



South Coast Air Quality Management District

21865 Copley Drive – Diamond Bar CA 91765-4178
(909) 396-2000 • www.aqmd.gov

November 13, 2024

Facility ID:
PIN Code:

Re: Data Year 2024 Annual Emissions Reporting and California Air Resources Board Criteria and Toxic Reporting Regulation

Dear Facility Owner/Operator:

South Coast Air Quality Management District (South Coast AQMD) requires specific facilities to report their emissions annually and pay any applicable fees based on the amount of air contaminants emitted under the Annual Emissions Reporting (AER) Program pursuant to South Coast AQMD Rule 301(e).

Annual emissions reporting is required for any facility that:

- exceeds annual emission thresholds as specified in Rule 301;
- is subject to CTR reporting as specified in California Code of Regulations Section 93400 et seq.;
- is subject to the Emissions Inventory Criteria Guidelines or AB 2588 Air Toxics "Hot Spots" Program;
- is subject to Rule 317.1 (additional information will be provided in separate notification); or
- is notified otherwise by South Coast AQMD.

In 2020, CARB amended CTR expanding reporting requirements to additional facilities. These Additional Applicability facilities are determined by permitted processes and activity levels specified in Table A-3 of the CTR. Note that the Additional Applicability facilities subject to Phase 1 CTR reporting that have already reported their 2022 emissions are not required to report 2024 emissions. Phase 2 facilities – which include, but are not limited to, Auto Body facilities, Chemical Manufacturers, and Print Shops – must report 2024 emissions. A list of all facilities identified as being subject to reporting 2024 emissions will be posted to the AER Webpage. This list will exclude Additional Applicability facilities that reported in 2022 and that have no other reporting obligations.

Your facility has been identified as being subject to the AER Program due to one or more of the above criteria and is required to report emissions from operations within your facility for Data Year 2024 (January 1, 2024, through December 31, 2024). Please use the Facility ID and unique PIN Code provided above to access your facility's pre-loaded permit profiles in the AER Webtool (<https://aerreportingtoolpro.aqmd.gov/>) and to prepare and submit the annual emissions report.

The Data Year 2024 emissions report and applicable fees are due no later than 5:00 p.m. on **May 1, 2025**. If your completed report and applicable fees are not postmarked or received by the South Coast AQMD by this deadline, you may be subject to both enforcement action and late filing/payment surcharges.

Helpful resources can be found in the enclosed flyer including help hotlines, webinar information, and links to informational websites. Thank you for your cooperation and your important role in achieving more healthful air.

Sincerely,

A handwritten signature in black ink that reads "Fortune Chen".

Fortune Chen
Program Supervisor, AER

Annual Emissions Reporting Program Resources

South Coast AQMD - AER

Help with: AER Program, AER WebTool technical support, emission fees, reporting guidance.

Email (preferred) aer@aqmd.gov
Phone (909) 396 – 3660
AER Webpage www.aqmd.gov/aer
AER WebTool <https://aerreportingtoolpro.aqmd.gov/>

South Coast AQMD – AB 2588

Help with: AB 2588 Program, quadrennial reporting procedures.

Email ab2588@aqmd.gov
Phone (909) 396 – 3616
AB 2588 Webpage www.aqmd.gov/ab2588

California Air Resources Board

Help with: CTR Regulation, Phase 2 applicability, Core CTR requirements.

Email ctr-report@arb.ca.gov
Phone (279) 208 -7865
CTR Webpage <https://ww2.arb.ca.gov/our-work/programs/criteria-and-toxics-reporting>

Webinars

No registration necessary. Each webinar will contain reporting demonstrations and question and answer sessions. Each Webinar will be recorded and posted to the AER webpage shortly after the live session.

Webinar Subject	Date	Time*
Program Overview, Updates, CTR	January 15, 2025	1:30 pm – 4:00 pm
Auto Body Reporting	January 22, 2025	2:00 pm – 4:00 pm

*Webinars may end earlier than the scheduled time depending on participation

Webinar Address

Zoom Webinar Link	https://scaqmd.zoom.us/j/93745510164
Zoom Webinar ID	937 4551 0164
Teleconference Dial In	+1 669 900 6833
One tap mobile	+16699006833, 93745510164 #

How to Ask a Question Live

All participants will be muted. Following the instructions below, raise your hand to be added to the speaker list and you will be unmuted by the webinar host when it is your turn to speak.

- Desktop/Laptop or Smartphone: Click the "Raise Hand" button at the bottom of the screen.
- Telephone: Dial *9 on your keypad to join the speaker list. Then *6 to unmute.

For more information, please visit the AER Webpage.

AER Submittal Due: May 1, 2025, by 5:00pm