



MISSISSIPPI DEPARTMENT OF
ENVIRONMENTAL QUALITY

Guide to Completing and Submitting the Annual Emissions Reporting Form (AERF) for the Purpose of Assessing the Title V Program Fee

April 2025

STATEMENT OF PURPOSE AND DISCLAIMER

Pursuant to informal discussions between the staff of DEQ and members of the regulated community, an agreement was reached that more comprehensive guidance and instruction needed to be provided to facilities regarding the reporting of actual annual emissions for purposes of the Title V program fee. Consequently, this guide was developed to assist facilities in preparing and submitting a report of actual emissions for purposes of basing the Title V program fee on the reported actual emissions instead of the allowable emissions.

This second-generation version of the guidance has received limited review within DEQ and the regulated community. Since the guide may need to be modified to improve its usefulness, it is not yet considered DEQ policy or been adopted through formal administrative procedures as such. Except for noted regulation excerpts which are verbatim, the guidance, interpretative explanations, suggestions, and cautionary statements in this guide are offered merely as guidance and do not create any enforceable right or duty separate from the Mississippi Title V regulations (11 Miss. Admin. Code Pt. 2, Ch. 6).

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Introduction

The Title V program fee is due **September 1** of each calendar year. This guide is intended to assist facilities subject to the requirements of the Title V program in properly completing and submitting the report used to assess the Title V program fee, which includes the following two components:

- the emissions portion of the fee, which is based on actual emissions and/or potential emissions, and
- the complexity portion of the fee, which is based on the number of applicable air regulations included in the annual fee schedule. The actual list of air regulations established by the Commission to be used for fee assessment purposes may vary annually. The final list will be found the Commission's order each Spring.

This guide is not intended to address other requirements of the Title V program or provide assistance in non-Title V fee areas, though the actual emissions provided by the facility may also be used for reporting obligations under the Air Emissions Reporting Requirements (AERR) of 40 CFR Part 51, Subpart A and submitted separately to the Emissions Inventory Branch.

The Annual Emissions Reporting Form (AERF) is the form used to assure emissions data from all facilities wishing to have the fee based on actual emissions are reported in a consistent manner. The AERF was revised in 2023 to reflect revisions to the Title V regulations which were amended in 2022 to modify the Title V fee system to add a new section for the complexity portion of the fee and again in 2025 to remove facility specific information to accommodate the change to electronic data management.

Guidance on completing and submitting the AERF is provided on the following pages. The guidance is divided into three parts:

- a concise list of the basic procedural steps for completing and submitting the AERF (provided for those persons/facilities already familiar with the reporting procedures);
- the same list of procedural steps containing significantly more detail, including recommendations to ensure completeness (provided for those persons/facilities less familiar with the AERF procedures); and
- appendices containing information referenced in the procedural steps but separated to improve readability and comprehension.

Due to length, the entirety of the Mississippi Title V regulations (11 Miss. Admin. Code Pt. 2, Ch. 6). is not included as part of this guide. Rule 6.6 *Program Fees* of the regulations (which sets the requirements for reporting for fees) is referenced in some of the guidance; therefore, a copy of Rule 6.6. has been included in Appendix 3. The full version of the regulations can be found on the DEQ website at <https://www.mdeq.ms.gov/about-mdeq/regulations/air-regulations/>.

See the frequently asked questions page on the Air-Title V fee's webpage for information not found in the guidance.

Basic Procedure for Completing and Submitting the AERF

(see Expanded Procedure Section for more information for each item)

