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Maricopa.gov/AQ

Reporting Emissions from Surface Coating and Solvent Cleaning

Emissions Inventory Help Sheet

Maricopa County Air Quality Department

December 2020

What to Report

Facilities that perform surface coating or solvent cleaning must report volatile organic compound (VOC) emissions if 15 gallons or more of aggregate VOC containing materials were used during the reporting year.

Report VOC containing materials, such as:

- Paints, primers, sealers, coatings, thinners, reducing solvents
- Paint gun cleaner (gun wash)
- Body filling compound (such as Bondo) if it contains VOC
- Cleaning solvents used on rags or in a device, such as a parts washer
- Spray cleaners (16 oz equals one pound (lb) – reportable if you used 100 lb or more)
- Spray lubricants, such as WD-40
- Gasoline storage tank emissions (See Help Sheet for Fuel Storage and Handling available at maricopa.gov/5628)

Do not report:

- Acetone
- Paints and solvents that have no VOC content
- Motor or transmission oils
- Brake or windshield fluids

Particulate matter (PM) emissions, including PM primary and PM₁₀ primary from surface coating should be reported if there is a PM limit in the facility permit.

PM primary refers to all particulate matter emissions (filterable and condensable) from an emissions process. PM₁₀ primary refers to all PM primary that measures less than 10 microns in diameter. PM₁₀ primary is a subset of PM primary.

How to Report

This help sheet shows emissions inventory preparers how to accurately report emissions from surface coating and solvent cleaning operations in the AQD Online Portal. First, preparers will use the “Task-Facility Inventory Change” tab to structure the emission units, processes, and control equipment. Then, preparers will use the “Material Usage Calculation Tool” to calculate emissions. Finally, preparers will use the “Task-Emissions Inventory” tab to enter the operating schedule, throughput, and report emissions for each process.

Task – Facility Inventory Change

Step 1

Click on the **Task-Facility Inventory Change** tab at the top of the page.



Step 2

Emission Units

There should be one Spray Booth or Coating Line (COT) emission unit for each paint booth or coating line at the facility. If a facility has multiple, similar spray booths or coating lines, they can be created as a single emission unit by specifying the quantity of similar spray booths or coating lines.

There should be one Solvent Cleaning (SVC) emission unit for each solvent cleaner at the facility. If a facility has multiple identical solvent cleaners (same type of cleaning machine and same solvent capacity), they can be created as a single emission unit by specifying the quantity of identical solvent cleaners.

There should be one Solvent Use (SVU) emission unit if the facility uses solvents that are not contained in a cleaning machine.

To add COT or SVC emission units, click on the **Facility ID** at the top of the Facility Inventory Tree on the left side of the page. Click **Create Emission Unit** at the bottom of the page.

The screenshot displays a web application interface for facility management. On the left, there is a 'Facility Inventory Tree' with a tree view. The root node is 'F006332', which is highlighted with a red box. Below it are several sub-nodes: CSH001 through CSH010, FUG001, GIN001, MAT001, MAT002, and a 'Disassociated CEs' folder containing 'BAG001'. The main content area is titled 'Facility Information' and contains the following details:

- Facility ID:** F006332
- Facility Name:** AQ Production Validation
- Facility Description:** Record created for validation of production environment.
- Facility Class:** Minor
- Facility Type:** Other (Unknown)
- Associated Monitor Group ID:**
- Operating Status:** Operating
- AFS:**
- Number of Employees:**
- Department:**

Below the facility information, there is a section for 'Annual Administrative Fee' with a warning message: 'Facility does not have an active permit or has multiple active permits'. This section includes fields for 'Next Annual Administrative Fee', 'Assessment Date', 'Fee Table', 'Source Category', and 'General Permit Type'. There is also a 'Location' section.

At the bottom of the page, there is a 'NAICS' section showing '111991 Sugar Beet Farming'. Below this, there are several buttons: 'Add NAICS', 'Printable view', 'Export to excel', and 'NAICS reference information'. At the very bottom, there are buttons for 'Edit', 'Validate', 'Submit', 'Download/Print Detail', 'Print Facility Tree', and 'Create Emissions Unit', which is highlighted with a red box. Other buttons include 'Create Control Equipment' and 'Create Release Point'.

