

# **BAPC – Compliance Branch Facility Records Template Spreadsheet Guidance Document**

Author: Gregg Rosenberg  
Updated: 9/10/2024

## **TABLE OF CONTENTS**

I.	Purpose .....	1
II.	When the Template Should be Used .....	1
III.	Important Spreadsheet Rules and Reminders .....	1
IV.	“Setup” Tab .....	1-2
V.	“System” Tab .....	2-13



# BAPC – Compliance Branch Emissions Calculations Inventory Spreadsheet Guidance Document

Authors: Gregg Rosenberg  
Updated: 9/10/2024

## I. PURPOSE

The Facility Records Template was created and designed for facilities regulated by the Nevada Division of Environmental Protection – Bureau of Air Pollution Control (BAPC) to monitor and record information required by their air quality operating permit. The Facility Records Template contains a large majority of the items required to be monitored and recorded in a standard air permit. This template also serves to streamline the inspection process when records are reviewed. With this spreadsheet, the Facility Representative (User) will be able to clearly display required records and better stay in compliance with their air permit.

## II. WHEN THE TEMPLATE SHOULD BE USED

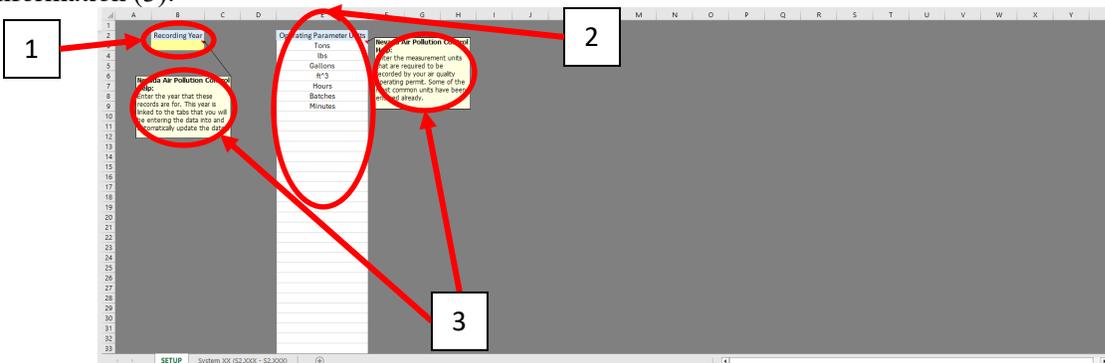
The Facility Records Template should be used when a facility owner or operator is not sure in their ability to properly maintain records to stay in compliance with their air permit without the use of a predesigned aid like this template. The template should also be used when the facility owner or operator has demonstrated a significant lack of recordkeeping compliance to the BAPC. This template is NOT required to be used but is a resource that can be used to assist in facility compliance. Using this template does not guarantee a facility will remain in compliance, and some permit requirements are not able to be recorded in this template as built without modifications to the template by the facility.

## III. IMPORTANT SPREADSHEET RULES AND REMINDERS

- Deleting in individual or group of cells, columns, and rows will create errors in the preexisting equations. Unless the User is well versed in Excel, the User should only hide unused columns.
- There are notes in certain cells for each tab of the spreadsheet to assist with when it is appropriate to add information to the related data field. Most of the notes are hidden and can be seen by finding on of the cells with the red mark in the upper right-hand corner and hovering over it with the mouse icon.

## IV. “SETUP” TAB

- The **Setup Tab** is labeled “**SETUP**” in the spreadsheet template. In this tab, the User enters the calendar year that is being recorded as a 4-digit number in the cell below the cell marked “Recording Year” (1). The User then enters operating parameter units in the cells below the cell marked “Operating Parameter Units” (2). Units entered under this column should not be any combined units (e.g., Tons/Hour, Gallons/Minute, Tons/Batch, etc.) because the spreadsheet will automatically combine the fuel usage and/or material throughput units with the units of duration. NOTE: Comments for both sections in the Setup Tab are visible to assist and provide information (3).





