

YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

GENERAL INSTRUCTIONS THROUGHPUT / PRODUCTION REPORT -Calendar Year 2017 Reports are due by March 31, 2018-

Need Assistance? Contact the District at (530) 757-3650 or email throughput@ysaqmd.org for general questions. Ensure you email the completed form to throughput@ysaqmd.org to receive a confirmation of receipt. We also accept faxes (530) 757-3670, mail or hand delivery.

A separate Throughput Report is required for each permit to operate. You may photocopy or download (www.ysaqmd.org) a blank form for each permit. Make sure to specify the permit number on each report.

Ensure that the reported usage corresponds to the correct permit number. It is very important to report the 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. **SITE ADDRESS** - Print the street address where the equipment is located.
3. **PERMIT TO OPERATE #** - You can find this number located on the first page of the 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. **ACTUAL PERMITTED PROCESS THROUGHPUT** - Report the **actual** product throughput for the process listed in the Permitted Process Limits table on the permit. If the permit has quarterly limits, the actual quarterly product throughput must be reported. The units used on the permit must match the units you are reporting.
9. **FUEL USAGE** - If fuel is listed in the Permitted Process Limits table of the permit then it must be reported. If the permit has quarterly limits, the actual quarterly usage must be reported. The units used on the permit must match the units you are reporting.

2017

YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT
1947 Galileo Court, Suite 103; Davis, CA 95618 • (530) 757-3650
CALENDAR YEAR THROUGHPUT/PRODUCTION REPORT

1. COMPANY NAME LISTED ON PERMIT:	2. SITE ADDRESS:	3. PERMIT # (one form per permit): P-
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4. PROCESS DESCRIPTION:	5. RESPONSIBLE PERSON'S NAME: (print)	(Signature)
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6. TITLE:	7. PHONE NUMBER:
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8. **Actual** Permitted Process Usage:

Type	1st Qtr (Jan-Mar)	Units	2nd Qtr (Apr-Jun)	Units	3rd Qtr (Jul-Sep)	Units	4th Qtr (Oct-Dec)	Units	Total Annual Product*	Units

9. Fuel Usage (if applicable):

Type	1st Qtr (Jan-Mar)	Units	2nd Qtr (Apr-Jun)	Units	3rd Qtr (Jul-Sep)	Units	4th Qtr (Oct-Dec)	Units	Total Annual Product*	Units
Natural Gas										
Propane or LPG										
Other										

MCF = Thousand Cubic Feet
MMCF = Million Cubic Feet

THIS FORM IS DUE BY MARCH 31, 2018

**Review your calculations before submitting*

Email: Throughput@ysaqmd.org (Preferred) • Fax: (530) 757-3670 • Mail: 1947 Galileo Court, Suite 103; Davis, CA 95618