Select Spray Booth or Coating Line (COT) or Solvent Cleaner (SVC), as appropriate, as the **Emission Unit Type**. Complete the required Emission Unit Information and click **Save**. Fields with an asterisk* are required and must be completed to save.

Spray booth or coating line emission unit example:

Emissions Unit Information

AQD ID: * Emission Unit Type: Spray Booth or Coating Line ▼ [Help me select the Emission Unit Type](#)

AQD Description:

* Company Equipment ID:

* Company Equipment Description:

* Operating Status: Not Yet Installed ▼

* Quantity: 1

Enter a value greater than 1 only in the scenario where you have multiple "identical" emission units that have the same emissions process and whose air flow follows the same path.

Initial Construction Commencement Date:

Initial Operation Commencement Date:

Most Recent Construction/Modification Commencement Date:

Most Recent Operation Commencement Date:

▼ Emission Unit Type Specific Information

▼ Permitted Emissions

This table is populated by AQD staff based on established/permitted emission limits. It is shown here for informational purposes only.

Pollutant	Potential Emissions		Allowable Emissions		Comments
	Lbs/Hour	Tons/Year	Lbs/Hour	Tons/Year	

Printable view
Export to excel

Save
Cancel

The **initial construction commencement date** is the date when construction or installation of the emission unit began.

The **initial operation commencement date** is the date when the facility began operating the emission unit.

Solvent cleaner emission unit example:

Emissions Unit Information

AQD ID:

* Emission Unit Type: Solvent Cleaner [Help me select the Emission Unit Type](#)

AQD Description:

* Company Equipment ID: 999999

* Company Equipment Description: Spray gun solvent cleaning

* Operating Status: Operating

* Quantity: 1
Enter a value greater than 1 only in the scenario where you have multiple "identical" emission units that have the same emissions process and whose air flow follows the same path.

* Initial Construction Commencement Date:

* Initial Operation Commencement Date:

Most Recent Construction/Modification Commencement Date:

Most Recent Operation Commencement Date:

▼ Emission Unit Type Specific Information

* Equipment Type:

* Capacity (gallons):

▼ Permitted Emissions

This table is populated by AQD staff based on established/permitted emission limits. It is shown here for informational purposes only.

Pollutant	Potential Emissions		Allowable Emissions		Comments
	Lbs/Hour	Tons/Year	Lbs/Hour	Tons/Year	

Printable view
Export to excel

Save
Cancel

The **initial construction commencement date** is the date when construction or installation of the emission unit began.

The **initial operation commencement date** is the date when the facility began operating the emission unit.

Step 3

Emissions Processes

Each CO_T emission unit should have one emissions process attached for each type of surface coating at the facility. Each SVC emission unit should have one emissions process for each type of solvent used at the facility. Use the source classification code(s) (SCC) in the following table for surface coating and solvent cleaning processes (depending on the type of substrate coated and the type of solvent used). Contact MCAQD if you need help identifying an SCC for a process not listed in the table below.

Surface coating (by substrate)	SCC
Paper	40201301
Large appliances	40201499
Magnet wire	40201501
Automobiles and light duty trucks (Not Refinishing)	40201699
Metal coils	40201806
Wood furniture	40201901
Metal furniture	40202001
Flatwood products / water-based	40202131
Flatwood products / solvent-based	40202132
Miscellaneous plastic parts	40202201
Large ships	40202399
Large aircraft	40202499
Miscellaneous metal parts	40202501
Steel drums	40202601
Fabric	40204130
Adhesives (applied to any type of substrate)	40200701
Vehicle refinishing	40201699
Cold solvent cleaning/use (by solvent type)	SCC
Methanol	40100301
Methylene chloride	40100302
Stoddard (petroleum solvent)	40100303
Perchloroethylene (Perc)	40100304
1,1,1-trichloroethane (methyl chloroform)	40100305
Trichloroethylene	40100306
Isopropyl alcohol	40100307
Methyl ethyl ketone	40100308
Glycol ethers	40100311
Other solvent types	40100399

Helpful Hint – Verify that the **Company Process Description** is completed on each emissions process, as this description is visible on the emissions inventory task.