# BAPC – Compliance Branch Emissions Calculations Inventory Spreadsheet Guidance Document

Authors: Gregg Rosenberg  
Updated: 9/10/2024

## IV. “SETUP” TAB (continued)

- The Operating Parameter Units section already has some commonly used units provided. The User can delete and add any, as necessary.
- The **Yellow** cells are meant to indicate information that is required to be entered. These cells turn to white when information is entered.
- The White cells are meant to indicate where additional information can be entered but are not necessarily required.

## V. “SYSTEM” TAB

- The **System Tab** is labeled “**System XX (S2.XXX – S2.XXX)**” in the spreadsheet template. This tab is meant to be copied so there are as many tabs as needed to fulfill all the monitoring and recordkeeping requirements in the permit, including but not limited to the Specific Operating Conditions, Emission Caps, Schedules of Compliance, etc. This may mean that the number of tabs is less than the number of systems in a permit if one set of records can represent multiple systems. This can also mean that the number of tabs is greater than the number of systems if there are different operating parameters for emission units within the same system or recordkeeping is required for operations of separate and combined emission units (e.g., two emission units run in parallel and the permit requires the material throughput be measured through each emission unit and the permit requires the combined sum of the throughputs be recorded as well). In many cases, the number of tabs will be equal to the number of systems in the permit. Each tab is recommended to be named according to the naming convention already established (i.e., “System” followed by the system number and the applicable emission unit number or numbers in parentheses), but the naming convention can be whatever the User finds most beneficial. There are many sections within this tab, and not every section will be used for every system. More than likely, different sections will be used for different systems. In this tab, the User first enters the system (4) and emission unit (5) number or numbers that are being recorded in the tab. NOTE: Comments are hidden throughout the System tab to prevent creating significant clutter within the tab. The purpose of the comments is to provide assistance and information to the User. In order to view each comment, use the mouse to hover over a cell with a red tag in the upper right-hand corner (6).

	A	B
1	System Number:	Emission Unit(s):
2	System XX	S2.XXX - S2.XXX



# BAPC – Compliance Branch Emissions Calculations Inventory Spreadsheet Guidance Document

Authors: Gregg Rosenberg  
Updated: 9/10/2024

## V. “SYSTEM” TAB (continued)

### Section I. Relevant Information Questions:

- The next step is for the User to answer the questions under the cells where the User entered the system and emission unit numbers. If your answer to the question, “Does this system have hour restrictions?”, is “Yes”, then a question will appear below it asking, "Does this system have time if day restrictions?" (7).

	A	B	A	B
3	Does this system have hour restrictions?	Choose Option	Does this system have hour restrictions?	Yes
4			Does this system have time if day restrictions?	Choose Option
5	What operating parameters do you have to keep track of?	Choose Option	What operating parameters do you have to keep track of?	Choose Option
6	Do you have a 12-month rolling recordkeeping requirement?	Choose Option	Do you have a 12-month rolling recordkeeping requirement?	Choose Option
7	Do you have VEO requirements?	Choose Option	Do you have VEO requirements?	Choose Option
8	Do you have add-on controls?	Choose Option	Do you have add-on controls?	Choose Option

- As the User answers these questions, sections of the tab will blackout because they are not relevant (e.g., If I answer “No” to the question, “Do you have a 12-month rolling recordkeeping requirement?” (8), then the “Previous Year: Monthly Totals” section will blackout (9). **NOTE: When an area is blacked-out, the User can hide those columns in the spreadsheet to consolidate space. DO NOT DELETE ANY CELLS, OTHERWISE THERE MAY BE ERRORS THAT APPEAR.**

	A	B	C	D	E	F
3	Does this system have hour restrictions?	Choose Option				
4						
5	What operating parameters do you have to keep track of?	Choose Option				
6	Do you have a 12-month rolling recordkeeping requirement?	No				
7	Do you have VEO requirements?	Choose Option				
8	Do you have add-on controls?	Choose Option				
9						
10						
11						
12						
13						
14						
15						
16						
17						



