



FLORIDA DEPARTMENT OF Environmental Protection

Bob Martinez Center
2600 Blair Stone Road
Tallahassee, FL 32399-2400

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Noah Valenstein
Secretary

December 18, 2019

Dear DEP Air Permit Holders:

The purpose of this letter is to remind you that the Annual Operating Report (AOR) for the 2019 reporting year is due by **April 1, 2020**. Changes to the software for the electronic AOR (EAOR) are underway and expected to be completed in time for submittal of the 2019 AOR. The changes will reflect behind the scenes upgrades to the software. The new version of EAOR software will be available on our EAOR website by January 13, 2020.

Submittal of your AOR using the EAOR software fully satisfies the AOR requirement thus making hardcopy submittal unnecessary. Although all Title V sources must use the EAOR software, we strongly encourage non-Title V sources to also take advantage of the benefits of the EAOR software to submit their AOR.

Title V Fees (for Title V Sources Only)

Annual emissions fees are collected by the Department from Title V major sources of air pollution. The fees are based on the actual amount of regulated air pollutants emitted and are automatically calculated upon submittal of the EAOR to the Department. The Title V emissions fee must be post marked or received by **April 1, 2020** to avoid a penalty. The Annual Emissions Fee payment and Invoice should be sent by regular or certified mail to:

Major Air Pollution Source Annual Emissions Fee
P.O. Box 3070
Tallahassee, Florida 32315-3070

Checks are made payable to “**Florida Department of Environmental Protection**”.

Please include the ‘**EAOR Title V Annual Emissions Fee Invoice**’ with the check.

Note: Title V Fees must be post marked or received by April 1 or a **late penalty** of 50% of the amount of the regular fee shall be imposed.

EAOR Website

Resources and other information to help you complete your 2019 AOR will be available on the EAOR website by January 13, 2020: <https://floridadep.gov/air/permitting-compliance/content/annual-operating-report>.

- EAOR software: If a new version of software is ready, then you will be required to download the new version of the software to complete your 2019 AOR. The software enhancements include an upgrade to the software. Once you download the

software and import your data file, we encourage you to review your data file to ensure that it is accurate prior to completing it.

- Download or request a partially pre-filled hardcopy AOR form (non-Title V sources only).
- AOR Submittal Search webpage lists EAORs received by DEP and includes submission receipts, e-signature date, and for Title V sources an emissions fee Invoice.
- Solutions for common EAOR software or submittal errors.
- Information on the AOR Training webinar to be held in mid-January will be posted.
- Title V fee factor for reporting year 2019 is \$30.
- Tutorial summarizing Title V fees in the EAOR software.
- Frequently Asked Questions answers common general questions and also provides methods for submitting new questions.
- Flow chart to determine the pollutants that must be reported.
- EAOR user manual.
- AOR form and instructions (DEP Form 62-210.900(5))
<https://floridadep.gov/air/permitting-compliance/forms/annual-operating-report-air-pollutant-emitting-facility>.

Benefits of EAOR Software

The EAOR software is designed to make reporting less time-consuming and more efficient by enabling you to:

- Submit and sign your report electronically via the Internet.
- Avoid errors by pre-filling facility-specific information from the Department's database.
- Have a side-by-side comparison of this year's data with the data from previous years.
- Set formulas to calculate emissions that can be re-used with future reports.
- Attach supporting documents electronically.
- Identify missing data via the edit checks feature.
- Save your report as a .PDF file for your records.
- Automatically calculate Title V fees based on the AOR emissions (Title V sources only).

Signature – Electronic or Hard Copy (only one signature method is necessary)

For electronic signature, if you do not have an account and PIN for either EAOR or EPSAP, then please see the instructions for obtaining one at the above-referenced EAOR website. You do not need to download EAOR software in order to e-sign your AOR. Hardcopy signature pages are not necessary to be submitted if the AOR is electronically signed. However, if you are not using electronic signature to sign the AOR, then please either attach the signature pages in your EAOR (i.e. submitting them with your EAOR submission), or, see below for where to send us the signature pages based on whether your facility is Title V or non-Title V.

AOR Submittal

EAOR software has a direct submittal feature. However, if you are unable to use the direct submittal feature of the software, you can still use the EAOR software to prepare the report as well as the Department's website to electronically sign the report. If you prepared the report using the EAOR software, however are unable to submit it to DEP (due to firewall issue, etc.) then you will need to email the file which has a **.sub** file extension, to the Department at

EAOR@dep.state.fl.us (If the .sub file is too large to email, then you may download the submittal file to our incoming FTP site: <ftp://ftp.dep.state.fl.us/pub/incoming>).

If you are a **Title V** facility, then you must use the DEP's EAOR software, unless claiming a technical or financial hardship by submitting DEP Form No. 62-210.900(5) to DEP.

A **Title V** facility submitting a hardcopy AOR form or only the first two pages with the signature page signed, should email the scanned version to DEP at EAOR@dep.state.fl.us or send by regular mail to the following address:

Florida Department of Environmental Protection
Division of Air Resource Management, MS 5500
2600 Blair Stone Road
Tallahassee, FL 32399-2400

If you are a **non-Title V** facility and submitting a hardcopy AOR form or only the first two pages with the signature page signed, then please send to the appropriate DEP district or DEP local air pollution control program office at the address provided in one of the links below:

District offices: <https://floridadep.gov/air/air-director/content/district-air-contacts>

Local program offices: <https://floridadep.gov/air/air-director/content/local-program-air-contacts>

AOR Contact

If you have questions or need assistance, please contact Dianne Spingler at (850) 717-9100. You can also email questions to EAOR@dep.state.fl.us

Thank you,

Dianne Spingler