



# Minnesota Pollution Control Agency

520 Lafayette Road North | St. Paul, Minnesota 55155-4194 | 651-296-6300

800-657-3864 | 651-282-5332 TTY | [www.pca.state.mn.us](http://www.pca.state.mn.us) | Equal Opportunity Employer

December 2012

Dear Air Permit Holder:

As the owner or operator of a permitted air quality facility, you are required to submit an annual air emission inventory. Enclosed is the 2012 Air Emission Inventory report for your Option B permit. The emission inventory rule is found in Minn. R. 7019.3000, subp. 1(B) and the submittal of an annual inventory is a requirement of your air quality permit. **Submission of this information by April 1, 2013, is required** by Minn. R. 7019.3000, and Minn. Stat. §§ 116.091, subd. 1 and 116.07, subd. 9. If your facility does not submit an emission inventory on time, your facility may be subjected to an enforcement action and your next annual air fee will not be calculated using actual emissions, but rather using Minn. R. 7002.0025, subp. 3.

The Minnesota Pollution Control Agency (MPCA) uses the information you provide in this inventory to calculate your annual Air Emission Fee. The fee rule, Minn. R. 7002.0015 to 7002.0085, gives the MPCA the authority to charge fees for air emissions.

The 2012 Emission Inventory is to be completed when your facility's processes are finished for the calendar year. Please complete the accompanying form by listing the amount of volatile organic compound (VOC) containing material that your facility used or purchased (whichever form of record keeping was stated in your permit application) in the calendar year of 2012. Once the inventory has been completed, sign and date the certification, make a copy for your records, and return the original form no later than **April 1, 2013**, to Nate Edel at:

Minnesota Pollution Control Agency  
Environmental Analysis and Outcomes Division  
520 Lafayette Road North  
St. Paul, MN 55155

Originally the MPCA had planned on phasing Option B permitted facilities into the new online electronic reporting system, but the decision has been made to have Option B facilities continue to submit paper copies at this time.

**Changes at your facility?** If any of the following have changed, your permit must be revised to reflect such changes: facility name, ownership or control of the facility, or any other facility contact information listed in the permit (e.g., mailing address). You must submit an application to the MPCA to change your permit. You can find the various permit application forms on the MPCA's website at: <http://www.pca.state.mn.us/changeforms>. If you are unsure which forms to submit, please contact the Small Business Environmental Assistance Program at 651-282-6143 or 1-800-657-3938.

Changing the general contact information for your facility (e.g., permit contact, emission inventory/billing contact, phone number, e-mail, etc.) does not require a permit action, but does require you to notify the MPCA. Please e-mail the MPCA's Air Quality Permit Document Coordinator, Kristin Kirchoff, at [kristin.kirchoff@state.mn.us](mailto:kristin.kirchoff@state.mn.us) or 651-757-2089 and provide the updated contact information.

If you have any questions, please contact Nate Edel at [nathaniel.edel@state.mn.us](mailto:nathaniel.edel@state.mn.us) or 651-757-2332.

Sincerely,

A handwritten signature in black ink that reads "Nate Edel".

Nate Edel  
Pollution Control Specialist  
Air Data Analysis Unit  
Environmental Analysis and Outcomes Division

Enclosures  
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