Example for vehicle refinishing:

Process Information

Process ID: PRC001

Process Name: Vehicle Refinish Coatings

Company Process Description: Vehicle Refinish Coatings

Source Classification Code (SCC): 4-02-016-99

SCC Level 1 Description: 4:Petroleum and Solvent Evaporation

SCC Level 2 Description: 02:Surface Coating Operations

SCC Level 3 Description: 016:Automobiles and Light Trucks

SCC Level 4 Description: 99:Other Not Classified

[SCC reference information](#)

Example for petroleum solvent used in a cold solvent cleaning machine:

Process Information

Process ID: PRC002

Process Name: Solvent Cleaning

Company Process Description: Stoddard Solvent

Source Classification Code (SCC): 4-01-003-03

SCC Level 1 Description: 4:Petroleum and Solvent Evaporation

SCC Level 2 Description: 01:Organic Solvent Evaporation

SCC Level 3 Description: 003:Cold Solvent Cleaning/Stripping

SCC Level 4 Description: 03:Stoddard (Petroleum Solvent)

[SCC reference information](#)

If the emission units do not have an emissions process attached, click on the **Emission Unit ID (COT001)** in the Facility Inventory Tree on the left side of the screen. Click **Create Emissions Process** at the bottom of the screen.

Emissions Unit Information

AQD ID: COT001

Emission Unit Type: Spray Booth or Coating Line [Help me select the Emission Unit Type](#)

AQD Description:

Company Equipment ID: 999999

Company Equipment Description: Spray booth or coating line

Operating Status: Operating

Quantity: 1
Enter a value greater than 1 only in the scenario where you have multiple "identical" emission units that have the same emissions process and whose air flow follows the same path.

Initial Construction Commencement Date: 1/1/2018

Initial Operation Commencement Date: 1/1/2018

Most Recent Construction/Modification Commencement Date:

Most Recent Operation Commencement Date:

Emission Unit Type Specific Information

Permitted Emissions

This table is populated by AQD staff based on established/permitted emission limits. It is shown here for informational purposes

Pollutant	Potential Emissions		Allowable Emissions	
	Lbs/Hour	Tons/Year	Lbs/Hour	Tons/Year

Printable view Export to excel

Edit Create Cloned Emissions Unit

Create Emissions Process

Enter the **Company Process Description** and the applicable **Source Classification Code**. Click **Save**.

Vehicle refinishing emissions process example:

Process Information

Process ID:

Process Name: Vehicle refinishing

Company Process Description: Spray booth

* Source Classification Code (SCC): 40201699
Enter as 1-22-333-44 or 12233344

Select SCC through cascading levels search SCCs by keyword

Save Cancel

Solvent cleaning emissions process example:

Process Information

Process ID:

Process Name:	Solvent cleaning
Company Process Description:	Cleaning of spray guns
* Source Classification Code (SCC):	40100336

ENTER BS 1-22-333-44 OF 12233344

Step 4

Control Equipment

Paint booths are typically equipped with paint booth exhaust filters. For emissions processes that are conducted inside a paint booth that vents to exhaust filters, control equipment with the type “Passive Filter” (PAF) should be associated with the emissions process.

If the control equipment is not in the facility inventory tree, click on the **Facility ID** at the top of the Facility Inventory Tree on the left side of the page. Click **Create Control Equipment** at the bottom of the page.

- F006332**
- ⊖ COT001
- ⊖ COT002
- ⊖ CSH001
- ⊖ CSH002
- ⊖ CSH003
- ⊖ CSH004
- ⊖ CSH005
- ⊖ CSH006
- ⊖ CSH007
- ⊖ CSH008
- ⊖ CSH009
- ⊖ CSH010
- ⊖ FUG001
- ⊖ GIN001
- ⊖ MAT001
- ⊖ MAT002
- ⊖ SVC001
- ⚠ Disassociated CEs
 - ⊖ BAG001

Facility Information

Facility ID: F006332

Facility Name: AQ Production Validation

Facility Description: Record created for validation of production environment.

