



**NORTHERN SONOMA COUNTY**  
Air Pollution Control District

625 CENTER STREET HEALDSBURG, CA 95448  
P 707.433.5911 NOSOCOAIR.ORG

Date

Company Name

POC

Address

**Air District Permit # \_\_\_\_\_ - \_\_\_\_\_**

**RE: New State Rule Requires Annual Emissions Reporting Starting in 2025 and Requires Your Attention and Response by April 15, 2025.**

Dear permit holder,

We are reaching out to you to provide notice and assistance regarding a new state rule created by the California Air Resource Board (CARB) that requires industry to report annually for a new statewide emissions reporting system. This new rule is referred to as “CTR” or Regulation for the Reporting of Criteria Air Pollutants<sup>1</sup> and Toxic Air Contaminants<sup>2</sup>. CTR requires businesses that hold an air district permit to report specific facility information and production information on an ongoing calendar year basis.

- You can learn more about CTR on CARB’s web site at: <https://ww2.arb.ca.gov/our-work/programs/criteria-and-toxics-reporting>.

CTR requires several data points that may be described as “annual” and “equipment” data points to be reported to CARB through your local air district. In this case you would report through us; the Northern Sonoma County Air Pollution Control District (NSCAPCD).

The “annual” data points are reported on an ongoing calendar year basis and relate to operational and/or production parameters as already required by your Air District permit that you record in your logbook. For example, recording gallons of fuel consumed, or hours of operation. These operational and production data points are used in conjunction with emissions factors to quantify your facility’s emissions of criteria and toxic pollutants for the statewide emission reporting system.

The “equipment” data points include information about your equipment and processes. These are collected and entered into CARB’s data system one time when you add new equipment or modify existing equipment. For example, your facility’s Standard Industrial Classification (SIC) code, which describes your facility processes; or equipment information such as exhaust stack

parameters including stack height, width, temperature, and velocity. These data points might require vendor or manufacturer support and are not currently contained in your air district permit.

The CTR rule is “phasing-in” reporters in 3 “Phases” over a 6-year period. Phase 1 reporting for calendar year 2024 is due April 15, 2025, and applies to sources such as yours and includes diesel-powered generators, businesses that utilize specific coatings, and large emitting facilities. **By our records, you have one of these applicable equipment types subject to Phase-1 reporting.**<sup>3</sup>

As noted in the introduction, this is a state rule, and we recognize that this reporting is a new requirement for industry, as it for us. As written, the state has made the rule mandatory. We are here to help industry be successful and we will be investing in staff and data system resources to help facilitate implementation. We appreciate your patience and understanding with this process and your support of the state’s clean air mission.

**Please Complete and Return the Attached CTR Report Sheets by April 15, 2025.**

Sincerely,  
Rob Bamford



Air Pollution Control Officer / EO  
[www.NoSoCoAir.org](http://www.NoSoCoAir.org).

**To Submit Information or to Request Assistance Please Contact Us.**

**Email:** [airquality@sonoma-county.org](mailto:airquality@sonoma-county.org). Attn: CTR  
**Phone:** (707) 433-5911 Attn: CTR  
**Postal Mail:** 625 Center St., Healdsburg, CA 95448. Attn: CTR

1. Criteria pollutants include PM-2.5, PM-10, NO<sub>2</sub>, SO<sub>2</sub>, CO, ozone, and lead. Learn more: <https://www.epa.gov/criteria-air-pollutants>
2. Toxic pollutants are known to be, or are likely, carcinogens and are listed by CARB. Learn more: <https://ww2.arb.ca.gov/resources/documents/carb-identified-toxic-air-contaminants>
3. Phase schedules for CTR in rule at [https://ww2.arb.ca.gov/sites/default/files/2022-02/Unofficial%20CTR Jan2022 0.pdf](https://ww2.arb.ca.gov/sites/default/files/2022-02/Unofficial%20CTR%20Jan2022%200.pdf) starting on page 33.

CTR Report for a DIESEL ENGINE in Air Quality Permit # \_\_\_\_\_ - \_\_\_\_\_

\* Please submit this report by April 15, 2025 \*

## Annual Hours of Operation for Calendar Year 2024

According to the non-resettable hour meter on the diesel engine equipment. This is an ongoing annual reporting item.

(a) **Maintenance & Testing Hours of Operation** \_\_\_\_\_ hours

(b) **Emergency Event Hours of Operation** \_\_\_\_\_ hours

**Total Hours of Operation (a)+(b)** \_\_\_\_\_ hours

## Facility and Equipment Codes

CARB requires the following facility and equipment codes. Please try and determine your codes; we recognize these can be complex and will assist as needed. These are 1-time report items.

### 1. SIC – Standard Industrial Code \_\_\_\_\_

- A 4-digit hierarchical code to classify businesses primary industry.
- Look up your SIC code online at: <https://www.osha.gov/data/sic-search> .

### 2. NAICS - North American Industry Classification System Code \_\_\_\_\_

- A 6-digit hierarchical code used by Federal statistical agencies to classify business establishments.
- Look up your NAICSD code online at:  
<https://www.census.gov/naics/?58967?yearbck=2022>.

### 3. SCC – Source Classification Code \_\_\_\_\_

- An 8-digit hierarchical code used by EPA to categorize equipment based on pollutants they emit.
- Look up your SCC code at: <https://sor-scc-api.epa.gov/sccwebservice/sccsearch/>

## Equipment Information

This information is specific to your permitted equipment. These will likely require reference to the equipment's owner manual or manufacturer's documentation and your equipment vendor is a useful resource for this information\*\*. Some data points you can physically measure yourself\*. This information is typically collected once when new equipment is permitted or modified and does not need to be reported annually once completed. These are 1-time report items.

### Diesel Engine

**Make:** \_\_\_\_\_ **Horsepower:** \_\_\_\_\_  
**Model:** \_\_\_\_\_ **Tier:** \_\_\_\_\_  
**Serial Number:** \_\_\_\_\_

### Diesel Engine Stack/Exhaust Parameters:

Description	Measured Value	Measurement Unit (please circle or write-in, below)
*Stack height =		Inches, feet or centimeter, meter (Measure from ground to exit tip)
*Stack diameter =		Inches, feet or centimeter, meter
**Exhaust gas temperature =		°F or °C (Fahrenheit or Celsius)
**Exhaust gas velocity =		Rate of speed: (ft/s or m/s) Feet per second or meters per second.