

San Diego APCD
Emissions Inventory Request Form Instructions

PRINTING AND PUBLISHING OPERATIONS

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. 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 Type: identify the type of material (i.e., ink, blanket wash, roller wash, fountain solution, clean up solvent, etc.).

Miscellaneous Materials: Materials used in small amounts (less than 5 gallons) may be grouped together and reported as "Miscellaneous" with an average density and VOC content.

Waste Shipped Off Site: If the amount of material reported under "Annual Material Usage" has already been adjusted to reflect liquid waste shipped off-site, then report zero here. If the gross material usage was reported, then report waste amounts here. Report only LIQUID waste. Do not include still bottoms or rags in the waste volume. The District will subtract the waste amount reported from the Annual Material usage to calculate net material usage.

Density and VOC Content: Report the density and VOC content for each reported material from MSDS information. Please include a copy of the MSDS for each material whose usage exceeds 50 gallons.

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 reported material. The District will complete this section if you provide MSDS information for each reported material.