# BAPC – Compliance Branch Emissions Calculations Inventory Spreadsheet Guidance Document

Authors: Gregg Rosenberg  
Updated: 9/10/2024

## V. “SYSTEM” TAB (continued)

### Section I. Relevant Information Questions (continued):

- If the User answers “Yes” to the question, “Does this system have time if day restrictions?” (10), then the columns with the start and end times under the “Duration of Operation” section will turn **yellow** indicating that information is required to be entered into those cells (11).
- The reason the User would answer “Yes” to the question, “Does this system have hour restrictions?”, is if the system is permitted to operate less than 24 hours a day and/or less than 8,760 hours per year. If the system’s Specific Operating Conditions section states, “... may operate a total of 24 hours per day.”, or “... may operate 8,760 hours per year.”, under the Operating Parameters subsection, then the User would answer “No”.
- If the User answers “Yes” to the first question, then the next question, “Does this system have time if day restrictions?”, appears. The User would answer “Yes” to this question only if the Operating Parameters subsection has a condition that states something like, “... may operate from **4:00 AM to 8:00 PM only.**” Otherwise, the User would answer “No”.

	A	B
3	Does this system have hour restrictions?	Yes <span style="border: 1px solid black; padding: 2px;">10</span>
4	Does this system have time if day restrictions?	Yes
5	What operating parameters do you have to keep track of?	Choose Option
6	Do you have a 12-month rolling recordkeeping requirement?	Choose Option
7	Do you have VEO requirements?	Choose Option
8	Do you have add-on controls?	Choose Option

Duration of Operation			
Permitted Start Time:	Permitted End Time:	Permit Limit:	
DATE	Start Time	End Time	Select Units
1/1/1900			
1/2/1900			
1/3/1900			
1/4/1900			
1/5/1900			
1/6/1900			
1/7/1900			
1/8/1900			
1/9/1900			
1/10/1900			
1/11/1900			
1/12/1900			
1/13/1900			
1/14/1900			
1/15/1900			
1/16/1900			
1/17/1900			
1/18/1900			
1/19/1900			
1/20/1900			
1/21/1900			
1/22/1900			
1/23/1900			
1/24/1900			
1/25/1900			
1/26/1900			
1/27/1900			
1/28/1900			
1/29/1900			
1/30/1900			
1/31/1900			

- The question, “What operating parameters do you have to keep track of?”, has 3 options for an answer: “Material Throughput”, “Fuel Usage”, and “Both” (12).
- The reason for answering the question with “Material Throughput” is if the Specific Operating Conditions for the system state something similar to, “The maximum allowable throughput rate for ...”, under the Operating Parameters subsection.
- The reason for answering the question with “Fuel Usage” is if the Specific Operating Conditions for the system state something similar to, “The maximum allowable fuel consumption rate for ...”, under the Operating Parameters subsection.
- If the Operating Parameters subsection has both statements for the system, then the User would select “Both”.
- Some examples of emission units that would only have a material throughput parameter would be conveyor belts, crushers, screens, bucket elevators, etc.



# BAPC – Compliance Branch Emissions Calculations Inventory Spreadsheet Guidance Document

Authors: Gregg Rosenberg  
Updated: 9/10/2024

## V. “SYSTEM” TAB (continued)

### Section I. Relevant Information Questions (continued):

- Some examples of emission units that would only have fuel usage as an operating parameter would be engines, boilers, heaters, etc.
- Some examples of emission units that would have both operating parameters would be kilns, dryers, extruders, etc.

