

ANNUAL REPORT INSTRUCTIONS FOR SURFACE COATING OPERATIONS

- 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.
- 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:

$$\frac{\text{grams/liter}}{120} = \text{lbs/gallon}$$

- 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.
- NET USAGE:** The **total usage** minus the **total recycled** equals the **net usage**.
- ROC (Reactive Organic Compounds) LBS/GAL:** Consult your supplier for assistance if you are unable to determine the ROC limit of your material.
- EMISSIONS LBS/YEAR:** Multiply the **net usage** with the **ROC lbs/gal** to get the **emissions lbs/year**.
- 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.

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