

# CHECKLIST

Use this checklist to ensure you have submitted the required information with your emissions inventory and to avoid some common mistakes.

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

# 2014 Emissions Inventory Checklist

<input type="checkbox"/>	1. If the EI or plant contact information changed, did you update that information on page 2 of the EIQ?
<input type="checkbox"/>	2. Did you include criteria emissions totals on page 3 of the EIQ?
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	5. Did you sign and complete the “Signature of Legally Responsible Party” section on page 4 of the EIQ?
<input type="checkbox"/>	6. Did you experience a significant change in emissions from the previous EI? If so, explain the reason for the change in your cover letter.
<input type="checkbox"/>	7. If you are adding structure using paper forms, did you submit the appropriate forms, including facility, emission point, abatement device, and path forms? Does the EIQ structure follow the examples provided in this manual?
<input type="checkbox"/>	8. Did you review all facility, emission point and abatement device parameters and complete any blank fields? Have you updated all the values to the current year’s values?
<input type="checkbox"/>	9. Are the seasonal operating percentages for each facility reported in whole numbers that add up to 100?
<input type="checkbox"/>	10. Did you indicate the status date for each facility status change?
<input type="checkbox"/>	11. For large sources, were VOC emissions speciated to 90 percent? A large source is defined as one that emitted 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.
<input type="checkbox"/>	12. Were HAPs and toxics speciated at or above 0.1 tpy for all sources?
<input type="checkbox"/>	13. Were lead and mercury emissions reported at 0.001 tpy or greater for all sources?
<input type="checkbox"/>	14. <i>Cooling Towers:</i> 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?
<input type="checkbox"/>	15. <i>Cooling Towers:</i> Have you indicated whether the cooling towers are in HRVOC service?
<input type="checkbox"/>	16. <i>Equipment Leak Fugitive Areas:</i> Are you submitting a Fugitive Data Form for each fugitive area emitting more than 5 tons of VOC emissions?
<input type="checkbox"/>	17. <i>Equipment Leak Fugitive Areas:</i> Are you using correlation equations to determine emissions from monitored components? Applying reduction credits to average factors is not acceptable for monitored components.
<input type="checkbox"/>	18. <i>Flares:</i> Have you indicated whether the flare is in HRVOC service?
<input type="checkbox"/>	19. <i>Flares:</i> When reporting your average flow rate, did you use the correct units (Mscf/minute)?
<input type="checkbox"/>	20. <i>Storage tanks:</i> Did you complete the “Hot product (Y/N)” and “Heated tank (Y/N)” characteristics? Account for tanks that store hot products or are heated in your emission calculations, according to Technical Supplement 6.
<input type="checkbox"/>	21. <i>Storage tanks:</i> Was the actual vapor pressure used to calculate emissions, rather than TANKS defaults?
<input type="checkbox"/>	22. <i>Storage tanks:</i> Were flash losses accounted for in the emission calculations for fixed-roof tanks? Consult Technical Supplement 6 for updated guidance on approved methodologies.
<input type="checkbox"/>	23. <i>Storage tanks:</i> Were landing losses accounted for in the emission calculations for floating-roof tanks?
<input type="checkbox"/>	24. <i>Combustion sources:</i> Were the NO <sub>x</sub> factors and annual aggregate heat inputs reported on the EIQ?

## Checklist

- 25. *Engines*: Is VOC speciation for engines calculated in accordance with the procedures beginning on page A-9?
- 26. 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?
- 27. Have you included thorough supporting documentation for all sources? Does the supporting documentation include summary tables containing the essential information for calculating emissions? (See Chapter 1 for more details.)
- 28. Have you included vendor data and stack test results where applicable? Are emission factors explained in the supporting documentation? Do the emission values in the EIQ match the supporting documentation? Do values of parameters shown in the EIQ or used in the calculations (e.g., stack parameters, throughputs, operating hours, emissions factors) match the supporting documentation?
- 29. Have you included plot plans and process flow diagrams, as needed?
- 30. If EE or MSS activity numbers are shown in the EIQ, are the corresponding emissions in the EIQ? Similarly, if there are emissions for EE or MSS in the EIQ, are the corresponding activity numbers complete?
- 31. Are ozone season emissions for both continuous and intermittent sources calculated correctly? (See Chapter 4 for more details.)
- 32. Have you addressed technical issues raised in the previous correspondences?
- 33. Do input parameters used in software runs (e.g., tank software) match the parameters in the EIQ?
- 34. Are the site centroid and individual EPN coordinates correct?
- 35. Are all determination-methodology codes in the EIQ correct?