Facility Class: Minor

Facility Type: Other (Unknown)

Associated Monitor

Group ID:

Operating Status: Operating **AFS:**

Number of Employees:

Department:

▶ Annual Administrative Fee

▶ Location

▶ NAICS

Select Passive Filter (PAF) as the **Control Equipment Type**, complete the **Control Equipment Information**. In the Pollutants Controlled table, click **Add Pollutant** three times. In the Pollutant drop down select PM primary, PM₁₀ primary, and PM_{2.5} primary. For paint booths, PAF control equipment should indicate 98% design control efficiency, 98% operating control efficiency, and 100% capture efficiency for each category of PM. Click **Save**.

Control Equipment Information

AQD ID:

* Control Equipment Type:

AQD Description:

* Company Control Equipment ID:

* Company Control Equipment Description:

* Operating Status:

Initial Installation Date:

Manufacturer Name: Model Name and Number:

Control Equipment Type Specific Information

Filter Type:

Change Frequency - specify units:

Inlet Gas Flow Rate (acfm):

Outlet Gas Flow Rate (acfm):

Pollutants Controlled

Explanation

*You must specify at least one pollutant in the Pollutants Controlled table

Select All | Select None

Select Pollutant	Design Control Efficiency(%)	Operating Control Efficiency(%)	Capture Efficiency(%)	Total Capture Control(%)
<input type="checkbox"/> PM Primary (includes filterables > 10 microns + condensibles)	98	98	100	98
<input type="checkbox"/> PM10 Primary (includes filterables + condensibles)	98	98	100	98
<input type="checkbox"/> PM2.5 Primary (includes filterables + condensibles)	98	98	100	98

To associate the control equipment, click on the emissions process it controls (**PRC010**) and click **Associate Existing Control Equipment**.

Expand Facility Tree

- F006332
 - COT001
 - COT002
 - PRC010
 - CSH001
 - CSH002
 - CSH003
 - CSH004
 - CSH005
 - CSH006
 - CSH007
 - CSH008
 - CSH009
 - CSH010
 - FUG001
 - GIN001
 - MAT001

Process Information

Process ID: PRC010
 Process Name: Vehicle refinishing
 Company Process Description: Spray booth
 Source Classification Code (SCC): 4-02-016-99
 SCC Level 1 Description: 4:Petroleum and Solvent Evaporation
 SCC Level 2 Description: 02:Surface Coating Operations
 SCC Level 3 Description: 016:Automobiles and Light Trucks
 SCC Level 4 Description: 99:Other Not Classified

SCC reference information

Select the **Control Equipment ID** and click **Save**.

Select Control Equipment to Associate

* AQD Control Equipment ID: PAF001

Save Cancel

Note: A facility may have more than one type of control equipment. If applicable, review the list of control equipment to ensure the correct control is associated to each emissions process. The same control equipment can be associated to multiple emissions processes.

Repeat these steps to create additional emission units, emissions processes, and control equipment so that the facility inventory tree in the Task-Facility Inventory Change tab reflects the equipment at the facility.

Step 5

Validate Facility Inventory Changes

Once you have finished adding emissions units, processes and control devices, you must validate the “Task – Facility Inventory Change.” Click on the **Facility ID** at the top of the Facility Inventory Tree. Click **Validate** at the bottom of the Facility Information screen.

Facility Information

Facility ID: F006332

Facility Name: AQ Production Validation

Facility Description: Record created for validation of production environment.

Facility Class: Minor

Facility Type: Other (Unknown)

Associated Monitor Group ID: Operating

Operating Status: Operating AFS:

Number of Employees:

Department:

▶ Annual Administrative Fee

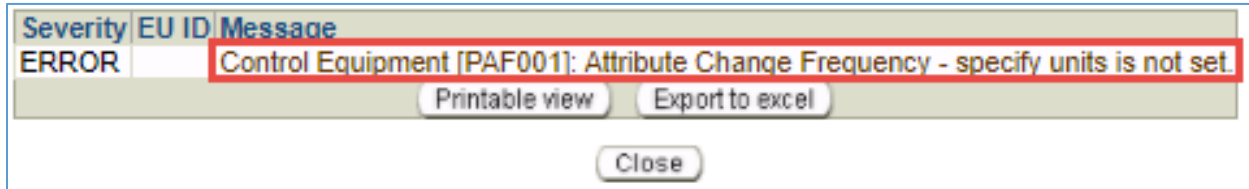
▶ Location

▶ NAICS

Edit Validate Submit Download/Print Detail Print Facility Tree

Create Emissions Unit Create Control Equipment Create Release Point

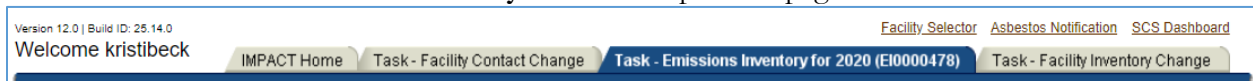
If there are errors that need to be corrected, a pop-up window will appear. Click on the error message to be directed to the screen that contains the error that must be corrected. Correct all errors and repeat Step 5 to validate the facility inventory changes.