1. Beginning in 2025, the AERF will be a generic form. Starting in 2026, an email will be sent to the Title V assessment fee contact on record detailing the July 1st due date and where to print the AERF. (A sample AERF with clarifying notes is provided in Appendix 5 to aid in understanding the information provided on the form.)
2. For the emissions component of the fee, collect all emissions data, operational records, reference materials, and other supporting documentation needed to calculate emissions for the preceding calendar year.
3. Calculate/determine the total actual annual emissions for each pollutant to be reported on the AERF. (See Appendices 1 and 2)
4. Prepare sample calculations and/or explanations of how the supporting documentation was used to develop the actual emissions values reported on the AERF. Please ensure all calculations are properly explained and the source of all values is referenced.
5. When you are satisfied the actual emissions data is complete and correct, transfer the data to the AERF provided by DEQ. (NOTE: If the emissions data on the AERF do not match the information in the supporting documentation, review of the data cannot be concluded and may cause the fee to be charged on allowable emissions.)
6. For the complexity component, list all air regulations to which the facility is subject. The list of regulations used to calculate the complexity component may vary annually and will be included in the Commission's Order to set the fee schedule each Spring. Provide an explanation for any subpart not listed which the current permit states applies.
7. Have the AERF signed by the appropriate responsible official or duly authorized representative. (NOTE: If the person signing the AERF is not or cannot be verified to be the proper signatory per the DEQ regulations, the AERF cannot be accepted for review by DEQ and may cause the fee to be charged at least partially on allowables if not corrected by July 1st.)
8. Upload the signed and completed AERF with all supporting information to AERF Submittal Portal which can be found at <https://www.mdeq.ms.gov/air/title-v-fees/>. (Note: Supporting information for the Air Emissions Reporting Rule (AERR) submitted via CAERS can be used as the supporting information for the AERF if submitted by the July 1st deadline. The appropriate box must be checked on the submitted AERF.)

Expanded Procedure for Completing and Submitting the AERF

1. Starting in 2025, the AERF will be a generic form. The April 2025 mailout of the AERF will be the last hardcopy sent to facilities. Beginning in 2026, an email will be sent to the Title V Assessment Fee on record with a reminder about the upcoming AERF submission deadline and where to find the generic AERF on MDEQ's website. A sample AERF with clarifying notes is provided in Appendix 5 to aid in understanding the information provided on the form.
 - ◆ **Download the generic AERF on the Title V Fees page.**
(<https://www.mdeq.ms.gov/air/title-v-fees/>)
 - ◆ **Make corrections to the Title V Assessment Fee Contact and Billing Address.**
With the change to electronic reporting, it will be extremely important to update the Title V Assessment Fee Contact. Also, please provide the correct billing information to ensure timely receipt of the August invoice.
2. For the emissions component of the fee, collect all emissions data (including exceedance data), operational records, reference materials, and other supporting documentation needed to calculate emissions for the preceding calendar year.
 - ◆ **Utilize any emissions summaries and operational reports which were created for Title V annual certification of compliance purposes or monitoring reports.** This will help prevent duplicate data collection efforts.
 - ◆ **Provide a copy of such information in the supporting documentation.** Air Program Development staff do not conduct file reviews of EPD and ECED's original permit applications and compliance reports; therefore, any information used to support the completed AERF should be submitted with the AERF for completeness.
 - ◆ **Provide a reference or source for all emission factors.**
 - ◆ **Provide a summary report** (preferably a single page) on which all emission sources and the pollutants emitted from each are tabulated.
 - ◆ **Provide an electronic copy of all supporting information when submitting the AERF.**
3. Calculate/determine the total actual annual emissions for each pollutant to be reported on the AERF. (See Appendices 1 and 2)
 - ◆ **Include emissions from "Insignificant Activities" (IAs), which were listed in the Title V application.** This is one of the most often overlooked portions of actual emissions data by sources. (Note: the regulations do not exempt IA emissions from fees or from emissions reported for the AERR. The exemption from having to quantify emissions from IAs applies only to emissions data reported in Title V applications. However, current DEQ policy allows facilities to exclude emissions from activities listed in Rule 6.7.A in actual emissions calculations.
 - ◆ **Calculate totals to two decimal places.** This is especially important when the total for a pollutant is summed for a large number of emission points. If using AERF supporting calculations to suffice for the AERR calculations, criteria air pollutants must

be calculated to **two decimal places** and hazardous air pollutants must be calculated to **four decimal places**.

