

**FY 2015 Section 105 Air Planning Agreement**

**Reporting Requirements**

**U.S. EPA Region 4**

*Draft 05/19/2014*

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**Table 1: FY 2015 Reporting Requirements  
with Specific Submittal Dates**

\*\* On all reports (electronic and paper) submitted to Region 4, please note ID#s corresponding to items covered by report.\*\*

| <b>ID#</b> | <b>Due Date(s)</b>         | <b>Required Submittal</b>  | <b>FY 2014 APA Reference*</b> | <b>Origin</b>                 |
|------------|----------------------------|--|-------------------------------|-------------------------------|
| 15-01      | 08/01/14                   | Submit a complete application for new award to EPA to cover FY 2015. Agencies are encouraged to submit a draft application earlier for EPA review and comment.   | CCI-P                         | Regulatory 40 CFR 35.105      |
| 15-02      | 08/01/14                   | Submit a draft FY 2015 Section 105 Air Planning Agreement (work plan) by responding to EPA commitments in internet based work plan.  | CCI-P                         | Regulatory 40 CFR 35.105      |
| 15-03      | 11/15, 02/15, 05/15, 08/15 | Enter all quality assured Air Toxics data, including UATMP and other special toxics monitoring projects and associated QA/QC data, into the AQS database.  | AT                            | Non-Regulatory                |
| 15-04      | 11/15, 5/15                | Asbestos data report - manually report number of notifications received; number of inspections; non-notifier activity if applicable; number of non-penalty enforcement actions; number of enforcement actions with an assessed penalty; and total penalty assessment.          | ME                            | Non-Regulatory                |
| 15-05      | 11/15, 2/15, 5/15, 8/15    | List of PSD/NSR applicability determinations resulting in major source non-applicability. If the agency issues a public notice and includes in the public notice a reason for why PSD/NSR does not apply, then the agency # is not required to submit this information to EPA. | NAAQS-NSR                     | Non-Regulatory                |
| 15-06      | 11/15, 2/15, 5/15, 8/15    | Report summarizing sample recovery and any issues regarding equipment, funding, etc. for all ambient air toxics monitoring performed under the Urban Air Toxics Monitoring Program and the NonMethane Organic Compound Program.  |                               | Non-Regulatory                |
| 15-07      | 12/31                      | A Federal Financial Report (FFR) is required annually and should be emailed (or mailed) to the EPA Las Vegas Finance Center with a copy to the EPA Administrative Project Officer.   |                               | Regulatory 40 CFR 30.52(a)(1) |
| 15-08      | 11/15                      | Submit annual reports on progress of sections 111(d) and 129 plans.  | AT                            | Regulatory 40 CFR 60.25(e,f)  |
| 15-09      | 05/15                      | Annual report on Reid Vapor Pressure and average sulfur levels from gasoline sampling program (GA) and any notices of violations or enforcement actions related to the state fuel program.   | NAAQS-MSP                     | Non-Regulatory                |

