

**2008-2009**  
**Non-Title V Reporting**  
**Phone Call Assistance Package**

February 19, 2010



# Environmental Protection Agency

Division of Air Pollution Control

**SUBMITTAL OF EMISSIONS INFORMATION IS REQUIRED BY STATE LAW, OHIO REVISED CODE 3745.11(D).**

**Enclosed is a blue Non-Title V air fee emissions report covering years 2008 and 2009. The facility owner or air permit holder is required to complete this report, sign it, and mail it back to the Ohio EPA by APRIL 15, 2010.**

### **Why am I getting this report?**

This report is being sent to owners or operators of all facilities which have obtained at least one air pollution permit or have a registered source by Ohio EPA. If you are unsure what things at your facility have permits or what permits have been issued to you, please call the contact listed at the top right corner of the blue emission report form.

### **What is this report?**

The facility owner or air permit holder is required to pay a fee based on the amount of air pollution emitted by the facility annually. We only mail out this form every two years. This form allows you to self-report your facility emissions so Ohio EPA can prepare an invoice for your facility. The payment of this air pollution fee is required by Ohio law. This form also allows you to report changes to facility mailing address, facility name, primary contact person, and ownership changes. Giving us this correct information allows us to bill you or the proper owner(s) in a timely manner.

### **Can I submit this report electronically?**

**YES!** Please read the colored insert for instructions on how to gain access to the ***eBusiness Center: Air Services***

### **What is the reporting period?**

We are asking you provide pollution emissions data for years 2008 and 2009.

### **What are my responsibilities for this report?**

You are required to estimate the actual emissions of sulfur dioxide (SO<sub>2</sub>), nitrogen oxides (NO<sub>x</sub>), organic compounds (OC), and particulate matter (PM) during 2008 and 2009. Emissions should be reported in tons per year (TPY). One ton equals 2000 pounds. Total all pollutants to mark the appropriate choice for each year on the report. Sign the report and return it to Ohio EPA using the enclosed envelope by April 15. **MAKE A COPY FOR YOUR RECORDS.**

Step 1 ✓ Indicate Emissions (select only ONE option for each report year)

Step 2 ✓ Update contact information on side 2 of form, if necessary, to ensure proper billing

Step 3 ✓ Provide change of ownership information if occurred during 2008 or 2009 on side 2.

Step 4 ✓ Sign report

Step 5 ✓ Make a copy for your records & mail by **April 15, 2010**

Step 6 ✓ Pay emission fee upon receipt of invoice.

It is not necessary to submit the calculations and other supporting documents used to calculate your facility's annual emissions with the emission report. Please be advised, however, that Ohio EPA staff may request the calculations and supporting documentation at any time.

### **How do I estimate my emissions? How do I get assistance completing this report?**

You can use estimates to determine your emissions. You may use emission factors, other engineering calculations or test data. A good starting point for determining your actual emissions is the permit application that was originally filed with the Ohio EPA. If you have questions and need assistance, please call the contact given for assistance. This phone number is provided for you at the top right corner of the blue emission reporting form. Have available your facility name, Ohio EPA 10-digit facility ID, and phone number. (Your facility ID is provided at the upper left hand corner of the emissions report). This information will help staff assist you more effectively.

### **Office of Compliance Assistance and Pollution Prevention**

If your company is independently owned, and has less than 100 employees, the Ohio EPA's Office of Compliance Assistance and Pollution Prevention (OCAPP) at **(800) 329-7518** is also available to provide free and confidential assistance in completing the fee emissions report.

### **How much will my bill be?**

No payment is due at this time. The fee schedule is provided in Ohio Revised Code 3745.11(D) and can be obtained from the Ohio EPA web site listed below. The fee increases as emissions increase. There is a fee assessed per year. Therefore, if there was a change in ownership, Ohio EPA will bill each owner separately as long as complete ownership information is provided.

### **When will I get my invoice?**

An invoice will be sent to you upon confirmation of your emissions data. **Do not send a check now.** The emission data provided on your report will be used by Ohio EPA to calculate a fee based on tons of pollution emitted by the facility. Ohio EPA does not have the ability to accept credit card payments.