- ◆ **Include VOC HAPs in both the VOC and HAP, Total (VOC) lines.** HAPs which are counted in other pollutant totals (e.g., VOCs or PM) will not be double counted for fees. All reporting facilities are required to report both VOC HAPs and non-VOC HAPs in the same manner (i.e., as both separate line items and with any other broader pollutant they are part of) to reduce the number of follow-up contacts needed to clarify the data's meaning.
 - ◆ **PM₁₀ pollutant information collection.** Facilities will not be charged for PM₁₀, only Particulate Matter (PM).
 - ◆ **Enter zeroes for pollutants which were not emitted at all or which do not total over 0.0049 tons/year. (Remember, for HAPs the AERR requires reporting to four decimal places, so this threshold would not apply.) *DO NOT* insert a dash, the word “negligible”, or leave the value blank.** Any data in the actuals column which is not a numeric value will result in use of the allowable emissions for that pollutant as the basis for the emissions portion of the fee. Air Division staff cannot change the information reported on the AERF, even when such a change is requested by the facility. A correction or change of any AERF data will require resubmittal of a revised AERF form and revised support documentation, if relevant, in order for the correction to be made.
4. Prepare sample calculations and/or explanations of how the supporting documentation was used to develop the actual emissions values reported on the AERF. Please ensure all calculations are properly explained and the source of input values are referenced.
- ◆ **Provide all formulas used to calculate the emissions** from the applied to the supporting documentation.
 - ◆ **Ensure calculations use appropriate information.** The calculations should be based on the facility information from the appropriate year and any updated emission factors or recent test data.
 - ◆ **Provide a detailed reference or explanation** of any emissions factors utilized from publicly available documents.
 - ◆ **Provide justification of suitability and accuracy for any industry-derived emissions factors.**
 - ◆ **Emissions data for CY 2024 through EPA's Combined Air Emissions Reporting Systems (CAERS) for the Air Emissions Reporting Requirement (AERR) may act as the supporting information; however, the information must be submitted by the July 1st deadline.** The appropriate box must be checked on the submitted AERF submitted through portal.
5. When you are satisfied that the actual emissions data are complete and correct, transfer the data to the original AERF sent by DEQ or found on MDEQ's website.
- ◆ **Use only the official AERF to report actual emissions.** A generic electronic copy of

the AERF can be found on the Title V fees page on the DEQ website.

- ◆ **Transfer the actual emissions total for each pollutant to the corresponding blank cells in the right-hand column of the AERF.** Do not footnote data in the actual emission rate column; if notes to explain the data are necessary, put them on the summary page of the supporting documentation.
 - ◆ **Total emissions reported on the AERF must match the information provided in the supporting documentation.** If the emissions do not match, you will be contacted to provide an opportunity to resolve discrepancies. Due to the limited time available to review all AERFs, we encourage prompt response to any questions or requests from DEQ staff regarding potential errors. For pollutants with unresolved discrepancies at the billing deadline, the data used for fee calculations will be the allowable emissions.
 - ◆ **Ensure emissions submitted for the AERR, if required, match the AERF emissions.** If subsequent corrections or updates are made after original submittal, this information must be submitted to both the Air Program Development Branch and Emissions Inventory Branch.
6. For the complexity component of the fee, list the facility's applicable air regulations in the second table on the AERF.
- ◆ **Only air regulations included in the annual fee schedule established by the Commission will be evaluated to determine complexity.** This year's list of air regulations included in the fee schedule are anticipated to be the federal air regulations found in 40 CFR Parts 60, 61, 63, and 68; therefore, this guide was developed based on this expectation. The actual list established by the Commission may vary annually. A copy of the Commission's order will be placed on the DEQ website.
 - ◆ **For purposes of this portion of the fee, each applicable subpart of 40 CFR Part 60, 61, and 63 will be considered a separate air regulation; however, all subparts of 40 CFR Part 68 will be considered a single applicable regulation.**
 - ◆ **List all air regulations in the fee schedule to which the facility is subject.** DEQ may follow up with the facility regarding those regulations the facility believes do not apply. If extra space is needed to list the applicable air regulations, a larger table is provided in the generic AERF found on the website.
 - ◆ **Provide an explanation for any subpart not listed which the current permit states is applicable or if there are any other changes.**
 - ◆ **Only subparts directly applicable to the facility will be used when calculating the complexity component of the fee assessment.** For example, if you are subject to 40 CFR Part 63, Subpart U, which requires compliance using the monitoring, recordkeeping, and/or reporting in Subparts F, G, and H (though you are not directly subject to F, G, or H), only applicability to Subpart U will be used to evaluate complexity. In this example, Subparts F, G, and H should not appear on the AERF and should be marked "N" if they do.
 - ◆ **Generally, all stationary internal combustion engines are subject to 40 CFR 63 (MACT), Subpart ZZZZ, even if they are also subject to 40 CFR 60 (NSPS), Subpart**

