

San Diego APCD  
Emissions Inventory Request Instructions

**WASTEWATER PROCESSING**

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/USAGE INFORMATION**

Fill in all the data fields using the specified units and answer yes or no where requested. Report each process type individually .

**CALCULATION METHOD SELECTION**

P15-W01-Encina Headworks-After Controls  
P15-W02-Encina Activated Sludge Aeration-After Controls  
P15-W03-Point Loma Headworks-After Controls  
P15-W04-Point Loma Sedimentation Basins-After Controls  
P15-W05-Generic Plant-Hydrogen Sulfide and VOC Controls  
P15-W06-Generic Plant-Uncontrolled  
P15-W07-Generic Pump Station-Uncontrolled

**Material Name:** Identify the process type for the material/operation.

**Avg. Wastewater Thru-put (mgd):** Report the average wastewater thru-put processed during the reporting year (million gallons per day).

**Max. Wastewater Thru-put (mgd):** Report the maximum wastewater thru-put processed in a day, or the maximum production design value.

**Equipped with:** Indicate what the processing system is equipped with on each form by answering yes or no (Y/N) for each type of process.

**Covers (yes/no):**

**Ferric Chloride Injection (yes/no):** Total flow rate through the control device.

**H2O2 Injection (yes/no):**

**Caustic Scrubber (yes/no):**

**Activated Carbon (yes/no):**

**Biofilter (yes/no):**

**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 (lb pollutant/million gallon thru-put)**

If available, provide additional site-specific emission factors in units of pounds of pollutant per million gallon thru-put, with supporting documentation. Certain emission factors will need to be pre-approved by the District.

Default emission factors based on calculation methodologies developed with both site- and control specific parameters will be used where site-specific information is not available or not documented. If using P15-W06/W07 and reporting controls, the control efficiencies must be included in emission factors reported. 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.

Site-specific testing results will be accepted by the District if the protocol and results are approved by the District, which includes District review of the sampling program, approval of the number of sampling sites, location, and method for collection or any of the methods for analysis.

- A sampling and analysis protocol needs to be reviewed and approved by the District prior to the samples being collected.
- The District must be given the opportunity to witness testing.
- The sampling/collection protocol would need to be submitted with results summary and full analytical data package for District approval.

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Emissions Inventory Instructions

**SLUDGE PROCESSING**

Please refer to the general instructions for guidance regarding the following sections: reporting year, facility identification, permit information, device information, stack / ducted emissions, fugitive release emissions, and other activity data.

**MATERIAL/ PROCESS INFORMATION**

Fill in all the data fields and refer to EIS or EIQ spreadsheets for specific reporting instructions.

**CALCULATION METHOD SELECTION**

P17-S01 - Encina Sludge Processing - After Hydrogen Sulfide Controls

P17-S02 - General Sludge Processing - After Controls

P17-S03 - General Sludge Processing - Uncontrolled

**Process Description:** Type of Sludge Process Treatment.

**Avg. Sludge Produced (tons/hr):** Hourly quantity of sludge (tons) produced in an hour.

**Max. Sludge Produced (tons/hr):** In general, the max hourly usage is the maximum quantity of sludge (tons) produced in a single hour, during the inventory year.

**Equipped with:** Indicate what the processing system is equipped with for each by answering yes or no (Y/N) for each type of process.

**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 pollutant/ton sludge processed)**

Provide site specific emission factors with supporting documentation. 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. The District will use default emission factors to estimate emissions where site specific information is not available or not documented. Control efficiencies must be included in emission factors reported.

Site-specific testing results will be accepted by the District if the protocol and results are approved by the District, which includes District review of the sampling program, approval of the number of sampling sites, location, and method for collection or any of the methods for analysis.

- A sampling and analysis protocol needs to be reviewed and approved by the District prior to the samples being collected.
- The District must be given the opportunity to witness testing.

- The sampling/collection protocol would need to be submitted with results summary and full analytical data package for District approval.