

# APPENDIX F—CHECKLIST

This list is intended to assist you in ensuring that you have provided the minimal information required for the IEAS to adequately review your emissions inventory.

You are not required to submit this form to the IEAS.

## 2005 Emissions Inventory Completion Checklist

Account Number: \_\_\_\_\_ Company: \_\_\_\_\_

1.	_____	Are all required signatures provided?
2.	_____	Are you returning all EIQ pages?
3.	_____	Did the contact information change? If so, are you submitting a completed Contact Information form?
4.	_____	If the file includes additions, did you submit complete information using the appropriate add forms?
5.	_____	Did you review all SCCs? Did you correct any erroneous SCCs?
6.	_____	Did you review the operating schedule? Did you correct any incorrect data on the EIQ?
7.	_____	Did you identify zero UTM coordinates and non-zero UTM outliers? Did you correct all incorrect coordinates on the EIQ?
8.	_____	Did you review all EPN parameters? Did you correct any incorrect parameters on the EIQ?
9.	_____	Cooling Towers: Are you submitting all data requested in Technical Supplement 2: Cooling Towers?
10.	_____	Flares: Are you submitting a Flare Data form for each flare in the account? This form may be found in Technical Supplement 4: Flares.
11.	_____	Equipment Leak Fugitive Areas: Are you submitting a Fugitive Data form for each fugitive area emitting more than five tons? This form may be found in Technical Supplement 3: Equipment Leak Fugitives.
12.	_____	Are speciation requirements met? See <i>2005 Emissions Inventory Guidance</i> , Chapter 4.
13.	_____	Are tank emissions speciated?
14.	_____	Have you included thorough supporting documentation for all NO <sub>x</sub> sources emitting more than 100 tons and for all VOC sources emitting more than 25 tons?
15.	_____	Do the front page totals indicate any large increases or decreases? Did you explain these in your cover letter?
16.	_____	Are front-page seasonal percentages reported in whole numbers? Do these numbers total 100%?
17.	_____	Are the seasonal operating percentages for each FIN reported in whole numbers? Do these numbers total 100%?
18.	_____	Is all Facility Status information correct? Has the status date for each "S," "D," or "O" status change been accurately updated?
19.	_____	Is all Facility Parameter Information accurate and correct?
20.	_____	Did you supply all necessary sample calculations and supporting documentation?
21.	_____	Did you supply representative material data for tanks, loading, and material balance calculations?
22.	_____	Did you use acceptable and current emissions factors?
23.	_____	Are you submitting vendor data, stack test results, and/or CEMS data if these determination methods are employed in the current EI?
24.	_____	For control devices, are abatement efficiencies accurate? Are all relevant data present, including the Inspection and Maintenance (I/M) schedule?
25.	_____	Were all emissions reported at the appropriate FIN/EPN path?
26.	_____	Are all determination methodologies correct?
27.	_____	Is the overall account structure representative of actual operations?
28.	_____	Have you included Plot Plans and/or Process Flow Diagrams?