

APC Requirements for CAERS Submissions

This document provides instructions for completing your emissions inventory reporting through CAERS. To improve data quality and ensure compliance with EPA CAERS requirements, you must complete the following actions:

All submissions are due on June 1, 2026, or before.

1. Review and Update Facility Information

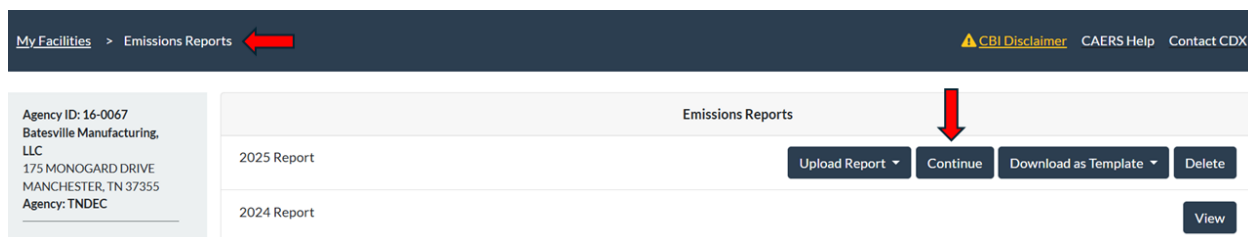
Review all facility information in CAERS for accuracy and completeness.

If updates are needed, submit the requested changes via email to APC.Inventory@tn.gov.

2. Two approaches to update your Emissions Inventory Report data in CAERS:

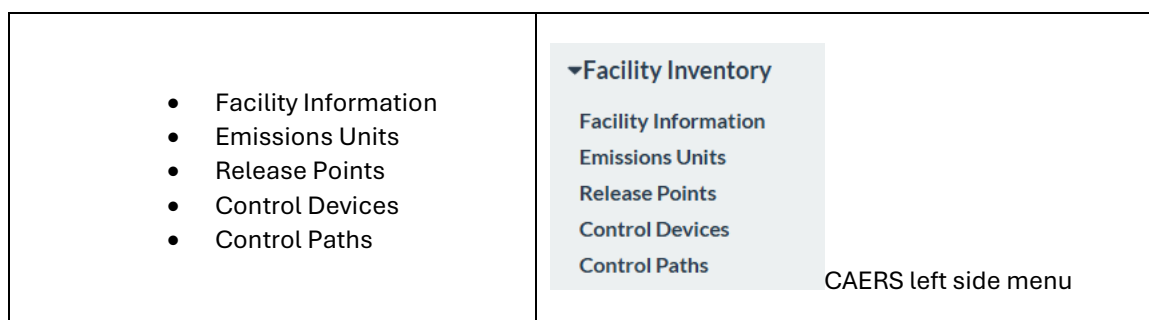
1. Use the front-end User Interface on the CAERS website
2. Use an Excel file available for download from the CAERS website, complete the file, upload the file.

1A. Access the front-end User Interface and access the Emissions Inventory Report



1B. Use the front-end User Interface to edit the Emissions Inventory Report

- Navigate to the **Facility Inventory** section on the left side of the screen
- From there, you can add or edit information for the following ...



1C. Use the front-end User Interface to edit a new record (for example, an Emissions Unit)

- Click the “+” icon on the lower right side of the table

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Emissions Units				
Unit ID	Unit Type	Unit Description	Operating Status	
002	Spray Booth or Coating Line	Surface Coating of Metal parts with Adhesive	Operating	
003	Spray Booth or Coating Line	SURFACE COATING OF METAL PARTS WITH PAINT	Operating	
004	Boiler	THREE NATURAL GAS FIRED BOILERS	Operating	
008	Unclassified	HOSE CLEANING MACHINES	Operating	
010	Spray Booth or Coating Line	E-Coating	Operating	
012	Unclassified	Rubber Mixing	Operating	
017	Other process equipment	Wet blast machines	Operating	
018	Spray Booth or Coating Line	Surface coating of fixtures	Operating	

- Enter the required information.