III or JJJ. Therefore, you should note “Y” for MACT Subpart ZZZZ and the applicable NSPS.

- ◆ **The General Provisions of Subpart A for Parts 60, 61, and 63 will not be used when calculating the complexity component of the fee assessment.**

7. The AERF must be signed by the appropriate responsible official (RO) or duly authorized representative (DAR).

- ◆ **The AERF must be signed by the RO or by the DAR.** If this requirement is not met, the emissions report cannot be accepted for review by DEQ. AERF’s without a proper signature by July 1st will be considered incomplete and charged partially on allowables. See the frequently asked questions page on the Title V fee’s page for more information on how it will be calculated.
- ◆ The certification contained on the AERF is considered to extend to the attached supporting documentation, and no additional certification statement or signature for attached information is needed. The definition of a Responsible Official in 11 Miss. Admin. Code Pt. 2, R. 6.1.A(26). is as follows:

(26) Responsible official means as follows:

(a) for a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either:

(1) the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or

(2) the delegation of authority to such representative is approved in advance by the DEQ;

(b) for a partnership or sole proprietorship: a general partner or the proprietor, respectively;

(c) for a municipality, state, federal, or other public agency: either a principal executive officer or ranking elected official (for the purposes of these regulations, a principal executive officer of a Federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of EPA); or

(d) for affected sources:

(1) the designated representative in so far as actions, standards, requirements, or prohibitions under Title IV of the Federal Act or the regulations promulgated thereunder are concerned; and

(2) the designated representative for any other purposes under Title V.

- ◆ **The person assembling the AERF package should verify (well in advance of the July 1 deadline) that the required signatory will be available to sign the AERF when complete. Electronic signatures are acceptable.**
 - ◆ **A cover letter signed by the RO or DAR is not a substitute for a properly signed AERF.**
 - ◆ **A DAR form can be submitted with the AERF submission.** A DAR form is available at <https://www.mdeq.ms.gov/applications>.
8. Beginning with the 2025 submission, AERF packets must be submitted using the AERF Submittal Portal found on MDEQ's website (<https://www.mdeq.ms.gov/air/title-v-fees/>). The AERF and all supporting information must be submitted by July 1st.
- ◆ **Submit the AERF early.** If issues arise (e.g., corrections), the facility will have more time to respond if the AERF is submitted early versus waiting until July 1st.
 - ◆ **AERFs submitted after July 1st will be charged at least partially based on allowable emissions.** See Appendix 3 for the regulation excerpt which explains how late reports will be dealt with in terms of fee billing and the frequently asked questions page on the Title V fee's webpage for more information.
 - ◆ **Emissions data for CY 2024 submitted through EPA's Combined Air Emissions Reporting Systems (CAERS) for the Air Emissions Reporting Requirement (AERR) may act as the supporting information; however, the information must be submitted by the July 1st deadline.** The appropriate box must be checked on the AERF submitted through the portal.
 - ◆ **An email confirming submission will be automatically sent by the portal if the submission was successful.**

Appendix 1

Methods for Calculation of Actual Emissions

Acceptable methods of calculating actual emissions include:

- If available, use of emission monitoring data or direct emissions measurements for the pollutant(s) (e.g., continuous emissions monitoring systems (CEMS), predictive emissions monitoring systems (PEMS), or stack test results). Facility specific information should be used over non-facility specific information.
- Use of mass balance calculations such as the amounts of the pollutant(s) entering and leaving process equipment. Where mass balance calculations can be supported by direct measurement of process parameters, such direct measurement data shall be supplied.
- Use of published emission factors such as those relating release quantities to throughput or equipment type (e.g., EPA's AP-42 factors or factors determined by industry groups).
- Use of engineering calculations including those used in emissions estimation software (e.g., software estimating tank emissions or EPA's LandGEM and WATER9 software).
- Use of best engineering judgments where such judgments are derived from process and/or emissions data which supports the estimates of maximum actual emissions.

