



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 | Equal Opportunity Employer

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. The emission inventory rule is found in [Minn. R. 7019.3000](#) and [7019.3020](#) 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 quantify emissions and calculate your annual Air Emission Fee. The fee rule, [7002.0015 to 7002.0085](#), gives the MPCA the authority to charge fees for air emissions.

Submittal Timeline

When to Take Action	Action
Now	<u>Previous Users</u> : Check account numbers and passwords
Now	<u>New users</u> : Responsible Officials/Submitter and Preparers create accounts
Now	<u>New users</u> : Responsible Officials/Submitter mail in Submittal Agreement
January 15 th , 2013	Submitters/Preparers start entering 2012 EI data electronically
Before April 1, 2013	Responsible Official/Submitter submits Emission Inventory

Available Resources

If you need help with...	Refer to...	At...
<u>Getting Started</u> : general instructions	Account Registration and Electronic Reporting Guidance documents	Air Emission Inventory Forms and Instructions website
<u>Help resources</u> : training videos and help documents	CEDR Project Website	www.pca.state.mn.us/AirEI-CEDR
<u>e-Services account</u> : password/account number issues	Janice Lehner-Reil	janice.lehner-reil@state.mn.us or 651-757-2091
<u>Submittal Agreement</u> : has your Submittal Agreement been processed?	Beckie Olson	beckie.olson@state.mn.us or 651-757-2123
<u>Data Entry and Submittal</u>	Option C or D EI type: Nate Edel	nathaniel.edel@state.mn.us or 651-757-2332
	Large EI type: Michael Smith	michael.smith@state.mn.us or 651-757-2733
<u>Emission Calculation</u> : emission calculators	Small Business Environmental Assistance Program	Small Business Environmental Assistance Program or 651-282-6143