

NOTES FOR CRITERIA AND TOXIC POLLUTANT ANNUAL INVOICES

1. General Payment information:

- Please see the reverse side of the invoice for more information including our address and online payment options.
- The bottom of the invoice is a tear-off coupon which should be mailed with your payment.
- You may submit one check with multiple invoices. Please be sure to include the coupons for all invoices you wish to pay. We also recommend you indicate which invoices you are paying on the check.

2. [LDEQ Rules and Regulations](#) can be found on our website. Please see website link below.

- These fees are based on emissions reported to the LDEQ on the Criteria & Toxic Air Pollutant Emissions Certification Statement submitted to the Department. Criteria Pollutant Emissions Inventory Fees are assessed per LAC 33:III.919.I and Toxic Air Pollutant Emissions Inventory Fees are assessed per LAC 33:III.5101.

3. Emission Tons reported are rounded to the nearest whole Ton and emission pounds reported are converted to Tons and are rounded to the nearest whole Ton.

4. If the facility has been shut down/closed/demolished/destroyed:

- These fees are based on emissions reported to the LDEQ and certified on the Criteria & Toxic Air Pollutant Emissions Certification Statement. Fees are based on amounts reported. The fees are owed as indicated for emissions reported and certified.

5. If you no longer own or operate the facility:

- These fees are based on emissions reported to the LDEQ and certified on the Criteria & Toxic Air Pollutant Emissions Certification Statement. Please note when facility ownership changed and that the reported emissions inventory reflects any changes in ownership. Each owner is required to submit a separate emissions inventory for the period of ownership. Fees should reflect emissions reported for the company that submitted and certified the emissions inventory. The fees are owed as indicated for emissions reported and certified.

6. If the mailing address is incorrect:

- Please indicate the correct address on the back of the remittance coupon on the bottom of your invoice and submit it with your payment. Or you may contact us directly as indicated below.
- Please Note: If you are paying your invoice electronically, or if your billing address changes during the year, please inform the Financial Services Division at the contact listed below.

7. If the emissions you reported are incorrect:

- You will need to process a revision to your certified inventory in order for a revised invoice to be generated.
- Please contact the Air Quality Planning Section to discuss these issues:
Kelly Petersen 225-219-3404 Kelly.Petersen@la.gov

8. If you are paying the invoice late:

- Payments not received by the department within 15 days of the due date will be charged a late payment fee. The late payment fees are a percentage of the annual fee as follows:
 - Payments received within 45 days of the invoice date . . . 5%
 - Payments received within 60 days of the invoice date . . . 10%
 - Payments received within 90 days of the invoice date . . . 15%

9. For any other questions please contact your DEQ Financial Services representative

Attn: Elizabeth Dequeant
LDEQ - Financial Services Division
PO Box 4303
Baton Rouge, LA 70821-4303

Phone: (225) 219-5337
Fax: (225) 219-3868
Email: Elizabeth.Dequeant@LA.GOV
Website: <http://www.deq.louisiana.gov/invoice>