

San Diego APCD
Emissions Inventory Request Form Instructions

PROTECTING TRADE SECRET OR CONFIDENTIAL DATA

Submitted information, except for “Trade Secrets”, are available for public review as allowed by law. If you consider any information to be “Trade Secret”, label it clearly and justify in writing the reasons for labeling it as such for each submittal provided. See [District Rule 176](#). The justification, which becomes a public record, should be as detailed as possible without disclosing the trade secret. With written justification, the submitted information will be handled as a trade secret and will be only be disclosed by the District in the accordance with [District Rule 177](#). Emissions data, which will be calculated by the District, cannot be declared “Trade Secret” or “Confidential.”

All information claimed to be “Trade Secret” must be clearly identified to allow the District to separate it from non-Trade Secret information. To identify the information you may use a highlighter or you may physically separate all trade secret information from the other emission inventory information submitted to the District.