If the method used to calculate actual emissions fails to reasonably represent actual emissions or if the DEQ determines there is not sufficient information available on a facility's emissions, the determination of the fee shall be based upon the permitted allowable emissions until such time as an adequate determination of actual emissions is made.

Appendix 2

Determining Actual Emissions Based on the Available Data

This example applies to a source which has no documented exceedances of the applicable emission limit.

A facility has a natural gas-fired boiler subject to 40 CFR Part 60, Subpart Db for NO_x emissions but does not measure or monitor any parameter from which a true actual emission rate of NO_x can be determined. The allowable NO_x emission rate under Subpart Db is 0.20 lb/MMBtu. Records are kept on the hours of operation and on the maintenance condition of the boiler. The boiler has no restriction on hours of operation; therefore, the annual allowable NO_x emission rate would be calculated for the permit by determining the allowable pound per hour NO_x emission rate at the maximum firing rate specified in the facility's application and then converting that hourly rate to an annual rate in tons per year based on operating 8,760 hours per year.

If the facility knows from operating records no breakdowns or other events caused there to be a possible exceedance of the NO_x emission rate and can determine the actual hours of operation during the calendar year, the maximum actual emissions of NO_x can be determined by multiplying the allowable hourly emissions rate by the actual hours operated.

Boiler maximum firing rate: 120 MMBtu/hr

Allowable NO_x emissions rate: 120 MMBtu/hr x 0.20 lb/MMBtu = 24 lb/hr

Annual allowable: (24 lb/hr x 8760 hr/yr) / 2000 lb/ton = 105 tons/year

Actual hours operated based on operating log:

5 days/wk x 24 hr/day x 50 wk/yr = 6000 hr/yr

Actual annual emissions: (24 lb/hr x 6000 hr/yr) / 2000 lb/ton = 72 tons/yr

NOTES:

In this same scenario, you could adjust the actual annual emissions based on additional data collected, including 1) actual amount of natural gas fired in the boiler during the year, 2) results of a recent stack test conducted on the boiler for purposes of demonstrating compliance with the NSPS, and/or 3) the boiler manufacturer's emissions guarantee for NO_x. In all cases, the documentation supporting use of this additional information should be attached with the AERF calculations.

Appendix 3

Rule 6.6. Excerpt From Title V Regulation

Rule 6.6 Program Fees.

- A. Fees. The owner or operator of any stationary source that is required to hold a Title V permit shall pay to the Department an annual fee based on a fee schedule established by the Commission. The fee schedule for Title V program fees shall be set each year by order of the Commission in an amount sufficient to cover the costs of development and administration of the program. The Commission's order shall follow receipt of the annual report and recommendation of the Title V Advisory Council, if timely received, and completion of a public hearing held to receive comments regarding the proposed annual fee.
- B. Fee System. Each owner or operator's annual Title V program fee shall be calculated and assessed according to the following:
- (1) A portion of the fee shall be based on the source's annual quantity of emissions.
 - (a) Allowable emissions determined on the date of the fee calculation shall be used as the basis for this portion of the fee, except when the use of actual emissions is allowed under paragraph (b). Allowable emissions are those emissions limited by the Title V permit, as well as those emissions not expressly limited by the Title V permit but otherwise allowed by the permit, as represented in the Title V application (refer to R.6.2C.(3)).
 - (b) Actual emissions may be used as the basis for this portion of the fee if the owner or operator submits a report of the source's actual emissions for the previous calendar year by July 1. The report shall include, at a minimum, the completed annual fee reporting form provided by the Department and any calculations and supporting information used in completing the form. Supporting information shall include, but is not limited to, emissions monitoring data, direct emissions measurements, published emission factors, process data, or other data used to calculate the actual emissions reported on the annual fee reporting form.
 - (c) Notwithstanding paragraphs (a) and (b) above, when calculating this portion of the fee, a minimum annual fee shall be assessed according to the fee schedule established by the Commission.
 - (2) A portion of the fee shall be based on the complexity of the source, as determined by the number of air regulations applicable to the source on the date of the fee calculation, according to the fee schedule established by the Commission. Only air regulations required to be addressed by a Title V permit may be included in the annual fee schedule.
 - (3) The Department shall provide an annual fee reporting form to be used in reporting the information necessary to calculate the appropriate annual fee for each owner or operator. The Department may require additional information to support the annual fee reporting form, where necessary, to determine the appropriate annual fee for any

