

**TO:** Bay Area Clean Water Agencies and Guest Agencies  
**FROM:** Jim Sandoval, BACWA AIR Committee PM/CH2M HILL  
**SUBJECT:** **Workshop on the AB 32 Mandatory Reporting of Greenhouse Gasses for POTWs**  
**TRAINERS:** Amy Clymo and Jim Sandoval of CH2M HILL  
**MEETING DATE:** April 28, 2009, 9 a.m. - 3 p.m.  
**VENUE:** San Leandro Boy Scouts Facility, 1001 Davis St, San Leandro, CA

## **I. Introduction – 9 am – 10 am**

- i) Regulation background
- ii) Requirements
  - (1) Electric Generation & Cogeneration
  - (2) General Stationary Combustion (GSC)
  - (3) Data Requirements
- iii) Exceptions
- iv) Verification requirements
- v) Schedule requirements
- vi) Draft EPA Mandatory Reporting rule

## **II. Estimating GHG Emissions – Hands-On Training – 10 am – 12:30 pm**

- i) Distribute a greenhouse gas (GHG) estimation tool (Excel-based) to participants
  - (1) *Participants will be encouraged to bring their own laptop*
  - (2) *Prior to the workshop, BACWA will email a data checklist form to participants so they can bring their facility's fuel-usage and other pertinent data for the calculations and actually determine if mandatory reporting of GHGs applies to their facility*
- ii) Trainers go through step-by-step calculations of a "case study" WWTP using Power-Point & Excel, while participants follow along and enter their own data into the tool on their laptops
  - (1) First calculations focus on Electric Generation and Cogeneration
    - (a) Second calculations focus on distributing emissions for those agencies that are required to do so
  - (2) Third calculations focus on GSC, including: flares, diesel, incineration, other combustion sources, and process & other emissions

## **III. Lunch Break – 12:30 pm – 1 pm**

## **IV. ARB Web-Based Reporting Tool – 1 pm – 2 pm**

- i) Background on the tool, including instructions for obtaining user-name and password and registering for the tool
- ii) The trainer(s) will demonstrate the tool using one of the participant's access codes & data
  - (1) The Boy Scouts Facility may have limited internet access. If there are problems with the trainer's internet air card, then screen-shots of the ARB's training module of the tool will be demonstrated on PowerPoint

## **V. Closing – 2 pm – 3pm**

- i) Final questions
- ii) Extra time, as needed, for the hands-on or web-based tool sessions