



State of Ohio Environmental Protection Agency

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Columbus, OH 43216-1049

[Correspondence Date]

[Primary Contact Name]
[Facility Name]
[Contact Address Line 1]
[Contact Address Line 2]
[Contact City, State, ZIP]

Important 2008 Dates to Know

June 6
2007 FER/EIS Due Date
June 13
Last Day STARShip Files Accepted
June 30
eBusiness Center: Air Services Available

IMPORTANT – eBusiness Center: Air Services Delayed

Subject: 2007 Title V Emissions Reports Due by June 6, 2008 for [Facility Name]

Facility ID: [Facility ID]

Facility Address: [Facility Address Line 1]
[Facility Address Line 2]
[Facility City, State, ZIP]

Dear [Primary Contact Name],

Please carefully read this important letter which contains information concerning a delay in release of the eBusiness Center: Air Services, and your Title V Emissions Reporting requirements for calendar year 2007.

- **eBusiness Center: Air Services will be made available for use on June 30, 2008.**
- **The emissions reporting due date will still be extended to June 6, 2008.**
- **You no longer need to meet the previously mentioned February 8, 2008, deadline for submitting reports the “old way,” via STARShip.**
- **We will send you another letter when it is time to get an eBusiness Center account and Personal Identification Number (PIN).**

eBusiness Center: Air Services will be made available for use on June 30, 2008.

Ohio EPA has made a very difficult decision to delay the release of “Air Services” that was introduced to you in a letter dated November 30, 2007. We will be taking advantage of this time to prepare you for the new software and any upcoming changes to applications, permits, and reports.

We will accept STARShip files through close of business June 13, 2008. After this date, any STARShip file received will be rejected and will be required to be submitted via Air Services.

Ted Strickland, Governor
Lee Fisher, Lieutenant Governor
Chris Korleski, Director

The emissions reporting due date will still be extended to June 6, 2008.

All owners/operators of Title V facilities must submit their calendar year 2007 Fee Emissions Reports, Emissions Inventory Summary and Emissions Statement reports by June 6, 2008. Your company is identified in our permitting system as owning or operating a facility subject to the Title V permitting and emissions reporting requirements of Ohio Administrative Code (OAC) 3745-78-02 for 2007. More information on the Title V emissions reporting requirements are included in Attachment A.

DAPC had originally anticipated that you would need more time to submit through the eBusiness Center, thus necessitating a one-time extension to the emissions reporting deadline. We are not going to stop the change to the rules that are in process to extend the emissions reporting deadline. We do not want to further complicate matters for you, if you have already adjusted work schedules or planning for completing emissions reports. Therefore, for 2007 emissions reporting only, the due date will be June 6, 2008. Title V Fee Emissions Reports (FER), Emissions Inventory Summary (EIS), and Emissions Statements (ES) must be submitted using the STARShip software one final time.

You no longer need to meet the previously mentioned February 8, 2008, deadline for submitting reports the “old way,” via STARShip.

We will send you another letter when it is time to get an eBusiness Center account and PIN.

DAPC will send you another letter as soon as you are able to begin working online at the Ohio EPA's eBusiness Center for air related services. Please check our Web page for additional information regarding the implementation plan and frequently asked questions in the months to come.

www.epa.state.oh.us/dapc/airservices

We sincerely apologize for any inconvenience this may have caused you. However, we feel this will be a positive opportunity for you to become more familiar with the software. If you have any questions regarding the eBusiness Center: Air Services please contact the Division of Air Pollution Control at dapcfeedback@epa.state.oh.us or (614) 644-2270.

Sincerely,

Chris Korleski, Director
Ohio Environmental Protection Agency

Cc: [DO/LAA]

Attachment A

Title V Emissions Reporting Requirements for 2007

Submit Completed Emissions Reports for 2007 by June 6th, 2008

June 6th, 2008, is the deadline for all owners/operators of Title V facilities to submit their 2007 Fee Emissions, Emissions Inventory Summary, and Emissions Statement reports to Ohio EPA. As we have done in the past, DAPC is sending this letter to your attention to remind you and other responsible officials or facility primary contacts of this regulatory reporting requirement.

The information in this letter and web site references within the letter is designed to help you:

- **Know the regulatory basis for emissions reporting requirements.**
- **Develop and file your emissions reports using DAPC's STARShip software.**
- **Submit your reports successfully.**

NOTE: DAPC will not be mailing a STARShip Newsletter covering topics for report year 2007. We have ceased using STARShip Newsletter format. A STARShip Newsletter Archive is available on the Web at:
<http://www.epa.state.oh.us/dapc/starship/starinfo.html>

Know the Regulatory Basis for Emissions Reporting Requirements

Your company has been identified in our permitting system as owning or operating a facility subject to the Title V permitting and emissions reporting requirements of Ohio Administrative Code (OAC) 3745-78-02 for 2007. Your operating permits and Ohio law require you to submit these reports annually. Failure to submit them by June 6, 2008, is a violation and may result in enforcement action by Ohio EPA.