owner or operator.

- (a) The owner or operator shall submit the completed annual fee reporting form to the Department by close of business on July 1 of each year. It is incumbent upon the owner or operator to demonstrate any submittal was made in a timely manner.
- (b) The annual fee reporting form shall be certified by a responsible official according to Rule 6.2.E.
- (c) If the annual fee reporting form is not filled out completely and accurately, certified in accordance with Rule 6.2.E., accompanied by all necessary calculations and supporting information, and received by the Department by close of business on July 1, allowable emissions or other information necessary to determine the appropriate annual fee shall be used in the fee calculation.
- (d) If the Commission determines that there is not sufficient information available to the owner or operator to accurately complete and submit the annual fee reporting form by July 1, but such information becomes available and is submitted to the Department after July 1, the fee calculation and assessment may be altered according to the annual fee schedule. No fee actually paid to the Department shall be refunded due to a change in the fee calculation. If a fee is recalculated such that the amount assessed for an annual period is reduced and the source has already paid all or a portion of the fee, the revised fee assessment may not be reduced to an amount less than what the owner or operator has already paid regardless of the results of the recalculation.

C. Excess Fees. If the annual fees collected exceed the cost of administering the Title V program for that fiscal year, then the excess shall be applied to the cost of administering the program for the succeeding fiscal year. If necessary, in the succeeding fiscal year, the assessment rates shall be adjusted to ensure that the excess anticipated to be retained in the fund does not exceed the current annual cost of administering the program.

D. Disputed Fees. Any owner or operator required to pay the Title V program fee set forth under this chapter who disagrees with the calculation or applicability of the fee may petition the Commission in writing for a hearing in accordance with State Law. Any disputed portion of the fee for which a hearing has been requested will not incur any penalty or interest from and after the receipt by the Commission of the hearing petition.

E. Due Dates.

- (1) The Title V program fee shall be due September 1 of each year. An owner or operator may elect a quarterly payment method of four (4) equal payments with the payments due September 1, December 1, March 1 and June 1. The owner or operator shall notify the Department that the quarterly payment method will be used by September 1.

- (a) If any part of the Title V program fee imposed is not paid within thirty (30) days after the due date, a penalty often percent (10%) of the amount due shall at once accrue and be added thereto. If the fee is not paid in full, including

any interest and penalty within sixty (60) days of the due date, the Permit Board may revoke the permit upon proper notice and hearing as required by law.

- (b) If at any time within the year the Commission determines that the information submitted by the owner or operator is insufficient or incorrect, the owner or operator will be notified of the deficiencies and the adjusted fee assessment. Past due fees from the adjusted fee assessment will be due at the time of the next scheduled quarterly payment.
- (2) All newly applicable sources required to hold a Title V permit shall pay an annual fee to the Department in accordance with the following:
- (a) any source commencing operation or increasing emissions between and including January 1 and September 1 of any year, such that the Title V program becomes applicable, shall pay a Title V program fee on or before September 1 of that year; and
 - (b) any source commencing operation or increasing emissions between and including September 2 and December 31 of any year, such that the Title V program becomes applicable, shall pay a Title V program fee on or before September 1 of the following year.

Source: Miss. Code Ann. §§ 49-2-9(1)(b), 49-17-17, 49-17-28, 49-17-29, 49-17-30, 49-17-32, 49-2-1, et seq. and 49-17-1, et seq.

Appendix 4

Glossary

If a term or acronym is not included, contact us to clarify its meaning.

