



Environmental
Protection Agency

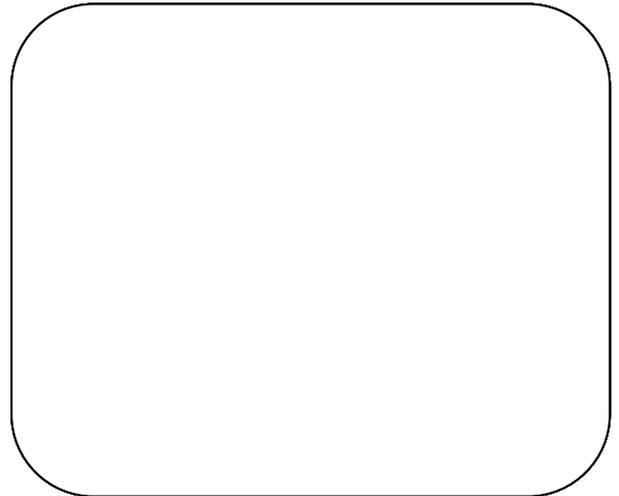
John R. Kasich, Governor
Mary Taylor, Lt. Governor
Scott J. Nally, Director

1/11/2012

*Air Services Primary Contact
Address*

**Re: Requirement to Submit Emissions Reports for 2011
by April 16, 2012 for:**

*Facility ID
Facility Name
Facility Address*



Dear *Primary Contact*:

April 16, 2012, is the deadline for all owners/operators of Title V facilities to submit their calendar year 2011 Fee Emissions Report (FER) and Emissions Inventory Summary (EIS) reports. The FER and EIS must be submitted via the eBusiness Center: Air Services. The ability to create a 2011 FER/EIS will be enabled by January 30, 2012. The information in this letter is designed to help you:

- **Know the regulatory justification for emissions reporting requirements.**
- **Understand important changes taking place for 2011 reports.**
- **Submit reports successfully by the Responsible Official.**

Know the regulatory basis for the emissions reporting requirements

Failure to submit these emissions reports by the April 16, 2012, deadline is considered a violation of Ohio EPA rules and may result in enforcement action being taken against the facility.

Fee Emissions Report - Your company has been identified as owning or operating a facility subject to the Title V permitting and emissions reporting requirements of Ohio Administrative Code (OAC) rule 3745-78-02(A) for calendar year 2011. It is a requirement of your operating permits and Ohio law to submit these reports annually. Once filed, the reports undergo review by the appropriate District Office or Local Air Agency. Data from these reports is used to assess a fee on the actual amount of emissions of particulate matter, sulfur dioxide, nitrogen oxides, organic compounds and lead. The fee for reporting year 2011 is \$45.55 per ton.

Additionally, if your facility is considered a non-Transitional facility and has only *applied* for synthetic minor status to get out of Title V, you are also required to submit annual Title V emissions reports until the synthetic minor permit is issued in final form. Facilities that have obtained that final issued permit by December 31, 2011, are no longer subject to this requirement but are subject to Synthetic Minor Title V fees. Please contact us if you have received this letter in error.

Emissions Inventory Summary - Ohio EPA has the authority under OAC rule 3745-15-03 to request and receive information from regulated entities. Emissions information through emissions inventory reporting is provided to

U.S. EPA to develop an annual criteria and toxic pollutant inventory. All Title V and Synthetic Minor Title V facilities are required to file a complete EIS annually.

Understand important changes for 2011 reports

Search on "2011 FER/EIS" in the Ohio EPA Answer Place (see *Helpful Links*) to find information on how to review your Air Services facility profile as well as read highlights of common issues we have identified during our review of past reports. We highly recommend review of this information before beginning development of the 2011 report.

Although we have not made any obligatory changes, a notable change for 2011 enables **voluntary** reporting of Greenhouse Gas (GHG) emissions for the EIS report. GHGs that are applicable to processes at the facility will be estimated based on emissions factors in the software and throughput values entered by you. You will have the ability to view and modify the totals if you choose to as well as add and complete additional GHG pollutants if you find one is missing. GHG emissions reporting is not required and therefore the Responsible Official will not attest to the accuracy of that data as part of the EIS report.

Submit reports successfully by the Responsible Official

The Responsible Official, defined in OAC rule 3745-77-01(II), must sign off on the submission of the FER/EIS. That can be accomplished by actually entering his/her PIN during the submit process or by signing an attestation form that is uploaded during the submit process. If the latter option is chosen, the person performing the submit process and entering his/her PIN must be an employee of the company; consultants should not submit.

You can get assistance with Air Services from the following sources:

- **Help within Air Services** - click the word "Help" in the top right corner of any Air Services screen to get context specific information.
- **Searchable topics and fast responses to new questions** - DAPC heavily relies on the Agency "Answer Place" to post topics, videos, training information, and links to guidance on all information related to Air Services. If you can't find an answer, simply ask a new question and get a response within 1 business day!
- **Training Videos** - We have posted video training sessions on the Answer Place. We currently have videos posted on topics from getting an account, to developing your facility profile, emissions reporting, compliance reporting, and more.
- **Phone assistance** - DAPC Central Office staff along with your District Office or local air agency contacts are ready and waiting to assist you.

<u>Topic</u>	<u>Contact</u>
Title V applicability	Ohio EPA DAPC, Central District Office (614)728-3778
eBusiness Center account or PIN	eBusiness Center Helpdesk, 1-877-EPA-BIZZ
Air Services Access	Linda Lazich, (614) 644-3626 or linda.lazich@epa.state.oh.us
Emissions Reporting	Elisa Thomas (614) 644-3621 or elisa.thomas@epa.state.oh.us Safaa El Oraby (614) 644-3571 or safaa.eloraby@epa.state.oh.us

Please contact us with any questions you may have.

Sincerely,



Erica R. Engel-Ishida
DAPC Supervisor, Permit Issuance and Emissions Reporting Unit