

# Copy of Instructions Mailed with Permit Renewal Data Update Questionnaire



**Bay Area Air Quality Management District**  
375 Beale Street, Suite 600, San Francisco, CA 94105  
Engineering Division (415) 749-4990  
www.baaqmd.gov Fax: (415) 749-5030

## The Permit Renewal Process

### Overview

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#### Introduction

The permit(s) issued to you by the BAAQMD (Bay Area Air Quality Management District) will expire soon. In this package are the forms you need to complete to renew your permit(s) and this document provides instructions for completing these forms.

#### *If you need assistance*

Call the permit engineer assigned to your facility whose name and telephone number can be found on the upper right hand portion of the Data Update Form cover page prepared for your facility, or call the Engineering Division General Line (415) 749-4990.

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#### Why do I need to provide this information?

The BAAQMD requests the information to satisfy the CARB (California Air Resources Board) and U.S.EPA (United States Environmental Protection Agency) requirements for annual reports of emissions of air contaminants. The information you furnish will be used to

- update your facility's emissions inventory,
- calculate the permit renewal fees for your facility,
- verify compliance with applicable Regulations and permit conditions, and
- comply with the Air Toxics "Hot Spots" Information and Assessment Act (AB 2588).

The authority for requesting this information is contained in BAAQMD Regulation 1, Section 441, Health & Safety Code Section 42303 & 44300, et al.

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#### Contents

This package contains the following topics.

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Frequently Asked Questions	8
How to Complete Form X	9
Attachments: <ul style="list-style-type: none"><li>• <a href="#">Data Form X</a></li><li>• <a href="#">Device Data Update Form (DDU)</a></li><li>• <a href="#">Facility Information Update Form (FIU)</a></li></ul>	N/A

# How to Renew Your Permit

## Helpful definitions

**Air Pollutant** is any material or substance which, when emitted, can cause or tends to cause the degradation of air quality (for example smoke, soot, dust, gases, fumes, particulate matter).

**Material** is any substance or chemical compound used at, produced by, or emitted at a source. Material is synonymous with “substance”.

**Source** is any operation, machine, equipment, or groupings of such, which may produce and/or emit air pollutants.

## How to renew your permit

To renew your permit follow the steps below.

Step	Action								
1	Complete the Data Update Form (instructions on Page 4, FAQ Page 8).								
2	Determine your facility’s reporting requirements under the Air Toxics “Hot Spots” Information and Assessment Act (AB 2588) (instructions on Page 6).								
3	<p>If applicable, complete any of the attached forms.</p> <table border="1"> <thead> <tr> <th>If you want to report...</th> <th>Then complete...</th> </tr> </thead> <tbody> <tr> <td>usage of materials that are not listed for a source on the Data Update Form</td> <td>Form X (instructions on Page 9)</td> </tr> <tr> <td>materials, sources and abatement devices no longer used</td> <td>Form DDU</td> </tr> <tr> <td>changes of business name, ownership, contact information, or closure of the facility</td> <td>Form FIU</td> </tr> </tbody> </table>	If you want to report...	Then complete...	usage of materials that are not listed for a source on the Data Update Form	Form X (instructions on Page 9)	materials, sources and abatement devices no longer used	Form DDU	changes of business name, ownership, contact information, or closure of the facility	Form FIU
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usage of materials that are not listed for a source on the Data Update Form	Form X (instructions on Page 9)								
materials, sources and abatement devices no longer used	Form DDU								
changes of business name, ownership, contact information, or closure of the facility	Form FIU								
4	Send all forms by the due date (specified on the cover page of the Data Update Form) in the return envelope to: <b>BAAQMD, 375 Beale Street, Suite 600, San Francisco CA 94105</b>								
5	Pay the permit renewal invoice by the due date when it is received.								

## Are there any penalties for not submitting data or fees?

Not submitting data is a violation of Regulation 1, Section 441, and will subject the permit holder to further action. Payment after the due date is subject to late fees as defined in Regulation 3, Section 405.3. Failure to pay fees will subject a permit holder to further action as defined in Regulation 3, Section 415. Actions may be any or all of the following:

- Withholding of the renewed Permit to Operate.
- Issuance of Notice to Comply (NTC).
- Issuance of Notice of Violation (NOV) which would likely result in fines.
- Revocation of Permit to Operate.
- Withholding of other District services.

