

INSTRUCTIONS : GENERAL SAM EMISSIONS REPORTING

Reasonable attention has been given to the preparation of this package of data forms.

Upon receipt of these forms, please take a few moments to carefully review the entire package. You will need to verify that the form set provided contains all the forms applicable to your plant, processes, equipment, etc.

When entering any general information or data, please make sure all entries are clear and legible. Typing or printing is preferred to reduce confusion. Please fill in all the blanks. If an item is not applicable to your plant(s) or process(es), then simply enter "NA" in the blank. Completion of all information is important, since accurate reporting may result in the reduction of future paperwork for the completion of the Annual Emission Inventory.

If additional forms are needed for the Emission Report, then any SAM form may be photocopied. Only one copy of each form was included in this package, since the production capacity and variety of processes are significantly different for each company, as regulated by the District. Attachments may be included with your completed forms. If you decide to use attachments, then please affix them securely to the appropriate forms. Identify each attachment page with your company name, plant identification number (EIS number) and the SAM form to which it pertains. Also, indicate on the appropriate document that there is an attachment. Include enough information on the form and attachment alike to make re-attachment possible, should they become disjoined during handling and processing. This extra effort may preclude inaccuracies and inconsistencies.

The overall mailing of these emissions forms is a considerable undertaking, with possible errors. Please report any errors, omissions or inconsistencies, along with the return of the emission report. Constructive criticism, comments and suggestions on this reporting package are also accepted. Your suggestions may enable the District to make improvements in material content, which may make the package more understandable and easier to complete in the future. The best improvements are made when people work together in a spirit of cooperation. Our goal is to assist you in the final preparation of accurate emissions reports, with a minimal degree of confusion and a reduced amount of unnecessary paperwork.

NOTE :

Specific instructions have been enclosed for the accurate completion of the individual forms. Instructions are included on the back side of each form, when practical.

All LMAPCD emissions inventory forms are identified on Form SAM1 titled "SAM Emission Forms Identification". These forms may have changed slightly from last year. If you have the previous forms already contained in your computer files, then some minor corrections will be needed. We would prefer that the revised forms be used, but if you choose to use the previous forms, you must be sure that all the data is supplied that has been requested on the new SAM forms.

INSTRUCTIONS :
GENERAL SAM EMISSIONS REPORTING (continued)

Any forms that do not apply to your plant can be identified as Not Applicable (N/A). If you believe that you are missing a specific form which is applicable to your plant, all these forms are available through our website at <http://www.louisvilleky.gov/APCD/>.

Failure to return the requested emissions data is evidence of a violation and can result in penalties. **This report must be postmarked no later than April 15, 2009.** Failure to comply by this date, subjects the company to a Notice of Violation, pursuant to District Regulation 1.06, Section 3.4.

Should you require assistance in completing the forms or need additional information, please contact the District engineering specialist assigned to your plant. The name of the assigned engineering specialist is provided on the cover letter of the report form set mailed to you. If you do not know the assigned engineering specialist for your facility, then contact the District at (502) 574-6000 for assistance.

The annual emissions report when returned, should contain all the completed data forms and any supporting documentation and calculations. Please submit examples of calculations used to determine emissions, stated in the Emission Inventory forms, along with the method or source for the calculations if a method, not already approved by the District, is used. Please remember to include upsets, downtime, and fugitive emissions in the calculations. If EPA emission factors are used, please use updated current values. AP-42 Fifth Edition, and also more current AP-42 Supplements, are available on the Internet; address <http://www.epa.gov/ttn/chief>. The Statements of Certification shall be signed by the responsible official of the company.

Please return the original and one copy of the emissions inventory report to:

Louisville Metro Air Pollution Control District
Attn: Donna Anthony
850 Barret Avenue
Louisville, Kentucky 40204-1745

Please retain a copy of your completed report, along with all your supporting data and calculations. This Emission Inventory information should be readily retrievable for future requests.