



2011 Reduced Emissions Reporting

Why you received this

Every facility that has or is required to obtain an air permit must file an annual emissions report. Those reports come in two levels of detail: a full emissions report that is highly detailed, and a Reduced Reporting Form. Our records show that your facility has either a Basic Operating Permit or a Construction Permit with a *de minimis* limit, and for the 2011 emission year you may qualify for the Reduced Reporting Form.

Why you might need to prepare a full Emissions Inventory Questionnaire (EIQ)

If any of these conditions apply, you must submit a full EIQ instead the enclosed Reduced Reporting Form:

1. Your chargeable emissions vary by 5 tons or more from the enclosed reduced reporting form, or
2. You had a full year of operation with newly permitted equipment representative of an annual emissions total, or
3. You want to change the emissions totals that affect your fees.

Need to file a full EIQ?

You have two options. The first is to file online using MoEIS. Using MoEIS will automatically extend your emission report due date from April 1 to May 1. Email eiq@dnr.mo.gov or call 866-663-4748 for a user ID and password. Login here: bit.ly/MoEIS

If you want to use hardcopy forms, the due date is April 1, and Microsoft Excel-based forms and PDF forms can be downloaded at: bit.ly/EIQinfo

How much do you owe?

The "Total Due" box on the enclosed invoice shows the amount you owe. This amount is your 2011 emissions fee adjusted by any credits or balances from previous emissions reporting years (shown in the "Previous Account Balance" box on the invoice.) If your fees changed because of a full EIQ, you can change the amount due on this invoice.

What is the due date?

The due date for reduced emission reports is April 1, 2012. This is two months earlier than last year. Mail your signed form to the address below:

Missouri Department of Natural Resources
Air Pollution Control Program
P.O. Box 176, 1659 E. Elm St.
Jefferson City, MO 65102

If you need to complete a full emissions report, the April 1 due date is automatically extended to May 1 if you use MoEIS.

No production or out of business in 2011?

If you did not operate during the entire calendar year 2011, submit a written statement by April 1, 2012. No other forms or emission fees are due if your facility had no production. If your facility went out of business during calendar year 2011, submit a full EIQ for the partial year with the emission fees. To notify us, send a letter to the attention of Ms. Stacy Allen or e-mail stacy.allen@dnr.mo.gov.

Need help?

We are able to quickly resolve most issues with an exchange of emails and calls. Email eiq@dnr.mo.gov or call 866-663-4748 for technical support. We respond promptly and there is no fee for any assistance provided.