

San Diego APCD  
Emissions Inventory Request Form Instructions

**EMISSION FACTOR PROCEDURE BASED ON MATERIAL USAGE  
(LIQUIDS)**

Please refer to the general instructions for guidance regarding the following sections: Reporting Year, Facility Identification, Permit Information, Device Information, Stack / Ducted Emissions and Fugitive Release Emissions.

**MATERIAL/ PROCESS INFORMATION**

This form is used for processes whose emissions can be calculated based on gallons of liquid material consumed. Fill in all the data fields. Complete all blanks using the specified units. Use a separate form to report each material used for each device. Copy the blank form as needed to report each material used. On forms with pre-printed process information from a previously submitted inventory, asterisks (\*) highlight data fields that must be updated.

**Material Name:** Provide the material name.

**Manufacturer/Supplier:** Provide the name of either the manufacturer of the supplier of the material.

**Annual Usage (gals/year):** Report the total gallons of material used during the reporting year.

**Maximum Hourly Usage (gals/hours):** Report the maximum gallons of material used in one hour.

**Density and VOC Content:** Enter the density and VOC content from MSDS information.

**Waste Information:** Report the amount of liquid waste discharged to the sewer and shipped off-site for disposal. Report only LIQUID waste. Do not include any solids in the waste volume. The District will subtract the amount of waste from the Annual Material Usage to calculate net material usage.

**Device Operating Schedule:**

**Daily Operation (hours/day):** Report the average amount of hours the device operates in a typical day.

**Weekly Operation (days/week):** Report the average number of days the device operates in a typical week.

**Annual Operation (days/year):** Report the number of days the device operated during the Reporting Year.

**POLLUTANT NAME (lbs/gals used)**

If available, provide site-specific emissions in units of pounds released per gallon on material used for all pollutants. The reported emission factors should account for device specific capture and control efficiencies.

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REPORTING YEAR:

EIF ID : SITE RECORD ID :
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PERMIT INFORMATION :

DEVICE INFORMATION :

STACK (DUCTED EMISSIONS)
Diameter (ft): Exhaust Gas Temperature (F): Exhaust Gas Flowrate (CFM): Height Above Ground (ft): Control Device Description: Capture Efficiency (%): Volatile Control Efficiency (%): Non-Volatile Control Efficiency (%):

RELEASE (FUGITIVE EMISSIONS)
Emission Control Method: Volatile Control Efficiency (%): Non-Volatile Control Efficiency (%): Additional Information: Capture Efficiency (%):

MATERIAL/PROCESS INFORMATION
Material Name: Manufacturer/Supplier: Annual Usage (gals/year): Maximum Hourly Usage (gals/hour): Density (lbs/gal): VOC Content (lbs/gal): Waste Sewered (gals/year): Waste Shipped Off Site (gals/year): Device Operating Schedule: - Daily Operation (hours/day): - Weekly Operation (days/week): - Annual Operation (days/year):

POLLUTANT NAME	lbs/gals used

EIF ID: , SITE RECORD ID: , PERMIT: , DEVICE:

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_