| ID#   | Due Date(s) | Required Submittal  | FY 2014 APA Reference* | Origin                     |
|-------|-------------|---|------------------------|----------------------------|
| 15-10 | 05/01       | <p>A certification of the previous calendar year’s monitoring data. This must include: 1) A letter from the senior air pollution monitoring person or his or her designee to the EPA APTMD Director that certifies the agency’s data; 2) AMP600 data certification report for criteria pollutants; and 3) AMP450NC Quick Look summary report (if necessary) for non-criteria pollutants.</p> <p>All data from SLAMS sites must be certified including:</p> <ul style="list-style-type: none"> <li>• Federal reference method (FRM) or federal equivalent method (FEM) monitors for CO, NO2, SO2, (hourly and 5-min. avg. data), O3, Pb, PM10, PM10-2.5, and PM2.5.</li> <li>• Other required continuous PM2.5 monitors.</li> <li>• Filter-based PM2.5 speciation monitors – total mass and speciated components.</li> <li>• Additional NCore NO/NOx/NO2 precursor gas monitors.</li> <li>• PAMS data (ozone, NO/NOx/NO2, VOC, carbonyl, NH3, and HNO3 if collected).</li> </ul> <p>SPM data must also be certified if it is from a FRM, FEM, or ARM monitor and meets the QA requirements of 40 CFR 58 Appendix A. Unless the Regional Administrator has approved alternative QA requirements, an SPM using an FRM or FEM method is required to meet the requirements of Appendix A and data from it should be certified.</p> <p>Data from CASTNET monitors are not required or expected to be certified by agencies unless those monitors are being operated to meet CFR requirements. In most cases, CASTNET data will be certified by the responsible Federal agency (e.g., NPS or EPA OAP) and reviewed by OAQPS.</p> | NAAQS-AAM              | Regulatory<br>40 CFR 58.15 |
| 15-11 | 11/15       | 112(r) end-of-year report and a work plan discussing the implementing agency’s accomplishments, projected priorities and goals, initiatives, risk management plan audits, and facility inspections for the coming year.   | ME                     | Non-Regulatory             |
| 15-12 | 07/01       | Within the state’s annual network plan, evaluate ambient air monitors and auxiliary support equipment, and categorize the condition of this equipment as “Good,” “Fair,” or “Poor.” Please indicate which equipment pieces are not in everyday use (e.g., spare/back-up equipment stored in a lab or warehouse.) Auxiliary equipment includes items such as calibrators, data loggers, meteorological equipment, modems, etc. The agency is requested to replace equipment categorized as “Poor.”   | NAAQS-AAM              | Non-Regulatory             |

| ID#   | Due Date(s) | Required Submittal   | FY 2014 APA Reference* | Origin                           |
|-------|-------------|--|------------------------|----------------------------------|
| 15-13 | 07/01       | Inspection and Maintenance (I/M) report (see forms in the Appendix). This applies to: GA; NC; TN; Nashville-Davidson Co.; and Memphis-Shelby Co.)  |                        | Regulatory<br>40 CFR 51.366      |
| 15-14 | 07/01       | Annual network plan (states provide this report for the entire state; locals provide necessary support). Local agencies will work with their respective states to fulfill this requirement.  | NAAQS-AAM              | Regulatory<br>40 CFR 58.10(a)(3) |
| 15-15 | 12/31       | Submit annual Section 105 Grant Summary Report to EPA that includes information on the following: 1) a statement that all grant commitments and outputs/outcomes under EPA Strategic Plan Goal(s) and Objective(s) have been met or all have been met except X, Y and Z; 2) reasons why X, Y, and Z commitments and outputs/outcomes were not achieved (if appropriate); and 3) other pertinent information including, when appropriate, analysis and explanation of unliquidated obligations (e.g., unspent EPA funds), cost overruns or high unit costs. | CCI-P                  | Regulatory<br>40 CFR 31.40       |

\* See Glossary for reference codes

**Table 2: FY 2015 Reporting Requirements  
Submitted as Needed**

\*\* On all reports (electronic and paper) submitted to Region 4, please note ID#s corresponding to items being reported on  
\*\*

