[printDate]

Facility ID #: [plantID1]

[plantName]

[addressLine1]

[addressLine2]

**RE:** **[calendarYear1] Annual Emissions Inventory Report**

Plant Location: [plantLocation]

[environmentalContact]:

This is a reminder that your facility’s annual emissions inventory report **must be submitted to the District or postmarked no later than April 15,** **[dueYear]**.

* All forms are available individually and in a new tabular format. Complete a full set of whichever version you prefer. **For the 2013 Emission Inventory, the District intends to move fully to electronic tabular forms**. Let us know with this year’s submittal if this will cause you any hardship. There are three options for the 2012 Emission Inventory.

Option 1. *Similar to 2011 Emission Inventory submittal*

Individual forms (E10T, E90, E91T (changes only), E92T (changes only), and E99 and as applicable: E20, E40, E43, E44, E45, E50, E54, E55.)

Option 2. *Ideal for medium-sized plants, with less than 30 emission units and processes.*A copy of **Processes.xls** for each process, combined with one E10T, E91T (changes only), E92T (changes only), and E99 to make a complete submittal. (Process.xls is a compilation of the E20, E40, E43, E44, E45, E50, E54, E55, and E90)

Option 3. *Ideal for small plants, with less than 10 emission units and processes*

**Combined Report Forms.xls** (a compilation of forms) will make a complete submittal.

* All forms were reformatted. Only use the 2012 forms posted on the APCD website, [www.louisvilleky.gov/APCD/PermitsAndCompliance/EmissionsInventoryForms.htm](http://www.louisvilleky.gov/APCD/PermitsAndCompliance/EmissionsInventoryForms.htm). Read Form E01 for instructions and an explanation of changes to the 2012 EI submittal process.
* ***New forms:***
  + Form E10T – Emission Units and Processes
  + Form E43, Welding – *Optional*
  + Form E45 – Optional replacement for E40 (Particulate Matter Data) and E50 (VOC Solvent or Product Use)
* Submit all the information required in the forms in one original paper copy.
* Submit the same set of information, and supporting calculations, in the original file format, on a CD, flash drive or in an email to allow APCD to review your calculations and store the submittal electronically.
* Address the deficiencies in the 2011 Emissions Inventory review letter from APCD, if received.
* Confidentiality (if applicable) – submit a public and confidential version of the entire submittal, along with a statement identifying the specific regulatory exemption from public disclosure and how the regulatory exemption applies to the record.
* Submit PM10-Filterable, PM2.5-Filterable and PM-Condensable separately in the E90 and E99 forms.
* Submit E91T and E92T as Excel spreadsheets for any changes since the 2011 Emission Inventory (if it was submitted). Submit the E91T and E92T if you did not submit for 2011.

Submit the Plant-wide Pollutant Emissions Summary and Certification Form (E99) signed by the responsible official for your company.  In addition, submit an updated insignificant activities list (on Form 100P) as required by Regulation 2.16, section 4.3.5.3.6.

The following APCD engineer has been assigned to your company to review your submittal and is available to answer questions:

[eiEngineer]  
[eiEngineerEmail]  
[eiEngineerPhone]

APCD staff is available to meet with you to demonstrate and confirm your facility’s emission inventory structure in the District’s database system. **We strongly encourage you to schedule a meeting prior to beginning your emissions inventory for 2012 to ensure that your company makes a complete and accurate submittal.** Please contact Starlet Raj to schedule your meeting.

Mail the completed annual emissions inventory report to:

LOUISVILLE METRO AIR POLLUTION CONTROL DISTRICT  
ATTN: STARLET RAJ  
850 BARRET AVENUE  
LOUISVILLE, KENTUCKY 40204-1745

The submittal will be considered **incomplete** if it does not include the aforementioned information listed in this letter. **Incomplete** submittals may result in an **enforcement action with penalties.**

If you have any questions or concerns please contact me at (502) 574-7346 or [starlet.raj@louisvilleky.gov](mailto:starlet.raj@louisvilleky.gov). Thank you for your cooperation.

Sincerely,

Starlet Raj  
Emissions Inventory Coordinator