

# EMISSIONS INVENTORY 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 Emissions Assessment Section.

- 1. If the EI contact information changed, did you update the information via the STEERS-AEIR Web-EI reporting system?
- 2. Did you experience a significant change in emissions from the previous EI? If so, explain the reason for the change in your cover letter of your supporting documentation.
- 3. If you are adding structure to the EI, does it follow the examples provided in this manual?
- 4. Did you review all facility, emission point and abatement device attributes and parameters and complete any blank fields? Have all the values been updated to the current reporting year?
- 5. 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.
- 6. Were HAPs and toxics speciated at or above 0.1 tpy for all sources?
- 7. Were lead and mercury emissions reported at 0.001 tpy or greater for all sources?
- 8. 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?
- 9. Cooling Towers: Have you indicated whether the cooling towers are in HRVOC service?
- 10. Equipment Leak Fugitive Areas: Are you submitting a Fugitive Data Form for each fugitive area emitting more than five tons of VOC emissions?
- 11. 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.
- 12. Flares: Have you indicated whether they are in HRVOC service?
- 13. Flares: When reporting your average flow rate, did you use the correct units (Mscf/minute)?
- 14. Storage tanks: Did you complete the “Hot product (Y/N)” and “Heated tank (Y/N)” attributes? Account for tanks that store hot products or are heated in your emission calculations, according to Technical Supplement 6.
- 15. Storage tanks: Was the actual vapor pressure used to calculate emissions, rather than TANKS defaults?
- 16. Storage tanks: Were flash losses accounted for in the emission calculations for fixed-roof tanks? Consult Technical Supplement 6 for guidance on approved methodologies.

- 17. Storage tanks: Were landing losses accounted for in the emission calculations for floating-roof tanks?
- 18. Combustion sources: Were the NO<sub>x</sub> factors and annual aggregate heat inputs reported on the EI?
- 19. Engines: Is VOC speciation for engines calculated in accordance with the speciation procedures outlined in Technical Supplement 1?
- 20. 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 did you report the undestroyed VOC emissions at the VOC source path?
- 21. 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.)
- 22. 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 EI match the supporting documentation? Do values of attributes and parameters shown in the EI or used in the calculations (e.g. stack parameters, throughputs, operating hours, emissions factors, etc.) match the supporting documentation?
- 23. Have you included plot plans and process flow diagrams, as needed?
- 24. If EE or MSS activity numbers were reported, are the corresponding emissions in the EI? Similarly, if there are emissions for EE or MSS in the EI, are the corresponding activity numbers complete?
- 25. Are ozone season emissions for both continuous and intermittent sources calculated correctly? (See Chapter 4 for more details.)
- 26. Have you addressed technical issues raised in the previous correspondences?
- 27. Do input parameters used in software runs (e.g., tank software) match the parameters in the EI?
- 28. Are the site centroid and individual EPN coordinates correct?
- 29. Are all the determination methodology codes correct in the EI?

