



**YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT
CALENDAR YEAR THROUGHPUT / PRODUCTION REPORT
GENERAL INFORMATION**

All Permit(s) to Operate issued by the Yolo-Solano Air Quality Management District (District) have a requirement under condition #5 of the permit that requires permit holders to complete an annual throughput and production report based on **actual** product throughput for each permit process.

Contact the District at (530) 757-3650 or email throughput@ysaqmd.org for general questions.

Fill-in PDF versions of the throughput reports are available at

<http://www.ysaqmd.org/permits/forms-applications/#thru>

A separate report is required for each Permit to Operate. Instructions and forms are mailed to all permit holders in early January of each year. **The completed form is due back by March 31.**

Example: Calendar Year 2017 report is due by March 31, 2018

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.

Throughput Reports received by the District after the March 31 deadline may be subject to enforcement action. **If you received a Notice to Comply or Notice of Violation for failing to submit your Throughput Report by the deadline in previous years and you are late for the March 31 deadline as referenced above, the District will automatically issue a Notice of Violation and penalties will be assessed.**

In addition, under transfer of ownership the seller must complete a Throughput and Production Report and submit to the District prior to the transfer, reporting the usage during the time the permit was under the seller's responsibility. Contact the District for further information.