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| ANNUAL CRITERIA POLLUTANT EMISSION INVENTORY REPORT | | | | | | | | | | | | | | | | | | | | |
| (1) Company Name | | | | | | | Physical Location | | | | | | | Metro Public Health Department  Pollution Control Division  2500 Charlotte Avenue  Nashville, TN 37209 | | | | | | |
| Owner or Designated Representative | | | | | | | Mailing Address | | | | | | | Telephone Number | | | | | | |
| The following information is submitted in accordance with Section 10.56.290, “Measurement of Emissions”, of Chapter 10.56. “Air Pollution Control”, of the Metropolitan Code of Law | | | | | | | | | | | | | | | | | | | | |
| (2) | (3) | (4) | (5) | (6) | (7) | (8) | | | (9) | (10) Type and Amount of Pollutants Emitted in Tons/Year | | | | | | | | | | |
| Permit  No. | Source  No. | Point  No. From Permit | Group  No. | Process No. | Annual Throughput  (Include Units) | Annual  Fuel Usage  and Type  (Include Units) | | | Annual  Hours of  Operation | Particulate | Sulfur  Dioxide | Nitrogen  Dioxide | Carbon Monoxide | | Volatile  Organic Compounds | | Lead | | t-Butyl Acetate | |
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| (11) Total | | | | | | | | | |  |  |  |  | |  | |  | |  | |
| (12) I hereby certify that this information is essentially correct.  Signature: | | | | | | | | Title | | | | | | | | Date | | | | |
| Month | | Day | | Year |

**ANNUAL CRITERIA POLLUTANT EMISSION INVENTORY REPORT**

**INSTRUCTION SHEET**

The following instructions should be followed in completing the “Annual Criteria Pollutant Emission Inventory Report” form that must be submitted to the Metro Public Health Department, Pollution Control Division by March 31 of each calendar year in accordance with Section 10.56.290, “Measurement of Emissions”, of Chapter 10.56. “Air Pollution Control”, of the Metropolitan Code of Laws which states in part that the owner or operator of any air pollutant source permitted in accordance with provisions of Section 10.56.040, “Operating Permits”, of the Metropolitan Code of Laws must submit to the Director by March 31 of each calendar year the actual annual emissions of all regulated pollutants emitted by the source during the previous calendar year.

**Information Required to Complete the Form**

(1) Identifying information including the local company name, physical location and the name, title and mailing address of the owner or the owner’s designated representative authorized to represent the owner in matters pertaining to the submission of and compliance with permits, permit applications and compliance plans for the source.

(2) The permit number(s) shown on your operating permit(s).

(3) The source number(s) shown on your operating permit(s).

(4) The point number(s) shown on your operating permit(s).

(5) The group number(s) are assigned by the Pollution Control Division staff for reporting purposes. They will generally be the same as the point number, but in some cases, they may be different. An example of a point or a group would be a boiler, a printing press or a surface coating operation.

(6) The process number(s) are also assigned by the Pollution Control Division staff for reporting purposes. They are used to represent specific operations within a group. An example of a process would be a boiler (the group) that burns natural gas (one process) and fuel oil (the second process). Another example would be a surface coating operation (group) that uses paint (one process), thinner (another process) and a clean-up solvent (a third process). A group may have one or more than one process depending on the specific operation. Emissions must be reported to EPA at the process level.

(7) The total amount of all materials used during the previous calendar year that results in the emission of any air pollutant, reported at the process level. **Please include the appropriate units (tons, gallons, etc.).**

(8) The total annual fuel usage, by type and amount, used during the previous calendar year reported by process number. **Please include the appropriate units (MMCF, gallons, tons, etc).**

(9) The total number of hours of operation during the previous calendar year reported at the group level.

1. The type and amount of criteria air pollutants, in tons per year, emitted over the previous calendar year reported at the process level.

-Tertiary butyl acetate (TBAC) has been exempted from VOC emissions limitations and content requirements by EPA. However, EPA requires TBAC to be tracked and reported as a distinct class of emissions for purposes of all VOC recordkeeping, emissions reporting and inventory requirements which apply to VOC. Please report any TBAC emissions separately from your VOC emissions under the appropriate group. **Please do not double count these emissions by including them in your total VOC and then listing them separately under TBAC.**

1. The sum of all criteria air pollutants emitted by the facility during the previous calendar year.

(12) The signature and title of the owner or the owner’s designated representative as reported in Item (1) above.

**Please attach a copy of all calculations used to determine your emissions for each process number.**

# If you have any questions on how to complete this form, please call the Metro Public Health Department, Pollution Control Division at

**615-340-5653.**