



South Coast Air Quality Management District

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

December 9, 2025

Facility ID: 123456
PIN Code: #####

SAMPLE FACILITY
123 MAIN ST
CITY, CA 9####

Re: Data Year 2025 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 the CARB Criteria and Toxics Regulation (CTR) reporting as specified in California Code of Regulations Section 93400 et seq.;
- is subject to the Air Toxics "Hot Spots" Act (AB 2588 Program);
- is subject to Rule 317.1 (please contact Rule317.1@aqmd.gov for questions, including status of applicability determination or exclusion plan); 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 and Phase 2 CTR reporting that have already reported their 2022 or 2024 emissions, respectively, are not required to report 2025 emissions. Phase 3 facilities – which include, but are not limited to, facilities with natural gas combustion equipment – must report 2025 emissions. A list of all facilities identified as being subject to reporting 2025 emissions will be posted to the AER Webpage. This list will exclude Additional Applicability facilities that reported in 2022 and 2024 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 2025 (January 1, 2025, through December 31, 2025). On or after January 1, 2026, 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 prepare and submit the annual emissions report.

The Data Year 2025 emissions report and applicable fees are due no later than 5:00 p.m. on **May 1, 2026**. 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". The script is fluid and cursive, with the first letter of each name being capitalized and prominent.

Fortune Chen
Program Supervisor, AER

Annual Emissions Reporting Program Resources

California Air Resources Board

Help with: CTR Regulation, Phase 3 applicability, Core CTR requirements.

CTR Webpage <https://ww2.arb.ca.gov/our-work/programs/criteria-and-toxics-reporting>

Email ctr-report@arb.ca.gov

Phone (279) 208 -7865

South Coast AQMD - AER

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

AER Webpage www.aqmd.gov/aer

The answers to many questions can be found by visiting the AER Webpage, including general help info, industry specific guidance documents, tutorial videos and more.

AER WebTool* <https://aerreportingtoolpro.aqmd.gov/>

*DY2025 report available on January 1, 2026

Email (preferred) aer@aqmd.gov

Phone (909) 396 – 3660 (Voicemail Only)

When contacting the AER Support Team, provide your name, facility name, facility ID, callback number/email, and a brief description of the assistance needed. Inquiries are assigned to staff on a first come, first serve basis; duplicate inquiries will not expedite our ability to respond.

South Coast AQMD – AB 2588

Help with: AB 2588 Program, quadrennial reporting procedures.

AB 2588 Webpage www.aqmd.gov/ab2588

Email ab2588@aqmd.gov

Phone (909) 396 – 3616

Webinar

No registration necessary. The webinar will contain reporting demonstrations and a question-and-answer session. The webinar will be recorded and posted to the AER webpage shortly after the live session.

Webinar Subject	Date	Time*
Program Overview, Updates, CTR	January 14, 2026	1:30 – 3:30 pm

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

Webinar Address

Zoom Webinar Link	https://aqmd.zoomgov.com/j/1600416718
Zoom Webinar ID	160 041 6718
Teleconference Dial In	+1 669 254 5252
One tap mobile	+1 669 254 5252,,160 041 6718#

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, 2026, by 5:00pm