

**AIR POLLUTION CONTROL DISTRICT  
SMALL SOURCE COMPANY  
PRODUCT INVENTORY REPORTING FORM**

**Please complete this form for raw materials that contain Volatile Organic Compounds.  
List only the amount used in the calendar year being reported.**

Volatile Organic Compound ( VOC ) ( Combine Similar Materials )	GALLONS ( Usage )
SOLVENTS	
COATINGS	
ADHESIVES	
CLEANERS	
INKS	
DISTILLED SPIRITS	
THINNERS	
OTHER _____	

**Based on available information and beliefs formed, after reasonable inquiry, I certify that the statements and information in this document are true, accurate, and complete.**

SIC \_\_\_\_\_ NAICS \_\_\_\_\_

Plant ID No. \_\_\_\_\_ Company Name \_\_\_\_\_

Plant Location \_\_\_\_\_

Name of Signatory \* \_\_\_\_\_

( please print the name of company official )

Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Signature \* \_\_\_\_\_ Date \_\_\_\_\_

\* Certifying individual must be a responsible company official, pursuant to LMAPCD Regulation 2.16, Section 3.5.11 once a Title V permit has been issued to the company. For all other permitted sources, the Signatory shall be an authorized person of the company.

## INSTRUCTIONS

This form will satisfy the SAM reporting requirements for any small company, which can properly identify the low usage of Volatile Organic Compounds (VOCs).

- For companies consuming products containing Volatile Organic Compounds (VOCs), the simplest way of determining the quantity usage, would be by the inventory method. The Beginning Inventory of quantities at the start of the year, plus quantities purchased during the calendar year, less the Ending Inventory of quantities at the end of the year. If any VOC liquids were properly disposed of as waste, they could also be subtracted. This result will yield the quantity of product used during the emission reporting year.
- For companies manufacturing products containing VOCs, the total usage may be determined from annual purchases, or through copies of the bills of lading for the calendar year.
- Please complete this form in its entirety.
- List the annual quantities used / produced next to the appropriate category, making sure to state the units of measure if the quantity is not stated in gallons. For compounds used / produced, which are not listed; identify the material and the quantity used after "OTHER" at the bottom of the VOC column, or on a separate sheet of paper that is attached to this form.
- Be sure to properly identify the company with the Plant Name, along with the Plant ID number, which can be found on the upper right corner of the company mailing label. This form must be authorized and signed by the appropriate Company Official.