42, the FIRE 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: Emissions factor – This entry indicates that the emissions were calculated using an emission factor other than one listed above.

NOTE: There is no 1B emissions method code. The previous emissions method codes 1 and 3 have been retired. They have been replaced with 1A, 3A and 3B.

15. Is there a ranking order with the emissions calculation methodology?

Yes. It is ranked as method code 1A, 2, 3A, 3B, 4, and 5. The methods are listed in rank order of required use per Rule 62-210.370, F.A.C. In other words, if you have a qualifying CEMS, you must use data from the CEMS to determine your annual emissions, unless you demonstrate that one of the other methods is more accurate. See Rule 62-210.370, F.A.C., for instructions on how to compute actual emissions: Click [here](#) to view rule 62-210.370 for methods to be used when computing actual emissions.

16. If I use an emission factor based on site-specific stack test data, which stack tests must I use to calculate the average value?

Use all the valid stack tests conducted during at least a five-year period encompassing the period over which the emissions are being computed, provided all stack tests used shall represent the same operational and physical configuration of the unit.