Frequently asked questions – Throughputs

1. **How do I fill out my Throughput report?**

See below for an example throughput report. Your throughput report may look different, but the directions are the same. Please fill in TP#1 (and TP#2 if applicable) in the empty space as shown by the red oval in the example. If known, also include the "monthly percentage of production" for each device.

2. **How do I calculate "Monthly Percentage of Production"?**

See below for example for January. Complete calculation for each month of the year. The sum of the percentages should add to 100.

$$January\ Monthly\ Percentage\ of\ Production = \frac{January\ throughput}{Total\ annual\ throughput} * 100$$

3. **If my usage is about the same every month, do I need to calculate the "Monthly Percentage of Production"?**

If your usage is about the same every month, you can select the box marked "Check Here if Monthly Production was constant" for each device.

4. **What if my throughput is zero for one or all of my devices, can I leave that part of the report blank?**

No, even if a throughput is zero, please make sure to mark it as zero. If a throughput entry is left blank it will be flagged as incomplete and will need to be resubmitted.

5. **If I purchase a company in July, do I report my throughput since July? Or do I need to contact the previous owner for the throughput data during Jan-June?**

The report requires the entire throughput from January 1st, 20XX to December 31st, 20XX. This would include the throughput data from the previous owner.

6. **The equipment listed on the throughput report was sold last year. What should I do?**

   If the equipment was sold and removed from service, you may submit a written request to remove the equipment from the District permit. This change will be reflected on the following year's throughput report. Please still include the throughput data for the sold equipment on the current throughput report, even if it is zero. Blank throughput entries will be flagged as incomplete, and the report will need to be resubmitted.

7. **Can I attach a separate document with the throughput information instead of filing out the form the District sent me?**

   Yes, please make sure the document includes all the requested information and is clear to the District. Unclear or missing information will cause the throughput to be flagged as incomplete and will need to be resubmitted.

8. **Are District staff available to assist me?**

   Our office is currently closed to the public, but we can assist either by phone or email. Please call our district office at (530) 634-7659 or email FRAQMD@FRAQMD.org.

9. **Gasoline dispensing facilities - Do I need to include diesel fuel on my throughput form.**

   No, please only provide the total dispensed amount for gasoline.

10. **Emergency backup generator facilities - What is the difference between "Total Operated" and "M&T hours"?**

    "Total operated" is the sum of hours for emergency use and maintenance/testing hours. "M&T hours" only includes the total number of hours used for maintenance/testing. The District will need both "Total Operated" and "M&T hours" to classify the report as complete.