



Bob Holden, Governor • Stephen M. Mahfood, Director

DEPARTMENT OF NATURAL RESOURCES

www.dnr.state.mo.us

JAN 02 2003

Dear Sir/Madam:

Enclosed is your 2002 Emissions Inventory Questionnaire (EIQ) packet. The information you supply through the questionnaire helps our office track air quality throughout the state. Included in your packet is a salmon-colored sheet; it outlines recent changes to the EIQ forms and instructions and includes information essential to the EIQ reporting process. Please review this sheet carefully.

Completion of this questionnaire and payment of an annual emissions fee is required by revised rule 10 CSR 10-6.110 "Submission of Emission Data, Emission Fees, and Process Information." The fee is based on \$31.00 per ton of air pollutants emitted from your facility during the 2002 calendar year. Failure to submit a completed questionnaire or to pay the emissions fee is a violation of state law and may subject you to penalties. If your facility did not operate in 2002, please send the Air Pollution Control Program a letter stating that fact. If you operated for only a portion of the year, provide the information for that time period you operated.

Please complete and return the EIQ and the emissions fee to our office before April 1, 2003. In addition to the required emissions data and fee, the submission is not considered complete unless it is signed by an authorized company representative.

We have developed a new emissions inventory system (MoEIS) that allows companies the option of submitting their EIQ online. Please see the insert titled "ONLINE EIQ SUBMITTAL INFORMATION" for further information.

If you need assistance, please contact the Air Pollution Control Program's Technical Support Section at P.O. Box 176, Jefferson City, MO 65102 or by phone at (573) 751-4817 or call the Environmental Assistance Office at (800) 361-4827.

Sincerely,

AIR POLLUTION CONTROL PROGRAM

Leanne J. Tippet
Interim Director

LJT:chb

Integrity and excellence in all we do

Enclosures



IMPORTANT INFORMATION

2002 EMISSIONS INVENTORY QUESTIONNAIRE (EIQ)

- **FEE INCREASE:** The emission fee has been raised from \$25.70 per ton of emissions to \$31.00 per ton. Please take note of this in your fee calculations on Form 3.0.
- **ELECTRONIC SUBMITTALS:** In past years, facilities have been offered the opportunity to submit their EIQ via the EIDES system. With the new Missouri Emission Inventory System (MoEIS) having gone online, we now allow electronic submittals only through MoEIS; submittals via EIDES will not be accepted. Go to <https://www.dnr.state.mo.us/prod/moeis/main/login> for the MoEIS web application.
- **HAZARDOUS AIR POLLUTANT REPORTING:** Form 2.T has been changed in order for companies to be able to report controlled HAP emissions by individual HAP, if different control efficiencies are valid. If different HAP control efficiencies are being reported, they must be specified on Form 2.0C. Please review the HAP list to determine if reporting HAPs is required and if a Form 2.T Hazardous Air Pollutant Worksheet needs to be completed.
- **MAXIMUM HOURLY DESIGN RATES (MHDR):** Please complete this field on Form 2.0. The MHDR may be found through the manufacturer's information on the emission unit, permit limitations, engineering estimates based on the emission unit working at full capacity, or other means.
- **ADDITIONS TO EXEMPT VOC LIST:** If reporting VOCs, please review this list.
- **STACKS:** When entering stack information, complete all the stack parameters, not just height and diameter. Flow rates can be obtained from manufacturer's fan output information in some cases (rated flow rate on the equipment). If a stack exit velocity is known through a test, then the stack cross-sectional area can be multiplied by the velocity to get the flow rate.
- **COMBUSTION UNITS:** A Form 2.1 Fuel Combustion Worksheet must be completed for all combustion units, including generators, if calculations of the maximum hourly design rate are not documented elsewhere.
- **PRE-PRINTED FORMS:** Pre-printed information is helpful for most companies and can sometimes be essential in accurately reporting your data. For your convenience, we may have included a pre-printed Form 1.0 and 2.0 for your facility. Review and verify the data and make all necessary changes.
- **ADDING/DELETING POINTS:** RENUMBERING POINTS IS UNACCEPTABLE for any reason, whether they are existing, new, or you are deleting points. A new point must be given a unique number not previously used. A point may be deleted only if the process equipment has been dismantled. If the process was inoperative during the year, report as before except enter a throughput of zero. If the emissions were below the reporting threshold, just enter the annual throughput.
- **BEFORE RETURNING THE EIQ,** please review each item on the enclosed checklist.

