

## **Instructions for the Biomass Conversion Facility Annual Report form for facility operators.** (Created December, 2016)

The Biomass Conversion Facility Annual Report form is provided for optional use by facility operators to help facilities provide the information required by PRC 44107. The instructions for completing each section of the form are explained below.

### **Section 1: Biomass Conversion Facility Information**

Enter the name, address, and phone # of the reporting biomass conversion facility. Enter the first and last name of the operator and the operator phone # and address. If the operator address is the same as the facility address, enter "Same as facility". Enter the owner first and last name, phone #, and owner address. If the owner address is the same as the operator address, enter "Same as operator".

### **Section 2 Accepted Amounts of Material Types at the Facility and the Sources**

#### **Section 2a: Accepted Material Types**

Enter the types of materials accepted at the facility and the total tons accepted for the year for each type of material. General types of materials that can be accepted by biomass conversion facilities are listed under PRC 44106 (a). This list should be used as a guide for materials accepted at a facility. If a material is accepted that is not on this list, please list it. Select whether the tons of material were bone dry or wet when weighed.

Select one of the four source categories the material came from. Source categories are general sources the materials were generated from including agricultural sources, urban sources, in-forestry practices, or residue from mill operations. Enter the total tons of material that was accepted by the facility for the year in the 'Total Tons Accepted' column.

#### **Section 2b: Source of Materials Accepted**

For each material type listed in Section 2a, provide the name of the source (company name, facility name etc.) that brought the material, the physical address or location of the source, and enter "Y" in the 'Source Info Provided Y/N' column. If the source name and address/location can not be provided, enter "N" in the 'Source Info Provided Y/N' column and the reason why the source info was not provided in the 'Reason for No Name and Address/Location' column. Examples of possible reasons for no source information include too many locations to list for the material type or sources refusing to provide address/location info.

### **Section 3: Rejected Material Types and Sources**

#### **Section 3a: Rejected Material Types**

List each type of material that was rejected by the facility and the total tons of material rejected for each material type. Enter the reason why each material was rejected. Enter the total tons of material that was rejected for the year in the 'Total Tons Rejected' column.

#### **Section 3b: Sources of Materials Rejected**

For each type of material rejected, list the name of the source that sent the material to the facility (company name, facility name etc.), the physical address or location of the source, and a "Y" in the 'Source Info Provided Y/N' column. If the source name and address/location can not be provided, enter

“N” in the ‘Source Info Provided Y/N’ column and the reason why the source info was not provided in the reason column.

**Section 4: Ash and Other Byproduct End Users**

List each type of ash or other byproduct produced by the facility and sent offsite to a final end user. For each ash or other byproduct, list the name of the final end user and the end user physical address or location.

**Operator and Owner Signature**

Provide operator and owner signatures. These signatures certify that the information is accurate under penalty of perjury under PRC 44107(b)(7).