# Example of a Completed Data Update Form

**Example of the form** An example of a completed Data Update Form is shown below. **Instruction steps referenced in the example are found on page 5.**

MAY 1, 2008 BAY AREA AIR QUALITY MANAGEMENT DISTRICT

JKL Company  
20 Oak Street  
Brentwood, CA 99000

Plant No. 145-1 Page No.

DATA UPDATE FORM

S# 10 Paint Spray Booth "B" \*\*\*\*\* Source Code for BAAQMD use (10-SG227169) 12-month usage (Step 1)

Enamel (10-SG227169)

12-month quantity of coating applied, gallons . . . 144 gal

For period ending (date) . . . . . March 31, 2008

Solids in coating (by volume): 57%

Organic solvent in coating (by volume): 43%

Density of organic solvent: 7.21 lbs/gal

Hi-component of org solvent: Methyl ethyl ketone (Fraction: 43%)

Period ending date (Step 2)

Complete Form X, Part 4, for any other coating applied at this source.

S# 1 Boiler #6 \*\*\*\*\* Source No. Facility's source ID

Date this source first operated: . . . . . March 31, 2008 Additional information question (Step 3)

Natural gas (13-C1140189)

12-month consumption, therms . . . . . 2500 therms

For period ending (date) . . . . . March 31, 2008

Fuel oil #2 (13-C1140392)

12-month consumption, thou gal . . . . . .55 thou gal

For period ending (date) . . . . . March 31, 2008

Sulfur content of this fuel (typical), ~~0.48%~~ 0.25%

Complete Form X, Part 1, for any other fuel burned at this source.

S#22 Silo #1 - Process Line "A" \*\*\*\*\* Displayed information (Step 4)

Rice hulls (22-G1021430)

12-month throughput, tons . . . . . Reference to Form X (Step 5)

For period ending (date). . . . . March 31, 2008

Max throughput rate: 50 tons/hr

Complete Form X, Part 2, for any other material used in this source.

# How to Complete Data Update Form

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## **Purpose of the form**

The Data Update Form is used to update information about *selected* sources of air pollution at your facility.

The update frequency of a source is dependent on the type and quantity of pollutants emitted. For this reason, the Data Update Form may not include all permitted sources at your facility.

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## **Documents you may need**

When completing the Data Update Form, you may need

- your operational logs,
  - Material Safety Data Sheets (MSDS), and
  - your permit with permit condition text.
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## **Prior to completing the form**

Prior to completing the form, review your records and determine the reporting period and period ending date. Then summarize your usage of each material, or group of materials, for that period.

Choose a reporting period that

- consists of 12 consecutive months, and
- ends as near as possible to the date you complete the Data Update Form.

**Do not** choose a reporting period that

- ends more than 10 months prior to the date you complete the Data Update Form, or
- ends after the date you complete the Data Update Form.

### **Example:**

You receive the Data Update Form on May 20, 2008 and you decide to summarize your records from May 1, 2007 to May 1, 2008. In this case, the *reporting period* is from May 1, 2007 to May 1, 2008 and the *period ending date* is May 1, 2008.

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## How to Complete Data Update Form, Continued

**Instructions** Follow the steps below to complete the Data Update Form.

Step	Action
1	<p>For each source, fill in the 12-month usage of each listed material (used, consumed, combusted, produced, applied) using the <b>units specified on the Data Update Form</b>.</p> <p>If you <b>did not use</b> the material listed on the Data Update Form during the 12-month reporting period, enter “0” (zero) in the space provided.</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> <li>• <i>Do not</i> write “removed” on the Data Update Form.</li> <li>• <i>Net Usage</i> is your gross purchases of a material minus what you still have in storage or in the equipment, and minus what has been hauled away as waste (only if applicable).</li> <li>• <i>Throughput</i> is the quantity of a material in specific units going into a piece of equipment or process or coming out of a piece of equipment or process over a specific amount of time.</li> </ul>
2	Fill in the period ending date of the 12-month reporting period.
3	If applicable, answer additional questions to the best of your ability.
4	<p>Is displayed information about your sources correct?</p> <ul style="list-style-type: none"> <li>• If <i>yes</i>, go to step 5.</li> <li>• If <i>not sure</i>, go to step 5.</li> <li>• If <i>no</i>, cross out and correct the error. If you are correcting a property of a material, please attach the Material Safety Data Sheet (MSDS).</li> </ul>
5	<p>If applicable, complete Form X to report the usage of materials that are <b>not listed</b> for a source on the Data Update Form (instructions on Page 9).</p> <p><i>Note: Do not</i> write new material on the Data Update Form.</p>

# Reporting Requirements for the Air Toxics “Hot Spots” Information and Assessment Act

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## **Air Toxics “Hot Spots” Information and Assessment Act (AB 2588)**

This law implements a long-term program to identify, assess and control localized impacts of emissions of hazardous air pollutants. As part of this program all facilities are required to submit to the local Air District an inventory of emissions for substances listed in this legislation and update the information periodically. The Toxic Inventory for each facility is used to

- calculate the facilities prioritization scores for cancer and non-cancer health affects,
- calculate fees per Regulation 3, Schedule N (this is itemized on the renewal invoice section called **Toxic Inventory AB2588 Listing**), and
- create toxic emissions inventory for the Bay Area to submit to the California Air Resources Board and to make available to the public (published on District’s web site).

After the inventory and prioritization score is calculated, a facility may be required to provide additional information and/or perform a health risk assessment. If the health risk is judged to be significant by the District, then a facility shall provide notice of the results of the health risk assessment to all people exposed to risk greater than the notification level. If the cancer risk to the maximally exposed individual is greater than 100 in a million then the facility shall conduct an airborne toxic risk reduction audit and develop a plan to implement airborne toxic risk reduction measures. All of the requirements of this law can be found in California Health and Safety Code Sections 44300 to 44394, or for more information, go to:

<http://www.arb.ca.gov/ab2588/ab2588.htm>

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## **Reporting requirement**

If your facility emits any of the substances listed in the Toxic Substance Check List (Appendix A-1) in amounts exceeding one half of the applicable degree of accuracy (lbs/yr) for a given substance, you are required to report the emissions of the substance. Emissions *only* need to be reported if they are from routine operations or are predictable, including but not limited to continuous and intermittent releases and process upsets or leaks. Accidental or catastrophic releases are not included. Emissions from mobile sources associated with a facility (e.g., delivery trucks, construction activities) are not included.

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## **What is the Toxic Substance Check List?**

The California Air Resources Board (CARB) maintains and updates periodically a list of approximately 600 substances currently subject to reporting requirements under AB 2588. This list is called Appendix A-1 and can be found at: <http://www.arb.ca.gov/ab2588/final/a1.pdf>.

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## **Are there any penalties?**

Any permit holder who fails to submit information or knowingly submits false information is subject to a civil penalty as described in Health and Safety Code Section 44381. Penalties can range from \$500 to \$25,000 for each day the violation continues.

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# Reporting Requirements for the Air Toxics “Hot Spots” Information and Assessment Act, Continued

How do I report?

Follow the steps in this table to comply with reporting requirements.

Step	Action								
1	Complete the Data Update Form.								
2	Review your operations for changes in materials used or substances emitted.								
3	Review the Toxic Substance Check List (Appendix A-1) for any substance that you emit over one half of the degree of accuracy for that substance. Keep in mind <ul style="list-style-type: none"> <li>• changes in your operations may lead to emitting a substance in amounts exceeding one half of the applicable degree of accuracy when you had not done so before, and</li> <li>• Appendix A-1 may have been updated to include a substance you use or emit that you did not previously have to report.</li> </ul>								
4	<p>For each substance emitted <i>over half the degree of accuracy</i> apply the appropriate action as follows:</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>a substance is already listed at the source(s) where it is used (there is a throughput question for it in your facility’s <b>Data Update Form</b>), or it appears as a substance emitted in your facility’s <b>Toxic Inventory AB2588 Listing</b> (this is included in previous renewal invoices)</td> <td>no further action is required.  <i>Note on exempt sources:</i> No further reporting is required if there is no change in the operation of exempt equipment from the time of the original review by the BAAQMD.</td> </tr> <tr> <td>a substance is not listed at a currently permitted source(s) or your facility’s <b>Toxic Inventory AB2588 Listing</b> and is used or emitted at a permitted source(s),</td> <td>complete a separate Form X for each source the substance is used and/or emitted at and attach MSDS (see Pg. 9). If the material that appears on Appendix A-1 is a constituent of a product, like paint or thinner, for example, please fill out the X-form for the product used.</td> </tr> <tr> <td>a substance is used and/or emitted at a source(s) that does not have a permit,</td> <td>provide the District a letter with           <ul style="list-style-type: none"> <li>• complete description of process (<i>i.e.</i>, what is manufactured, how is it manufactured),</li> <li>• list of substances used in process with MSDS,</li> <li>• estimates of emissions, and description of any controls on emissions.</li> </ul> </td> </tr> </tbody> </table>	If...	Then...	a substance is already listed at the source(s) where it is used (there is a throughput question for it in your facility’s <b>Data Update Form</b> ), or it appears as a substance emitted in your facility’s <b>Toxic Inventory AB2588 Listing</b> (this is included in previous renewal invoices)	no further action is required.  <i>Note on exempt sources:</i> No further reporting is required if there is no change in the operation of exempt equipment from the time of the original review by the BAAQMD.	a substance is not listed at a currently permitted source(s) or your facility’s <b>Toxic Inventory AB2588 Listing</b> and is used or emitted at a permitted source(s),	complete a separate Form X for each source the substance is used and/or emitted at and attach MSDS (see Pg. 9). If the material that appears on Appendix A-1 is a constituent of a product, like paint or thinner, for example, please fill out the X-form for the product used.	a substance is used and/or emitted at a source(s) that does not have a permit,	provide the District a letter with <ul style="list-style-type: none"> <li>• complete description of process (<i>i.e.</i>, what is manufactured, how is it manufactured),</li> <li>• list of substances used in process with MSDS,</li> <li>• estimates of emissions, and description of any controls on emissions.</li> </ul>
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a substance is used and/or emitted at a source(s) that does not have a permit,	provide the District a letter with <ul style="list-style-type: none"> <li>• complete description of process (<i>i.e.</i>, what is manufactured, how is it manufactured),</li> <li>• list of substances used in process with MSDS,</li> <li>• estimates of emissions, and description of any controls on emissions.</li> </ul>								

