

# 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, 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 nonmetallic mineral processing permitted facility.
2. Sign and date the report.
3. Make a copy for your records.
4. Return the original report, postmarked no later than **April 1, 2024**, to:

Rachel Olmanson  
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?

Submit an administrative change form (GP-01) 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.
- Change in owner's or operator's name.

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

## 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 Rachel Olmanson at [rachel.olmanson@state.mn.us](mailto:rachel.olmanson@state.mn.us) or 651-757-2473.

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](mailto:smallbizhelp.pca@state.mn.us).