

YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

GENERAL INSTRUCTIONS THROUGHPUT / PRODUCTION REPORT -Calendar Year 2018 Reports are due by March 31, 2019-

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 2018 report is due by March 31, 2019

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.

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.