

## Quick guide – Option B air emission inventory report

As the owner or operator of a permitted air quality facility, you are required to submit an emission inventory report by **April 1, 2024**. If your facility does not submit an air emission inventory report on time, enforcement action may be taken, and your next annual air fee will include an additional fee.

### What do I need to do?

1. Complete the enclosed air emission inventory report for your Option B permitted facility.  
On the enclosed report, list the amount of volatile organic compound containing material that your facility used or purchased in calendar year 2023.
2. Sign and date the report.
3. Submit the completed report no later than April 1 by email to: [optionbreport.pca@state.mn.us](mailto:optionbreport.pca@state.mn.us)

**Or**

Postmarked no later than April 1 to:  
Rachel Olmanson  
Minnesota Pollution Control Agency  
520 Lafayette Road North  
St. Paul, MN 55155

### What if there have been changes at my facility?

Submit an administrative change form (RP-05) and submittal cover page (SCP-01) to the Minnesota Pollution Control Agency (MPCA) if any of the following permit changes have been made:

- Facility name.
- Ownership or control of the facility.
- Owner or operator's name.
- Facility location

Forms are at <https://www.pca.state.mn.us/business-with-us/air-permit-application-forms>.

Contact the Small Business Environmental Assistance Program at 651-282-6143, 800-657-3938 or [smallbizhelp.pca@state.mn.us](mailto:smallbizhelp.pca@state.mn.us) for assistance.

### What if my facility has permanently closed?

Submit a Notice of Permit Termination request using MPCA's e-Services at <https://rsp.pca.state.mn.us/>.

Guidance on permit termination can be found at: <https://www.pca.state.mn.us/business-with-us/air-permit-application-forms>.

Contact the Small Business Environmental Assistance Program at 651-282-6143, 800-657-3938 or [smallbizhelp.pca@state.mn.us](mailto:smallbizhelp.pca@state.mn.us) for assistance.

### Questions?

For questions, please contact Rachel Olmanson at [rachel.olmanson@state.mn.us](mailto:rachel.olmanson@state.mn.us) or 651-757-2473.