



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

December 2011

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 \(C\)](#) and the submittal of an annual inventory is a requirement of your air quality permit. **Submission of this information by April 1, 2012, 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, [Minn. R. 7002.0015](#) to 7002.0085, gives the MPCA the authority to charge fees for air emissions.

Electronic Submittal. We are pleased to announce that because your facility holds a registration Option C permit, you will submit your 2011 Emission Inventory (EI) electronically. (Option D facilities will also be able to submit their 2011 EI online. Facilities holding a registration permit Option B, or a nonmetallic general permit will submit their inventories electronically beginning with the 2012 inventory.)

In past years, this mailing would have included your Air Emission Inventory report for calendar year 2011. Beginning January 24, 2012 you will be able to review and edit your 2011 Air Emission Inventory report through the MPCA's [Online Services](#) electronic reporting website. Please adhere to the following timeline for inventory reporting:

- Now: Sign up to become an authorized system user (See enclosure for instructions).
- Jan 24: Begin preparation of your data. All of the data submitted in previous years via paper will be submitted electronically. Further, you will have the opportunity to edit and review additional information about your facility, such as location data, that the MPCA also submits to the U.S. EPA.
- Before April 1: Submit your inventory electronically.

Announcements and guidance pertaining to the MPCA Online Services electronic reporting are available on the MPCA's [CEDR webpage](#).

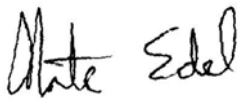
Changes at your facility? If any of the following have changed, your permit must be revised to reflect such changes: facility name, ownership or control of the facility, or any other facility contact information listed in the permit (e.g., mailing address). You must submit an application to the MPCA 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 (identified above), 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, Beckie Olson, at beckie.olson@state.mn.us, and provide the updated contact information.

The MPCA is open to your input to make this new electronic reporting system as user friendly as possible. We ask for your patience as we make the transition together. **Please note that you will not receive further paper notification about your 2011 EI submittal; all future correspondence will be electronic.**

If you have questions regarding the EI please contact Nate Edel at nathaniel.edel@state.mn.us or 651-757-2332.

Sincerely,

A handwritten signature in black ink that reads "Nate Edel". The signature is written in a cursive, slightly stylized font.

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

NE:jab

Enclosure