



# **Documentation Standard for a Hot-Spot Analysis Technical Report**

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Use this document standard for developing a hot-spot analysis technical report, which must include the components outlined below. The documentation standard is a tool used to state the requirements necessary for a document to be classified as a certain type of document. Documentation standards are used by technical experts as they write environmental review documents and environmental reports.

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## **I. Project Description**

The hot-spot analysis technical report must include the following components related to the project description.

- A. An identification of the project location
  - B. A brief explanation of the current facility
  - C. A brief explanation of the proposed facility
  - D. An identification of estimated time to completion (ETC) year
  - E. An identification of the design year of the project
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## **II. Background Information**

The hot-spot analysis technical report must include the following components related to background information on hot-spot compliance.

- A. An identification of the Clean Air Act (CAA) as the law requiring project-level conformity determinations
  - B. An identification of the conformity rule (40 CFR 93) as the implementing rule for conformity determinations and hot-spot requirements
  - C. A brief description of project types that are subject to hot-spot analysis (i.e., “projects of air quality concern”)
  - D. An identification of the current attainment status of the project area.
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## **III. Consultation Partner Decision**

The hot-spot analysis technical report must include the following components related to the Consultation Partner decision regarding whether this is a “project of air quality concern.”

- A. An identification of who the Consultation Partners are
  - B. An identification of the date of initial Consultation Partner coordination
  - C. A statement that the Consultation Partners determined that this is a “project of air quality concern”
  - D. An identification of the reason that the Consultation Partners made this determination
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## IV. Analysis Methodology

The hot-spot analysis technical report must include the following components related to the hot-spot analysis methodology.

- A. A description of the overall methodology being used
  - B. A description of the methodology for determining background concentrations
  - C. A description of other area sources included in the analysis
  - D. An identification of the future years analyzed in the analysis
  - E. An identification of receptor locations used in the analysis, including a map showing the receptor locations
  - F. An identification of the specific models used in the analysis
  - G. An identification of the source of the input data (e.g., TCEQ meteorological data, TPP traffic data, MPO fleet and fuel data, etc...)
  - H. A table identifying the specific traffic data used for each year and alternative analyzed
  - I. A table identifying the background concentrations used in this analysis
  - J. An identification of the specific months analyzed in the analysis
  - K. An identification of any other input data that would be considered significant to disclose
  - L. A statement identifying when coordination was performed with the Consultation Partners regarding this analysis methodology
  - M. A concluding statement that the Conformity Consultation Partners reviewed and approved the analysis methodology
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## V. Analysis Results

The hot-spot analysis technical report must include the following components related to the hot-spot analysis results.

- A. A table of the emission results at each receptor for each alternative analyzed and for each year analyzed
  - B. A statement that the emission results presented include background concentrations and other point-source contributions that were analyzed as part of this analysis
  - C. A statement identifying what mitigation measures, if any, were included as part of the analysis
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- D. A summary of the analysis results, which indicates that the project emissions (including any associated mitigation measures, if needed) either will remain below the applicable National Ambient Air Quality Standard (NAAQS) or the build alternative emissions will be lower than the no-build alternative emissions
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## **VI. Mitigation Commitments**

The hot-spot analysis technical report must include the following components related to the mitigation commitments.

- A. A list of any SIP required mitigation requirements
  - B. A list of any mitigation measures that were assumed in the analysis
  - C. A signed statement from the project sponsor committing to implementation of each of these mitigation measures
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## **VII. Public Involvement**

The hot-spot analysis technical report must include the following components related to the public involvement requirements.

- A. A statement identifying that Consultation Partner decisions require public involvement
- B. A statement identifying the specific public involvement\* that will be used

\* *The hot-spot public involvement requirements can and should be combined with NEPA public involvement, except in the case that no further NEPA public involvement is anticipated.*



## Appendix A

The following table shows the revision history for this guidance document.

Revision History	
Effective Date Month, Year	Reason for and Description of Change