

# 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.

## 2011 Emissions Inventory Checklist

- 1. If the EI or plant contact information changed, did you update that information on page 2 of the EIQ?
- 2. Did you include criteria emissions totals on page 3 of the EIQ?
- 3. Have you completed the "Site Quantifiable Event Totals" section on page 3 of the EIQ? Please indicate zero if no events or activities occurred.
- 4. If applicable, did you sign the "Emissions Events Certification" on page 4 of the EIQ? Remember, a signature is required if you did not report any emissions from emission events.
- 5. Did you sign and complete the "Signature of Legally Responsible Party" section on page 4 of the EIQ?
- 6. Did you experience a large increase or decrease in emissions from the previous EI? If so, explain the reason for the change in your cover letter.
- 7. If you are adding structure, did you submit the appropriate forms, including facility, emission point, abatement device, and path forms?
- 8. Did you review all facility, emission point and abatement device parameters and complete any blank fields?
- 9. Are the seasonal operating percentages for each facility reported in whole numbers that add up to 100?
- 10. Did you indicate the status date for each facility status change?
- 11. For large sources, were VOC emissions speciated to 90 percent? A large source is defined as 5 tpy or greater for sites east of 100° longitude or in El Paso County or 25 tpy or greater for other sites west of 100° longitude.
- 12. Were HAPs and toxics speciated at or above 0.1 tpy for all sources?
- 13. Were lead and mercury emissions reported at 0.001 tpy or greater for all sources?
- 14. *Cooling Towers:* If you have monitoring data, did you use this data to determine your VOC emissions? Otherwise, did you use the uncontrolled AP-42 factor (since the controlled AP-42 factor is not accepted)?
- 15. *Cooling Towers:* Have you indicated whether the cooling towers are in HRVOC service?
- 16. *Equipment Leak Fugitive Areas:* Are you submitting a Fugitive Data Form for each fugitive area emitting more than five tons of VOC emissions?
- 17. *Equipment Leak Fugitive Areas:* Are you using correlation equations to determine emissions from monitored components? Applying reduction credits to average factors is not acceptable for monitored components.
- 18. *Flares:* Have you indicated whether the flare is in HRVOC service?
- 19. *Flares:* When reporting your average flow rate, did you use the correct units (Mscf/minute)?
- 20. *Storage tanks:* Did you complete the "Hot product (Y/N)" and "Heated tank (Y/N)" characteristics? Make sure to account for tanks that store hot products or are heated in your emission calculations.
- 21. *Storage tanks:* Was the actual vapor pressure used to calculate emissions, rather than TANKS defaults?
- 22. *Storage tanks:* Were flash losses accounted for in the emission calculations for fixed-roof tanks? Consult Technical Supplement 6 for updated guidance on approved methodologies.
- 23. *Storage tanks:* Were landing losses accounted for in the emission calculations for floating-roof tanks?
- 24. *Combustion sources:* Were the NO<sub>x</sub> factors and annual aggregate heat inputs reported on the EIQ?
- 25. For VOC sources controlled by a combustion device, did you report the combustion emissions (NO<sub>x</sub>, CO, SO<sub>2</sub> and PM) at the combustion source path and the undestroyed VOC emissions at the VOC source path?
- 26. Have you included thorough supporting documentation for all sources? (See Chapter 1 for more details.)
- 27. Have you included vendor data and stack test results where applicable?
- 28. Have you included plot plans and/or process flow diagrams?