| <b>ID#</b> | <b>Due Date(s)</b>                        | <b>Required Submittal</b>   | <b>FY 2014 APA Reference*</b> | <b>Origin</b>  |
|------------|---|---|-------------------------------|--|
| 15-16      | Within 6 months of equipment installation | SOPs for new monitoring and ancillary equipment used in the SLAMS network in hard copy and/or electronic format.  | NAAQS-AAM                     | Non-Regulatory   |
| 15-17      | As completed                              | Revisions to current ambient air monitoring SOPs in hard copy and/or electronic format.   | NAAQS-AAM                     | Regulatory<br>40 CFR 58, Appendix A  |
| 15-18      | Immediately, as problems are identified   | <ol style="list-style-type: none"> <li>1. Notify EPA immediately if a problem arises that will result in the agency not meeting a data completeness requirement for any pollutant.</li> <li>2. Notify EPA of monitors/samplers not collecting 75% or more quality data (85% for air toxics). Notification should include the reason(s) why the completeness requirement was not met, a schedule for correcting the identified problem(s), and the corrective action(s) taken to avert the problem from occurring again.</li> </ol>  | NAAQS-AAM<br>AT               | Non-Regulatory   |
| 15-19      | As applicable                             | <ol style="list-style-type: none"> <li>1. PSD Notice: Notify EPA of receipt of a completed application for a major new source or major modification by sending a complete copy of the application to EPA.</li> <li>2. For all PSD and major nonattainment NSR construction permits, submit to EPA: <ol style="list-style-type: none"> <li>A.) a complete public notice package before the notice period begins, including: the notice language, the application if not already submitted, the proposed permit, the preliminary determination, the technical analysis for BACT or LAER, air quality impacts, offsets, and any other requirements.</li> <li>B.) a copy of the final preconstruction permit and final determination, including responses to public comments.</li> </ol> </li> <li>3. RACT/BACT/LAER Clearinghouse: Submit all PSD and major nonattainment NSR control technology determinations to the clearinghouse.</li> </ol> | NAAQS-NSR                     | Regulatory<br>Clean Air Act,<br>Section<br>165(d)(1)<br>40 CFR<br>51.166(q)(2)(iv) |
| 15-20      | 60 days before current QMP expires.       | Quality Management Plan (QMP) update  | NAAQS-AAM                     | Regulatory<br>40 CFR 58, Appendix A  |

| <b>ID#</b> | <b>Due Date(s)</b>   | <b>Required Submittal</b>   | <b>FY 2014 APA Reference*</b> | <b>Origin</b>                               |
|------------|--|---|-------------------------------|---|
| 15-21      | As needed or at least every five years   | Quality Assurance Project Plans (QAPPs) or revisions to existing QAPPs for air monitoring activities  | NAAQS-AAM                     | Regulatory<br>40 CFR 58,<br>Appendix A      |
| 15-22      | 3 months prior to collection of data   | Quality assurance project plan for all new pollutants to be monitored and methods to be used.   | NAAQS-AAM                     | Regulatory 40<br>CFR 58<br>Appendix A       |
| 15-23      | Within 60 days of each determination   | Submit copy of all final 112(g) determinations to Region 4.   | AT                            | Regulatory<br>40 CFR<br>63.43(m)            |
| 15-24      | Immediately, as problems are identified  | Notify EPA if the agency will miss the upcoming AQS data submittal deadline for any criteria and/or air toxics monitoring data.   |                               | Non-Regulatory                              |
| 15-25      | Within 30 days of event determination  | Notify Region 4 of exceedances or violations of NAAQS based on ambient monitoring instrument readings at SLAMS, and SPMs; for 8-hour ozone NAAQS, report all 4 <sup>th</sup> maximum concentrations that are at or above the level of the standard. Agencies meet the requirement for those monitors whose data are reported to AIRNow. | NAAQS-AAM                     | Non-Regulatory                              |
| 15-26      | Within 30 days of identification of affected data  | Notify EPA for concurrence/non-concurrence of data affected by an exceptional event.  | NAAQS-AAM                     | Regulatory 40<br>CFR 50.14                  |
| 15-27      | Within 60 days of adoption   | Submit Clean Air Act sections 112, 111, and 129 rule adoption documentation.  | AT                            | Regulatory<br>40 CFR 51, 60,<br>61, 63 & 68 |
| 15-28      | For criteria pollutants: Within 90 days of the end of quarter in which the data were collected.<br><br>For non-criteria pollutants (PAMS): Within 6 months of the end of quarter in which the data were collected. | Enter all quality assured SLAMS/PAMS/SPM ambient monitoring data and associated QA/QC data into AQS.  | NAAQS-AAM                     | Regulatory<br>40 CFR 58.16                  |
| 15-29      | As required  | Prepare and submit CAA sections 111(d) and 129 state plans and letters of certification in accordance with regulatory time frames.  | AT                            | Regulatory<br>40 CFR 60,<br>Subpart B       |