Actual Annual Emissions – The actual emissions reported for the calendar year preceding the fee due date, with pollutants expressed in tons/year (e.g., calendar year (CY) 2024 emissions are reported July 1, 2025).

Annual Allowable Emissions – The allowable emissions currently recorded by EPD as the facility’s potential emissions inventory corresponding to the current TVOP, with pollutants expressed in tons/year. Generally, Sections B.2 and B.3 of the most recent Title V application submitted to DEQ should reflect the allowable (or potential) emissions.

Annual Emission Reporting Form (AERF) – The form used by DEQ for reporting information needed to calculate the Title V program fee. The AERF includes two tables, one for the “Emissions Component” and one for the “Complexity Component” showing the pollutants to be reported. The emissions table has three columns: the annual allowable emissions currently specified in the facility’s emissions inventory, the actual annual emissions reported in the last fee year, and a blank column for entry of the actual annual emissions to be considered for the upcoming fee year.

Background / supporting documentation – The detailed information from which the total actual annual emissions of each pollutant are determined. This is information such as but not limited to operating records, monitoring results, test results, manufacturer’s data, and emission calculations.

Duly Authorized Representative (DAR) – The qualified designee who may represent a corporate Responsible Official in signing official documents and in negotiating permits and enforcement resolutions. A DAR must be responsible for the overall operation of one or more manufacturing, production, or operating facilities and either:

- (1) the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or
- (2) the delegation of authority to such representative is approved in advance by the DEQ.

Environmental Compliance and Enforcement Division (ECED) – The division of DEQ’s Office of Pollution Control (OPC) responsible for ensuring facilities’ compliance with Air and Water permits as well as managing enforcement matters with those permits. All solid waste permitting, compliance and enforcement is handled by the Waste Division. The division does not deal with emissions reporting for fees or with fee collection unless an enforcement action is required to collect unpaid fees.

Environmental Permits Division (EPD) – The division of DEQ’s OPC responsible for issuing air and water permits. The division does not deal with emissions reporting for fees; however, the division does produce the emission inventories which are used to establish a facility’s allowable emissions, which is the default basis on which emissions fees are charged, and maintains the database of applicable regulatory subparts, which is the basis of the complexity fee. The division

also maintains the database identifying the Responsible Officials (ROs) and Duly Authorized Representatives (DARs).

HAPs – Acronym for Hazardous Air Pollutants. The list HAPs was established by Clean Air Act section 112(b)(1), 42 U.S.C. 7412(b)(1), and amended in 40 CFR Part 63, Subpart C.

Insignificant Activities – Those operations and activities at a Title V source which are described in or defined by Rule 6.7 of the Title V regulations (11 Miss. Admin. Code Pt. 2, Ch. 6).

Non-VOC HAPs – Acronym for hazardous air pollutants which are not also volatile organic compounds.

Responsible Official (RO) – The facility official defined in the Mississippi Title V regulations as being qualified to sign official documents and negotiate for the facility on permits and enforcement actions. See Step 7 of the Expanded Procedures section for the regulatory definition.

SMOP – Acronym for Synthetic Minor Operating Permit. A SMOP is a federally-enforceable State Operating Permit which limits the facility’s potential to emit to below major source thresholds on all pollutants which may otherwise be emitted above the major source thresholds.

Mississippi Title V regulations – Common term for the “Air Emissions Operating Permit Regulations for the Purposes of Title V of the Federal Clean Air Act.” May also be referenced as 11 Miss. Admin. Code Pt. 2, Ch. 6.

TVOP – Acronym for Title V Operating Permit.

VOC HAPs – Acronym for hazardous air pollutants which are also volatile organic compounds.

VOCs – Acronym for volatile organic compounds. VOCs are defined in 40 CFR 51.100(s) as “any compound of carbon, excluding carbon monoxide, carbon dioxide, carbonic acid, metallic carbides or carbonates, and ammonium carbonate, which participates in atmospheric photochemical reactions. This includes any such organic compound other than the following, which have been determined to have negligible photochemical reactivity: Methane; ethane; methylene chloride (dichloromethane); 1,1,1-trichloroethane (methyl chloroform)...” (See the full definition in 40 CFR 51.100(s) for additional excluded compounds.)

