



El Dorado County Air Quality Management District  
330 Fair Lane, Placerville, CA 95667  
Phone: (530) 621-7501 Fax: (530) 295-2774

**General Instructions For Completing  
2023 Calendar Year THROUGHPUT/PRODUCTION**

**Reports are due by April 1, 2024**

A separate Throughput Report is required for each permit to operate. Ensure that the reported usage corresponds to the correct permit number. The form must be completed each calendar year whether the permitted equipment is used or not. This information is necessary to track emission inventory within the District.

Report your ACTUAL usage, not your maximum throughput limit(s) listed on the permit. Email the completed report on **page 2** to [aqmd@edcgov.us](mailto:aqmd@edcgov.us) to receive a confirmation of receipt. We also accept faxes at (530) 295-2774, mail or hand delivery.

1. **REPORT YEAR** - Print the report year, for example, 2023 is the report year for the 2024 submittal.
2. **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.
3. **SITE ADDRESS** - Print the street address where the equipment is located.
4. **PERMIT TO OPERATE #** - You can find this number located on the first page of the permit. The number will look like Permit to Operate # XX-XXXX.
5. **PROCESS DESCRIPTION** - Print the process description as listed on the first page of the permit (e.g., automotive refinishing, woodwork finishing etc.).
6. **RESPONSIBLE PERSON** - Print the name of the person responsible for the permitted operation.
7. **TITLE** - Print the title of the responsible person listed.
8. **E-MAIL ADDRESS** - Print the e-mail address of the responsible person listed.
9. **PHONE NUMBER** - Print the area code and phone number of the responsible person listed.
10. **ACTUAL PERMITTED PROCESS THROUGHPUT** - Report the **ACTUAL** throughput. Please refer to your permit for information about specific equipment process unit (e.g., solvent usage, hourly limit, etc.). If the permit has quarterly limits, the actual quarterly usage must be reported. Facilities with boilers/water heaters not equipped with an hour meter may leave this section blank and enter fuel usage in Section 11.
11. **FUEL USAGE** - If a facility has **permitted** boilers/water heaters, report the total fuel usage of propane or natural gas fuel. If multiple boilers share the same gas/propane supply you may use one form and list all permit numbers on the form. If the gas/propane supply is shared with other unpermitted devices such as HVAC, ovens, stoves, etc., you may still enter the total fuel usage from the meter or delivery receipts which includes those other devices.

Please contact Cory Gutierrez, Air Quality Engineer, at (530) 621-7571 or email: [cory.gutierrez@edcgov.us](mailto:cory.gutierrez@edcgov.us) for questions.

1. REPORT YEAR:

**El Dorado County Air Quality Management District**  
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**CALENDAR YEAR THROUGHPUT/PRODUCTION REPORT OPERATION**

2. COMPANY NAME LISTED ON PERMIT:	3. SITE ADDRESS:	4. PERMIT to OPERATE #: (one form per permit):
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5. PROCESS DESCRIPTION:	6. RESPONSIBLE PERSON'S NAME: (print)	7. TITLE:
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8. E-MAIL ADDRESS:	9. PHONE NUMBER:
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10. Actual Permitted Process Usage (if applicable):

Type	1st Qtr (Jan-Mar)	Units	2nd Qtr (Apr-Jun)	Units	3rd Qtr (Jul-Sep)	Units	4th Qtr (Oct-Dec)	Units	Total Annual Product*	Units

11. Fuel Usage (if applicable):

Type	1st Qtr (Jan-Mar)	Units	2nd Qtr (Apr-Jun)	Units	3rd Qtr (Jul-Sep)	Units	4th Qtr (Oct-Dec)	Units	Total Annual Product*	Units
Natural Gas										
Propane or LPG										

MCF = Thousand Cubic Feet  
 MMCF = Million Cubic Feet

*\*Review your calculations before submitting. Total annual throughput covers the previous calendar year commencing on January 1 and ending on December 31.*

It is a violation of Health and Safety Code 42303.5 to make a false statement: "No person shall knowingly make any false statement in any application for a permit, or in any information, analyses, plans, or specifications submitted in conjunction with the application or at the request of the air pollution control officer."

**Under penalty of perjury, I certify that based on information and belief formed after reasonable inquiry, that the information provided is true and accurate.**

Signature:

Date: