How to Complete the Interactive Throughput / Hour Based Annual Emission Inventory Reporting Form

Note: These instructions are for completing the electronic interactive Annual Emission Inventory Form (Form) that starts on page 3 of this document. This form includes a First page and three (3) detail pages, a minimum of one detail page is required. You should save a copy of the filled-in form to your computer.

Documents you will need

- A copy of the facility's current Clark County Air Quality - Authority To Construct/Operating Permit (ATC/OP) or Minor Source Permit (Permit)
- Emission Unit(s) (EU) Table List and Potential to Emit (PTE)/Allowable Emissions
  - Permits before 2010 will have the Emission Units (EU) listed in a table, in the permit, along with the PTE and EU description.
  - Permits issued in and after 2010 usually have the EUs, the PTE/Allowable Emissions and EU descriptions listed in the Technical Support Document (TSD) sent as a separate document with the issuance of the permit.
- Records for the reporting year containing operating hours and/or other operational information.

Directions for Completing the Front Page

Source ID (Permit) Number: This number (1-5 digit # in length) will be listed on the cover sheet of your Permit.

Report year: The reporting year is the year proceeding the reporting due date. **Example:** If your report is due on March 31, 2012, then you are reporting for the 2011 calendar year.

Company/Source Name, Source Address, and Mailing Address: The information should match what is listed in your current permit. If it does not, please contact Air Quality for help.

Total PTE/Allowable Emissions for the Entire Source: Locate the table in your permit or TSD labeled, Total PTE, Source Allowable Emissions, or Facility PTE. Make sure the table you are viewing is in the units of **tons/year**. As you complete this form the value for each pollutant (i.e., PM_{10}, NO_X, VOC, etc.) from the following emission inventory form pages will populate into this table. If the value in this table (see below) do not match what is on your permit upon completion, please contact Air Quality for help.

TOTAL Actual Emissions for the Entire Source: The subtotals of each individual emission inventory form page will be calculated and populated electronically as you complete each form. The procedures for completing individual inventory forms are explained in detail in the next page.

	Regulated Pollutant Emissions (tons/year)						
	PM_{10}	$PM_{2.5}$	NO_x	CO	SO_x	VOC	HAP
TOTAL PTE/Allowable Emissions* for the Entire Source:							
TOTAL Actual Emissions for the Entire Source:							

Responsible Official (RO): The form must be signed and dated by the RO of record*, which matches the Clark County Air Quality database. Air Quality must receive the report with an original "wet" signature from the RO. Photocopies and emails will not be accepted. The form must be mailed or hand delivered to the address listed on the first page of the report.

*If the RO of record has changed, please complete the form needed to update the RO and submit to Air Quality with an original signature from the new RO. The form is available at: http://www.clarkcountynv.gov/depts/daqem/Pages/Permitting_Sources.aspx.

Directions for completing the Throughput/Hour Based Actual Emissions Reporting Form

Directions

Select Throughput-Based or Hour-Based from the dropdown list:

- For a Source that has emission limitations on throughput or production in tons/year and/or gallons/year. Examples of such sources would be, sand & gravel facilities, concrete and/or asphalt production facilities, sources with continuous duty and/or emergency engines. **Note:** contact Air Quality if you are unsure which form to use, select "**For Throughput-Based Actual Emissions Reporting**".
- For a Source that has emission limitations based on hours of operation as in hours/year. Examples of such sources would be: Commercial Buildings, Hotel, Casino, Hospital, school, or a similar type of operation that contains mainly: boilers, cooling towers, emergency generators, fire pump engines or any single or combination of these types of Emission Units (EU), select "**For Operating Hour-Based Actual Emissions Reporting**".

Facility or Source ID and Report year: These number will populated from the entry on the first page of this form. Changing the number at any point will change the number on all pages.

EU (Emission Unit): Locate the table in your permit or TSD labeled Emission Units, Production Limits and/or PTE. Copy each EU # into the EU column of the form.