## Frequently Asked Questions

Question	Answer
How do I get another copy of the Data Update Form?	Contact the BAAQMD engineer assigned to your facility, or call the Engineering Division General Line at (415) 749 4990.
When is the Data Update Form due?	Unless noted otherwise, all requests for data are due within 30 days of the request date. The Data Update Form due date is indicated on page 1 of the form. The postmark date will be used as the receipt date.
Why do only some of my sources appear on the Data Update Form?	Data updates are required annually for some sources and as infrequently as once every 5 years for other sources. The update frequency is determined by the type and quantity of pollutant emitted.
How do I protect trade secret information?	Circle in red and label as “Trade Secret” any data that you consider to be a trade secret.
How do I remove a material listed on the Update Form?	Complete the attached Form DDU and return with Data Update Form. This form and other forms referenced in this document can be found online at <a href="http://www.baaqmd.gov/forms/permits">http://www.baaqmd.gov/forms/permits</a> <i>Note: Do not write “remove” on the Data Update Form.</i>
How do I report the use of a new material?	Complete the attached Form X and return with Data Update Form. Include MSDS for each new material. <i>Note: Adding a new material may require that you submit a permit application. You will be contacted by your assigned plant engineer if this is the case.</i> <i>Note: Do not write new material on Data Update Form.</i>
Form X does not include semiconductor fabrication sources. How do I report new materials used at my fab?	Complete Data Form F worksheet and return with Data Update Form. Include MSDS for all new materials. This form and other forms referenced in this document can be found online at <a href="http://www.baaqmd.gov/forms/permits">http://www.baaqmd.gov/forms/permits</a>
How do I report a change of ownership, business name or contact information?	Complete Form FIU and return with Data Update Form. <i>Note: Do not write new information on Data Update Form.</i>
How do I close my facility?	Complete Form FIU and return with Data Update Form. <i>Note: Do not write “closed” on Data Update Form.</i>
How do I increase the limits in my permit conditions?	This will require a new application that you need to submit separately from Data Update Form. Complete Form P101B, and submit a written request citing the source and the permit conditions that you wish to change. This form and other forms referenced in this document can be found online at <a href="http://www.baaqmd.gov/forms/permits">http://www.baaqmd.gov/forms/permits</a>
How do I obtain a permit for a source or an abatement device?	This will require a new application that you need to submit separately from Data Update Form. Complete Form P101B and supply additional information and forms as needed (see part 5 of P101B). This form and other forms referenced in this document can be found online at <a href="http://www.baaqmd.gov/forms/permits">http://www.baaqmd.gov/forms/permits</a>



# How to Complete Data Form X

**When do I use Form X?**

Use Form X to report the usage of materials that are **not listed** for a source on the Data Update Form.

