



## ANNUAL THROUGHPUT AND PRODUCTION REPORTS FOR 2020 Due by March 31, 2021

### What is an Annual Throughput Report, and Why must I complete one each year?

- Each permit holder must submit a Throughput and Production Report for each permit by March 31 with the actual usage/throughput of the prior year (per condition #5 of the Permit to Operate).
- The form must be completed each year whether the permitted equipment was used or not.
- This information is necessary to track emissions within the District.

### Instructions:

**IMPORTANT: Do not leave any boxes blank.** If a value is zero, either put a "0" (zero), or line-out the box. Any throughputs received with blanks are considered to be incomplete and will be sent back to the permit holder to be completed and resubmitted. The March 31 deadline still applies to incomplete throughputs that were returned to the permit holder.

The attached form(s) have been pre-populated with your company name, equipment location, permit #, and process description. The following information must be provided on the form(s) and submitted by March 31:

- **Responsible Person:** Specify the person responsible for the permitted operation, title and phone number.
- **Signature of Responsible Person:** The responsible person must sign each form.
- **Quarterly Usage:** If the permit has quarterly limits, the actual quarterly usage must be separated by quarter and reported for each permit under the categories listed below. Please include the total annual usage.
- **Units:** The values must be reported in the same units in which the permit was issued\* (i.e. If the permit was issued in cubic feet, you can NOT report in units of therms). If you complete the form in different units, the report will be returned to you as "incomplete."  
\* If you would like to change the units for future reporting, a Permit Modification Application will be required to be completed for each permit. Contact the Engineering department to find out what that process entails; 530-757-3650.

### COATING OPERATIONS

Actual Permitted Process Throughput: Report the actual VOCs. If the permit has quarterly limits, the actual quarterly usage must be reported.

Fuel Usage: If fuel is listed in the *Permitted Process Limits* table of the permit then it must be reported.

### EMERGENCY ENGINES

Actual Permitted Process Throughput: Report the actual hours for each type of use, separately.

### GASOLINE STORAGE & DISPENSING

Fuel Usage: Report the actual throughput for each fuel listed in the *Permitted Process Limits* table of the permit.

### GENERAL – FOR ALL OTHER PERMITTED PROCESSES

Actual Permitted Process Throughputs: 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.

Fuel Usage: If fuel is listed in the *Permitted Process Limits* table of the permit then it must be reported.

The units used on the permit must match the units you are reporting.

### SUBMIT TO THE DISTRICT BY MARCH 31: Completed forms may be submitted by

Email to [Throughput@ysaqmd.org](mailto:Throughput@ysaqmd.org); or Fax to (530) 757-3670; or

Mail to 1947 Galileo Court, Suite 103; Davis, CA 95618.

**Email submissions are preferred**, as we can then send a reply back so that you can be sure that your report is confirmed received.

**Compliance Requirements:** Reports received by the District after the March 31 deadline may be subject to enforcement action. If you have received a Notice to Comply (NTC) or Notice of Violation (NOV) for failing to submit your Throughput Production Report by the deadline in previous years, and you are late for the March 31 deadline this year, the District will automatically issue your company an NOV and penalties will be charged.

### Any questions?:

- Contact the Engineering Department at (530) 757-3650
- Visit <http://www.ysaqmd.org/permits/forms-applications> for generic, fillable forms.
- Email [Throughput@ysaqmd.org](mailto:Throughput@ysaqmd.org) any time with any questions, or to request your company's unique pre-populated Throughput forms.