ONLINE EIQ SUBMITTAL INFORMATION

The Missouri Air Pollution Control Program is pleased to announce that companies will be able to submit their 2002 Emission Inventory Questionnaire (EIQ) online, if they so choose. The Environmental Assistance Office will send out an announcement within approximately the next week listing an initial schedule of industry workshops. At these workshops, a CD will be distributed that gives further training on MOEIS. To obtain a copy of the CD, call the Technical Support Section toll-free at (866)663-4748 (or 866-MOEIS4U) to request one. We recommend, however, that a company attend one of the workshops before beginning data entry online.

We hope the Missouri Emissions Inventory System, or MoEIS, will save the regulated community time and resources in completing its annual reporting requirement. To assist industry, we will also offer a toll-free help line to answer questions related to completing the EIQ online. You may call the toll-free number if you have questions once you get started.

In addition, the Emission Inventory Questionnaire (EIQ) forms, worksheets and instructions are available on the Air Pollution Control Program's web page:

www.dnr.state.mo.us/deq/apcp

Click on EIQ Forms in PDF.

REMINDER

Operating Permit Reports

Sources that have applied for or have been issued Basic Operating Permits including dry cleaners must submit an Annual Compliance Certification by April 1st to certify compliance for the previous calendar year.

Sources that have applied for or have been issued Intermediate Operating Permits must submit an Annual Compliance Certification by April 1st to certify compliance for the previous calendar year.

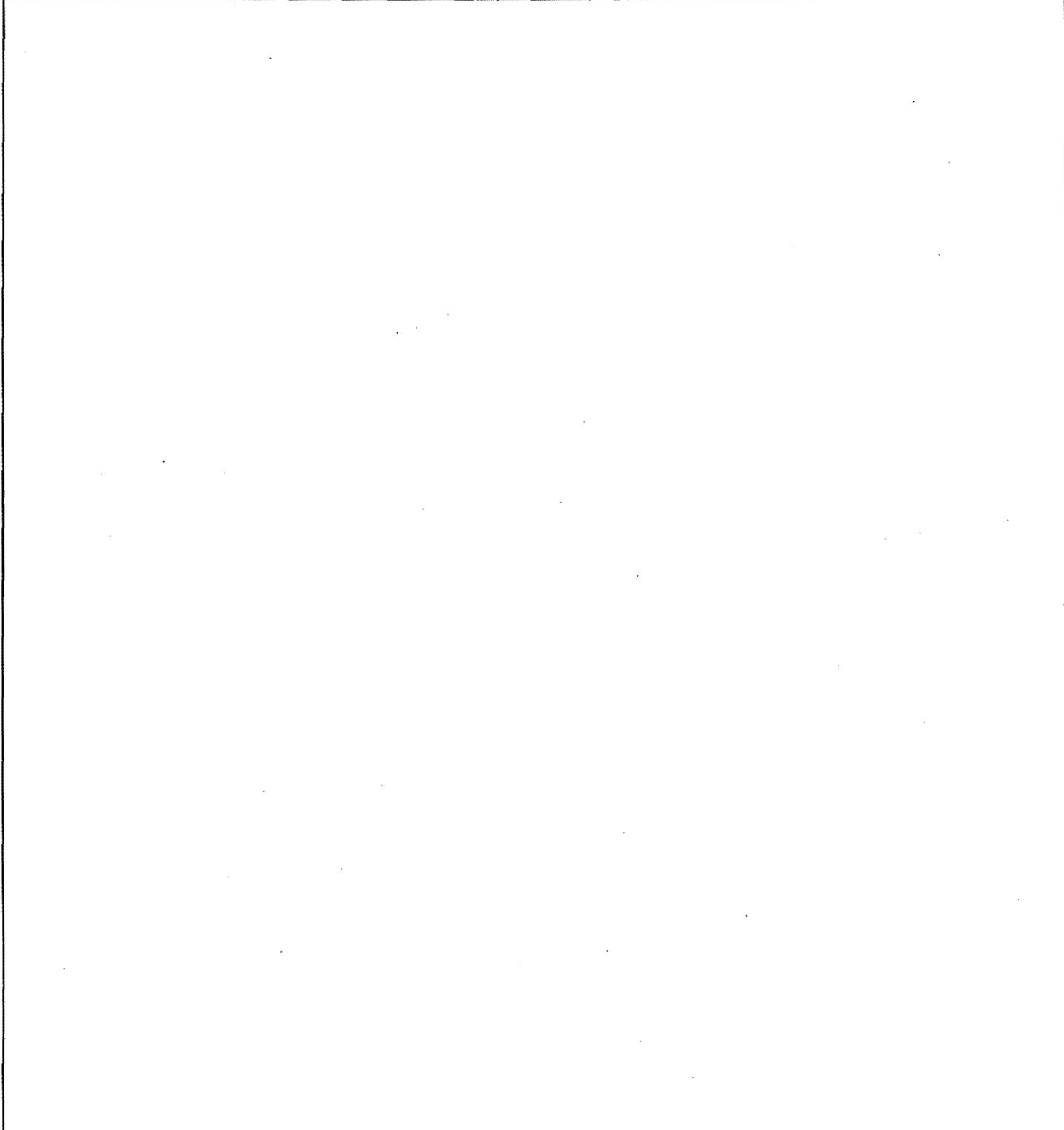
Sources that have been issued Part 70 Operating Permits must submit Semi-annual Monitoring reports by October 1st to certify compliance for the first six months of the current year. They must submit a Semi-annual Monitoring report by April 1st to certify compliance for the last six months of the previous calendar year. They must submit an Annual Compliance Certification by April 1st to certify compliance for the previous calendar year.

