

Quick Guide - Nonmetallic Mineral Processing Air Emission Inventory Report

General permittees cover letter

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 nonmetallic mineral processing permitted facility.
2. If your facility operated multiple sites during the year, copy the report and complete an air emission report for each site.
3. Sign and date the report(s).
4. Make a copy for your records.
5. Return the original report(s), postmarked no later than April 1, 2025, to:

Corey Jarrett
Minnesota Pollution Control Agency
Environmental Analysis and Outcomes Division
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

- 2) *U.S. Mail*: Submit an administrative change form (GP-01) 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 for assistance with e-Services or forms.

What if my facility 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>

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

What if my facility relocated?

If the facility is a portable plant and has relocated to a location authorized by the existing permit, submit Form NM-RE, Location Notification at: <https://www.pca.state.mn.us/business-with-us/air-permit-application-forms>.

Notify the MPCA each time the facility changes location.

Questions?

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

For questions on facility changes, please contact the Small Business Environmental Assistance Program at 651-282-6143, 800-657-3938 or smallbizhelp.pca@state.mn.us.