Task – Emissions Inventory for Reporting Year

Step 1

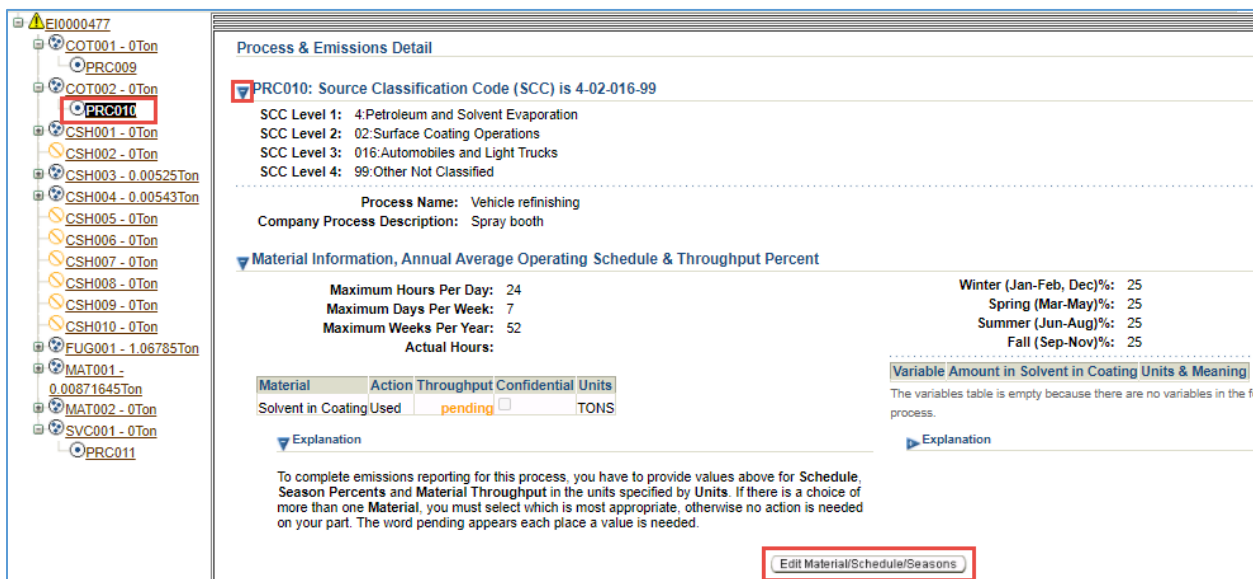
Click on the **Task-Emissions Inventory** tab at the top of the page.



Step 2

Click on the process attached to the COT or SVC emission unit (**PRC010**) in the Emissions Inventory Tree on the left side of the screen and click **Edit Material/Schedule/Seasons** in the middle of the screen.

Helpful Hint – Click on the triangle next to PRC010 at the top of the page to see the Company Process Description. In this example, coating emissions from spray booth are reported under PRC010.



1. Enter the **maximum number of hours per day**, **maximum number of days per week**, and the **maximum number of weeks per year** when this process occurred.

2. Enter the **actual hours** the coating or solvent cleaning process operated during the reporting year.
3. Enter the **throughput** (total amount) of coating or solvent used during the reporting year. Ensure you report throughput in the units listed in the throughput table.

In this example, the material is “Solvent in Coating” and the units are “tons.” You can calculate the amount of solvent in the group of materials used by multiplying the gallons of an individual material by its VOC content (lb/gal) from its Safety Data Sheet; divide pounds VOC by 2,000 (lb/ton) to get tons of solvent in each material. Sum the tons of the individual materials to get the total throughput of solvent in materials used. These throughput calculations can be done in the Material Usage Calculation Tool described in Step 3 below.

