



# Air Pollution Control Division

## Small Business Assistance Program

### Calculating Rolling 12-Month Totals

Many air permits issued by the Air Pollution Control Division (APCD) require businesses to calculate and maintain a “rolling 12-month total” of production levels or air pollutant emissions. The purpose of the rolling 12-month total is to ensure that a business monitors operations and complies with air emission permit limits during every consecutive 12-month period. Some businesses (such as sources permitted as synthetic minors) must maintain rolling 12-month totals and cannot demonstrate permit compliance by calculating only monthly emissions or by calculating 12-month emissions sporadically throughout the year.

Rolling 12-month totals are calculated at the beginning or end of each calendar month. To calculate a rolling 12-month total, add the values for the current calendar month and values for the previous 11 calendar months.

For example, to calculate a rolling 12-month total on May 31, 2005, add the values from June 1, 2004 through May 31, 2005. Compliance with annual air emission limits is determined by comparing the annual permit limit to each rolling 12-month total. Example calculations of rolling 12-month totals are shown in the following table. Rolling 12-month totals are the sum of the shaded cells.

Month/Year	Rolling 12-Month Total for May 2005 Production (Tons)	Rolling 12-Month Total for June 2005 Production (Tons)	Rolling 12-Month Total for July 2005 Production (Tons)
April 2004	40	40	40
May 2004	50	50	50
June 2004	50	50	50
July 2004	50	50	50
August 2004	80	80	80
September 2004	60	60	60
October 2004	40	40	40
November 2004	20	20	20
December 2004	20	20	20
January 2005	10	10	10
February 2005	10	10	10
March 2005	10	10	10
April 2005	30	30	30
May 2005	60	60	60
June 2005	70	70	70
July 2005	70	70	70
August 2005	70	70	70
September 2005			
<b>Rolling 12-Month Total:*</b>	<b>440 tons/yr</b>	<b>460 tons/yr</b>	<b>480 tons/yr</b>
<b>Annual Permit Limit:</b>	<b>500 tons/yr</b>	<b>500 tons/yr</b>	<b>500 tons/yr</b>
<b>In Compliance with Annual Permit Limit?</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>

## EXAMPLE RECORDKEEPING FORMAT

Spreadsheets to assist select types of businesses in calculating rolling 12-month totals are available from the APCD Small Business Assistance Program. One example spreadsheet is shown below.

MONTH	QUANTITY PURCHASED (Gallons)	12-MONTH ROLLING TOTAL DATES	12-MONTH ROLLING TOTAL (Gallons)	NOTES
October 2004	0	Nov. 2003 to Oct. 2004	0	Start of Business
November 2004	35	Dec. 2003 to Nov. 2004	35	
December 2004	0	Jan. 2004 to Dec. 2004	35	
January 2005	0	Feb. 2004 to Jan. 2005	35	
February 2005	30	Mar. 2004 to Feb. 2005	65	
March 2005	0	Apr. 2004 to Mar. 2005	65	
April 2005	0	May 2004 to Apr. 2005	65	
May 2005	30	June 2004 to May 2005	95	
June 2005	0	July 2004 to June 2005	95	
July 2005	0	Aug. 2004 to July 2005	95	
August 2005	25	Sept. 2004 to Aug. 2005	120	
September 2005	0	Oct. 2004 to Sept. 2005	120	
October 2005	0	Nov. 2004 to Oct. 2005	120	
November 2005	20	Dec. 2004 to Nov. 2005	105	
December 2005	0	Jan. 2005 to Dec. 2005	105	

### SMALL BUSINESS ASSISTANCE

The Small Business Assistance Program (SBAP) is available to answer questions you may have regarding environmental issues at your site. The SBAP can help you understand regulations, determine what your company has to do to be in compliance, help you fill out required forms, calculate your emissions, or provide information by presenting a workshop for your company or for your industry. We are here to help, and our services are always free.

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#### ➤ RESOURCES

- ❖ Air Pollution Control Division (APCD): (303) 692-3100
- ❖ Small Business Assistance Program: (303) 692-3175 or 3148
- ❖ Small Business Ombudsman: (303) 692-2135