

## YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

### COATING OPERATIONS INSTRUCTIONS FOR COMPLETING THE 2009 CALENDAR YEAR THROUGHPUT / PRODUCTION REPORT

Need Assistance? Please contact the Engineering Technician at (530) 757-3664 or toll-free within the (916), (530) and (707) area codes at (800) 287-3650.

A separate Throughput Report is required for each Permit to Operate. You may photocopy or download ([www.ysaqmd.org](http://www.ysaqmd.org)) a blank form for each permit. Make sure to specify the permit number on each report. **Per your permit, this form is due back by March 31, 2010.**

Please ensure that the reported usage corresponds to the correct permit number. It is very important to report your actual usage, not your Permitted Process Limits listed on the permit.

1. **COMPANY NAME** - Print the complete name of the company. The company name placed on the Throughput Report must match the company name listed on the permit.
2. **EQUIPMENT LOCATION** - Print the street address where the equipment is located.
3. **PERMIT TO OPERATE #** - You can find this number located on the first page of your permit. The number will look like P-XX-XX.
4. **PROCESS DESCRIPTION** - Print the process description as listed on permit.
5. **RESPONSIBLE PERSON** - Print the name of the person responsible for the permitted operation.
6. **TITLE** - Print the title of the responsible person listed.
7. **PHONE NUMBER** - Print the area code and phone number of the responsible person listed.
8. **HOURS OF OPERATION** - Print the hours of operation for the permitted process, not the business hours. If the process is seasonal or does not operate continuously throughout the year, include the months of operation.
9. **COATING USAGE** - Computerized VOC tracking print-outs will **not** be accepted in lieu of completing this section. Make sure all coating materials listed on the permit are accounted for and are reported in the same units as listed in the Permitted Process Limits table. If the permit has quarterly limits, the quarterly coating usage must be reported in addition to the total annual coating usage.
10. **FUEL USAGE** - If fuel is listed in the Permitted Process Limits table, then it must be reported. If the permit has quarterly limits, the actual quarterly usage must be reported. The units used on your permit must match the units you are reporting.
11. **COATING AND SOLVENT DESCRIPTION** - For coatings, list the manufacturer, product ID, and description for each coating or each system component used. Also include the coating category and VOC content of each coating. Solvents used for surface-prep are to be listed on the bottom of the page and must include the material applied to, product ID, and VOC content.