4. Enter the **percentage** of material used during each season.
5. Click **Save**.

Process & Emissions Detail

▼ PRC010: Source Classification Code (SCC) is 4-02-016-99

SCC Level 1: 4:Petroleum and Solvent Evaporation
 SCC Level 2: 02:Surface Coating Operations
 SCC Level 3: 016:Automobiles and Light Trucks
 SCC Level 4: 99:Other Not Classified

Process Name: Vehicle refinishing
 Company Process Description: Spray booth

▼ Material Information, Annual Average Operating Schedule & Throughput Percent

Maximum Hours Per Day:	24
Maximum Days Per Week:	7
Maximum Weeks Per Year:	52
* Actual Hours:	

* Winter (Jan-Feb, Dec)%:	25
* Spring (Mar-May)%:	25
* Summer (Jun-Aug)%:	25
* Fall (Sep-Nov)%:	25

Material	Action	Throughput	Confidential	Units
Solvent in Coating	Used	<input type="text"/>	<input type="checkbox"/>	TONS

Variable Amount in Solvent in Coating Units & Meaning

The variables table is empty because there are no variables in the process.

▼ Explanation

To complete emissions reporting for this process, you have to provide values above for Schedule, Season Percents and Material Throughput in the units specified by Units. If there is a choice of more than one Material, you must select which is most appropriate, otherwise no action is needed on your part. The word pending appears each place a value is needed.

Step 3

Calculating VOC Emissions

1. Go to maricopa.gov/5628 and download the Material Usage Calculation Tool (blank) and the Material Usage Calculation Tool Instructions.
2. Follow the instructions and complete emissions calculations in the Material Usage Calculation Tool.

Enter data from your facility usage records into the Material Usage Tool:

Process ID	Name/ Description	Material type	Units	Pollutant	Dec/Year	Annual Total
PRC001	Red paint	Thinner	gal	VOC	15,000.0	15,000.0
PRC001	Color Ink	Gasoline	lb	VOC	346,405.0	346,405.0
PRC001	Black Ink	Primer	lb	VOC	280,287.0	280,287.0
PRC001	Kroil	Sealer	gal	VOC	55.0	55.0
PRC001	USA Wash	Thinner	gal	VOC	110.0	110.0
PRC001	B & R Wash	Solvent	gal	VOC	1,375.0	1,375.0
PRC002	Fountain Solution	Sealer	gal	VOC	7,150.0	7,150.0
PRC002	Fountain Solution	Sealer	gal	VOC	7,150.0	7,150.0
PRC002	Fountain Solution	Sealer	gal	VOC	10,000.0	10,000.0
PRC002	Fountain Solution	Sealer	lb	VOC	15,000.0	15,000.0
PRC002	Fountain Solution	Sealer	gal	VOC	9,000.0	9,000.0
PRC002	Fountain Solution	Sealer	gal	VOC	5,000.0	5,000.0
PRC002	Fountain Solution	Sealer	gal	VOC	4,000.0	4,000.0
PRC002	Fountain Solution	Sealer	gal	VOC	3,000.0	3,000.0

Complete the VOC emission calculations the Material Usage Calculation Tool:

Process ID	Material type	Annual Amount of Material Used	Units	Pollutant	EF	Units	Capture Efficiency	Control Efficiency	Fugitive Amount (lb)	Stack Amount (lb)
PRC001	Thinner	15,000.0	gal	VOC		2 lb/gal	100.0%	50.0%	0.0	15,000.0
PRC001	Gasoline	346,405.0	lb	VOC		0.9 lb/lb	0.0%	0.0%	311764.5	0.0
PRC001	Primer	280,287.0	lb	VOC		0.87 lb/lb	0.0%	0.0%	243849.7	0.0
PRC001	Sealer	55.0	gal	VOC		1 lb/gal	0.0%	0.0%	55.0	0.0
PRC001	Thinner	110.0	gal	VOC		10 lb/gal	0.0%	0.0%	1100.0	0.0
PRC001	Solvent	1,375.0	gal	VOC		10 lb/gal	0.0%	0.0%	13750.0	0.0
PRC002	Sealer	7,150.0	gal	VOC		10 lb/gal	0.0%	0.0%	71500.0	0.0
PRC002	Sealer	7,150.0	gal	VOC		5 lb/gal	100.0%	90.0%	0.0	3,575.0
PRC002	Sealer	10,000.0	gal	VOC		lb/gal	100.0%	0.0%	0.0	0.0
PRC002	Sealer	15,000.0	lb	VOC		lb/lb	100.0%	0.0%	0.0	0.0
PRC002	Sealer	9,000.0	gal	VOC		lb/gal	100.0%	0.0%	0.0	0.0
PRC002	Sealer	5,000.0	gal	VOC		lb/gal	100.0%	0.0%	0.0	0.0
PRC002	Sealer	4,000.0	gal	VOC		lb/gal	100.0%	0.0%	0.0	0.0
PRC002	Sealer	3,000.0	gal	VOC		lb/gal	100.0%	0.0%	0.0	0.0

