Directions for Using Inkmo.xls for Tracking Monthly Air Emissions for Option D Registration Permits

There are seven spreadsheets in the Excel file. The first five are for calculating the actual monthly emissions of specific VOC-containing substances. Data from these first spreadsheets will be automatically transferred into the totals sheet for you. The last spreadsheet is to aid you in keeping a rolling sum record of your emissions.

Step 1
In the first spreadsheet (Ink) enter the density, % VOC, amount of ink purchased and recycled, and the volume of VOCs retained by paper into the appropriate column for each ink that you use. The spreadsheet will then calculate the total VOCs emitted in tons per month from the inks and transfer this total to the totals spreadsheet for you.

Step 2
Go to the second spreadsheet (Clean). Enter the density, % VOC, amount of cleaner purchased and recycled, and the volume of VOCs retained by wipes for each cleaner that you use. The spreadsheet will calculate the total VOCs emitted in tons per month for the cleaners and transfer this total to the totals spreadsheet for you.

Step 3
The third spreadsheet will calculate the total VOC emissions from fountain solutions. Enter the density, % VOC, and amount of fountain solutions purchased and recycled. The total will be transferred to the totals sheet automatically.

Step 4
Go to the fourth spreadsheet (Coating). Enter the density, % VOC, amount of coating purchased and recycled, and the amount of VOCs retained by paper. The total will again be calculated and transferred to the totals spreadsheet.

Step 5
In the fifth spreadsheet (Other), enter the density, % VOC, amount of substance purchased and recycled. This information will allow for the total VOCs emitted to be calculated and transferred to the totals sheet.

Step 6
If you have an oven you must also calculate combustion emissions. Sheet 6 is designed for natural gas ovens. Simply enter the ft^3/month of natural gas used and the spreadsheet will calculate your combustion emissions. Note that natural gas burners of 2.3 million Btu/hr or less are insignificant. If you are using a different fuel, call the SBAP for help at (651)282-6143 or (800)657-3938.

Step 7
Manually enter the data from the totals spreadsheet into the rolling sum spreadsheet. This spreadsheet is designed to aid you in keeping your records. Compare your 12-month sums to the permit thresholds. If your total emissions are above the permit thresholds, you will need an air emissions permit.

Step 8

Save a copy of your calculations either electronically or as a printout. If you need a permit, you will have to submit a copy of this with your permit application. Otherwise, this is your proof that you do not need a permit. Note that if your operations change you will have to reevaluate your need for an air emissions permit.