

# 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, 2025**. 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 2024.
2. Sign and date the report.
3. Submit the completed report no later than April 1, 2025 by email to: [optionbreport.pca@state.mn.us](mailto:optionbreport.pca@state.mn.us)

**Or**

Postmarked no later than April 1, 2025 to:  
Corey Jarrett  
Minnesota Pollution Control Agency  
520 Lafayette Road North  
St. Paul, MN 55155

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

You must notify the MPCA if any of the following have changed:

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

There are two options to submit these changes.

- 1) *Electronically*: Registration permit holders may use MPCA e-Services for air administrative changes. Using e-Services becomes mandatory in September 2025.

MPCA e-Services: <https://rsp.pca.state.mn.us/>

Guidance for administrative amendments can be found at:

[https://rsp.pca.state.mn.us/dep/DEP\\_RSP/hlp/service/class/air\\_admin\\_amend\\_class\\_help.html](https://rsp.pca.state.mn.us/dep/DEP_RSP/hlp/service/class/air_admin_amend_class_help.html)

- 2) *U.S. Mail*: Submit an administrative change form (RP-05) and submittal cover page (SCP-01)

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

If your facility has seen a change in general contact information (i.e. permit or billing name, email, or phone number), email your air quality program staff contact to notify the MPCA of these changes (no fee).

<https://www.pca.state.mn.us/business-with-us/air-permits#:~:text=Air%20quality%20compliance%20staff>

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 with e-Services or forms.

## **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/sites/default/files/p-gen1-18.pdf>

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## **Questions?**

For questions, please contact Corey Jarrett at [corey.jarrett@state.mn.us](mailto:corey.jarrett@state.mn.us) or 651-757-2833.