

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, 2026**. 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 2025.
2. Sign and date the report.
3. Submit the completed report no later than April 1, 2026 by email to the address below, or by U.S. Mail, postmarked no later than April 1, 2026, to the mailing address below.

Email: optionbreport.pca@state.mn.us

Or

Mailing Address:

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 Minnesota Pollution Control Agency (MPCA) if any of the following have changed:

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

Registration permit holders must use MPCA e-Services for air administrative changes.

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

If your facility has seen a change in general contact information (i.e. contact name, email, or phone number), please email air quality program staff contact to notify the MPCA of these changes. No fee is required for these changes. <https://www.pca.state.mn.us/business-with-us/air-emissions-inventory-reporting-and-fees>

Contact the Small Business Environmental Assistance Program at 651-282-6143, 800-657-3938 or 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>.

Please contact the Small Business Environmental Assistance Program at 651-282-6143, 800-657-3938 or smallbizhelp.pca@state.mn.us for assistance with permit terminations.

Questions?

For questions, please contact Corey Jarrett at corey.jarrett@state.mn.us or 651-757-2833.