	A	B	
3	Does this system have hour restrictions?	Choose Option	
4			
5	What operating parameters do you have to keep track of?	Choose Option	
6	Do you have a 12-month rolling recordkeeping requirement?	Material Throughput Fuel Usage Both	
7	Do you have VEO requirements?		
8	Do you have add-on controls?	Choose Option	12

- The question, “Do you have a 12-month rolling recordkeeping requirement?”, should only be answered with “Yes” if the Monitoring, Recordkeeping, and Reporting subsection in the Specific Operating Conditions for the system state something similar to, “Record the... on a cumulative monthly basis, for each 12-month rolling period.” If the system doesn’t have any annual recording language in the Monitoring, Recordkeeping, and Reporting subsection or if there is language similar to, “Monitor and record the total yearly... shall be determined at the end of each month as the sum of the monthly throughput rates for the year for all previous months of that year.”, then the User should answer “No”.
- The question, “Do you have VEO requirements?”, is in reference to visible emissions observations, otherwise commonly known as opacity observations. There may be language under the Performance and Compliance Testing subsection of the system that refers to Method 9 for opacity observations. That is not necessarily related to periodic VEO requirements. Those would still be under the Monitoring, Recordkeeping, and Reporting subsection, and would have language similar to, “Conduct and record an observation of visible emissions (excluding water vapor) ... on a monthly basis while operating. The observer shall stand at a distance sufficient to provide a clear view of the emissions with the sun oriented to their back. If visible emissions are observed the Permittee shall take immediate corrective action. The Permittee shall maintain in a contemporaneous log the following recordkeeping: the calendar date of any required monitoring, results of the monthly observation of visible emissions, and any corrective actions taken.”, which would indicate that the User answer “Yes”.
- The question, “Do you have add-on controls?”, can be found by looking at the Air Pollution Control Equipment subsection in the system’s Specific Operating Conditions. If the subsection has “No add-on controls”, for some or all of the associated emission units listed in the system, then the User would answer “No”. Otherwise, the User would answer “Yes”.



# BAPC – Compliance Branch Emissions Calculations Inventory Spreadsheet Guidance Document

Authors: Gregg Rosenberg  
Updated: 9/10/2024

## V. “SYSTEM” TAB (continued)

### Section II. Previous Year’s Monthly Totals:

- After the Relevant Information Questions are completely answered, if the Previous Year’s Monthly Totals section is not blacked out, then the information will need to be entered.
- Some of the information in this section may be blacked out depending on the answers to the Relevant Information Questions section. Any information that is blacked out can be skipped.
- Under “Operating Time”, the units are defaulted to “Hours”. It is very unlikely that another unit will go there in place of “Hours”, but it can be changed, if necessary (13).
- The units under “Material Processed” and “Fuel Usage” should be selected from the drop-down lists (14) (15). NOTE: These menus are linked to their respective sections under the daily records area (16) (17), but the User can use different units between each section, if necessary.
- The information that is to be entered under this section must be collected from the previous year’s recordkeeping database starting from the month of February of the previous year until the end of that year. NOTE: The reason January of the previous year is not entered is because January is only needed until December of the previous year to calculate the 12-month rolling total.

Previous Year’s Monthly Totals				Previous Year’s Monthly Totals				Previous Year’s Monthly Totals			
Operating Time		Material Processed		Operating Time		Material Processed		Operating Time		Material Processed	
Month	Hours	Select Units	Select Units	Month	Hours	Select Units	Select Units	Month	Hours	Select Units	Select Units
February 1899	Tons			February 1899		Tons		February 1899		Tons	
March 1899	lbs			March 1899		lbs		March 1899		lbs	
April 1899	Gallons			April 1899		Gallons		April 1899		Gallons	
May 1899	ft^3			May 1899		ft^3		May 1899		ft^3	
June 1899	Hours			June 1899		Hours		June 1899		Hours	
July 1899	Batches			July 1899		Batches		July 1899		Batches	
August 1899	Minutes			August 1899		Minutes		August 1899		Minutes	
September 1899				September 1899				September 1899			
October 1899				October 1899				October 1899			
November 1899				November 1899				November 1899			
December 1899				December 1899				December 1899			

