



State of Oregon
Department of
Environmental
Quality

PLANT SITE EMISSIONS DETAIL SHEET
BASELINE PERIOD

FORM AQ401
INSTRUCTIONS

For each permit, complete one form to describe emissions from all emissions points in the baseline period. If the facility did not operate during the baseline period and does not have an alternate baseline period approved by DEQ, or did not operate for any consecutive 12 calendar month period during 2000-2010 for greenhouse gases, then the owner/operator should not complete this form but should instead proceed to Form AQ402, Plant Site Emissions Detail Sheet—Current/Future Operations.

Baseline emissions are calculated based on the actual production levels of the emissions points at the facility during the baseline period or alternate DEQ-approved timeframe except for greenhouse gases. The baseline period for greenhouse gases is one consecutive 12 calendar month period during 2000 – 2010. Baseline emissions will not be calculated for fine particulate matter (PM_{2.5}). See the “Instructions for Determining the PM_{2.5} PSEL and Netting Basis” at <http://www.deq.state.or.us/qa/permit/acdp/simple.htm>. To calculate a baseline emission rate and PSEL for GHGs, see the greenhouse gas calculator at <http://www.deq.state.or.us/qa/permit/acdp/simple.htm>.

If the owner/operator has already filed baseline data with DEQ, then this form should be completed and submitted only if the owner/operator wishes to correct DEQ’s baseline data. In such an instance, the owner/operator must offer documentation explaining the cause of the proposed change. After May 1, 2011, the permittee will only be able to revise the baseline emissions rate if there is a material mistake or an inaccurate statement was made in establishing the production basis for the baseline emission rate. See the “definition of baseline emission rate” in OAR 340-200-0020. This will occur during the normally scheduled permit renewal or in conjunction with a permit modification that increases the Plant Site Emission Limit, whichever is sooner. The revised baseline emission rate may be based on the highest consecutive 12-month period during the baseline period.

If additional space is required, complete as many copies of the answer sheet as needed. All attachments should be labeled with the facility’s name and numbered consecutively.

For *each* emissions point at the facility that operated during the baseline period, provide the following information:

1. Identify the emissions point.
2. Provide the annual production rate for the emissions point in the baseline period, except for greenhouse gases. This should reflect actual operating levels. Specify the unit of measure (e.g., tons/year).
3. For greenhouse gases, specify the baseline period as a consecutive 12 calendar month period between 2000 and 2010. Provide the annual production rate for the emissions point for each year of 2000 through 2010 in addition to the consecutive 12 calendar month period chosen as the baseline year. These should reflect actual operating levels. Specify the unit of measure (e.g., tons/year). To calculate a baseline emission rate and PSEL for GHGs, see the greenhouse gas calculator at <http://www.deq.state.or.us/qa/permit/tv/tv.htm>.
4. Identify the pollutant(s) emitted by this emissions point in the baseline period. List the pollutant(s) under column 3 on the answer sheet—one pollutant per row. If, for example, the emissions point in column 1 emitted three pollutants, then the emissions point overall would require three rows of the table.
5. Provide the annual emission factor.
6. Identify the references for the emission factors identified in column 4 (e.g., AP-42, DEQ).
7. Calculate the total annual emissions, in *tons per year*.

If the owner/operator has identified more than one emissions point on this form for a given pollutant, then he/she should *summarize* the data, *by pollutant*, by adding a category of TOTAL in column 1, and completing columns 4, 8, and 9.

The example at the bottom of the form is for a wood fired boiler that produced 388 million lbs of steam during the baseline period. Nitrogen oxide (NO_x) emissions are calculated using a DEQ emission factor.