\* See Glossary for reference codes

## GLOSSARY

The previous tables contain columns entitled Air Planning Agreement Reference. This column is used to help identify the reporting requirement's corresponding commitment within the Air Planning Agreement. For example, the first reporting requirement on Table 1 has an Air Planning Agreement Reference of CCI. This reference is to the Cross Cutting Issues section of the Air Planning Agreement. It is important to note that not all reporting requirements have an Air Planning Agreement Reference. Below is a glossary of possible reference codes.

| <u>Reference Code</u> | <u>Air Planning Agreement Section</u>  |
|-----------------------|--|
| NAAQS                 | Protecting and Improving Air Quality   |
| -PM                   | -Implement the PM <sub>2.5</sub> NAAQS |
| -OZ                   | -Implement the 8-hour Ozone NAAQS      |
| -PB                   | -Implement the Lead NAAQS              |
| -HAZ                  | -Implement the Regional Haze Program   |
| -ONQ                  | -Attain and Maintain the Other NAAQS   |
| -NCC                  | -NAAQS Cross Cutting                   |
| -SIP                  | -State Implementation Plan (SIP)       |
| -MSP                  | -Implement Mobile Source Programs      |
| -NSR                  | -Implement NSR Programs                |
| -AAM                  | -Ambient Air Monitoring                |
| AT                    | Reduce Air Toxics                      |
| ME                    | Monitoring and Enforcement             |
| CCI                   | Cross Cutting Issues                   |
| -EI                   | -Emission Inventory                    |
| -P                    | -Planning                              |

## **Reporting Requirements**

# **Appendix**

## SIP Revision Submittal Format

States must submit all final revisions to the State/Local Implementation Plan (including request for parallel processing) to the Regional Administrator identifying the purpose of the change, the intent of the change, and include a statement that the revision is being submitted under section 110 of the Clean Air Act. The submittal should say that it is in response to some requirement of title I of the Clean Air Act or if it is an action that the State/Local is taking in an effort to attain and/or maintain the National Ambient Air Quality Standards. The following is an example of the format in which draft, prehearing and final adopted revisions must be submitted. This format provides a method of indicating what additions are being made to a regulation (underline) and which portion of the regulation is being removed (~~strikeout~~). Additionally, forward five hard copies or one hard copy and a CD or DVD containing the revision in Word or in another word processing language convertible to Word and certify that the electronic copy is an exact duplicate of the hard copy with changes indicated.

- A. Standards for Approving an Application for a Permit to Construct and a Permit to Operate a New Facility.
1. A new facility shall be designed and constructed so as to operate without causing violation of any applicable Rules and Regulations.
  2. A new facility shall be designed and constructed so as to operate without interfering with the attainment and maintenance of State and National Ambient Air Quality Standards.
  3. The construction of a new facility shall be performed in such a manner so as to reduce both point source and fugitive dust emissions from construction activities to a minimum.
  4. Upon certification of construction in accordance with Section VI. hereof, the permit to operate issued hereunder shall be effective.
    - (a) The permit to operate may, at the discretion of the Permit Board, contain requirements that the permittee establish by emissions data, test results, or reports that the facility can achieve and maintain the emission standards set forth in the Permit to Construct and, through the operation of said facility, will not interfere with the attainment and maintenance of State and National Ambient Air Quality Standards then in effect.
    - (b) Failure to establish that the facility can achieve and maintain the emission standards set forth in the Permit to Construct subjects the permittee to potential...

The data report required for each agency having an I/M program is detailed below and is to be submitted by July 1st for the previous calendar year.