Previous Year’s Monthly Totals		Duration of Operation			Material Processed		Fuel Usage	
		Permitted Start Time:	Permitted End Time:	Permit Limit:	Permit Limit:		Permit Limit:	
Month	Hours	DATE	Start Time	End Time	Select Units	Tons	Gallons	
February 1899		1/1/1900						
March 1899		1/2/1900						
April 1899		1/3/1900						
May 1899		1/4/1900						
June 1899		1/5/1900						
July 1899		1/6/1900						
August 1899		1/7/1900						
September 1899		1/8/1900						
October 1899		1/9/1900						
November 1899		1/10/1900						
December 1899		1/11/1900						



# BAPC – Compliance Branch Emissions Calculations Inventory Spreadsheet Guidance Document

Authors: Gregg Rosenberg  
Updated: 9/10/2024

## V. “SYSTEM” TAB (continued)

### Section III. Duration of Operation:

- After the Relevant Information Questions are completely answered, if the “Permitted Start Time” and “Permitted Stop Time” columns are not blacked out, then the information will need to be entered (18) (19).
- The Yellow cell under “Permit Limit” (20) needs to be filled out even if the system is permitted to operate 24 hours per day. NOTE: If the permit does not include daily hours of operation but states that the system can operate 8,760 hours per year, then the allowed daily hours of operation is 24.
- The “Select Units” cell in this section is a drop-down menu where the User can select the appropriate duration units (e.g., hours, minutes, batches, etc.) (21).
- There is a hidden equation in each cell of the last column where the daily information is to be entered in the Duration of Operation section that calculates the hours of operation by subtracting the daily end time from the daily start time (22). If the daily information columns under “Start Time” and “End Time” are not blacked out, then only the daily start and end times need to be entered, and the last column will calculate the total daily hours of operation. If the “Start Time” and “End Time” columns are blacked out, then the User can enter the hours of operation in the respective cell for that day in the last column and overwrite the equation. **NOTE: If the unit did not operate that day, the user should AT MINIMUM enter a “0” into the last column for the applicable day to clearly identify that the unit didn’t operate as opposed to leaving the cell blank which appears to indicate that the hours of operation were not recorded.**
- The cells under the daily information will turn Red in each corresponding column if the start time is earlier than the permitted start time (23), the end time is after the permitted end time (24), or if the daily duration of operation exceeds the permitted limit for duration of operation (25). NOTE: The maximum number of hours that should be entered in the last column of the section is 24.

	H	I	J	K
		Permitted Start Time:	Permitted End Time:	Permit Limit:
1				
2				
3		8:00	17:00	8
4	DATE	Start Time	End Time	Hours
5	1/1/1900			Units
6	1/2/1900			Units
7	1/3/1900			Units
8	1/4/1900			Units
9	1/5/1900			Units
10	1/6/1900			$=IF(OR(I10="" ,J10="" ), " " , HOUR(J10-I10))$
11	1/7/1900	7:00	12:00	5
12	1/8/1900	12:00	18:00	6
13	1/9/1900	8:00	17:00	9
14	1/10/1900			
15	1/11/1900			
16	1/12/1900			
17	1/13/1900			
18	1/14/1900			
19	1/15/1900			
20	1/16/1900			
21	1/17/1900			
22	1/18/1900			
23	1/19/1900			
24	1/20/1900			
25	1/21/1900			
26	1/22/1900			
27	1/23/1900			