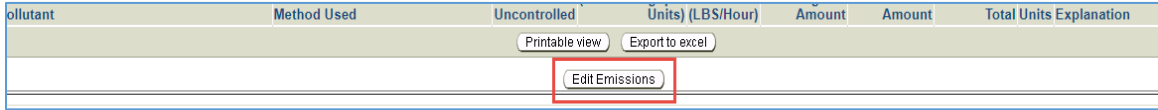
Right click the table on the Facility Info tab to update the Material Usage Calculation Tool totals:

Pollutants (lbs) ▼		
VOC		
Process ID ▼	Fugitive Amount	Stack Amount
PRC001	570519.19	15000
PRC002	71500	3575
Grand Total	642019.19	18575

Step 4

Reporting VOC Emissions

1. Click **Edit Emissions** at the bottom of the screen.



2. Enter **Uncontrolled Hours**. In most cases, uncontrolled hours for VOC is equal to actual hours reported at the top of the screen. Uncontrolled hours should only be zero if the process is vented to a device, such as a thermal oxidizer, that controls VOC emissions. If particulate matter reporting is required, uncontrolled hours is zero (0) for PM primary and PM₁₀ primary (if the process was continuously vented to spray booth filters that are properly installed and maintained).
3. Report VOC emissions. Under **Method Used**, select **Emissions** in the **VOC – Volatile Organic Compounds** row, and enter the VOC emissions totals for the given process from the Material Usage Calculation Tool into the **Fugitive Amount** column. Ensure that the units in the **Units** column match the units from the Material Usage Calculation Tool.

Process Emissions									
Criteria Air Pollutants/Other	Method Used	Uncontrolled Hours	Uncontrolled Emissions Factor (Lbs/Throughput Units)	Time-based Factor (LBS/Hour)	Emissions Reported			Units	Explanation
					Fugitive Amount	Stack Amount	Total		
PM Primary (includes filterables > 10 microns + condensibles)	Throughput-based factor	0	0					TONS	add
PM10 Primary (includes filterables + condensibles)	Throughput-based factor	0	0					TONS	add
PM2.5 Primary (includes filterables + condensibles)	Throughput-based factor	0	0					TONS	add
CO - Carbon Monoxide	Throughput-based factor	0	0					TONS	add
NOx - Nitrogen Oxides	Throughput-based factor	0	0					TONS	add
SO2 - Sulfur Dioxide	Throughput-based factor	0	0					TONS	add
VOC - Volatile Organic Compounds	Emissions				71500	0		POUNDS	add
Ammonia	Throughput-based factor	0	0					TONS	add

4. Report PM emissions. If there is a facility wide permit limit for PM, then PM from painting/coating operations must be reported. There is a 65% transfer efficiency for PM in paint applications, with 35% of PM content of the material emitted. The PM content of the material is typically reported as percent solids on the Safety Data Sheet. PM emissions are reduced by 98% by the paint booth filters. Contact the MCAQD Emissions Inventory Unit for assistance in reporting PM from painting/coating operations.
5. Enter zero (0) as the emissions factor for all other pollutants.

Step 5

Click **Save** at the bottom of the screen. The AQD Online Portal will calculate emissions based on the operational information, the emissions factors provided, and the control efficiencies provided.

