



**Monthly Usage:** Please list additional materials and usage information on a separate sheet, if needed.

MONTH	MATERIAL NAME: _____			MATERIAL NAME: _____		
	TOTAL USAGE (GALS/MONTH)	TOTAL RECYCLED (GALS/MONTH)	NET USAGE (GALS/MONTH)	TOTAL USAGE (GALS/MONTH)	TOTAL RECYCLED (GALS/MONTH)	NET USAGE (GALS/MONTH)
JANUARY						
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
TOTAL ANNUAL USAGE (GALS/YR)						

Does this annual report contain confidential information?     Yes     No

All information claimed as confidential must be submitted in accordance with APCD Policy & Procedure 6100-020 (Handling of Confidential Information): <http://www.ourair.org/wp-content/uploads/6100-020.pdf>. Failure to follow the required procedures shall be deemed a waiver by the applicant of the right to protect such information from public disclosure.

I certify that the information provided is accurate and complete to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name/date

**PLEASE RETURN THE COMPLETED ANNUAL REPORT TO:**  
AIR POLLUTION CONTROL DISTRICT, 260 N. SAN ANTONIO RD., SUITE A, SANTA BARBARA CA 93110-1315  
or E-mail to [annualreport@sbcapcd.org](mailto:annualreport@sbcapcd.org) (FAXES NOT ACCEPTED)

## ANNUAL REPORT INSTRUCTIONS FOR SURFACE COATING OPERATIONS

1. **MATERIAL:** List all materials used by **brand name, stock ID, and type** (i.e., enamel, lacquer, etc.) in this column from your monthly records. If you need extra space, you may either make extra copies or write the information on a separate sheet.
2. **TOTAL USAGE:** In the columns to the right of the material categories, please list the total amount of material used, recycled, and the maximum lbs/gallon of ROCs that the material has. If the material used has the maximum ROCs expressed in grams/liter, calculate as follows to convert to lbs/gallon:
 
$$\frac{\text{grams/liter}}{120} = \text{lbs/gallon}$$
3. **TOTAL RECYCLED:** This is the amount of material sent 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.
4. **NET USAGE:** The **total usage** minus the **total recycled** equals the **net usage**.
5. **ROC (Reactive Organic Compounds) LBS/GAL:** Consult your supplier for assistance if you are unable to determine the ROC limit of your material.
6. **EMISSIONS LBS/YEAR:** Multiply the **net usage** with the **ROC lbs/gal** to get the **emissions lbs/year**.
7. **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.
8. **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:

MATERIAL			TOTAL USAGE (GALS)	TOTAL RECYCLED (GALS)	NET USAGE (GALS)	ROC LBS/GAL	EMISSIONS LBS/YEAR
BRAND NAME	STOCK ID	TYPE					
Glidden	SF9M 9413	Enamel	113.0	2.0	111.0	1.85	205
MACLAC	F-12	Lacquer	224.0	0.0	224.0	5.40	1210
Ameritone	109	Polyurethane	87.0	2.0	85.0	4.36	371
TOTAL			N/A	N/A	N/A	N/A	1786