**Do not use** Form X for semiconductor fabrication areas. Please fill out the Data Form F Worksheet for new materials at a fabrication area and include MSDS.

**How do I complete Form X?**

1. On Line 1, enter business name, plant number and source number.
2. Identify the type of the source to which you are adding a material.

Source Type	Part in Form X	Instruction Page #	Examples
Combustion Source	1	11	IC engine, boiler, flare
General Source	2	11	Rock crushing, chemical reactors, coffee roasting, printed circuit manufacture
Tankage or Loading Source	3	12	Organic liquid storage tanks, bulk terminals
Surface Coating or Printing Press Source	4	12	Auto body shops, furniture coating, printing presses
Other Solvent Evaporation Source	5	13-14	Wipe cleaning, cleanup for coating operations, degreasing tanks, fiberglass operations

3. On Line 2, check the appropriate box to indicate which Part of the form you are completing. **Check only one box.**
4. Complete the applicable part in the Data Form X (see specific instructions/clarifications for the applicable part below). Note that you have to **complete a separate Form X for each new material at a source.**
5. Circle in red confidential information if any.
6. Provide your name and completion date at the end of the form(s).
7. Mail the form(s) with MSDS for the materials on each Form X and the Data Update Form to the BAAQMD: 375 Beale Street, Suite 600, San Francisco, CA 94105.

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## How to Complete Data Form X, Continued

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### Helpful Definitions

**Fuel/Material/Pollutant Code** is a numeric code (used by the BAAQMD) that uniquely identifies each fuel/material/pollutant. The BAAQMD can mail you the list of codes upon your request, or you can download this list at the following link: <http://www.baaqmd.gov/forms/permits>

**Reporting period** consists of 12 consecutive months and ends as near as possible to the date you complete the Data Update Form.

**Usage Unit** is a unit of measure (tons, lbs, gal, etc.) specific to each material on the Materials Code List. The table below shows specific usage units for the listed fuel types.

Fuel Type	Usage Unit
Liquid Fuels	Thousand Gallons (mgal)
Gaseous Fuels	Thousand Cubic Feet (mscf)
Solid Fuels	Tons

**Emission Factor Table** is used to report pollutant emissions (in pounds) per usage unit of a fuel or material. For example, one might report: 4.5 pounds of particulate per ton of cement loaded, or 2 pounds of SO<sub>2</sub> per thousand gallons of diesel fuel burned.

**Basis Code** is a numeric code that identifies the calculation method or source of emission factors.

Code	Basis
0	Not applicable for this pollutant
1	Source testing or other measurement by plant
2	Source testing or other measurement by the BAAQMD
3	Specifications from a vendor
4	Material balance by plant using engineering expertise and knowledge of process
5	Material balance by the BAAQMD using engineering expertise and knowledge of process
6	Taken from AP-42 ("Compilation of Air Pollutant Emission Factors," EPA)
7	Taken from literature, other than AP-42
8	Guess
9	CARB/EPA Certified Emission Factors for IC Engines

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## How to Complete Data Form X, Continued

### Part 1: Combustion Source

To report the usage of a new fuel for a combustion source, fill out lines 3 through 7 of Part 1.

Line	Item	Instructions
3	<ul style="list-style-type: none"> <li>Fuel Code</li> <li>12-month fuel consumption</li> </ul>	<ul style="list-style-type: none"> <li>Enter the fuel code number. If unknown, write the name or description of the fuel.</li> <li>Enter the amount of fuel consumed in the 12-month reporting period in the correct usage units for fuel type.</li> </ul>
4	Typical percent of annual total (seasonal usage)	Enter the % of total fuel that was burned in the months listed.
5	<ul style="list-style-type: none"> <li>Max. fuel use rate</li> <li>Typical heat content</li> </ul>	<ul style="list-style-type: none"> <li>Enter the highest or peak fuel use rate in usage units/hour. This could be based on a design rate or your rate at peak operation, whichever is higher.</li> <li>Enter the heat content of the fuel in BTU/usage unit.</li> </ul>
6	Typical sulfur content	Enter the sulfur content in ppm (parts per million) for gaseous fuels or weight % for other fuel types.
7	Emission Factor Table	See instructions for Emission Factor Table on Page 14.

### Part 2: General Source

To report the usage of a new material for a general type source, fill out lines 8 through 13 of Part 2.

