

San Diego APCD
Emissions Inventory Request Form Instructions

GENERAL INSTRUCTIONS

Complete the enclosed Emissions Inventory Request Forms and return them to the District by the due date specified on the cover letter. Keep a copy of the completed forms for your reference. Return your completed forms to:

Air Pollution Control District
Emissions Inventory Section
10124 Old Grove Road
San Diego, CA 92131

A request form is required for each material used. Make additional copies of the request forms as needed for each material used. The basic steps for completing the Request Forms are outlined below. For more detailed instructions to complete a specific type of Request Form, please go to <http://bit.ly/2oxcgx9>. If you require additional assistance or more comprehensive instructions, please contact the District staff member indicated on the bottom of the cover letter.

Name of the Request Form on top of the form describes the type of process to be reported.

REPORTING YEAR and Facility Information

The Reporting Year is the calendar year the inventory data should be submitted for. Please verify the facility information in this section and make any corrections, if needed. The Emissions Inventory Facility ID (EIF ID) is a number assigned to by the District for emission inventory purposes. The Site Record ID is the ID assigned to by the District related to your permits.

PERMIT INFORMATION

The District Permit to Operate (PTO) number as well as the PTO's equipment description are provided in this section. For non-permitted equipment, an arbitrary identification number is assigned by the District. Please verify the permit information in this section and make any corrections, if needed.

DEVICE INFORMATION

If the PTO includes more than one device for which emissions need to be quantified, information for each device is requested on separate forms. The last 6 digits of the PTO number are usually assigned as the device number. A description of each device is provided in this section. Please verify the device information in this section and make any corrections, if needed.

STACK (DUCTED EMISSIONS)

Ducted emissions are captured and collected and either emitted from a stack or vented through a control device and then emitted from a stack. If there is no stack in use, please specify this on the form. If actual stack data is not available, provide an estimate of the requested data. If available, please provide documentation of the capture and control efficiencies which are based on test results or manufacturer's specifications. If the requested stack data is unknown, the District will use default values based on the provided control device description. Examples of control device descriptions include: HEPA filter, thermal oxidizer and carbon adsorber.

RELEASE (FUGITIVE INFORMATION)

Fugitive emissions are emissions that are not captured by a collection system. Do not fill in the Fugitive Emissions information fields unless there is an Emission Control Method for fugitive emissions from the device.

MATERIAL / PROCESS INFORMATION and POLLUTANT NAME

Please refer to the following process specific instruction sheet for guidance.

PREPARED BY: and DATE:

Provide the name of the person who completed the form and the date it was completed.