

Air Services eNews subscriber:

Many reports are due in the first half of 2017. All letters reminding facilities of these annual reporting requirements will have been sent via U.S. mail by this Friday. Please be aware that any due date that falls on a weekend or holiday, where State agencies are closed for business, will be extended to the following business day. In this message you will find information on those reports and other helpful tips as follows:

- **Permit Evaluation Report - due February 15**
- **Annual Emissions Report - due April 17**
- **Title V Compliance Certification - due May 1**
- **Quarterly Compliance Report - due May 1**
- **Helpful Tips**
- **Customer Support**

Permit Evaluation Report - *Air Services Task: Permit Evaluation Report (PER)*

This report is due for all facilities that have had a PTIO issued that was effective during the reporting period. Don't forget to check the issued PTIO for reporting requirements that may need to be met as part of completing the PER. The next PER is due on February 15 for facilities with a reporting period of January 1 to December 31.

Annual Emissions Report - *Air Services Task: Fee Emissions Report (can also include EIS and ES)*

The 2016 Title V and Synthetic Minor Title V fee emissions report, emissions inventory and emissions statement are on due April 17. **To save time during report preparation, please [click here](#) for to read about source classification code (SCC) changes and data validation errors you may see.** You will also find answers to common questions we receive, information on upcoming webinars and training videos. To view the letters sent to facilities follow these links: [Title V](#); [Synthetic Minor Title V](#).

Title V Compliance Certification - *Air Services Task: Title V Annual Compliance Certification Report (TVCC)*

This report is due on May 1 for all facilities that were regulated by a Title V permit in 2016. Remember, a hard copy is NOT required to be submitted to U.S. EPA unless trade secret information is a part of the submission. Details are given on our [Title V web page](#) by clicking on the Reporting tab or [follow this link](#) to view information in the FAQ on the Customer Support Center. At this time, the agreement with U.S. EPA only applies to the TVCC. All other reporting requirements where a hard copy must be mailed to U.S. EPA have not changed.

Quarterly Compliance Report - *Air Services Task: Other Compliance Report (ex. Quarterly Deviation Reports)*

Please review the permits for the facility to determine what quarterly reports are due on May 1 for the first quarter of 2017.

Helpful Tips

Use a Compatible Internet Browser - A significant number of customer support calls we receive are related to the browser that is being used. Air Services is designed to function in Microsoft Internet Explorer (IE). If you experience a problem in a different browser, please perform the same function in IE to resolve it. If you use IE 11, we posted instructions on how to change settings for Air Services to work properly. [Click here to see the instructions.](#)

Allow Pop-Ups - Pop-Up windows are used in Air Services. Many users have the ability

for a web page to display pop-up windows blocked. In order to use Air Services you must turn the Pop-Up Blocker off. You can configure these settings in IE under the Tools menu.

Allow for time to get a PIN (New process coming February 3) - In order to submit most reports or grant access to someone to prepare a report, a responsible official at a company must have a PIN. If you are unsure if you need a PIN, [please follow this link for more information](#). The [process to get a PIN](#) involves sending the information to the user via U.S. mail and cannot be expedited via email or fax. Please include this processing time in your planning. A new easier process for acquiring a PIN will be put in place on February 3. However, if the new electronic identify proofing system does not succeed, the original process must be followed.

Customer Support

If you need assistance, please follow these links or contact any of the following:

- [2016 Emissions Reporting Guidance & Training](#)
- [Training Videos](#)
- [Customer Support Center FAQ](#) - Search for answers or ask new questions
- **Air Services Access:** Linda Lazich (614) 644-3626; linda.lazich@epa.ohio.gov
- **Air Services Software Support, Emissions Reporting or Facility Profile:** Safaa El-Oraby (614) 644-3571; safaa.eloraby@epa.ohio.gov
- **eBusiness Center PIN or Password:** eBiz Helpdesk (877) 372-2499

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Permit Issuance and Data Management

cc: Ohio EPA and Local Air Agencies