# BAPC – Compliance Branch Emissions Calculations Inventory Spreadsheet Guidance Document

Authors: Gregg Rosenberg  
Updated: 9/10/2024

## V. “SYSTEM” TAB (continued)

### Section IV. Material Processed:

- After the Relevant Information Questions are completely answered, if the “Material Processed” section is not blacked out, then the information will need to be entered.
- The Yellow cell under “Permit Limit” (26) needs to be filled out with the daily average material throughput limit per unit of duration.
- The “Select Units” cell in this section is a drop-down menu where the User can select the appropriate material units (e.g., tons, lbs, etc.) (27) if the units did not autofill due to entering the units under the Previous Year’s Monthly Totals section. NOTE: The units from the Duration of Operation and Material Processed sections will combine when both units are selected. There is a hidden equation in each cell of the last column under the cell with the combined units that calculates the daily average of material throughput per unit of duration (28).
- The last cells of the last column in this section will turn **Orange** and generate an error message if there is either hours of operation and no material throughput (29) or material throughput and no hours of operation (30). This suggests a recordkeeping deviation unless thorough notes are included to clarify a rational reason for this. The cells will turn **Red** if the daily average material throughput rate exceeds the permit limit (31).

	K	L	M
1	<b>Operation</b>		<b>Material Processed</b>
2	Permit Limit:	26	Permit Limit:
3	24		10
4	Hours	Tons	Tons/Hours
5		27	
6		Tons	
7		lbs	
8		Gallons	
9		ft^3	
10		Hours	
11		Batches	
12		Minutes	
13			28
14			29
15			30
16			31
17			
18			
19			
20			

*Note: The table above is a simplified representation of the spreadsheet content. The actual content includes a complex formula in cell M13 and error messages in cells M14, M15, and M16. The formula in M13 is: =IF(AND(OR(L10=0,L10=""),ISNUMBER(\$K10),\$K10>0),"ERROR: Time Operating Without Throughput",IF(AND(OR(\$K10=0,\$K10=""),L10>0),"ERROR: Throughput Without Operating Duration",IF(OR(L10="", \$K10="",\$K10=0) "" (L10/\$K10))))*



# BAPC – Compliance Branch Emissions Calculations Inventory Spreadsheet Guidance Document

Authors: Gregg Rosenberg  
Updated: 9/10/2024

## V. “SYSTEM” TAB (continued)

### Section V. Fuel Usage:

- After the Relevant Information Questions are completely answered, if the “Fuel Usage” section is not blacked out, then the information will need to be entered.
- The Yellow cell under “Permit Limit” (32) needs to be filled out with the daily average fuel usage per unit of duration.
- The “Select Units” cell in this section is a drop-down menu where the User can select the appropriate fuel units (e.g., ft<sup>3</sup>, gallons, etc.) (33) if the units did not autofill due to entering the units under the Previous Year’s Monthly Totals section. NOTE: The units from the Duration of Operation and Fuel Usage sections will combine when both units are selected. There is a hidden equation in each cell of the last column under the cell with the combined units that calculates the daily average of fuel usage per unit of duration (34).
- The last cells of the last column in this section will turn **Orange** and generate an error message if there is either hours of operation and no fuel usage (35) or fuel usage and no hours of operation (36). This suggests a recordkeeping deviation unless thorough notes are included to clarify a rational reason for this. The cells will turn **Red** if the daily average fuel usage rate exceeds the permit limit (37).

	K	N	O
1	<b>Operation</b>		<b>Fuel Usage</b>
2	Permit Limit:	32	Permit Limit:
3	24		35000
4	Hours	ft <sup>3</sup>	ft <sup>3</sup> /Hours
5		Tons lbs Gallons ft <sup>3</sup> Hours Batches Minutes	33
6			
7			
8			
9			
10			=IF(AND(OR(N10=0,N10=""),ISNUMBER(\$K10),\$K10>0),"ERROR: Time Operating Without Throughput",IF(AND(OR(\$K10=0,\$K10=""),N10>0),"ERROR: Throughput Without Operating Duration",IF(OR(N10="", \$K10="",\$K10=0),"",N10/\$K10)))
11	20		ERROR: Time Operating Without Throughput
12		700000	ERROR: Throughput Without Operating Duration
13	15	700000	46666.66667
14			
15			
16			
17			
18			