Step 6

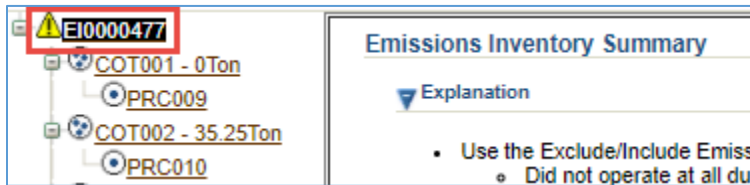
Verify that the results match emission records from the facility.

Step 7

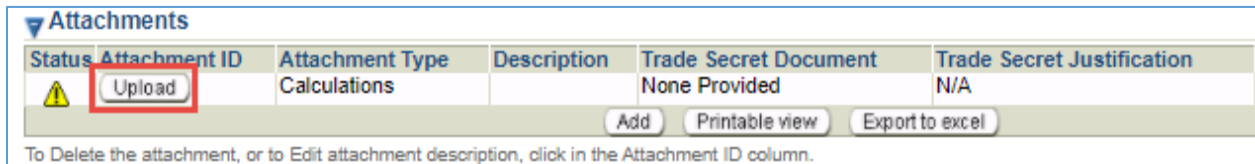
If you selected **Emissions** as the method for one or more processes, upload a spreadsheet of your emissions calculations.

Helpful Hint – If your spreadsheet contains confidential data, please review the Confidential Data Help Sheet at maricopa.gov/5628 before uploading the attachment.

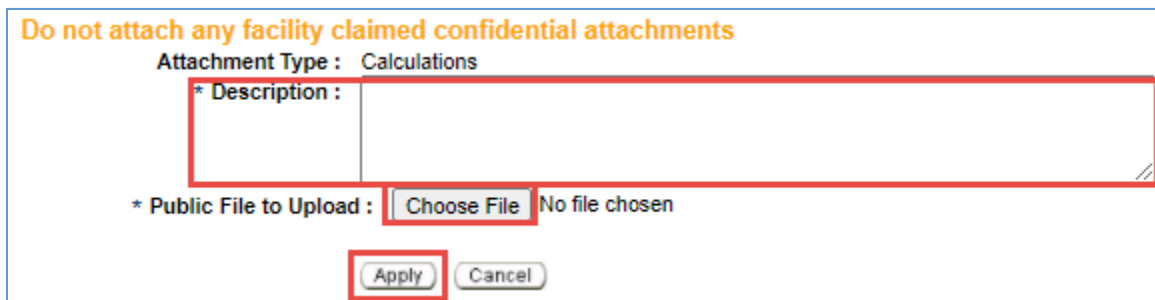
In the above example for VOC emission calculations, you would upload the completed Material Usage Calculation Tool excel file showing materials used, emissions factors, and emission totals. First select the **Emissions Inventory ID** at the top of the Emissions Inventory Tree.



At the bottom of the page on the Attachments table, click the **Upload** button.



A pop-up window will open. Enter the file description (i.e., VOC Material Usage Calculation Tool Excel file), choose the file to upload, and click **Apply**.



Step 9

Refer to other process specific help sheets or the Emissions Inventory Instructions to report emissions from other types of processes at the facility. When emissions have been reported for each process, refer to Task 5 on page 26 of the Emissions Inventory Instructions to validate and submit

the emissions inventory. The process specific help sheets and the Emissions Inventory Instructions are available at maricopa.gov/5628.

Questions

If you have questions or are experiencing issues with the AQD Online Portal, please contact 602-506-6790 or EmissionsInventory@maricopa.gov. Please provide a brief explanation of the question or problem you are encountering and include a screenshot if contacting us via email. If you are encountering errors or malfunctions in the portal, include the following information in your message: the date and time when the error occurred, the browser you were using when the error occurred, and the type of device you were using when the error occurred (i.e., computer, tablet, phone, etc.).

Additional Resources

How to create a Shared CROMERR Services (SCS) electronic signature to access the AQD Online Portal: maricopa.gov/DocumentCenter/View/56270

Emissions inventory instructions and other process specific help sheets:
maricopa.gov/5628

Instructions for permit applications, compliance reports, asbestos notifications, performance test protocols, and other documents that can be submitted through the AQD Online portal:
maricopa.gov/1820