**Inspection and Maintenance (I/M) Report (Added 8/24/07)**  
**40 CFR Part 51 - Subpart S Inspection/Maintenance Program Requirements**  
**51.366 - Data Analysis and Reporting Requirements**

| Reporting Requirement  | Reviewer Comments /<br>Location in State Report | Has the State Met the<br>Requirement? |
|--|---|---------------------------------------|
| <b>(a) Test Data Report</b><br>The program shall submit to EPA by July of each year a report providing basic statistics on the testing program for January through December of the previous year, including: |   |                                       |
| <b>(1) The number of vehicles tested by model year and vehicle type;</b>   |   |                                       |
| <b>(2) By model year and vehicle type, the number and percentage of vehicles:</b>  |   |                                       |
| <b>(i) Failing initially, per test type;</b>   |   |                                       |
| <b>(ii) Failing the first retest per test type;</b>  |   |                                       |
| <b>(iii) Passing the first retest per test type;</b>   |   |                                       |
| <b>(iv) Initially failed vehicles passing the second or subsequent retest per test type;</b>   |   |                                       |
| <b>(v) Initially failed vehicles receiving a waiver; and</b>   |   |                                       |
| <b>(vi) Vehicles with no known final outcome (regardless of reason).</b>   |   |                                       |
| <b>(vii)-(x) [Reserved]</b>  |   |                                       |
| <b>(xi) Passing the on-board diagnostic check;</b>   |   |                                       |
| <b>(xii) Failing the on-board diagnostic check;</b>  |   |                                       |
| <b>(xiii) Failing the on-board diagnostic check and passing the tailpipe test (if applicable);</b>   |   |                                       |
| <b>(xiv) Failing the on-board diagnostic check and failing the tailpipe test (if applicable);</b>  |   |                                       |
| <b>(xv) Passing the on-board diagnostic check and failing the I/M gas cap evaporative system test (if applicable);</b>   |   |                                       |
| <b>(xvi) Failing the on-board diagnostic check and passing the I/M gas cap evaporative system test (if applicable);</b>  |   |                                       |

| <b>Reporting Requirement</b>  | <b>Reviewer Comments / Location in State Report</b> | <b>Has the State Met the Requirement?</b> |
|---|---|---|
| (xvii) Passing both the on-board diagnostic check and I/M gas cap evaporative system test (if applicable);  |   |   |
| (xviii) Failing both the on-board diagnostic check and I/M gas cap evaporative system test (if applicable);   |   |   |
| (xix) MIL is commanded on and no codes are stored;  |   |   |
| (xx) MIL is not commanded on and codes are stored;  |   |   |
| (xxi) MIL is commanded on and codes are stored;   |   |   |
| (xxii) MIL is not commanded on and codes are not stored;  |   |   |
| (xxiii) Readiness status indicates that the evaluation is not complete for any module supported by on-board diagnostic systems;   |   |   |
| (3) The initial test volume by model year and test station;   |   |   |
| (4) The initial test failure rate by model year and test station; and   |   |   |
| (5) The average increase or decrease in tailpipe emission levels for HC, CO, and NO <sub>x</sub> (if applicable) after repairs by model year and vehicle type for vehicles receiving a mass emissions test.                           |   |   |
| <b>(b) <u>Quality Assurance Report</u></b><br>The program shall submit to EPA by July of each year a report providing basic statistics on the quality assurance program for January through December of the previous year, including: |   |   |
| (1) The number of inspection stations and lanes:  |   |   |
| (i) Operating throughout the year; and  |   |   |
| (2) The number of inspection stations and lanes operating throughout the year:  |   |   |
| (i) Receiving overt performance audits in the year;   |   |   |
| (ii) Not receiving overt performance audits in the year;  |   |   |
| (iii) Receiving covert performance audits in the year;  |   |   |
| (iv) Not receiving covert performance audits in the year; and   |   |   |
| (v) That have been shut down as a result of overt performance audits;   |   |   |
| (3) The number of covert audits:  |   |   |
| (i) Conducted with the vehicle set to fail per test type;   |   |   |
| (ii) Conducted with the vehicle set to fail any combination of two or more test types;  |   |   |