Fee Emissions Report (FER) - Once filed, the reports are reviewed by the appropriate Ohio EPA district office or local air agency. Fees are then assessed based on the actual amount of emissions of particulate matter**, sulfur dioxide, nitrogen oxides, organic compounds and lead. The fee for reporting year 2007 is \$41.96/ton.

You are subject to Title V fees if you applied for a FESOP to avoid Title V permitting requirements, but did not receive a final FESOP before December 31, 2007. Facilities that obtained SMTV status by December 31, 2007, are no longer subject to Title V emission reports or fees. A separate letter identifying the SMTV fee emissions reporting requirements will be sent to all SMTV facilities. SMTV status is achieved through either a final FESOP or final synthetic minor permit-to-install. This status is evaluated for emission reporting purposes on December 31 each year.

Emissions Inventory Summary (EIS) - Ohio EPA has the authority to under OAC rule 3745-15-03 to request and receive the information from regulated entities. This information is provided to U.S. EPA to develop an annual criteria and toxic pollutant inventory. Beginning with 2006, all Title V facilities must file a complete an inventory annually.

Emissions Statement (ES) – If your facility is located in a county where air quality does not meet the federal 8-hour ozone standard you may need to submit an ES. Pursuant to OAC Chapter 3745-24 and the Clean Air Act section 182(a)(3)(B), you must submit an ES if your facility emits 25 or more tons per year of VOC or NO_x during the reporting year and your facility is located in a non-attainment county for the 8-hour ozone standard. In general, facilities subject to this requirement must submit actual emissions for NO_x and VOC. You can easily submit the ES concurrently with the FER/EIS STARShip submittal. Please refer to the ES web site <http://www.epa.state.oh.us/dapc/es.html> and STARShip web site <http://www.epa.state.oh.us/dapc/starship/starinfo.html> for additional information.

Develop and File your Emissions Reports using DAPC's STARShip Software

The Fee Emission Report (FER) and Emissions Inventory Summary (EIS) and Emissions Statement (ES) reports must be submitted simultaneously and electronically via STARShip software (version 1.2). See Chapter 6 in the STARShip Users Manual (<http://www.epa.state.oh.us/dapc/starship/chapter6.pdf>) for instructions.

** Facilities that emit particulate matter in a condensable state should read the web article titled, "Important Information on Reporting and Invoicing Sources of Condensable & Filterable Particulate Matter Emissions."

The FER and EIS Reports document actual emission data for the pollutants listed below.

Note: *The pollutants PM₁₀, PM_{2.5}, NH₃, VOC and CO must be reported but are not billable pollutants.

Nitrogen Oxides (NO_x)

Sulfur Dioxide (SO₂)

Lead (Pb)

* Carbon Monoxide (CO)

* Ammonia (NH₃)

Particulate Matter (PM)**

*Particulate Matter ≤10 microns (PM₁₀)

*Particulate Matter ≤ 2.5 microns (PM_{2.5})

Organic Compounds (OC)

* Volatile Organic Compounds (VOC)

Please send the FER/EIS/ES STARShip export file to this e-mail address: starship@epa.state.oh.us. An automated response will be sent immediately to verify that the e-mail was received. If the sender does not receive an automated response, then the e-mail was not received. DAPC will send a second e-mail with the receipt attached after the file has been processed.

The submittal process is officially complete when DAPC receives a receipt signed by the facility's designated responsible official. (Please see guidance available at http://www.epa.state.oh.us/dapc/title_v/respoff.pdf if you have questions). To complete the filing process by the deadline, a signed STARShip receipt must be received via mail or faxed to (614) 460-8275 by 5 p.m., June 6, 2008. The receipt with original signature must be mailed to the address identified on the STARShip receipt.

Submit your Report Successfully

If you need assistance, please review the topics below and contact the corresponding person or office. Information is also available on DAPC's Web page, <http://www.epa.state.oh.us/dapc>. For this final year of STARShip use, thoroughly review the Title V Fee web site for all important issues regarding the emissions reporting process.

Topic:	Staff Contact or Web Reference:
Title V applicability	[DO/LAA Long Name] [DO/LAA Phone Number]
EIS, emissions calculations, quality assurance	Safaa El-Oraby, (614) 644-3571 or safaa.eloraby@epa.state.oh.us http://www.epa.state.oh.us/dapc/aqmp/eiu.html
STARShip software assistance, Obtain copies of electronic files for prior years	STARShip Support, (614) 644-2270, or http://www.epa.state.oh.us/dapc/starship/starinfo.html
ES, Map of Non-Attainment Counties	http://www.epa.state.oh.us/dapc/es.html
FER applicability, DAPC processing, or invoicing	Elisa Thomas at (614) 644-3621 or elisa.thomas@epa.state.oh.us

** Facilities that emit particulate matter in a condensable state should read the web article titled, "Important Information on Reporting and Invoicing Sources of Condensable & Filterable Particulate Matter Emissions."