



# Instructions for Allowance Deduction Form (Optional)

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*The Acid Rain Program and CAIR Trading Programs (CAIR NO<sub>x</sub> Annual, CAIR SO<sub>2</sub>, and CAIR NO<sub>x</sub> Ozone Season) regulations allow for the identification of allowances to be deducted for annual compliance. The form must be submitted by November 30 for the CAIR Ozone Season Program, or March 1 of the year after the compliance year for the Acid Rain/CAIR SO<sub>2</sub> Program and CAIR NO<sub>x</sub> Annual Program.*

You are encouraged to use the CAMD Business System (CBS) to submit allowance deductions online. To register for CBS, go to <https://camd.epa.gov/loginrequest/index.cfm>.

If you need more space, photocopy page one. When you have completed the form, indicate the page order and total number of pages (*e.g.*, 1 of 4, 2 of 4, etc.) in the spaces provided in the upper right hand corner of each page.

Either the designated representative (DR) or the alternate DR may sign this form.

If you need assistance, call the Clean Air Markets Hotline at 202-343-9620.

**Step 1** Make sure you select the correct allowance program. Only check one box. If you want to deduct allowances under more than one program, submit a separate form for each program.

**Step 2** Enter the Compliance Year, the Allowance Tracking System (ATS) Account Number of the facility (i.e., plant) from which allowances are to be deducted, and the Facility Name.

**Step 3** List by serial number the allowances to be deducted. You may specify single allowances or a series of allowances. In the total column, enter the total number of allowances to be deducted.

Verify the accuracy of your entries by computing one of the following simple equations:

$$\text{Start Number} = \text{End Number} - \text{Total} + 1$$

or

$$\text{End Number} = \text{Start Number} + \text{Total} - 1$$

NOTE: If the serial number range does not correspond with the figure for the total number of allowances, then EPA will rely on the serial number range and not the total number.

You may copy the form to list additional allowances to be deducted. When you have completed the form, for each ATS account number indicate the page order and total number of pages (e.g., 1 of 4, 2 of 4, etc.) in the boxes in the upper right hand corner of each page.

The allowance year of the allowances to be deducted must be the same as, or a year prior to, the compliance year listed in Step 1.

If you do not identify enough allowances by serial number, EPA will deduct any additional allowances necessary on a first-in, first-out (FIFO) basis starting with those allowances with the earliest date of recordation into the compliance account (generally, allowances originally allocated by EPA to the unit will have the earliest date of recordation).

If you identify more than enough allowances, EPA will deduct the allowances in the order listed on the form. EPA will not deduct more allowances than necessary for compliance.

**Step 4** Read the Certifications, sign, and date.

Mailing Instructions Mail this form to EPA at one of the following addresses:

for regular or certified mail:

U.S. EPA  
Acid Rain Program (6204J)  
Attention: Annual Reconciliation  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460

for overnight mail:

U.S. EPA  
Acid Rain Program (6204J)  
Attention: Annual Reconciliation  
1310 L Street, NW.,  
Second Floor  
Washington, DC 20005  
Phone: 202-343-9150

For more information see the applicable rule:

Acid Rain: 40 CFR 73.35

CAIR NO<sub>x</sub> Annual: 40 CFR 96.154 or 97.154 or the applicable State rule

CAIR SO<sub>2</sub>: 40 CFR 96.254 or 97.254 or the applicable State rule

CAIR NO<sub>x</sub> Ozone Season: 40 CFR 96.354 or 97.354 or the applicable State rule

### **Paperwork Burden Estimate**

The public reporting and recordkeeping burden for this collection of information is estimated to average 3 hours per response annually. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW., Washington, D.C. 20460. Include the OMB control number in any correspondence. **Do not send the completed form to this address.**



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| Account # (from page 1) |
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**STEP 4**

**Complete Steps 5 and 6. Read the certification, print name, and sign and date.**

**Certification**

I am authorized to make this submission on behalf of the owners and operators of the source or units for which the submission is made. I certify under penalty of law that I have personally examined, and am familiar with, the statements and information submitted in this document and all its attachments. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

|           |      |
|-----------|------|
| Name      |      |
| Signature | Date |

**Submission Information**

**Mail to the following address:**

By regular/certified mail:

U.S. Environmental Protection Agency  
Clean Air Markets Division (6204J)  
Attn: Annual Reconciliation  
1200 Pennsylvania Avenue, NW  
Washington, D.C. 20460

Or overnight mail:

U.S. Environmental Protection Agency  
Clean Air Markets Division (6204J)  
Attn: Annual Reconciliation  
1310 L Street, NW  
Second Floor, Office 202B  
Washington, DC 20005  
(202) 343-9168