Line	Item	Instructions
8	<ul style="list-style-type: none"> <li>Material Code</li> <li>12-month throughput</li> </ul>	<ul style="list-style-type: none"> <li>Enter the material code number. If unknown, write the name or description of the material.</li> <li>Enter the amount of material processed, used or produced during the 12-month reporting period in the correct usage units for the material.</li> </ul>
9	Typical percent of annual total (seasonal usage)	Enter the % of total material that was processed in the months listed.
10	Typical operating times	Enter the number of hours/day, days/week and weeks/year during which the source was operated using the material.
11	Maximum operating rate	Enter the highest or peak operating rate in usage units/hr (e.g. tons/hr, gallons/hr, thousand cubic feet/hr). This could be based on a design rate or your rate at peak operation, whichever is highest.
12	Exhaust flow rate, temperature, water vapor content	Enter exhaust flow rate in CFM, the temperature in °F and the approximate water vapor content of exhaust gases.
13	Emission Factor Table	See instructions for Emission Factor Table on Page 14.

*Continued on next page*

## How to Complete Data Form X, Continued

### Part 3: Tankage or Loading Source

To report the storage or loading of a new organic liquid, fill out lines 14 through 16 of Part 3.

Line	Item	Instructions
14	<ul style="list-style-type: none"> <li>Material Code</li> <li>12-month throughput</li> </ul>	<ul style="list-style-type: none"> <li>Enter the material code number. If unknown, write the name or description of the liquid.</li> <li>Enter the amount of organic liquid stored or loaded during the 12-month reporting period in thousand gallons or thousand bbl (barrels).</li> </ul>
15	<ul style="list-style-type: none"> <li>True vapor pressure or RVP</li> <li>Typical liquid temperature</li> </ul>	<ul style="list-style-type: none"> <li>Enter the true vapor pressure (tvp) or the Reid vapor pressure (RVP) in psia.</li> <li>Enter the temperature in °F at which the liquid is stored or loaded.</li> </ul>
16	<ul style="list-style-type: none"> <li>°API</li> <li>Initial boiling point</li> </ul>	<ul style="list-style-type: none"> <li>If applicable, enter °API (a specific gravity scale that is used with petroleum liquids only).</li> <li>Enter the lowest temperature the liquid stored or loaded boils at standard pressure (1 ATM).</li> </ul>

### Part 4: Surface Coating or Printing Press Source

To report the usage of a new coating, fill out lines 17 through 22 of Part 4.

*Note: Use Part 4 only for surface coatings, report other solvent use in Part 5.*

Line	Item	Instructions
17	<ul style="list-style-type: none"> <li>Material Code</li> <li>Total coating applied</li> </ul>	<ul style="list-style-type: none"> <li>Enter the material code number. If unknown, write the name or description of the coating.</li> <li>Enter the total amount of coating applied in the 12-month reporting period in gallons.</li> </ul>
18	Does this coating comply with the BAAQMD Reg. 8, Rule 4?	Mark your answer “yes” or “no.” If unknown, leave blank. See: <a href="http://www.baaqmd.gov/~media/files/planning-and-research/rules-and-regs/reg-08/rg0804.pdf?la=en">http://www.baaqmd.gov/~media/files/planning-and-research/rules-and-regs/reg-08/rg0804.pdf?la=en</a>
19	<ul style="list-style-type: none"> <li>Percent solids, by volume</li> <li>Percent solvent, by volume</li> </ul>	<ul style="list-style-type: none"> <li>Enter the volume percentage of solids in the coating.</li> <li>Enter the volume percentage of organic solvent in the coating.</li> </ul>
20	Percent of solvent that evaporates at the source.	If you have a separate dryer source associated with the coating source, estimate the percentage of solvent evaporation that happens at the coating source. If no dryer then enter “100” % evaporates at the source.
21	Density of solvent	Enter the average density of the solvent portion of the coating. <b>Note: Not the same as VOC content of coating.</b>
22	Composition of organic solvent	Enter the volume percentage of the solvent portion of the coating for the largest and 2nd largest constituents of the solvent and identify these constituents with a material code or name. <b>Example:</b> If 50% of the total coating is Acetone and 75% of the coating is the solvent portion, then 66% of the solvent is Acetone. Enter 66% on line 22a for Acetone. Repeat this calculation for the 2 <sup>nd</sup> largest component.

*Continued on next page*

## How to Complete Data Form X, Continued

**Part 5: Other Solvent Evaporation Source –**  
*For Solvent Cleaning Operation and Clean-up at Coating Operation*

To report the usage of new cleaning solvent, fill out lines 23 & 24 of Part 5.

