



### INDUSTRIAL / COMMERCIAL REGISTRATION

**NOTE:** Enter information from your previous calendar year activities and mail it back or email it to [registration@yrcaa.org](mailto:registration@yrcaa.org)

<b>1. OWNER INFORMATION</b> HAS THE BUSINESS NAME OR OWNERSHIP CHANGED IN THE LAST YEAR? <input type="checkbox"/> YES <input type="checkbox"/> NO			
a. FACILITY NAME	b. OWNER NAME	c. UNIFIED BUSINESS IDENTIFIER (UBI)	
d. PHYSICAL ADDRESS		e. MAILING ADDRESS	
f. CONTACT NAME & TITLE	g. PHONE	h. EMAIL	
i. PREFERRED CONTACT METHOD <input type="checkbox"/> MAIL <input type="checkbox"/> EMAIL			
<b>2. GENERAL INFORMATION</b>			
a. OPERATING SCHEDULE	HOURS PER DAY	DAYS PER WEEK	WEEKS PER YEAR
VARIATION IN SCHEDULE	JAN-MAR (%)	APR-JUN (%)	JUL-SEP (%)    OCT-DEC (%)
b. HAVE YOU PREVIOUSLY SUBMITTED DETAILED EQUIPMENT AND PROCESS INFORMATION? <input type="checkbox"/> YES, ANSWER NEXT QUESTION AND FOLLOW INSTRUCTIONS <input type="checkbox"/> NO, COMPLETE REMAINDER OF FORM			
c. HAVE YOU MADE ANY MODIFICATIONS TO EQUIPMENT, PROCESSES OR FUEL USE SINCE LAST SUBMITTING DETAILED INFORMATION? <input type="checkbox"/> YES, COMPLETE REMAINDER OF FORM <input type="checkbox"/> NO, COMPLETE SECTIONS 3a, 3b, 3c, 3f, 3g, 3i, 3j AND 4			
<b>3. EQUIPMENT AND PROCESS INFORMATION</b>			
a. FUEL USE: LIST EACH FUEL USED, QUANTITY, AND SUPPLIER FOR EACH USE			
TYPE	QUANTITY & UNIT OF MEASURE	SUPPLIER	USED FOR
b. RAW MATERIALS: LIST, DESCRIBE AND QUANTIFY ALL RAW MATERIALS. USE A SEPARATE SHEET IF NECESSARY.			
MATERIAL	QUANTITY	UNIT OF MEASURE	
c. PRODUCTS: LIST, DESCRIBE AND QUANTIFY ALL PRODUCTS PRODUCED. USE A SEPARATE SHEET IF NECESSARY.			
PRODUCT	QUANTITY	UNIT OF MEASURE	



**d. PROCESSES:** ASSIGN AN ID# AND DESCRIBE EACH PROCESS (I.E., CUT LINE 1, FIBER LINE 3, ETC). GIVE THE DATE THE PROCESS WAS INSTALLED OR LAST MODIFIED. USE SEPARATE SHEET IF NECESSARY.

PROCESS ID#	PROCESS DESCRIPTION	DATE INSTALLED

**e. EMISSION UNITS:** ASSIGN AN ID#, PROCESS ID#, AND DESCRIPTION FOR EACH EMISSION UNIT (I.E. BOILER 1, KILN 3, ETC.) GIVE THE DATE THE EMISSION UNIT WAS INSTALLED OR LAST MODIFIED. USE SEPARATE SHEET IF NECESSARY.

EMISSION UNIT ID#	PROCESS ID#	EMISSION UNIT	DATE INSTALLED

**f. MATERIAL THROUGHPUT:** FOR EACH EMISSION UNIT, DESCRIBE AND QUANTIFY EACH MATERIAL USED. USE SEPARATE SHEET IF NECESSARY.

EMISSION UNIT ID#	MATERIAL	ANNUAL QUANTITY

**g. AIR EMISSIONS:** LIST EACH AIR CONTAMINANT (PM10, CO, NOX, ETC) FOR EACH EMISSION UNIT. INDICATE TOTAL QUANTITY EMITTED IN TONS PER YEAR. USE SEPARATE SHEET IF NECESSARY.

EMISSION UNIT ID#	AIR CONTAMINANT	ANNUAL QUANTITY



**h. CONTROL DEVICES:** LIST AND ASSIGN AN ID# FOR EACH CONTROL DEVICE (I.E. BAGHOUSE, CYCLONE, SCRUBBER, ETC) IN EACH PROCESS. INDICATE DATE INSTALLED OR LAST MODIFIED, EFFICIENCY, AND EXHAUST RATE IN CUBIC FEET PER MINUTE (ACFM). USE SEPARATE SHEET IF NECESSARY.

PROCESS ID#	DEVICE ID#	CONTROL DEVICE	DATE INSTALLED	% EFFICIENCY	EXHAUST RATE

**i. WASTE MATERIALS:** LIST EACH WASTE MATERIAL GENERATED, QUANTITY, DISPOSAL METHOD, AND DISPOSAL LOCATION

MATERIAL	QUANTITY	METHOD OF DISPOSAL	DISPOSAL LOCATION

**j. PLANT LAYOUT AND PROCESS FLOW:** HAVE YOU SUBMITTED CURRENT PLANT LAYOUT AND PROCESS FLOW DIAGRAMS?  
 YES, WHEN? \_\_\_\_\_ COMPLETE CERTIFICATION  
 NO, SUBMIT PLANT LAYOUT DIAGRAM, PROCESS FLOW DIAGRAM AND COMPLETE CERTIFICATION.

**DIRECTIONS FOR PLANT LAYOUT DIAGRAMS:**

1. SUBMIT A DIAGRAM SHOWING THE LOCATION OF ALL CONTROL DEVICES AND EMISSION POINTS (VENTS, RIDGE VENTS, STACKS, ETC).
2. LABEL EACH CONTROL DEVICE WITH THE SAME ID# USED IN SECTION "h".
3. INCLUDE A LEGEND, NORTH ARROW, COMPANY NAME, ADDRESS, AND SCALE.
4. SIGN AND DATE THE DIAGRAM.

**DIRECTIONS FOR PROCESS FLOW DIAGRAMS:**

1. SUBMIT A DIAGRAM SHOWING THE FLOW OF RAW MATERIALS WITH DASHED LINES THROUGH YOUR FACILITY.
2. INDICATE THE FLOW OF EMISSIONS FROM THE FACILITY WITH SOLID LINES.
3. INCLUDE ALL EMISSION UNITS AND CONTROL DEVICES.
4. INCLUDE A LEGEND, NORTH ARROW, COMPANY NAME, ADDRESS, AND SCALE.
5. SIGN AND DATE THE DIAGRAM.

**4. CERTIFICATION** I, the undersigned, do hereby certify that the information provided is accurate and complete to the best of my knowledge.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_  
 NAME (PRINT) \_\_\_\_\_ DATE \_\_\_\_\_