



Compliance Assistance Advisory

Advisory # 2024-03

Subject: New Annual Reporting Due Date and Reporting

Date: December 2024

Important Updates to Annual Reporting Program

The Sac Metro Air District tracks air pollution emissions from permitted facilities through our Annual Reporting program. Emission information helps us understand local air quality and whether the region meets air quality goals.

Annual Reporting Due Date Extended

Beginning in 2025, all annual reports are **due by March 15** of each year. This revised permit condition with the new reporting deadline will only be added to new permits and existing permits that are modified. Otherwise, permits will not be retroactively updated. Below is the permit condition language for your reference to maintain compliance.

ANNUAL REPORTING CONDITION (REVISED):

Unless otherwise directed by SMAQMD, the permit holder must submit their applicable Annual Report to the District by March 15th of every calendar year. The Annual Report can be submitted online at www.airquality.org/AnnualReporting. SMAQMD may require the permit holder to supply additional information under the Air Toxics "Hot Spots" Information and Assessment Act (California Health and Safety Code Section 44300 et seq.) and CARB's Criteria Pollutant and Toxics Emissions Reporting (California Code of Regulations, Title 17, Division 3, Chapter 1, Subchapter 7.7). If additional information is required, the SMAQMD will notify the permit holder.

[Basis: SMAQMD Rule 201, Section 303.1 & 405]

New Online Services Portal for Reporting!

Starting this reporting year, all Annual Reports must be submitted through our new Online Services Portal. Detailed instructions and training on using the portal will be provided soon!

How to Prepare:

1. **Create your account:** Go to www.AirQuality.org/Services and review our [Quick Start Guide](#) to get started.
2. **Existing Customers:** Do not create a new organization. Instead, link your account to your existing organization using the account number mailed to you in September.
 - **Need your account number?** Call us at **279-207-1122** for assistance.

Stay tuned for additional updates and resources to make this transition as easy as possible.

Sac Metro Air District advisories are available online at:

www.airquality.org/businesses/compliance-with-permits-rules/compliance-advisories