

YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

GASOLINE STORAGE & DISPENSING INSTRUCTIONS FOR COMPLETING THE 2011 CALENDAR YEAR THROUGHPUT / PRODUCTION REPORT

Need Assistance? Please contact the Engineering Technician at (530) 757-3664 or toll-free within the (916), (530) and (707) area codes at (800) 287-3650.

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. **Per your permit, this form is due back by March 31, 2012.**

Please 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.

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. **EQUIPMENT LOCATION** - Print the street address where the equipment is located.
3. **PERMIT TO OPERATE #** - You can find this number located on the first page of your permit. The number will look like P-XX-XX.
4. **PROCESS DESCRIPTION** - This is a standard process, therefore this section has been completed.
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. **HOURS OF OPERATION** - Print the hours of operation for the permitted process, not the business hours. If the process is seasonal or does not operate continuously throughout the year, include the months of operation.
9. **FUEL USAGE** - Report your actual throughput for each fuel listed in the Permitted Process Limits table on your permit. If the permit has quarterly limits, the actual quarterly usage must be reported.