### **Am I required to complete the Emission Statement?**

If this facility is located CLINTON, HAMILTON, BUTLER, WARREN, or CLERMONT counties, you may need to complete the Emissions Statement. For year 2009, these are the counties that have not attained the ozone standard set by U.S. EPA, and the Emissions Statement information must be completed. Emissions Statements are required by the Clean Air Act section 182(a)(3)(B) for those that emit greater than or equal to 25 TPY of volatile organic compounds (VOC) or nitrogen oxides (NOx) during the reporting year. To complete this requirement, give the total tons per year where indicated. Please see the Emission Statement Web page at <http://www.epa.ohio.gov/dapc/es.aspx> for further information and map of attainment/non-attainment counties.

### **Additional Important Changes for Non-Title V facilities**

Once you have completed the non-Title V report requirement, you may want to review information listed below to see if your facility will be impacted. Please visit the web sites listed for additional information and instructions.

### **Your facility may no longer need permits and may be exempt from fees.**

1. Effective July 2005, Ohio EPA adopted a permit exemption option for low-emitting types of facilities, called Permit by Rule (PBR). Not all sources are eligible. For a copy of the fact sheet and application information, please visit <http://www.epa.ohio.gov/dapc/pbr/permitbyrule.aspx> or call the contact given at the top right corner of the blue report form. If all sources at your facility have already obtained permit by rule status, your company would not owe fees for that calendar year.
2. If you have air pollution sources on registration status, some could now be exempt under current regulations found in OAC 3745-31-03 at <http://www.epa.ohio.gov/portals/27/regs/3745-31/3745-31-03f.pdf>

For more information, call the contact given at the top right corner of the blue report form.

# Our web site provides additional guidance: <http://www.epa.ohio.gov/dapc/nontvfee.aspx>

## Additional Frequently Asked Questions about the Non-Title V fee program

### **I don't have any pollution at my facility. Why am I getting this report?**

You are getting this report because Ohio EPA has an active permit or registration listed for the location indicated on the emission report. If you or a previous owner have removed the permitted sources and/or never notified Ohio EPA, DAPC, you can use this report form to let us know that the source is shutdown/dismantled. It is possible there are permitted/registered pollution sources that you are unaware of. The best thing to do is contact the person listed on the blue report form. District office or local air agency phone number provided at this link: <http://www.epa.ohio.gov/dapc/general/dolaa.aspx>

### **I thought I already paid this fee?**

Ohio EPA sends these reports and invoices every two years. Due to many factors and the decentralized review process of the reports, invoicing can take place at any time during the two year review period.

If you have questions about the last time this fee was paid for a previous billing cycle, please contact the Office of Fiscal Administration at (614) 644-2897. Please have your check and payment information ready.

### **Do I have to file this report?**

Submittal of emissions information and payment of emission fees is required by state law, Ohio Revised Code (ORC) 3745.11(D). Failure to pay the invoice within 30 days of the invoice date will result in assessment of a 10% late penalty. Failure to pay the invoice will result in collections actions by the Collections Enforcement Section of the State of Ohio Attorney General.

### **How can I find out what my regulated sources are?**

You can get information on your regulated air contaminant sources by contacting the appropriate district office/local air agency where your facility is located <http://www.epa.ohio.gov/dapc/general/dolaa.aspx>

### **How can I get a copies of issued air permits/registrations for this facility?**

You can get copies of issued permits/registrations and/or information on the status of permit applications that you've applied for by contacting the appropriate district office/local air agency where your facility is located.

<http://www.epa.ohio.gov/dapc/general/dolaa.aspx>

The DAPC also has electronic copies of PTIs issued from 2004 to present listed on the web at:

<http://www.epa.ohio.gov/dapc/newpermits/newpermits.aspx#IssuedPermits>

### **I already pay this fee to the local air agency. Why am I being "double billed" ?**

Some local air agencies have passed laws at the local level to pay for licensing, monitoring, and inspection activities. This local fee is a separate fee not associated with Ohio EPA. Both fees are applicable and lawful.

### **I sold this facility over a year ago. Why am I getting this report now?**

Ohio EPA mails only sends this report to Non-Title V facilities every two years due to the large number of reporting facilities. Even though you may have sold this facility, the owner/operator of the facility is responsible for payment for the year they owned the facility.

### **I paid this fee two years ago and never got my issued permit. Where is my permit?**

Some people contact the DAPC to find out the status of a Permit to Operate (PTO) application, thinking they are owed a PTO by paying this emission fee. Permit review and processing occurs separately.

