



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
KA 'OIHANA OLAKINO  
P.O. Box 3378  
HONOLULU, HAWAII 96801-3378

In reply, please refer to:  
File:  
25-007A CAB

January 9, 2025

To: All Owners/Operators Holding a Covered Source Permit Issued by the Department of Health, Clean Air Branch

**SUBJECT: Courtesy Reminder for 2025 Annual Fees for Covered Source Permits (CSPs)  
For Operation in Calendar Year 2024**

The Annual Fees for CSPs are required to be submitted to the Department of Health, Clean Air Branch (CAB), by **April 30, 2025** (120 days after the end of the calendar year). The annual fees are based on the tons of regulated criteria air pollutants and greenhouse gases emitted during the prior calendar year.

In addition to submitting the Annual Fee payment, all holders of a CSP must submit five (5) forms: F-1CP, F-1GHG, F-2CP, F-2GHG, and F-3CP/GHG. The forms may be downloaded from the CAB website at:

<https://health.hawaii.gov/cab/air-pollution-control-permit-annual-fee-forms/>

Other documents to assist with calculating and submitting annual fees are also available on the website, including a copy of the 40 Code of Federal Regulations (CFR) Part 98, Table A-1 and "Annual Fee Instructions for Covered Sources." If you are unable to access the forms, please contact CAB staff at the phone number or e-mail address provided below.

If additional time is needed to submit your 2025 annual fees, a written request for an extension must be submitted at least fifteen (15) days prior to the required submission date in accordance with the Hawaii Administrative Rules §11-60.1-114(b).

The following are reminders of other requirements:

- Annual Emissions Reports, Semi-annual Monitoring Reports (for July through December), and Annual Emissions/Monitoring Reports:

With a few exceptions, March 1, 2025, is the due date for Annual Emissions Reports, Semi-annual Monitoring Reports (for July through December), and Annual Emissions/Monitoring Reports.

- State and Local Emissions Inventory System (SLEIS):

If the Federal Air Emissions Reporting Requirements apply to your facility, emissions inventory data is required to be reported using SLEIS. The SLEIS web page can found at: <https://eha-cloud.doh.hawaii.gov/sleis>.

If you have any questions regarding annual fees, please contact the Permitting Section; for questions regarding Annual Emissions Reports, Semi-Annual Monitoring Reports, and Annual Emissions/Monitoring Reports, please contact Ms. Lisa Young; and for questions regarding SLEIS or AERR requirements, please contact Mr. Mike Madsen of my staff at (808) 586-4200 or send an e-mail to CAB@doh.hawaii.gov.

Sincerely,

MARIANNE ROSSIO, P.E.  
Manager, Clean Air Branch

CST:tkg

Enclosure (List of permits held by Owner or Operator)