



# Instructions: How to Comply with Criteria Toxics and Reporting Requirements

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## Introduction

Use the following instructions to help guide you through the **BAAQMD Data Update: CTR Reporting process**.

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## Who should use this reporting method?

This form is for owners or operators that are required to report data to comply with the California Air Resources Board's Criteria Pollutant and Toxics Emissions Reporting (CTR) rule.

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## Instructions

- Submit your completed form by the deadline indicated in the package of documents.
  - Report data based on activity from the previous calendar year from January 1 through December 31 in the column "**20XX Throughput/Activity/Usage**".
    - If usage is not metered, provide a best estimate.
    - The previously reported data and effective date are provided for reference.
  - Do not leave any blank throughput fields. Report 0 if the device did not operate.
    - Report only using numbers.
    - Do not use shorthand such as k, m, mm or MM.
  - Do not add, move, alter, or delete any columns or rows.
  - Report data in only the usage units indicated on the documents.
  - If you need to report additional materials not currently listed, please submit a Data Form X for each new material.
  - Do not make any additional changes or markings on these documents.
    - If you need to notify the Air District of other information, please submit the appropriate form or provide the information in a separate document.
    - If any device/source has shutdown, please submit a Device and Facility Shutdown Form.
  - Under the California Public Records Act, all information contained in your submittal will be considered a matter of public record and may be disclosed to the public, unless you have asked BAAQMD to treat certain items as trade secret as specified in Regulation 2, Rule 1, Section 402.7.
    - Each throughput that is considered a trade secret must be flagged with a 'X' in the Trade Secret Flag column next to your throughput entry; AND
    - For each item asserted to be trade secret, you must provide a statement which provides the basis for your claim.
      - Each declared data element that doesn't meet these requirements will be considered public.
  - Send all completed documents to only the address options below.
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## Submitting your completed ELECTRONIC forms

Facilities with large data sets have been provided electronic 'forms' in an Excel file.

- Please return your forms in format originally provided to:  
**Email:** [DataUpdate@baaqmd.gov](mailto:DataUpdate@baaqmd.gov)  
**Email subject line:** CTR reporting for Facility ID/Plant #:XXXXX
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**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

BAAQMD

Engineering Division

375 Beale Street, Suite 600

San Francisco, CA 94105

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**Additional  
information**

More information is available on the Air District's website ([www.baaqmd.gov](http://www.baaqmd.gov))

- CTR information is posted on the 'Renew A Permit' subpage in the Permits section.
- From our main page, forms are available on Forms menu under Permits in the 'Administrative and Permit Renewal Forms' section or using the direct link: [www.baaqmd.gov/forms/permits](http://www.baaqmd.gov/forms/permits).

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**Still need help?**

**Email** (preferred): [DataUpdate@baaqmd.gov](mailto:DataUpdate@baaqmd.gov) – Include your Facility ID/Plant # using  
Email Subject Line: CTR reporting question for Facility ID/Plant #XXXXX.

**Call**: Your permit contact or the Engineering Division at (415) 749-4990.

- Due to the pandemic, email communication is a better option.
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