Emissions Unit Information			
Unit ID:*	<input type="text" value="015"/>	Operating Status:*	<input type="text" value="Operating"/>
Unit Type Code:*	<input type="text" value="Boiler"/>	Year Op Status Changed:	<input type="text" value="2025"/>
Unit Description:	<input type="text" value="POWER BOILER 1,2,3"/>	Unit Design Capacity UoM:	<input type="text" value="MILLION BTU PER HOUR"/>
Unit Design Capacity:	<input type="text" value="1134"/>		
Comments:	<div style="border: 2px solid red; padding: 5px;"> Enter the permit source number(s), description(s), and permit number here to correlate the Emission Unit with your current permit. </div>		
		<input type="button" value="Cancel"/>	<input type="button" value="Save"/>

- Enter the permit source number(s), description(s), and permit number here to correlate the Emission Unit with your current permit.
- Repeat for all elements required for the Emissions Inventory Report information.

2A. Begin Bulk Data Upload preparation by downloading and completing the 'Download as Template' Excel file

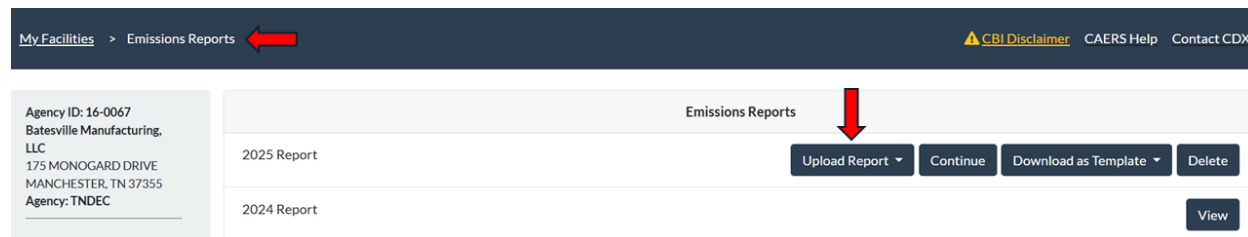
My Facilities > Emissions Reports

[CBI Disclaimer](#)
[CAERS Help](#)
[Contact CDX](#)

Agency ID: 16-0067 Batesville Manufacturing, LLC 175 MONOGARD DRIVE MANCHESTER, TN 37355 Agency: TNDEC	Emissions Reports	
2025 Report	<input type="button" value="Upload Report"/> <input type="button" value="Continue"/> <input type="button" value="Download as Template"/> <input type="button" value="Delete"/>	
2024 Report	<input type="button" value="View"/>	

2B. Complete Bulk Data Upload by uploading the Template Excel file into CAERS using the 'Upload Report' button

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3. Upload Facility Flow Chart

Upload a PDF of the facility process flow chart that identifies all emission units, control devices, and release points at your facility.

The flow chart must match the data entered in the CAERS tables. To upload attachments – flow charts and control effectiveness calculations, - go to the **Report Summary** page and locate the **Attach Report Document** button on the right side of the screen. You can upload multiple documents. Please see the screenshot below for reference.



4. Provide Control Efficiency Calculations

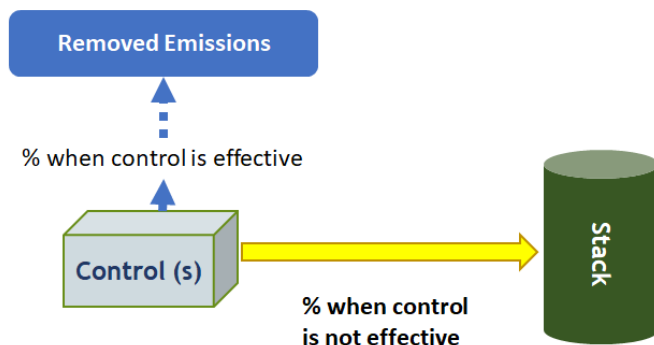
Calculate control efficiency and control effectiveness for each control path. Upload all supporting calculations in an Excel File attachment within your CAERS report.

Control Effectiveness is not the same as your device control efficiency. Control Effectiveness is defined by the EPA as the fraction of a pollutant removed by the control system under normal operating conditions, and it should be reported according to EPA guidelines, not based solely on your equipment specifications. Please revisit training materials we provided previously.