## BAPC – Compliance Branch Emissions Calculations Inventory Spreadsheet Guidance Document

Authors: Gregg Rosenberg  
Updated: 9/10/2024

### V. “SYSTEM” TAB (continued)

#### Section VI. Equipment Monitoring:

- After the Relevant Information Questions are completely answered and depending on how the questions were answered, there may be one or more portions of this section that are not blacked out. The information will need to be entered in areas that are not blacked out except for the “Notes and Comments” area which will only need to be filled out to provide additional detailed information about the system that is not provided in another column.
- If not blacked out, the Yellow cell under “Required VEO Frequency” (38) needs to have a frequency selected of how often a visible emissions observation must be conducted.
- Similarly, if not blacked out, the Yellow cell under “Required Air Control Inspection Frequency” (39) needs to have a frequency selected. The required minimum inspection frequency is according to the frequency stated in the manufacturer’s specifications. If the manufacturer’s specifications do not state an inspection frequency or the air pollution control does not have any manufacturer's specifications, then it is strongly recommended that a minimum frequency of monthly inspections be conducted.
- If VEOs are required, the User must conduct a VEO at least once per required frequency. Under the “VEO Conducted?” column, each day must be answered with either “Yes” or “No” (40). If the answer is “Yes”, then the corresponding cell in the following column titled, “Control Inspected?” will turn **Yellow** (41) indicating that the cell needs to be filled in too with either a “Yes” if opacity was seen during the VEO or “No” if no opacity was seen during the VEO.
- If the system has an add-on control, then there will more than likely be a requirement to inspect the air pollution control. If an air pollution control inspection is required, the User must inspect the control at least once per required frequency or a suggested minimum frequency of monthly if no required frequency is stated in the permit or manufacturer’s specifications. Under the “Control Inspected?” column, each day must be answered with either “Yes” or “No” (42).
- At any point when a part of the system or air pollution control has a corrective action or maintenance performed on it, the date of the latest corrective action must be logged for each day (43). On that day of corrective action or maintenance Additional information must be provided in the corresponding cell in the following column, “Notes and Comments”. This information should include what component is being worked on, completion date if corrective action or maintenance lasts longer than a single day, and it is suggested to include the work order identification number.
- The “Notes and Comments” column will always be visible, even if the system does not have any add-on controls nor VEO requirements. The User can enter any and all relevant information to this cell to help understand anything out of the ordinary that occurred on that date (44).



**BAPC – Compliance Branch**  
**Emissions Calculations Inventory Spreadsheet**  
**Guidance Document**

Authors: Gregg Rosenberg  
 Updated: 9/10/2024

**V. “SYSTEM” TAB (continued)**

**Section VI. Equipment Monitoring (continued):**

	P	Q	R	S	T
1	<b>Equipment Monitoring</b>				
2	Required VEO Frequency:		Required Air Control Inspection Frequency:		
3	38 Monthly		Monthly	39 Date of Last Corrective	
4	Daily Weekly Monthly Quarterly Semiannually Annually		Control Inspected?	Action/Maintenance	Notes and Comments
5	40 Yes No		42 No Yes No	43 11/1/2023 11/1/2023 11/1/2023	44 System was not operating.
6	No		No	11/1/2023	Opacity was coming from baghouse. System was shut down and bags were replaced same day. Work Order #123456
7	Yes		Yes	11/1/2023	
8	No		No	11/1/2023	
9	Yes		Yes	1/5/2024	
10	41				
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**Section VII. Current Year's Monthly and Annual Totals:**

- After the Relevant Information Questions are completely answered and depending on how the questions were answered, there may be one or more portions of this section that are not blacked out. Most of the information is automatically filled in as daily records are entered.
- The first set of information that will need to be added is the annual limits for the applicable portions (45). NOTE: There are some rare instances where a material throughput or fuel usage limit does not have an annual limit. In those cases, the applicable columns can be hidden.



