

Calendar Year 20__ Annual Emissions Reporting Form

Facility Name: _____ **Current Permit Number:** _____

- A facility-wide annual emissions report is due for each Mecklenburg County facility that has a currently active permit with Mecklenburg County Air Quality. This report is due by April 30th for the previous calendar year.
- A copy of your facility’s current air quality permit can be downloaded from MCAQ’s online database at: <http://epicweb.mecklenburgcountync.gov/Source/AQPermits/AQPermitSearch.aspx>
- The annual emissions report shall include all supporting documentation, including emission rate, product usage, operating hours, and all relevant information for emission calculations.
- Use the summary table on the following page to summarize emissions from each emission source or insignificant activity for which you are required to report. You may also create your own summary page for the annual emissions from your facility instead of using MCAQ’s annual emission summary table.

What do I need to report?	Where do I find what information I need to report?
1. Emissions emanating from all emission sources listed in the facility’s current air quality permit	In your facility’s air permit, look at the last permit condition. It will contain the reporting requirements for all emission sources at your facility.
2. Emissions emanating from any insignificant activities that have reporting requirements	In Appendix B, look at the recordkeeping/reporting column in the insignificant activities table. If there are reporting requirements for any insignificant activities at your facility, they will be specified here.

The undersigned certifies that all information and statements provided on this annual emission report, based on information and belief formed after reasonable inquiry, are true, accurate, and complete.

Signature of Responsible Company Representative

Printed Name

Date

Return the completed form to:
 Mecklenburg County Air Quality
 2145 Suttle Avenue
 Charlotte, NC 28208
 (704) 336-5430

Annual Emission Summary Table

Emission Source (as identified in your current Air Quality Permit)		Pollutant Name [Example: NOx]	Actual Emitted (Ton/yr) [Example: 6.84 ton/yr]
ID [Example: ES-1]	Description [Example: One (1) 15.0 million Btu/hr boiler capable of burning natural gas or #2 fuel oil]		

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