



## ANNUAL REPORT INSTRUCTIONS FOR DEGREASING FACILITIES

1. **TOTAL USAGE:** In the columns to the right of the specific material categories please list the total amount of material used, recycled, and the maximum lbs/gallon of ROCs- Reactive Organic Compounds or VOCs-Volatile Organic Compounds that the material has. If the material used has the maximum ROCs expressed in grams/liter, calculate as follows to convert to lbs/gallon:

$$\frac{\text{grams/liter}}{120} = \text{lbs/gallon}$$

2. **AMOUNT RECYCLED:** This is the amount of material taken off site, either by hazardous waste hauler, sent to a recycling center, or sent back to the manufacturer. If you are recycling by some other method, please attach explanation.
3. **NET USAGE:** The **total usage** minus the **amount recycled** will equal the **net usage**.
4. **ROC\* LBS/GAL:** For the more common solvents, the ROC lbs/gallon have been provided. If your MSDS provides a different ROC lbs/gal value, than that number can be used as a substitute. Consult your supplier for assistance if unable to determine the ROC/VOC limit of your material. ROC/VOCs are equal to ROG (Reactive Organic Gases).
5. **EMISSIONS LBS/YEAR:** Multiply the **net usage** with the **ROC Content (lbs/gal)** to calculate the **emissions (lbs/year)**.
6. **CHECK YOUR PERMIT:** Check the *Reporting* condition of your permit, there may be additional information that needs to be submitted with this report. Please provide any additional information that you are required to submit.
7. **SUBMITTAL:** Submit by mail or e-mail. When submitting via e-mail, if you do not receive a response within 72 hours confirming that the District has received your submittal, please assume the annual report was not received and contact us at (805) 961-8800. *Faxes Not Accepted.*

Example:

ROC-CONTAINING MATERIAL	TOTAL USAGE (GALS/YEAR)	TOTAL RECYCLED (GALS/YEAR)	NET USAGE (GALS/YEAR)	ROC CONTENT* (LBS/GAL)	EMISSIONS (LBS/YEAR)
METHYL ETHYL KETONE	113.0	2.0	111.0	6.73	747
TOLUENE	24.0	0.0	24.0	7.22	173
ISOPROPYL ALCOHOL	87.0	2.0	85.0	6.55	557
TOTAL	N/A	N/A	N/A	N/A	1477