APPENDIX F—CHECKLIST

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

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

2007 Emissions Inventory Completeness Checklist

Account Number: _____ **Company**: _____

1	____	Are all required signatures provided? Have you entered the number of reportable and non-reportable emission events and SMSS activities? Have you entered the number of excess opacity events?
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? Have you indicated whether the cooling tower is in HRVOC service?
10	____	*Flares:* Are you submitting all data requested in Technical Supplement 4: Flares? Have you indicated whether the flare is in HRVOC service?
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	____	Have you met speciation requirements? (See Chapter 4.)
13	____	Are tank emissions speciated?
14	____	Have you included thorough supporting documentation for all NO_x 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 that total 100 percent?
17	____	Are the seasonal operating percentages for each FIN reported in whole numbers that total 100 percent?
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 those 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 schedule?
25	____	Were all emissions reported at the appropriate FIN/EPN path?
26	____	Are all determination methodologies correct?
27	____	Is the overall emissions inventory structure representative of actual operations?
28	____	Have you included Plot Plans and/or Process Flow Diagrams?