EU Description: From the same table, copy each EU's Description into the EU Description column of the throughput form.

Permitted Throughput or Hours: Locate the table in your permit or TSD labeled Emission Units, Production Limits and/or PTE. Copy each EU's permitted throughput or hours from your permit or TSD into the form.

Actual Throughput: From your records, state the actual throughput or hours, in tons/year, for each EU.

Ratio A/P: This is an automatic calculation field and is read only.

PTE: Locate the table in your permit or TSD labeled Emission Units, Production Limits and/or PTE. Copy the PTE for each pollutant, under the applicable EU from your permit or TSD, into the throughput form. If the value is zero, put zero. These values are automatically totaled on the first page

Actual: This is an automatic calculation field and is read only. These calculation are the emissions for each pollutant and totals are transferred to the first page.

Example: A source has a permitted throughput of 125,000 tons/year and an actual throughput, for a reporting year, of 75,000 tons/year, for their crusher. Dividing 75,000 tons/year by 125,000 tons/year yields an A/P ratio of 0.6 for the crusher. The source's PTE, taken from the permit, states the crusher's PTE is 0.50 tons/year for PM_{10}. Multiplying the A/P ratio of 0.6 X 0.5 tons/year yields an actual emission for the crusher of 0.30 tons/year. The form will automatically populate 0.30 in the field under the 0.50 PM_{10} PTE. Continue the process for each other pollutant.

EU	EU Description:	Permitted Throughput (P)	Actual Throughput (A)	Ration A/P		Regulated Pollutant Emissions in Tons Per Year (TPY)						
						PM_{10}	$PM_{2.5}$	NO_x	CO	SO_x	VOC	HAP
A01	Crusher	125,000			PTE*	0.50	0.26					
			75,000	0.60	Actuals	0.30	0.16					

Actual Emissions Subtotals for the Sheet: This is an automatic calculation field and is read only.
Page Numbers: Page numbers are pre-populated, you will need to enter the total number of pages used. You can have from 2 to 4 pages on this interactive form.

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Protecting the air we share

Air Quality

CLARK COUNTY • DEPARTMENT OF AIR QUALITY

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ANNUAL EMISSION INVENTORY REPORTING FORM

Source ID (Permit) Number: _____ **Reporting Year:** _____

Company Name:

Source (Facility) Name:

Source (Facility) Address:

City, State, and Zip

Mailing Address:

(If different than facility address.)

	Regulated Pollutant Emissions (tons/year)						
	PM_{10}	$PM_{2.5}$	NO_x	CO	SO_x	VOC	HAP
TOTAL Allowable Emissions* for the Entire Source:							
TOTAL Actual Emissions for the Entire Source:							

I certify that, based on information and belief formed after reasonable inquiry, the information contained in this document is true, accurate and complete.

Signature of Responsible Official	Signature Date
	03/31/2014

Responsible Official Name and Title:			
Phone Number:		**Responsible Official E-mail Address:**	

* Use Allowable Emissions if Potential to Emit (PTE) is not listed in the permit or Technical Support Document (TSD).

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ANNUAL EMISSION INVENTORY REPORTING FORM

< Select Type of Report >

Source ID (Permit) Number: _____ **Reporting Year:** _____

EU	EU Description:	Permitted (P)	Actual (A)	Ratio A/P		Regulated Pollutant Emissions in Tons Per Year (TPY)						
						PM_{10}	$PM_{2.5}$	NO_x	CO	SO_x	VOC	HAP
					PTE*							
					Actuals							
					PTE							
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PTE Subtotals for the Sheet (tons/year):												
Actual Emissions Subtotals for the Sheet:												

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< Select Type of Report >

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PTE Subtotals for the Sheet (tons/year):												
Actual Emissions Subtotals for the Sheet:												

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< Select Type of Report >

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Actual Emissions Subtotals for the Sheet:												

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