### **How do I report a change in ownership or facility status to Ohio EPA?**

You can indicate change of ownership on side two of the blue non-Title V emission report form. These reports were mailed in February 2010 for the 2008-2009 reporting period. However, if a change occurs during another time of year during an "off" reporting year, there is a fact sheet posted on DAPC's web concerning how to submit transfer of ownership information for regulated facilities:

[http://epa.ohio.gov/portals/27/files/tranownership\\_form.pdf](http://epa.ohio.gov/portals/27/files/tranownership_form.pdf)

Also: See Answer Place Topic: 1665

### **Billable Pollutants:**

Particulate Matter [PM], Organic Compounds [OC], Sulfur Dioxide [SO<sub>x</sub>], and Nitrogen Oxides [NO<sub>x</sub>]

### **What is an emissions unit?**

Emissions Units are industrial equipment and processes that emit air pollution.

**Examples** are: Gasoline Storage Tanks, Paint Spray Booths, Roadways and Parking Lots which have PM emissions, Dry Cleaning Equipment, etc. [**offer to look up the permit in STARS2 if they still don't know what you're talking about**].

In order for you to have received the Blue Report Form, the OEPA has on record that your facility is required to apply for and obtain a Permit to Operate for one or more emissions units.

### **What is the fee and when do I pay it?**

Once you complete your legal requirement and submit the Blue Form, you will receive an invoice for your emissions. The invoice is issued approximately 5 weeks after you submit the Blue Form. An invoice can come though at any time.

**DO NOT** send a check with the Blue Form. To ensure proper credit to your account, any checks OEPA receives with the Blue Form will be returned to the sender. Ohio EPA **does not** accept credit card payments. Once you receive the invoice, you will have 30 days to make payment.

#### **Fee Structure effective 1/1/04:**

- more than zero, but less than 10 tons per year (TPY) - \$100.00 **per year**
- 10 or more, but less than 50 tons per year (TPY) - \$200.00 **per year**
- greater than or equal to 50 TPY but less than 100 TPY - \$300.00 **per year**
- greater than or equal to 100 TPY - \$700.00 **per year**

### **What if I decide NOT to pay the fee?**

If the Ohio EPA determines a fee is required and your company chooses not to pay the invoice, you will be referred to the Ohio Attorney General's Office, Collections Enforcement Section. The AGO has the ability to freeze assets.

### **How do I fill out the card?**

Please see enclosed instructions. You should be sure to review the mailing and contact information on side 2 of the form for accuracy. Please make any changes to ensure proper billing.

### **I removed, sold that business/unit years ago...**

In order for us to remove the permit from your records, they should have contacted their local office/District Office. You need to explain the situation to caller that they request this of their field office to remove the permit from our records. Once the permit is removed, the DAPC can make sure you don't receive a Blue Form next time we send them (2012 for the 2010 & 2011 reporting period).

Remember, the Blue Report form is for the reporting year 2008 & 2009. Therefore, if you were open and operating for one or both of those years, you will need to fill out the Blue Report Form. If your facility had permanently shutdown and dismantled all emission units by 12/31 of that year **NO FEE IS DUE** and they should mark shutdown for that year. A shutdown and transfer of ownership are two different things. This should not be confused with a situation concerning transfer of ownership.

**I didn't own the facility for 2008 and/ or 2009. Am I responsible for this bill?**

If you did not own the facility for one or more of the affected reporting periods and our records have not been updated to reflect this change in ownership, you need to call your local/District office and give them all of the updated information so they can correct your file.

**PLEASE ASK THE CALLER :** Do you have any information on the previous owner such as name/address? When did you purchase this facility? When you return the Blue Form for the year you owned the facility, be sure to make a note on the form indicating when you purchased the facility and from whom, or to whom you sold it to and when. You will still be responsible for the year you owned the facility.

The following chart is how the fee/ownership issue works:

if you bought the facility in 2008, you owe the entire fee CY 2008 & 2009

if you bought the facility in 2009, you owe 2009 CY fees only

if you bought the facility in 2010, you won't owe a fee until 2012 when the next report is mailed to them.

**Please** make a detailed note in the database, containing the following information: date of call, when did they purchase facility? former owner information if provided, did you refer them to the DO/LAA and your initials)

**Are Schools, State Agencies or Federal Agencies exempt?**

No. This is not a Tax.