Appendix 5

Example AERF

MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY TITLE V PROGRAM ANNUAL EMISSIONS REPORTING FORM

Submit through the AERF Submittal Portal found at <https://www.mdeq.ms.gov/air/title-v-fees/>.

In accordance with 11 Miss. Admin. Code Pt. 2, R. 6.6., all Title V Program sources shall submit, by July 1st of each year, a completed reporting form with an inventory of actual emissions along with supporting information for the previous calendar year. The submittal shall include all necessary supporting information (i.e. calculations, monitoring and testing data, measurements, etc.) from which the actual emission rates were determined. If a completed form is not submitted timely or supporting information is incomplete or not included, the emissions portion of the fee will be based on allowable emissions until the appropriate information is received and the fee can be reduced. The fee also includes a complexity factor based on the number of applicable federal regulations. Facilities should list all applicable regulations from Part 60, 61, and 63 subparts along with Part 68 found in the permit along with any missing and an explanation if one does not apply. The "Guide to Completing and Submitting the Annual Emissions Reporting Form (AERF)" document is available on the MDEQ website.

Air Reference (Permit)#: 9999 - 99999
AI ID #: 9999999

Facility: Example Facility
Site Address: Address Line 1
Address Line 2
County: County Name

Fill in with the Facility's information. This will no longer come prepopulated.

Check box on if using emissions inventory information uploaded to CAERS by July 1st for supporting information

Check box if supporting emissions information will be submitted through CAERS. (Optional)

Although the form asks for emissions of CO and CFCs/HCFCs, no fee is charged for those pollutants.

Emissions Component	
Pollutant	Actual Emission Rate in CY2024 (TPY)
PM ₁₀	
Particulate Matter	
Sulfur Dioxide	
Nitrogen Dioxide	
Carbon Monoxide	
VOCs	
Total Reduced Sulfur Compounds	
Lead	
CFC/HCFC, Total	
Other	
HAPs, Total (VOC)	
HAPs, Total (NON-VOC)	

The AERF will no longer list the facility's allowable emissions or the previous year's reported actuals.

PM₁₀ represents any airborne, finely divided or liquid material with an aerodynamic diameter 10 micrometers or smaller – includes both the "filterable" component and "condensable" component.
VOCs reflects total VOCs from the facility, including VOCs that are HAPs.

*****The 2025 AERF also includes PM10 as a reportable pollutant. Facilities will not be charged for PM and PM10, only PM. ****

List all air regulations in this year's fee schedule that apply. Provide an explanation for any subparts not listed that the current permit says is applicable or additions on a separate page.

<i>Complexity Component</i>	
Standards Type	Applicable Regulations <i>If no longer applicable to a regulation in the current permit, please explain on a separate page. An extra complexity component page can be found in the generic AERF on the website</i>
Part 60 (NSPS)	NSPS Subpart Dc
	NSPS IIII
Part 61 (NESHAPS)	NESHAP Subpart F
Part 63 (MACT)	MACT Subpart DDDDD
	MACT Subpart ZZZZ
Part 68 (RMP)	YES

I, the undersigned, am the owner or authorized representative of the facility described on this form. I certify that the statements made on this form and in the supporting information included with my submittal are complete and accurate to the best of my knowledge.

Signature	Date
Typed or Printed Name of Responsible Official or DAR	Title

Be sure the form is signed by the appropriate RO or DAR before submitting.

If you need to designate a duly authorized representative, please complete and submit the "Duly Authorized Representative (DAR) Designation Form (AIR ONLY)" with your AERF. Available on the DEQ website.

UPDATE INFORMATION:
Provide the information below to ensure emails regarding the AERF and program updates as well as the Title V program fee invoices are received. Please email LJames@mdeq.ms.gov if changes occur later.

Title V Assessment Fee Contact

Name:

Email (required):

Phone Number:

Mailing Address:

Title V Program Fee Billing Address:

Provide the current Title V Fee Assessment Contact information and the address where the Title V Program Fee invoice needs to go.