



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:**

YOUR FACILITY

Dear Permit Holder:

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

- **Know the regulatory justification for emissions reporting requirements.**
- **Submit reports successfully by the Authorized Representative.**

### **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 Synthetic Minor Title V emissions reporting requirements of Ohio Administrative Code (OAC) 3745-78-02(F) for calendar year 2013. "Synthetic Minor Title V" (SMTV) facility means a facility for which one or more permits have been issued for the air contaminant sources at the facility that include terms and conditions that lower the facility's potential to emit air contaminants below the major source thresholds established in rules adopted under Section 3704.036 of the Ohio Revised Code. It is a requirement of your 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 schedule for reporting year 2013 is available on the Air Pollution Control Web page <http://www.epa.ohio.gov/dapc> by selecting the topic "Synthetic Minor Fees".

**Emissions Inventory Summary** - Ohio EPA has the authority to under OAC rule 3745-15-03 to request and receive the information from regulated entities. Emissions information is provided to U.S. EPA to develop an annual criteria and toxic pollutant inventory. Beginning with 2009 all SMTV facilities have been 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 Authorized Representative**

The Authorized Representative, (see Ohio Revised Code 3745.11.1,) must sign off on the submission of the FER/EIS. Signature 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>Synthetic Minor applicability</b>	District Office/Local Air Agency Office <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