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Percent Control Device Effectiveness

Percent control effectiveness: The percentage of time or activity throughput that a control approach is operating as designed, including the capture and reduction devices. This percentage accounts for the fact that controls typically are not 100% effective because of equipment downtime, upsets and decreases in control efficiencies. This could be estimated from the amount of time the control is operational, versus down for maintenance or repairs. When the control is not effective, the pollutant is not removed from the emissions stream.



Example:
Control Effectiveness =
 $(2000-200)/(2000) * 100 = 90\%$, where:

- the emissions Process or Unit ran for 2000 hours.
- the Control Scenario was operationally down for 200 hours for maintenance.

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5. Update Emissions Data

The emissions data in your 2025 report is prepopulated because CAERS transfers your 2024 data as a starting point. **Please do not submit the data as-is**—you must review and update the emissions to reflect 2025 actuals.

Emissions Associated with this Process							
Pollutant Name	Code ↓	Pollutant Category	Previous Year Reported Em. Fac.	2025 Reported Em. Fac.	Calculation Method	Previous Year Reported Emissions	2025 Reported Emissions
Volatile Organic Compounds	VOC	CAP			Material Balance	1.3324 TONS	1.3324 TONS
PM2.5 Filterable	PM25-FIL	CAP			Material Balance	0.048643 TONS	0.048643 TONS
PM10 Filterable	PM10-FIL	CAP			Material Balance	0.0569303 TONS	0.0569303 TONS

6. Provide data for insignificant and exempt sources

Please note that even if your insignificant or exempt sources are not listed in your permit, you are still required to report emissions from those sources and include them on your process flow chart.

- EPA Air Emissions Reporting Rule (AERR) (40 CFR part 51 subpart A paragraph 51.5)

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- Annual emissions mean actual emissions for a plant, point, or process that are measured or calculated to represent a calendar year. From this it is interpreted that all processes (exempt, insignificant, and otherwise) are all subject to reporting actual emissions.
- Emissions year means the calendar year **for which the emissions estimates are reported.**
 1. In this statement is mentioned “for which the emissions estimates are reported.” **Here, in this statement is the crux of the reporting requirements.**
 2. When a process in question has been declared exempt or insignificant, it has been done so by the permit writer in evaluation of the process information as provided in the permit application. The permit writer made calculations (by some means) to make the determination that the process is exempt or insignificant. So, even though the facility has no obligation to keep operational records on these processes for the purpose of satisfying permit conditions and compliance reporting, the EPA AERR still expects the actual emissions to be estimated and reported on the emissions inventory. Therefore, by using the same means for calculating the emissions as used by the permit writer to determine a process to be exempt or insignificant, you now will have to estimate the actual emissions for reporting in the emissions inventory, Even without permit prescribed operational records being maintained, there must be a means for estimating the operations of any process declared exempt or insignificant so that in turn the estimates of actual emissions can also be calculated to report on the emission inventory. If a better understanding of the process is needed for this purpose of estimating actual emissions, then it is recommended that the permit writer be consulted for guidance.

7. Complete All Required Data Fields

Review the entire CAERS report to ensure no required data fields are missing. You should use last year’s SLEIS report as a starting point to verify the data EPA has pulled into CAERS for your facility in case there are differences; however, you must verify and update all information before submission.

8. Facility Inventory Items Status

All items, Emission Units, Processes, & Release Points are to have a correct status assigned as either operating (OP), temporarily shutdown (TS), or permanently shutdown (PS).

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When an Emission Unit is shutdown, all associated Processes should match that shutdown, and any Release Points tied only to those Processes shall also match the shutdown. When a Process is shutdown, the Emission Unit, if it has no other Processes connected to it shall also match the shutdown of the Process, and any Release Points tied only to the Process shall also match the shutdown.

It is imperative to ensure that the status of items in the Facility Inventory have consistent status assignments. To shut down an Emission Unit and leave any associated Processes with OP status is unacceptable. The same goes for Release Points. CONSISTENCY is required.