**New forms are available on the Internet at
<http://www.dnr.state.mo.us/oac/forms/index.html#Air%20Pollution>**

FORM 1.1 PROCESS FLOW DIAGRAM

Facility Name	FIPS County No.	Plant No.	Year of Data
---------------	-----------------	-----------	--------------

Please use this page or a separate sheet to provide a Process Flow Diagram per the instructions for Form 1.1 in the Instruction Packet. Do not forget to include all processes used in your facility. Make sure to label each process and piece of equipment and provide an identification number for all emission points (including fugitive emissions) and air pollution control equipment. Make sure to use the same identification number throughout the entire EQ.



FORM 2.0 EMISSION POINT INFORMATION

Facility Name				County FIPS No.	Plant No.	Year of Data					
[1] POINT IDENTIFICATION											
Point No.	AIRS ID - Pt	SIC Code	Point Description								
Source Classification Code (SCC)		Emission Factor Units	Number of SCCs Used with this Point			Seq. No.					
SCC Description											
[2] STACK/VENT PARAMETERS											
Stack No.	AIRS ID - St	Height (Ft)	Diameter (Ft)	For a non-circular stack: Diameter = $(1.128A)^{1/2}$ (A = Cross Sectional Area in sq. feet)							
Temperature (F)	Velocity (Ft/Min)	Flow Rate (Cu Ft/Min)		List other points sharing this stack.							
[3] AIR POLLUTION CONTROLS											
Device No.	Device Code	Description of Control Device	Capture Efficiency (%)	Control Device Efficiency (%)							
				PM10	SOx	NOx	VOC	CO	Lead	HAPs	
[4] OPERATING RATE/SCHEDULE											
Annual Throughput		Units	Hours/Day	Jan-Mar (%)		Apr-Jun (%)					
			Days/Week								
Maximum Hourly Design Rate		Units/Hr	Weeks/Year	Jul-Sep (%)		Oct-Dec (%)					
EMISSIONS CALCULATIONS											
Source of Emission Factor - (List below in [6])				AP 42/Other Reference	[5] List other worksheets.						
1 CEM 3 Mass Balance 5 Other # Worksheet Number 2 Stack Test 4 AP-42 or FIRE 6 Eng Calc (Please identify worksheet)											
Air Pollutant	[6] Source	[7] Emission Factor (Lbs/Unit)	[8] Ash or Sulfur (%)	[9] Overall Control Efficiency (%)	[10] Actual Emissions (Tons/Yr)	Maximum Hourly (Lbs/Hr)	Potential Controlled (Tons/Yr)	Potential Uncontrolled (Tons/Yr)			
PM10											
SOx											
NOx											
VOC											
CO											
Lead											
HAPs											

FORM 4.0 FINANCIAL COST ESTIMATE

Facility Name	FIPS County No.	Plant No.	Year of Data
---------------	-----------------	-----------	--------------

The Missouri Air Law, Chapter 643 requires a financial cost estimate. The cost estimate is an evaluation of any additional costs of doing business attributable to the federal Clean Air Act, as amended.

Please calculate the cost and expenses incurred to complete the Emission Inventory Questionnaire (EIQ), including the calculation of emission fees. If you hired an outside consultant, please include the time and money charged to your company. Also include any cost incurred if you installed air pollution control equipment, any additional monitoring or testing expense or any additional personnel costs incurred to comply with the Missouri Air Law and the federal Clean Air Act, as amended.

PLEASE BE SURE TO USE THE CODES. SEE INSTRUCTIONS FOR LISTS.

Category Reporting	CODE for Personnel or Equipment	Total Number of Hours Required	Cost per Hour	Total Cost
[1] EIQ reviewed and completed by Company Personnel (Engineers, Technical Specialists, Others)				
[2] EIQ completed by outside Engineering Consultants				
[3] Pollution control equipment, monitoring, or testing (Please list items separately)				
[4] Estimate of the number of jobs added to implement the federal Clean Air Act, as amended				
[5] Personnel and other costs associated with complying with the Clean Air Act, as amended, which have not been included above (Please list items separately)				
TOTAL				

Remarks