| <b>Reporting Requirement</b>  | <b>Reviewer Comments / Location in State Report</b> | <b>Has the State Met the Requirement?</b> |
|---|---|---|
| (iii) Resulting in a false pass per test type;  |   |   |
| (iv) Resulting in a false pass for any combination of two or more test types;   |   |   |
| <b>(4) The number of inspectors and stations:</b>   |   |   |
| (i) That were suspended, fired, or otherwise prohibited from testing as a result of covert audits;  |   |   |
| (ii) That were suspended, fired, or otherwise prohibited from testing for other causes; and   |   |   |
| (iii) That received fines;  |   |   |
| <b>(5) The number of inspectors licensed or certified to conduct testing;</b>   |   |   |
| <b>(6) The number of hearings:</b>  |   |   |
| (i) Held to consider adverse actions against inspectors and stations; and   |   |   |
| (ii) Resulting in adverse actions against inspectors and stations;  |   |   |
| <b>(7) The total amount collected in fines from inspectors and stations by type of violation;</b>   |   |   |
| <b>(8) The total number of covert vehicles available for undercover audits over the year; and</b>   |   |   |
| <b>(9) The number of covert auditors available for undercover audits.</b>   |   |   |
| <b><u>(c) Quality Control Report</u></b><br>The program shall submit to EPA by July of each year a report providing basic statistics on the quality control program for January through December of the previous year, including: |   |   |
| (1) The number of emission testing sites and lanes in use in the program;   |   |   |
| (2) The number of equipment audits by station and lane;   |   |   |
| (3) The number and percentage of stations that have failed equipment audits; and  |   |   |
| (4) Number and percentage of stations and lanes shut down as a result of equipment audits.  |   |   |
| <b><u>(d) Enforcement Report</u></b>  |   |   |

| <b>Reporting Requirement</b>   | <b>Reviewer Comments / Location in State Report</b> | <b>Has the State Met the Requirement?</b> |
|--|---|---|
| <b>(1) All varieties of enforcement programs shall, at a minimum, submit to EPA by July of each year a report providing basic statistics on the enforcement program for January through December of the previous year, including:</b>  |   |   |
| <b>(i) An estimate of the number of vehicles subject to the inspection program, including the results of an analysis of the registration data base;</b>  |   |   |
| <b>(ii) The percentage of motorist compliance based upon a comparison of the number of valid final tests with the number of subject vehicles;</b>  |   |   |
| <b>(iii) The total number of compliance documents issued to inspection stations;</b>   |   |   |
| <b>(iv) The number of missing compliance documents;</b>  |   |   |
| <b>(v) The number of time extensions and other exemptions granted to motorists; and</b>  |   |   |
| <b>(vi) The number of compliance surveys conducted, number of vehicles surveyed in each, and the compliance rates found.</b>   |   |   |
| <b>(2) Registration denial based enforcement programs shall provide the following additional information:</b>  |   |   |
| <b>(i) A report of the program's efforts and actions to prevent motorists from falsely registering vehicles out of the program area or falsely changing fuel type or weight class on the vehicle registration, and the results of special studies to investigate the frequency of such activity; and</b> |   |   |
| <b>(ii) The number of registration file audits, number of registrations reviewed, and compliance rates found in such audits.</b>   |   |   |
| <b>(3) Computer-matching based enforcement programs shall provide the following additional information:</b>  |   |   |
| <b>(i) The number and percentage of subject vehicles that were tested by the initial deadline, and by other milestones in the cycle;</b>   |   |   |
| <b>(ii) A report on the program's efforts to detect and enforce against motorists falsely changing vehicle classifications to circumvent program requirements, and the frequency of this</b>   |   |   |

