

Emissions Inventory Request Instructions  
**INCINERATORS AND CREMATORIES**

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**

Fill in all the data fields. Complete all blanks using the specified units and answer yes or no where requested. Each Charge Type should be reported separately.

**CALCULATION METHOD SELECTION**

B01-C03-Crematories-Natural Gas Fired-Human Remains-Controlled Air  
B01-C04-Crematories-Natural Gas Fired-Animal Remains-Controlled Air  
B01-I04-Incinerators-Natural Gas Fired-Refuse-Controlled Air  
B01-I05-Incinerators-Natural Gas Fired-Agricultural Materials-Controlled Air  
B01-I06-Incinerators-Natural Gas Fired-Medical Waste-Controlled Air

For reporting to the District, please convert units of gas to million cubic feet. A common unit for natural gas is therms. To convert therms to million cubic feet, divide by 10,300. Typical conversion units are:

1 therm = 100,000 British Thermal Units (BTU)  
1030 BTU = 1 ft<sup>3</sup> of natural gas (average high heat value)  
1 therm = 9.7087E-5 million ft<sup>3</sup>

**Max hourly fuel usage:** In general, the max hourly usage is the maximum quantity of fuel (ft<sup>3</sup>/min) combusted in a single hour, during the inventory year. If the equipment did not run for an hour at the time of maximum usage, the max amount of fuel combusted during the hour should be used.

**Charges Per Year (#/year):** Total number of charges during the reporting year.

**Avg. Charge Weight (lbs/charge):** Average weight of all charges within the reporting year.

**Max Charge Weight (lbs/charge):** The maximum weight of any charge cremated during the reporting year. The District assumes all toxic emissions are released within the first hour of cremation, therefore the max charge weight should not be divided by the charge time.

**Max. Process Rate (charges/hour):** Report the number of charges processed in an hour. In the absence of a max process rate, an process rate of 1 charge per hour will be assumed.

**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.

**Capture and Control Equipment:** Identify any control systems used and cite capture/control efficiencies. Unless previously supplied for emissions inventory or listed in the permit description, all efficiencies must be justified with supporting documentation. Upload supporting documentation to EIS before submittal.

**POLLUTANT NAME (lbs/mmft<sup>3</sup> or lbs/ton)**

If available, provide available site-specific information with supporting documentation. Supporting documentation accepted by the District are pre-approved source test results. EPA and District-derived default factors will be used to calculate emissions where site-specific information is not available or not documented. Emission factors should include both the by-product of combusting fuel in the chambers, as well as emissions associated with the charge. Input emission factors into EIS for submission either through direct entry through the 'Enter Emissions Inventory Data' module or through upload of an EIQ spreadsheet.