Line	Item	Instructions
23	<ul style="list-style-type: none"> <li>Material Code</li> <li>Net solvent usage previous 12 months</li> </ul>	<ul style="list-style-type: none"> <li>Enter the material code number. If unknown, write the name or description of the solvent.</li> <li>Enter the net loss of solvent in the 12-month reporting period in gallons.</li> </ul>
24	<ul style="list-style-type: none"> <li>If solvent is heated, temperature of solvent</li> <li>Density</li> </ul>	<ul style="list-style-type: none"> <li>Enter temperature of heated solvent in °F.</li> <li>Enter density of solvent in lb/gal.</li> </ul>

**Part 5: Other Solvent Evaporation Source –**  
*For Fiberglass Operations*

To report the usage of new fiberglass resin, fill out lines 25 through 27 of Part 5.

Line	Item	Instructions
25	<ul style="list-style-type: none"> <li>Type of resin</li> <li>Total used, previous 12 months</li> </ul>	<ul style="list-style-type: none"> <li>Enter the name of the type of resin used (polyester, epoxy, vinyl ester, etc).</li> <li>Enter the amount of this resin used in the 12-month reporting period in gallons.</li> </ul>
26	<ul style="list-style-type: none"> <li>Type of catalyst</li> <li>Total used, previous 12 months</li> </ul>	<ul style="list-style-type: none"> <li>Enter the name of the type of catalyst used (MEKP, BOP).</li> <li>Enter the amount of this catalyst used in the 12-month reporting period in gallons.</li> </ul>
27	<ul style="list-style-type: none"> <li>Percent styrene in resin</li> <li>Percent of other volatiles</li> </ul>	<ul style="list-style-type: none"> <li>Enter the volume percentage of styrene contained in the resin.</li> <li>Enter the volume percentage of other volatile organics contained in the resin.</li> </ul>

**Part 5: Other Solvent Evaporation Source –**  
*For and Solvent and Surface Coating Manufacturing Operations*

To report the manufacture of a new solvent or coating, fill out lines 28 through 31 of Part 5.

Line	Requested Information	Instructions
28	Material Code of manufactured material	Enter the material code number. If unknown, write the name or description of the solvent or coating.
29	Quantity manufactured, previous 12 months	Enter the amount of the material manufactured in the 12-month reporting period in thousands of gallons.
30	Type of solvent used for manufacturing process, Material Code	Enter the material code number for the predominant compound or mixture used in the product. If unknown, write the name or description of the solvent.
31	Solvent evaporated during manufacturing, as percent of material produced.	Enter estimation of volume percentage of solvent lost during manufacturing.

*Continued on next page*

## How to Complete Data Form X, Continued

**Part 5: Other Solvent Evaporation Source – For Other Solvent Use**

To report the usage of a new solvent for any operation not described above, fill out lines 32 and 33 of Part 5.

Line	Requested Information	Instructions
32	<ul style="list-style-type: none"> <li>Material Code</li> <li>Total solvent used previous 12 months</li> </ul>	<ul style="list-style-type: none"> <li>Enter the material code number. If unknown, write the name or description of the solvent.</li> <li>Enter the amount of material used in the 12-month reporting period in gallons.</li> </ul>
33	Does this solvent comply with the BAAQMD Regulation 8?	Mark your answer “yes” or “no.” If unknown, leave blank. See: <a href="http://www.baaqmd.gov/~media/files/planning-and-research/rules-and-regs/reg-08/rg0804.pdf?la=en">http://www.baaqmd.gov/~media/files/planning-and-research/rules-and-regs/reg-08/rg0804.pdf?la=en</a>

**Emission Factor Table**

Complete Emission Factor Table only if you have completed either Part 1 or Part 2.

Line	Item	Instructions
34 - 38	Emission factors and basis codes for the listed pollutant categories	Enter emission factors (in lb per usage unit) and basis codes (see definition on Page 9) for the listed non-specific pollutant categories if they are emitted.
39	Emission factor and basis code for “Other”	Enter an emission factor (in lb per usage unit) and a basis code for a specified pollutant, not included in the general categories in Line 34 - 38. Also, enter the name or the BAAQMD pollutant code next to the table.
40	Do factors apply to emissions after abatement device(s)?	Check the box, if your emission factors are based on controlled emissions from a source.