



# Minnesota Pollution Control Agency

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

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Dear Large Inventory type Air Permit Holder:

You are receiving this e-mail because you are listed as the emissions inventory (EI) contact for your facility's air emissions permit or because you are registered as the Responsible Official/Submitter or the Preparer in the MPCA's Online Service Portal for air emissions inventory reporting.

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 subject to 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.

2011 is an air toxics reporting year. If you have site-specific toxics emissions information, you will report that information along with your criteria emissions information at a single website. Emissions of toxics and criteria pollutants must be reported through the CEDR web application by April 1, 2012. (In past years, submittal of toxics emissions had a different submittal deadline than the criteria pollutant emissions.)

**Electronic Submittal.** Large inventory type permit holders will submit the 2011 Emission Inventory (EI) electronically again this year. Beginning January 24, 2012, you will be able to prepare, 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:

When to Take Action	Action	Resources
Now	Previous Users: Check account numbers and passwords; if you need help with account access please contact Shane Hanly at 651-757-2066 or <a href="mailto:shane.hanly@state.mn.us">shane.hanly@state.mn.us</a>	Log into MPCA <a href="#">Online Services</a>
Now	New users: Preparers and Responsible Officials create accounts. Responsible Official/Submitter submits submittal agreement	Follow steps on <a href="#">CEDR webpage</a>
January 24 <sup>th</sup> , 2012	Submitters/Preparers start entering 2011 EI data electronically	Log into MPCA <a href="#">Online Services</a>
Before April 1, 2012	Responsible Official/Submitter submits Emission Inventory	

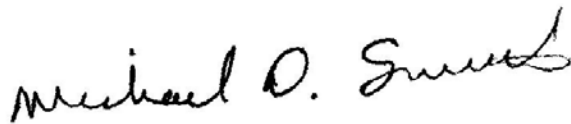
Please note: if the Responsible Official/ Submitter (as defined in [Minn. R. 7007.0100, subp. 21](#)) for your facility has changed from last year's submittal, the new Responsible Official/Submitter must sign up for an account through the [MPCA Online Services](#) electronic submittal website and submit a signed paper Emission Inventory Report (EIR) Submittal Agreement to the MPCA. Instructions are located on the [CEDR webpage](#).

Announcements and training regarding the electronic reporting website will be made via e-mail and on the MPCA's CEDR website. Go to [www.pca.state.mn.us/AirEI-CEDR](http://www.pca.state.mn.us/AirEI-CEDR).

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 paper notification about your 2011 EI submittal; all correspondence will be electronic.**

If you have any questions, please contact Michael Smith at [michael.smith@state.mn.us](mailto:michael.smith@state.mn.us) or 651-757-2733.

Sincerely,

A handwritten signature in black ink that reads "Michael D. Smith". The signature is written in a cursive, flowing style.

Michael Smith  
Research Analysis Senior  
Air Assessment and Environmental Data Management Section  
Environmental Analysis and Outcomes Division

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