

**Account Information**TCEQ Emissions Inventory Year 11**SAMPLE FORM**

<b>Company Name:</b> <sup>1</sup> Johnson Gas Company		<b>TCEQ Air Account Number:</b> <sup>2</sup> HG6789X	
<b>Company Role (Mark one):</b> <sup>3</sup> <input type="checkbox"/> Owner <input type="checkbox"/> Operator <input checked="" type="checkbox"/> Both		<b>Customer Reference Number (CN):</b> <sup>4</sup> CN998877665	<b>Regulated Entity Reference Number (RN):</b> <sup>5</sup> RN123456789
<b>SITE INFORMATION</b>			
<b>Status:</b> <sup>6</sup> <input type="checkbox"/> New Point Source    OR <input checked="" type="checkbox"/> Merger If merger, provide the other site's TCEQ Air Account number: <u>HX0000Z</u>		<b>Point Source Type:</b> <sup>7</sup> <input checked="" type="checkbox"/> Stationary <input type="checkbox"/> Portable	
<b>Site Name:</b> <sup>8</sup> Creek Compressor Station		<b>Location Description:</b> <sup>9</sup> Two miles southwest of Corbin on FM 2345	
<b>Near City:</b> <sup>10</sup> Houston		<b>County:</b> <sup>11</sup> Harris	<b>ZIP Code:</b> <sup>12</sup> 78943
<b>CENTROID GEOGRAPHICAL COORDINATES</b>			
<b>Latitude and Longitude</b> <sup>13</sup> in NAD of 1983		<b>UTM Coordinates</b> <sup>14</sup> in NAD of 1983	
Latitude ____ deg ____ min ____ sec	Longitude ____ deg ____ min ____ sec	OR	Zone <input type="checkbox"/> 13 <input checked="" type="checkbox"/> 14 <input type="checkbox"/> 15
			East Meters <u>614005</u>
			North Meters <u>3352377</u>
<b>STANDARD INDUSTRIAL CLASSIFICATION CODES (SIC)</b>			
<b>Primary SIC:</b> <sup>15</sup> <u>1311</u>		<b>Secondary SIC:</b> <sup>16</sup> _____ <b>Business Description:</b> <sup>17</sup> <u>Natural Gas Compression and Transmission Station</u>	
<b>SITE STATUS AND OPERATING SCHEDULE</b>			
<b>Site Status</b> <sup>18</sup> (Mark only one box below) <input checked="" type="checkbox"/> Operational <input type="checkbox"/> Temporarily Shut Down <input type="checkbox"/> Permanently Shut Down <input type="checkbox"/> Planned <input type="checkbox"/> Seasonal <input type="checkbox"/> Under Construction <input type="checkbox"/> NESHAP Demolition <input type="checkbox"/> NESHAP Renovation <input type="checkbox"/> NESHAP Spraying		<b>Operating Schedule:</b> <sup>19</sup> <u>24</u> hours/day <u>7</u> days/week <u>52</u> weeks/year	
		<b>Total Annual Operating Time:</b> <sup>20</sup> <u>8760</u> hours	
<b>Seasonal Operating Percentages</b> <sup>21</sup> (NOTE: Spring % + Summer % + Fall % + Winter % must equal 100%) Spring: <u>25</u> %    Summer: <u>25</u> %    Fall: <u>25</u> %    Winter: <u>25</u> %			

## ***INSTRUCTIONS: Account Information Form***

Complete the **Account Information** form only if this is the first inventory being submitted for the regulated entity. This form requests general account information that allows the EAS to correctly identify air accounts.

1. **Company Name:** The official name of the owner or operator responsible for submitting the emissions inventory.
2. **TCEQ Air Account Number:** The account number as assigned by the TCEQ. If an account number has not been previously assigned, the EAS will assign an air account number based on the location of the regulated entity.
3. **Company Role:** Select whether the company listed is the regulated entity's owner, operator, or both. Mark only *one* box.
4. **Customer Reference Number (CN):** The number that Central Registry assigns to an individual or business that is involved in a TCEQ-regulated activity.
5. **Regulated Entity Reference Number (RN):** The number that Central Registry assigns to a location where a TCEQ-regulated activity occurs. If an RN has not already been assigned, complete a Core Data Form and submit it to Central Registry. Submit a copy of the form with the inventory.
6. **Status:** Choose whether this is a **new to point source inventory reporting**, or whether this regulated entity is merging with another regulated entity. Mark only *one* box. If it is a merger, please indicate the air account number of the other affected site.
7. **Point Source Type:** Specify whether the regulated entity is a **stationary** source, or a **portable** source. Mark only *one* box. A rock crusher or a concrete batch plant is an example of a portable source.
8. **Site Name:** The name of the regulated entity.
9. **Location Description:** The street address or a description of the site's physical location.
10. **Near City:** The city nearest to the site.
11. **County:** The name of the county where the regulated entity is located.
12. The **ZIP Code** of the site's physical location (not the mailing address).
13. The **Latitude and Longitude** of the regulated entity's centroid, in degrees, minutes, and seconds. Use the North American Datum of 1983 (NAD83) coordinates, in whole numbers.
14. **UTM Coordinates:** The Universal Transverse Mercator (UTM) coordinates of the regulated entity's centroid. Use the NAD83 coordinates, in whole numbers.

Either lat/long or UTM coordinates may be entered (only one set of coordinates is required).

**Zone:** Select whether the site is located in UTM zone 13, 14, or 15. Mark only *one* box.

**East Meters:** Enter the six-digit east UTM coordinate for the site.

**North Meters:** Enter the seven-digit north UTM coordinate for the site.

15. **Primary Standard Industrial Classification (SIC):** The four-digit numeric code that best describes the regulated entity's primary operations.
16. **Secondary Standard Industrial Classification (SIC):** The four-digit numeric code that best describes the regulated entity's secondary operations.  
**Business Description:** Describe the primary business conducted at the site.
17. **Site Status:** Pick the site's operating status during the emissions inventory year. Mark only *one* box.
18. **Operating Schedule:** The regulated entity's normal operating schedule during the emissions inventory year. Use only whole numbers (no decimal places). The operating schedule includes—
  - Hours/Day:** The number of hours per day the regulated entity is normally active; from 0 through 24.
  - Days/Week:** The number of days per week the regulated entity is normally active; from 0 through 7.
  - Weeks/Year:** The number of weeks per year the regulated entity is normally active; from 0 through 52.
19. **Total Annual Operating Time:** The regulated entity's total annual operating hours. Use a whole number from 0 through 8,760.
20. **Seasonal Operating Percentages:** The percentage of annual operations that occurred during each "season." For the emissions inventory, "spring" includes March through May; "summer" includes June through August; "fall" includes September through November; and "winter" includes January, February, and December of the same calendar year. Use only whole numbers that add up to 100.