| <b>Reporting Requirement</b>   | <b>Reviewer Comments / Location in State Report</b> | <b>Has the State Met the Requirement?</b> |
|--|---|---|
| type of activity; and  |   |   |
| (iii) The number of enforcement system audits, and the error rate found during those audits.   |   |   |
| (4) Sticker-based enforcement systems shall provide the following additional information:  |   |   |
| (i) A report on the program's efforts to prevent, detect, and enforce against sticker theft and counterfeiting, and the frequency of this type of activity;  |   |   |
| (ii) A report on the program's efforts to detect and enforce against motorists falsely changing vehicle classifications to circumvent program requirements, and the frequency of this type of activity; and              |   |   |
| (iii) The number of parking lot sticker audits conducted, the number of vehicles surveyed in each, and the noncompliance rate found during those audits.   |   |   |
| (e) <b>Additional Reporting Requirements</b><br>In addition to the annual reports in paragraphs (a) through (d) of this section, programs shall submit to EPA by July of every other year, biennial reports addressing:  |   |   |
| (1) Any changes made in program design, funding, personnel levels, procedures, regulations, and legal authority, with detailed discussion and evaluation of the impact on the program of all such changes; and           |   |   |
| (2) Any weaknesses or problems identified in the program within the two-year reporting period, what steps have already been taken to correct those problems, the results of those steps, and any future efforts planned. |   |   |

## Annual Minor VOC Growth Certification

I certify that for all ozone nonattainment areas under this agency's jurisdiction, all growth in new minor VOC sources and minor VOC modifications (those not subject to major new source requirements or offset provisions), along with the potential VOC emissions of each source and a cumulative total of the new VOC tonnage, have been tracked and added to the nonattainment VOC inventory since the start of the calendar year. This information has been and will continue to be used for analyses of permits for new major sources or major modifications in the nonattainment area. This information is filed in our office and is available for review.

Agency \_\_\_\_\_

Agency Air Director \_\_\_\_\_  
Signature

Date \_\_\_\_\_

## **Submitting Reports through the Air Planning Agreement**

### **Benefits**

- Saves money--reduces use of paper, printing supplies and postage.
- Cuts time spent transmitting, copying and distributing hard copies.
- Reaches the correct EPA reviewer(s) promptly.
- Stores the attached reports until the grant is closed out.
- Accommodates the attachment of multiple reports in the same area, such as quarterly.

### **Options**

- Attach a report for each APA goal to cover the areas and commitments within that goal.
- Attach a report specific to an individual commitment.
- Attach a single report that covers an entire goal or the entire Air Planning Agreement. Attach it once for Goal 1, and then link back to it for the other goals.
- Link to a report you have already attached at another position in the APA.
- Attach multiple reports to a single commitment, or a single goal

### **Steps**

- Prepare your report using any software—Word, Word Perfect, Excel, Acrobat, etc.
- Log in to internet based Air Planning Agreement as usual.
- Navigate to the point where you want to attach a report—the goal or commitment level.
- Go to the “Upload New Report” link. Click on the Browse button to select your correct file; click on the “Submit Report to Upload” to attach it.
- If you wish to link back to the same file to report on a different commitment or different goal, click on “Link to Submitted Report(s)” and select the previously submitted report.
- Additional reports may be submitted to a commitment or an area by clicking on the “Upload Additional Report” link.
- To review the report that you have submitted, click on the “View Submitted Report” link.
- To remove a submitted report, select the “Unlink Submitted Report.”

### **Tips**

- Use ID#s in the Consolidated Reporting Requirement to identify which requirement the report addresses.
- Assign file names that help you easily identify the correct report to attach. Make sure that the filename differs from other submitted reports; otherwise, you will overwrite the older report.
- Be sure you upload the report into the correct APA--check the fiscal year.
- Inform the EPA Administrative Project Officer that a report has been uploaded.

Problems? – Call Doug Deakin at (404)562-9114