

San Diego APCD  
Emissions Inventory Request Form Instructions

**MASS BALANCE PROCEDURE (SOLIDS AND GASES)**

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 (lbs/year):** Provide the amount of material used in pounds during the reporting year.

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

**VOC Content:** Report the density and VOC content from the MSDS information for each material.

**Waste Information:** Report the amount of waste ship off-site for disposal. If the "Annual Material Usage" has already been adjusted to reflect waste shipped off-site, then report zero here. If the gross material usage was reported, then report waste amounts here. 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 from MSDS information. The District will complete this section if current MSDS information for the reported material is provided.

