



John R. Kasich, Governor  
Mary Taylor, Lt. Governor  
Craig W. Butler, Interim Director

1/13/2014

**Re: Requirement to Submit Emissions Reports for 2013  
by April 15, 2014 for:**

Dear Permit Holder:

**April 15, 2014, is the deadline** for all owners/operators of Title V facilities to submit their calendar year 2013 Fee Emissions Report (FER), Emissions Inventory Summary (EIS), and Emissions Statement (ES) reports. The FER, EIS, and ES must be submitted via the eBusiness Center: Air Services. The information in this letter is designed to help you:

- **Know the regulatory justification for emissions reporting requirements.**
- **Submit reports successfully by the Responsible Official.**

#### **Know the regulatory basis for the emissions reporting requirements**

Failure to submit these emissions reports by the April 15, 2014, deadline is considered a violation of Ohio EPA rules and may result in enforcement action being taken against the facility.

**Fee Emissions Report** - Your company has been identified as owning or operating a facility subject to the Title V permitting and emissions reporting requirements of Ohio Administrative Code (OAC) rule 3745-78-02(A) for calendar year 2013. It is a requirement of your operating permits and Ohio law to submit these reports annually. Once filed, the reports undergo review by the appropriate District Office or Local Air Agency. Data from these reports is used to assess a fee on the actual amount of emissions of particulate matter, sulfur dioxide, nitrogen oxides, organic compounds and lead. The fee for reporting year 2013 is \$47.52 per ton.

Additionally, if your facility is considered a non-Transitional facility and has only *applied* for synthetic minor status to get out of Title V, you are also required to submit annual Title V emissions reports until the synthetic minor permit is issued in final form. Facilities that have obtained that final issued permit by December 31, 2013, are no longer subject to this requirement but are subject to Synthetic Minor Title V fees. Please contact us if you have received this letter in error.

**Emissions Inventory Summary** - Ohio EPA has the authority under OAC rule 3745-15-03 to request and receive information from regulated entities. Emissions information through emissions inventory reporting is provided to U.S. EPA to develop an annual criteria and toxic pollutant inventory. All Title V and Synthetic Minor Title V facilities are required to file a complete EIS annually.

#### **Helpful Links**

##### **eBusiness Center**

<https://ebiz.epa.ohio.gov>

##### **Ohio EPA Answer Place**

<http://ohioepa.custhelp.com>

Search keywords to find answers and tutorials on emissions reporting and Air Services!

##### **Air Services Web Page**

[epa.ohio.gov/dapc/airservices.aspx](http://epa.ohio.gov/dapc/airservices.aspx)

##### **Engineering Guide #71**

[epa.ohio.gov/dapc/engineer/eguides.aspx](http://epa.ohio.gov/dapc/engineer/eguides.aspx)

**Emissions Statement** - The county the facility is located in was designated as nonattainment for the 8-hour ozone National Ambient Air Quality Standard in 2013. Pursuant to OAC Chapter 3745-24 and the Clean Air Act section 182(a)(3)(B), facilities located in ozone nonattainment counties are subject to the requirement if the actual emissions of the facility are greater than or equal to 25 tons per year of volatile organic compounds (VOC) or NO<sub>x</sub> during the reporting year. In general, facilities subject to this requirement must submit actual emissions for NO<sub>x</sub> and VOC.

### Submit reports successfully by the Responsible Official

The Responsible Official, defined in OAC rule 3745-77-01(II), must sign off on the submission of the FER/EIS. That can be accomplished by actually entering his/her PIN during the submit process or by signing an attestation form that is uploaded during the submit process. If the latter option is chosen, the person performing the submit process and entering his/her PIN must be an employee of the company; consultants should not submit.

You can get assistance with Air Services from the following sources:

- **Help within Air Services** - click the word "Help" in the top right corner of any Air Services screen to get context specific information.
- **Searchable topics and fast responses to new questions** - DAPC heavily relies on the Agency "Answer Place" to post topics, videos, training information, and links to guidance on all information related to Air Services. If you can't find an answer, simply ask a new question and get a response within 1 business day!
- **Training Videos** - We have posted video training sessions on the Answer Place. We currently have videos posted on topics from getting an account, to developing your facility profile, emissions reporting, compliance reporting, and more.
- **Phone assistance** - DAPC Central Office staff along with your District Office or local air agency contacts are ready and waiting to assist you.

<u>Topic</u>	<u>Contact</u>
<b>Title V applicability</b>	District Office/Local Air Agency Staff <a href="http://www.epa.ohio.gov/Portals/27/general/Dolaa_map.pdf">http://www.epa.ohio.gov/Portals/27/general/Dolaa_map.pdf</a>
<b>eBusiness Center account or PIN</b>	eBusiness Center Helpdesk, 1-877-EPA-BIZZ
<b>Air Services Access</b>	Linda Lazich, (614) 644-3626 or linda.lazich@epa.ohio.gov
<b>Emissions Reporting</b>	Elisa Thomas (614) 644-3621 or elisa.thomas@epa.ohio.gov Safaa El Oraby (614) 644-3571 or safaa.eloraby@epa.ohio.gov

Please contact us with any questions you may have.

Sincerely,



Erica R. Engel-Ishida  
DAPC Supervisor, Permit Issuance and Emissions Reporting Unit