



December 2008

NOTICE TO APCD PERMIT HOLDERS

2008 ANNUAL REPORT REMINDER

The 2008 Annual Report for your facility is due by March 1, 2009. This report is required for you to comply with the reporting requirements of your facility's Air Pollution Control District (APCD) permit(s). If your facility did not operate during 2008, then you must notify us ***in writing***, including your company name, address, phone number, and permit number(s).

For your convenience, the APCD has designed standardized annual report forms for the following types of businesses: *Bulk Plants, Gas Stations, Surface Coating, Solvent Use, Dry Cleaning, Fiberglassing, Autobody Shops, Concrete Batch Plants, Sand, Rock & Gravel Operations, Boilers and Steam Generators, and Diesel-fired emergency/standby engines*. If your business is permitted for any of these types of operations, then the corresponding annual report forms should have been included with this notice. The Annual Report forms can be downloaded from: <http://www.sbcapcd.org/eng/dl/dl08.htm>.

If your business does not belong to one of these specific categories, or if you have your own reporting format, then please submit the information listed from your permit's reporting requirements on company letterhead, including your name, address, phone number, and all applicable permit number(s) written onto each page submitted.

Please read your permit to determine the specific reporting requirements for your facility. Note that your permit may require additional information that is not included on the standardized APCD annual report forms. Please include all information specified in your permit's "Annual Report" condition.

Please Mail or FAX (805.961.8801) all forms and/or information by March 1, 2009, to:
Santa Barbara County APCD
ATTN: Annual Reports
P.O. Box 6447, Santa Barbara, CA 93160-6447

Failure to submit the required the 2008 Annual Report by March 1, 2009, may result in enforcement action. **A request for an extension must be submitted by February 15, 2009, *in writing*, Attn: John Garnett, by mail, FAX, or e-mail at jbg@sbcapcd.org. Your extension request must include all applicable permit numbers.**

If you have questions, after reading the instructions on the annual report form and/or in your permit, then please call our Business Assistance phone line at (805) 961-8868 or by e-mail at business@sbcapcd.org

The APCD is continually striving to simplify the annual reporting process for our permit holders. If you have any suggestions that will help us improve this process, then please contact Joe Petrini at jep@sbcapcd.org or Jim Fredrickson at jbf@sbcapcd.org to let us know.