

How To Complete the Actual Production/Emissions Reporting Form:

- Make sure that your throughput units of measurement match the emission factor units. Even though the math is just straight multiplication, the units of measurement **must** be the same for the calculation to be correct. For example:
 - If the emission factor is expressed lbs/gallon, then the throughput units must be in gallons/yr;
 - If the emission factor is expressed in lbs/ton, then the throughput units must be in tons/yr, etc.
- In most instances, the emission factor units will be denoted as lbs/unit of measurement. Therefore, you must divide your result by 2,000 to convert your answer from lbs/yr to tons/yr for reporting purposes.
- If you choose to substitute an alternate emissions factor based on current year stack testing, you **must provide** documentation with the Report supporting the use of the alternate factor. The summary page of the stack test report for the unit(s) tested will suffice for this purpose. Alternate emission factors based on approved testing results are only valid for the year in which the testing took place.
- The last system listed on your Report will be entitled “Surface Area Disturbance” and have the pollutant id of PM₁₀ listed. No calculations are necessary, simply state in the notes column whether the site is “Active” or “Stabilized”.
- The “Responsible Official” (RO) designated on the Report **must sign** the Report, certifying that the information being reported is correct.
- The **reporting deadline is March 1** annually.
- The table below provides the majority of fuel conversion references you will need for most sources regulated by the NDEP.

Conversion Information and Heat Content of Certain Fuels			
Fuel Type	Heat Content	Units: Btu's	Units: MMBtu's
Natural Gas	1 Therm = 100 scf	104,000 Btu's/Therm	0.104 MMBtu's/Therm
#2 Diesel	140,000	Btu's/Gallon	0.14 MMBtu's/Gallon
#6 or Residual Oil	150,000	BTU's/Gallon	0.15 MMBtu's/Gallon
Coal (low sulfur bituminous)	13.500	Btu's/Pound	0.0135 MMBtu's/Pound
Gasoline	130,000	Btu's/Gallon	0.13 MMBtu's/Gallon

Propane (as gas)	2,522	Btu's/Standard Cubic Foot (scf)	0.00252 MMBtu's/scf
Propane (as liquid)	91,500	BTU's/Gallon	0.0915 MMBtu's/Gallon

Still Have Questions or Not Sure?

If you have any questions regarding how to complete your Report, please contact one of the following NDEP staff, dependent upon permit type:

- For Class 1, Class 2 Synthetic Minor & MOPTC permits, contact Patrick Anderson at patricka@ndep.nv.gov or 775-687-9351.
- For all other permits (Class 2 - Stationary, Class 2 - General, Class 2 - SAD and Class 3), contact Joshua Martinez at jmartinez@ndep.nv.gov or 775-687-9367.