[printDate]

Facility ID #: [plantID1]  
[plantName]  
[addressLine1]  
[addressLine2]

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

Dear [environmentalContact]:

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

* Submit all the information required in the E forms in one original paper copy
* Submit the same set of information , with supporting calculations, on a CD, flash drive or in an email to allow APCD to review your calculations and store the submittal electronically
* Address the deficiencies addressed in the [previousCalendarYear] emissions inventory review letter from APCD, if applicable.
* Confidentiality (if applicable) – submit a public and confidential version of the entire submittal
* Submit PM10-Filterable, PM2.5-Filterable and PM-Condensable as requested in the E90 and E99 forms.
* Submit E91T and E92T as Excel spreadsheets.

**Forms revised for this year’s emissions inventory**:

* All forms are available in a tabular format or as individual forms. Fill out whichever version you prefer.
* Form E90- emission factors are required for each pollutant, if appropriate.
* Form E40- Monthly throughput is no longer required.
* Form E91T- This form has been reformatted. Use the new form.
* Form E92T- This form has been reformatted. Use the new form.

*Note: 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.*

Emissions inventory forms and corresponding instructions can be downloaded from <http://www.louisvilleky.gov/APCD/PermitsAndCompliance/EmissionsInventoryForms.htm>

Read Form E01 for instructions and an explanation of changes to this year’s submittal process. Other instructions from Forms E04-E06 may be helpful for reference.

The plant-wide Pollutant Emissions Summary and Certification Form (E99) is required in each facility’s submittal and must be signed by the responsible official for your company.

**Please complete the following emissions inventory Forms, if applicable**: [formList]. Please organize your submittal so that each emission process/point can be linked to its pathway easily.

**A Compliance Certificate (i.e., 9400-O) signed by the responsible official of your company is required**. In addition, please submit the insignificant activities updates as required by Regulation 2.16, section 4.3.5.3.6. You are also required to submit Form 9400-O directly to EPA Region IV. The mailing address is listed in the General Conditions of your Title V permit.

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 confirm the specifics of your facility information submittal to help you understand how APCD staff built the facility information structure for your company. **We strongly encourage you to schedule a meeting prior to beginning your emissions inventory 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

Retain a copy of your completed report and all your supporting data and calculations so that it is readily retrievable in the future.

**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

CC: File