



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 2010 and 2011. 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 16, 2012.

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 2010 and 2011.

Why is this report due on April 16th?

Normally these reports are due on April 15th but in 2012 this date falls on a Sunday, therefore this report is due on April 16th which is the next business day.

What are my responsibilities for this report?

You are required to estimate the actual emissions of sulfur dioxide (SO₂), nitrogen oxides (NO_x), organic compounds (OC), and particulate matter (PM) during 2010 and 2011. 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 16. 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 2010 or 2011 on side 2.

Step 4 ✓ Sign report

Step 5 ✓ Make a copy for your records & mail by April 16, 2012

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 your facility name, Ohio EPA 10-digit facility ID, and phone number available. (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.

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 rule 3745-31-03 at http://www.epa.ohio.gov/portals/27/regs/3745-31/3745-31-03_Final.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>