# BAPC – Compliance Branch Emissions Calculations Inventory Spreadsheet Guidance Document

Authors: Gregg Rosenberg  
Updated: 9/10/2024

- The other cells that may need to be filled in are the units (46). However, these are more than likely already going to be filled in when the units in the applicable daily records are selected. NOTE: It is recommended against modifying these units if automatically selected. Units DO NOT convert (e.g., pounds in the daily records will not convert to tons in annual records if the units are changed to “tons” in the Current Year's Monthly and Annual Totals section.).
- The cells in this section will turn **Red** if they exceed the annual limit (47).

	U	V	W	X	Y	Z	AA
1		45	<b>Current Year's Monthly and Annual Totals</b>				
2		Permit Annual Hour Limit	1000	Permit Annual Material Limit		Permit Annual Fuel Limit	
3		Operating Time	Annual Operating Time	Material Processed	Annual Material	Fuel Usage	Annual Fuel Usage
4	Month	Hours		Select Units		Select Units	
5	January	100	100	Tons		0	0
6	February	100	200	lbs		0	0
7	March	110	310	Gallons		0	0
8	April	105	415	ft^3		0	0
9	May	90	505	Hours		0	0
10	June	50	555	Batches	0	0	0
11	July	120	675	Minutes	0	0	0
12	August	100	775		0	0	0
13	September	95	870		0	0	0
14	October	120	990	47	0	0	0
15	November	150	1140		0	0	0
16	December	170	1310		0	0	0



# BAPC – Compliance Branch Emissions Calculations Inventory Spreadsheet Guidance Document

Authors: Gregg Rosenberg  
Updated: 9/10/2024

## V. “SYSTEM” TAB (continued)

### Section VIII. Special Case – Combined Limits:

- In some cases, the User may only need a portion of the template. The most common occurrence of this is when emission units or systems are required to record material throughputs and/or fuel usage separately and combined. When this is required, it is recommended to include an additional copy of the System Tab specifically for that recordkeeping condition (48). For this tab, the Relevant Information Questions section does not need to be filled out and everything except for the applicable columns can be hidden. Then, the equations in the applicable column can be modified to fit the need of the permit requirement (49).

	U	X	Y	AB	AC		U	X	Y	AB	AC		
1	<b>Current Year's Monthly and Annual Totals</b>						1	<b>Current Year's Monthly and Annual Totals</b>					
2		Permit Annual Material Limit:	153300				2		Permit Annual Material Limit:	306600			
3		Material Processed	Rolling Annual Material				3		Material Processed	Rolling Annual Material			
4	Month	Tons					4	Month	Tons				
5	January	10000	10000				5	January	25500	25500			
6	February	13000	23000				6	February	23050	48550			
7	March	12750	35750				7	March	21300	69850			
8	April	15000	50750				8	April	22250	92100			
9	May	15000	65750				9	May	26750	118850			
10	June	15500	81250				10	June	24000	142850			
11	July	12900	94150				11	July	25100	167950			
12	August	12150	106300				12	August	28000	195950			
13	September	10000	116300				13	September	27000	222950			
14	October	11050	127350				14	October	26500	249450			
15	November	5000	132350				15	November	25150	274600			
16	December	3000	135350				16	December	24000	298600			

48

49

	A	B	U	X	Y
1	<b>System Number:</b>	<b>Emission Unit(s):</b>	<b>Current Year's Monthly and Annual Totals</b>		
2	3	PF1.003 - PF1.004		Permit Annual Material Limit:	459900
3	Does this system have hour restrictions?	Choose Option		Material Processed	Rolling Annual Material
4			Month	Tons	
5	What operating parameters do you have to keep track of?	Choose Option	January	35500	35500
6	Do you have a 12-month rolling recordkeeping requirement?	Choose Option	February	36050	71550
7	Do you have VEO requirements?	Choose Option	March	34050	105600
8	Do you have add-on controls?	Choose Option	April	37250	142850
9			May	41750	184600
10			June	39500	224100
11			July	38000	262100
12			August	40150	302250
13			September	37000	339250
14			October	37550	376800
15			November	24450	406950
16			December	=System 3 (PF1.003)!X16 + System 3 (PF1.004)!X16	433950