



South Coast Air Quality Management District

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

December 6, 2023

Facility ID: 999999
PIN Code: <redacted>

South Coast AQMD
21865 Copley Dr.
Diamond Bar, CA 91765

Re: DATA YEAR 2023 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) or California Air Resources Board’s (CARB) Regulation for the Reporting of Criteria Air Pollutants and Toxic Air Contaminants (CTR).

Annual emission reporting is required for any facility that:

- is subject to CTR reporting as specified in California Code of Regulations Section 93401;
- exceeds annual emission thresholds as specified in Table III of Rule 301;
- is subject to the AB 2588 Air Toxics “Hot Spots” Program; or
- is notified otherwise by the South Coast AQMD.

Your facility has been identified as subject to the AER Program and is required to report emissions from all operations within your facility for Data Year 2023 (January 1, 2023, through December 31, 2023) using South Coast AQMD’s online reporting tool at <https://aerreportingtoolpro.aqmd.gov/>. Additional applicability facilities under CTR are not required to report for Data Year 2023. However, CTR Sector Phase 2 additional applicability facilities are required to report emissions for Data Year 2024 and are reminded to retain the necessary records beginning on January 1, 2024.

Please use the Facility ID and unique PIN Code provided above to access your facility’s permit profiles and to prepare and submit the annual emissions report in the AER Tool (<https://aerreportingtoolpro.aqmd.gov/>). You are encouraged to attend an informational workshop (virtual) scheduled for January 17, 2024 (further details can be found in the enclosed flyer). The following resources and support services are also available for any questions regarding reporting requirements, emission calculations, and report submittal:

Email Hotline	Phone Hotline	AER Website
aer@aqmd.gov	(909) 396-3660	www.aqmd.gov/aer

The Data Year 2023 emissions report and applicable fees are due no later than 5:00 p.m. on **March 19, 2024**. 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 actions by the South Coast AQMD as well as late payment surcharges.

Thank you for your cooperation and your important role in achieving more healthful air.

Sincerely,

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Program Supervisor, AER