

General Instructions

FORM SERIES F1100

Emission Fee Reporting

The F1100 series provides Title V Operating Permit holders the forms needed to report emissions of regulated air pollutants subject to fees to the Department of Environmental Quality. Title V sources are required to pay emission fees for annual emissions, in addition to an annual base fee and user fees, per OAR 340 Divisions 218 and 220. This document gives an overview of emission reporting for fee purposes and the F1100 form series.

Regulated air pollutants

Title V source owners and operators must report annual emissions of the following regulated air pollutants for fee assessment: particulates, oxides of nitrogen (NO_x), sulfur dioxide (SO₂) and volatile organic compounds (VOC). Owners and operators must report emissions for only the regulated pollutants for which their permit establishes a plant site emission limit (PSEL).

For fee purposes, the owner or operator must report oxides of nitrogen as NO₂ and report only one particulate category even though the permit may establish a PSEL for more than one particulate category. Particulates must be reported as follows: If the permit has a PSEL for PM₁₀, the owner or operator must report emissions of PM₁₀. If the permit has a PSEL for particulate matter (PM) and not PM₁₀, he or she must report emissions of PM. If the permit has a PSEL for PM_{2.5} and not PM₁₀ or PM, he or she must report emissions of PM_{2.5}. If the permit has a PSEL for total suspended particulate (TSP) and not PM₁₀, PM or PM_{2.5}, he or she must report emissions of TSP.

Total plant site emissions that are less than one ton per year (or less than 500 lbs/yr of PM₁₀ in a M₁₀ nonattainment area) are considered insignificant per OAR 340-200-0020(7). Emissions that are categorically insignificant and not subject to a PSEL and any aggregate insignificant emissions established in a permit are exempt from fees. Other exclusions are described at the end of this document.

Paying on permitted or actual emissions

Source owners and operators may choose to pay for emissions based on actual emissions or permit limits for each emission source of each pollutant. Emission sources are the devices and processes established in the Title V permit (e.g. boilers, paint booths, drying ovens and degreasers). Each device and process has a unique identification (ID) (e.g. Boiler #1, Degreaser #1). The total emissions in the fee report may include actual and permitted amounts. For example, the owner or operator may pay for one pollutant from an emission source based on the permit limit and pay for a different pollutant from the same emission source based on actual emissions. In addition, he or she may pay for one pollutant from an emission source based on the permit limit and pay for the same pollutant from a different emission source based on actual emissions. The default emission fee for any pollutant that doesn't have approved methods for calculating actual emissions for fee purposes is based on the PSEL.

Owner and operators should consider cost in their decisions to pay on either permitted or actual emissions. Excess emissions are emissions in excess of a permit limit or any applicable air quality rule¹. If an emission source has excess emissions, paying on permitted emissions may be cheaper than paying on actual emissions because the actual emissions are greater than the permitted level. The owner or operator that chooses to pay for actual emissions from the emission source must include excess emissions in his or her emission calculations.

¹Emitting pollutants in exceedence of the PSEL is a violation of state rules and may result in enforcement actions.

Completing the F1100 form series

The F1100 series includes the following forms:

- Form F1101 - Total Emissions by Regulated Pollutant
- Form F1102 - Emissions by Source
- Form F1103 - Actual Emissions Using Verified Emission Factors
- Form F1104 - Actual Volatile Organic Compound Emissions Using Material Balance
- Form F1105 - Actual Sulfur Dioxide Emissions from Fuel Burning Using Material Balance
- Form F1106 - Actual Emissions Using Continuous Monitoring System Data

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Forms F1101 and F1102 are required. Forms F1103 through F1106 are required if the owner or operator chooses to pay emission fees based on actual emission levels, versus paying on permitted levels. He or she must complete the forms appropriate for the pollutants and calculation methods being reported:

- Form F1103 to quantify actual emissions using verified emission factors based on source test data;
- Form F1104 to determine VOC emissions through material balance;
- Form F1105 to determine SO₂ emissions through material balance; and
- Form F1106 to determine emissions based on continuous emission monitoring system data.

Owners and operators should complete the F1100 form series in the following order:

1. Determine which emissions, if any, he or she will pay for based on actual emission levels and complete forms F1103, F1104, F1105 and F1106 as appropriate.
2. Report total emissions by emission source on form F1102. This form will show:
 - a. Actual emissions determined on forms F1103, F1104, F1105 and F1106; and
 - b. Permit limits for emissions that the owner or operator will pay for based on permitted levels.
3. Report total emissions by pollutant on form F1101. This form will show a summary of the emissions reported on form F1102.

Exclusions

Apply the exclusions listed below for any instances not covered by the instructions for individual forms. The exclusions appear in OAR 340-220-0070 and are subject to change. Check current Oregon Administrative Rules (OAR) to verify these exclusions. OARs are available through DEQ's and the Secretary of State's websites at <http://www.deq.state.or.us/regulations/rules.htm> and <http://arcweb.sos.state.or.us/banners/rules.htm>. DEQ will not assess emission fees on:

- Newly permitted major sources that have not begun initial operation;
- Carbon monoxide; however, sources that emit or are permitted to emit 100 tons or more per year of carbon monoxide are subject to the emission fees on all other regulated air pollutants pursuant to OAR 340-220-0010;
- Any device or activity that did not operate at any time during the calendar year;
- Emissions categorized as credits or unassigned emissions within an Oregon Title V Operating Permit; or
- Categorically insignificant emissions as defined in OAR 340-200-0020.
- In addition, if an owner or operator of an Oregon Title V Operating Permit program source operates a device or activity for less than 5% of the permitted operating schedule, he or she may elect to report emissions based on a proration of the permitted emissions for the actual operating time.