

San Diego APCD
Emissions Inventory Request Form Instructions

MASS BALANCE PROCEDURE (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

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 Used: Provide the material name.

Manufacturer/Suppliers: Provide the material manufacturer's name.

Annual Usage (gals/year): Provide the amount of material used in gallons per year during the reporting year.

Maximum Hourly Usage (lbs/hour): Provide the maximum gallons of material used in one hour.

Density and VOC Content: The density and VOC content can be found on the MSDS for each material used. Please include an up-to-date MSDS for each material with usage exceeding 10 gallons.

Waste Information: Report the amount of liquid waste discharged to the sewer and any waste shipped off-site for disposal. If the amount of material reported under "Annual Material Usage" has already been adjusted to reflect disposed liquid waste, then report zero here. Report only LIQUID waste. Do not include any solids in the waste volume. The District will subtract the waste amount reported 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 (weight percent)

If available, provide the weight percent of each pollutant in each material used (i.e., acetone, chlorofluocarbons, methylene chloride, perchloreoethylene, 1,1,1,-trichloroethane, etc.). The District will complete this section if you provide MSDS information for the reported material.

