

How to Complete the Interactive Annual Emission Inventory Reporting Form

These instructions are for completing the electronic interactive Annual Emission Inventory Reporting Form (form) that starts on page three of this document. This form includes a summary page and seven detail pages. The summary page and a minimum of one detail page is required. It is recommended that you save a copy of the filled-in form to your computer.

Items you will need:

- A copy of your Clark County Division of Air Quality Minor Source Permit (permit) and Technical Support Document (TSD) if your permit was issued prior to June of 2018
- A list of the Emission Unit(s) (EU) including the assigned EU number and description
The list of EUs is found in section 1.1 of the permit and is labeled Summary of Emission Units (Table 1-1).
- A breakdown of the permitted source-wide potential to emit (PTE) by EU and regulated pollutant (PM₁₀, PM_{2.5}, NO_x, CO, SO₂, VOC, and HAP)
The breakdown of the PTE by EU and regulated pollutant is found in section 3.2 of the permit and is labeled Source-Wide Emission Unit PTE Summary (tons per year) (usually Table 3-2).
If your permit was issued prior to June of 2018, the table is located on the second page of the Technical Support Document (TSD) labeled Source-Wide Emission Unit PTE Summary.
- Records for the reporting year containing actual operating hours, actual throughputs, and/or other operational information.

Directions for Completing the Summary Page

Source ID (Permit) Number: This five-digit number will be listed on the cover sheet of your permit.

Reporting Year: The reporting year is the year preceding the reporting due date. **Example:** If your report is due on March 31, 2022, you are submitting your report for the 2021 calendar year.

Company Name, Source (Facility) Name, Source (Facility) Address, City, State, and Zip, and Mailing Address (if different than facility address): This information should match what is listed on the cover sheet of your permit. If it does not, please contact DAQ to update this information.

TOTAL Allowable Emissions for the Entire Source: This field will auto-fill when information is populated in the subsequent detail page(s). When all the detail pages have been completed, the values in this row should match the values listed in your permit (usually Table III-A-1: Potential to Emit). If they do not, please contact DAQ for assistance.

TOTAL Actual Emissions for the Entire Source: This field will auto-fill when information is populated in the subsequent detail page(s).

Responsible Official (RO): The form must be signed and dated by an RO of record. DAQ must receive the report with an original “wet” signature from the RO. Photocopies and emails will not be accepted. The form must be mailed or hand delivered to the address listed on the summary page of the report. If the RO of record has changed, please complete the form needed to update the RO and submit to DAQ with an original signature from the new RO. The form is available at: https://www.clarkcountynv.gov/government/departments/environment_and_sustainability/division_of_air_quality/permitting/applications_forms/stationary_source_permitting_forms/index.php#

Page Numbers: In the field after “Page 1 of,” enter the total number of pages used. You can have between two and eight pages using this interactive form.

Directions for Completing the Detail Page(s)

This form will work regardless of whether your Permitted Limit (P) and Actual (A) values are in tons, pounds, gallons, acres, hours and/or vehicle miles traveled (VMT) per year.

Source ID (Permit) Number and Reporting Year: This information will auto-fill using the information entered on the summary page. Changing the number on any page, will change the number on all pages.

1. **EU:** Enter the emission unit number listed in the Summary of Emission Units table (usually Table 1-1).
2. **EU Description:** From the same table, enter the Type/Description. You do not need to transfer all the information, just enough to identify the unit.
3. **Permitted Limit (P):** Locate the Source-Wide Emission Unit PTE Summary table (usually Table 3-2 in your permit or in your TSD). Enter the numbers listed in the Condition column.
4. **Actual (A):** From your records, enter the actual throughputs and/or hours *using the same units of measurement listed in the Condition column*.
5. **Ratio A/P:** This is an automatic calculation field. No data entry is required.
6. **PTE:** Locate the Source-Wide Emission Unit PTE Summary table (usually Table 3-2 in your permit or in your TSD). For each EU, enter the PTE value (in tons per year) for each regulated pollutant in the row (PM₁₀, PM_{2.5}, NO_x, CO, SO₂, VOC, and HAP - if HAP is not listed, leave it blank - H₂S and Pb are not calculated on this form). If the value is zero, enter 0. These values will auto-fill the corresponding cell on the Summary page.
7. **Actuals:** This is an automatic calculation field. The values are the actual emissions reported for each regulated pollutant. The totals will auto-fill the corresponding cell on the Summary page.

Repeat steps 1 through 7 for each EU.

PTE Subtotals for the Sheet (tons/year) and Actual Emission Subtotals for the Sheet: These are automatic calculation fields.

Example: A source has a permitted throughput calculated using 125,000 tpy of aggregate. Facility records show the actual throughput for the impact crusher is 75,000 tpy in 2016. From the permit and TSD, you enter the Description, Permitted, and PTE (tpy) information on the Details page. From your facility records, you enter the Actual throughput value. The form then automatically calculates your actual emissions.

EU	EU Description:	Permitted (P)	Actual (A)	Ratio A/P		Regulated Pollutant Emissions in Tons Per Year (TPY)						
						PM ₁₀	PM _{2.5}	NO _x	CO	SO ₂	VOC	HAP
A01	Crusher	125000.0			PTE*	0.81	0.00	0.00	0.00	0.00	0.00	0.00
			75000.0	0.60	Actuals	0.49	0.00	0.00	0.00	0.00	0.00	0.00

The following description explains the calculations. The spreadsheet divides 75,000 tons/year by 125,000 tons/year, yielding an A/P ratio of 0.6 for the crusher. The TSD states the crusher's PTE is 0.81 tons/year for PM₁₀ and 0 for all other regulated pollutants. Multiplying the A/P ratio of 0.6 * 0.81 tons/year yields an actual emission for the crusher of 0.49 tons/year. The form will automatically populate 0.49 in the field under the 0.81 PM₁₀ PTE.

If you require assistance completing your Annual Emissions Inventory Report, contact the Small Business Assistance Program for free help at:

AQSBAP@ClarkCountyNV.gov or 702-455-5942.



4701 W. Russell Road 2nd Floor
 Las Vegas, NV 89118-2231
 Phone: (702) 455-5942 Fax: (702) 383-9994
 Marci Henson, Director

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ANNUAL EMISSION INVENTORY REPORTING FORM

Source ID (Permit) Number: _____	Reporting Year: _____
Company Name: _____	
Source (Facility) Name: _____	
Source (Facility) Address: _____	
City, State, and Zip _____	
Mailing Address: _____	
(If different than facility address.)	

	Regulated Pollutant Emissions (tons/year)						
	PM ₁₀	PM _{2.5}	NO _x	CO	SO ₂	VOC	HAP
TOTAL Allowable Emissions* for the Entire Source:							
TOTAL Actual Emissions for the Entire Source:							

I certify that, based on information and belief formed after reasonable inquiry, the information contained in this document is true, accurate and complete.

Signature of Responsible Official	Signature Date
Responsible Official Name and Title:	
Phone Number:	Responsible Official E-mail Address:

*Use Allowable Emissions if Potential to Emit (PTE) is not listed in the permit or Technical Support Document (TSD).

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					PTE*							
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