



OVERVIEW OF EIQ FORMS

The Emissions Inventory Questionnaire, or EIQ, consists of required forms and supplemental worksheets. Worksheets are process specific and required only if a facility has the applicable process. As one of the first steps to completing the EIQ, be sure to review this overview section to determine which forms are applicable to your emissions report.

Electronic versions of each form are available in PDF format. To access these documents, please visit the following Web site and look for the section titled, "Emission Inventory Questionnaire":

www.dnr.mo.gov/env/apcp/MoEIS/emissionsreporting.htm

The structure of the EIQ should match the permit structure for the facility.

This structure includes the emission units, flow paths, emission factors, control efficiencies, and other assumptions reflected in the permit. If there is a change from the permitted parameters, it must be documented and could trigger a permit modification.

There are four local air pollution control agencies in Missouri that have jurisdiction over sources in their areas. The four are City of St. Louis, St. Louis County, City of Kansas City (which includes parts of Clay, Jackson, and Platte counties) and City of Springfield (parts of Greene County). If your facility is located in one of the local air agency jurisdictions, please contact the appropriate agency for EIQ forms and EIQ related questions. Your local agency may have different regulations and reporting requirements.

The pollutant reporting level for each emission unit varies by the pollutant: the reporting level is 876 lbs. or more of PM₁₀, VOC, PM_{2.5}, or NH₃; 2000 lbs. or more of NO_x, SO_x, or CO; or exceeds HAP thresholds. HAPs are separated into two groups or categories with different emission unit level reporting thresholds based on the toxicity of the specific HAP chemical. The first group (Category 1) consists of a small set of the most hazardous or toxic chemicals that have an annual emission unit reporting level of **20 pounds** or more emitted per year. If a total of 20 lbs. or more of Category 1 HAPs is emitted from an emission unit, then **all** HAP emissions must be reported from that unit. All other HAP chemicals are in the second group (Category 2) with an annual **emission unit reporting level of 200 pounds** or more emitted per year. If the total of all Category 2 HAPs emitted at a unit exceeds 200 lbs. or more, then all HAP emissions must be reported for the unit on a Form 2.T. Also remember, when reporting a HAP, such as PM₁₀ or VOC, the emissions are subject to **HAP** reporting thresholds. For more information, check the definition of Reporting Level in the *Glossary of EIQ Terms* also located on the Web site shown above.

If the unit is not reportable, i.e., the emissions are below the respective reporting level, a Form 2.0 is not needed for that particular unit; however, the unit must be indicated on EIQ Form 3.0 Emissions Fee Calculation Form.

Total Suspended Particulate, or TSP, emissions are not to be reported, as TSP is no longer a criteria pollutant.

If there are forms in your packet that do not require your submittal; please **DO NOT RETURN** the unused forms. In addition, since there have been minor changes on some forms, please do not

use any forms from previous years. See the date on the form to ensure that you are using the appropriate version.

The information provided in the returned EIQs will have a number of uses. The most obvious are to calculate emissions and determine fees. Other uses include meeting and/or monitoring permit requirements, providing data for modeling studies and providing an indication of air quality within the state.

The following list shows each EIQ form and includes a brief description:

Form 1.0 GENERAL PLANT INFORMATION
(Required for all facilities.)

This form includes general plant information, plant-wide emission totals, and a signature section certifying that the submitted information is accurate and complete.

Form 1.0DS SUBMISSION OF REVISED EMISSION TOTALS AND ADDITIONAL FEES OWED

This form is used if a company has over-reported or underreported its emissions, and the required emission fee must be revised.

Form 1.1 PROCESS FLOW DIAGRAM

This form outlines the facility's processes and emission units in a flow chart format. The process flow diagram identifies all processes, air pollution emission units, and air pollution control devices for a facility. Submit only if there have been changes.

Form 1.2 SUMMARY OF EMISSION UNITS AND RELATED PROCESSES
(Required for all facilities.)

This form lists all emission units and associated processes identified on the Process Flow Diagram.

Form 2.0 EMISSION UNIT INFORMATION
(Required for all facilities.)

This form is the **main emissions reporting form**. The actual emissions from a unit are recorded on this form. A separate Form 2.0 must be completed for each emission unit listed on Form 1.2. Some emission units may need more than one SCC (Source Classification Code); an example is a boiler burning two fuels. If this is the case, please indicate both SCCs on Form 1.2 and complete a Form 2.0 for each additional SCC under the same emission unit. **Use the permit as a guide for consistency of structure and nomenclature of the emission units.**

Form 2.0C CONTROL DEVICE INFORMATION
(Required only if there are control devices at an emissions unit.)

This form provides control device information when there is a control device operative at an emission unit, or if a facility reports separate control efficiencies for different Hazardous Air Pollutants. A separate Form 2.0 must be completed for each emission unit, with an accompanying Form 2.0C that details control device information for each unit. **Use the permit as a guide for consistency of structure and nomenclature of the control devices.**

FORM 2.0L LANDFILL INFORMATION
(Required only if facility has or is a landfill.)

This form is used along with the Form 2.T to calculate the Methane, Non-Methane, and HAP emissions from an operating or closed landfill. An EIQ for a landfill is not required if it accepted no waste after November 8, 1987. Form 2.0L, "Landfill Worksheet", as well as the instructions; have been revised from previous years. It now utilizes a spreadsheet to assist in emissions calculations. A copy of this spreadsheet can be downloaded at:
www.dnr.mo.gov/env/apcp/MoEIS/emissionsreporting.htm

Form 2.0S STACK/VENT INFORMATION
(Required only if emissions are released from stacks/vents.)

This form provides stack information for units where emissions from a process enter the ambient air through **one** or more stacks/vents.

FORM 2.0Z OZONE SEASON INFORMATION FORM
(Required only of certain facilities within the St. Louis Nonattainment Area.)

The applicable area consists of St. Louis, St. Charles, Franklin and Jefferson Counties and St. Louis City. A facility within this geographical area is required to submit Form 2.0Z if 10 tons or more of VOC, NO_x or CO are emitted annually.

Form 2.1 FUEL COMBUSTION WORKSHEET

This form is used to describe the combustion equipment, fuel usage, and the calculations associated with combustion processes.

Form 2.2 INCINERATOR WORKSHEET
(Required of all facilities with an on-site incinerator.)

This form is used to describe the incinerator, list the waste material(s) incinerated, and report the annual waste material throughput. A separate Form 2.2 is required for each incinerator.

Form 2.3 VOC PROCESS MASS-BALANCE WORKSHEET
(Required only if a mass-balance calculation is used to calculate an emission factor for an emission unit emitting volatile organic compounds (VOCs).)

This form provides documentation of the VOC emission factor determination. A separate Form 2.3 must be filled out for each VOC emission unit for which mass-balance calculations are used to derive an emission factor.

Form 2.4 VOLATILE ORGANIC LIQUID LOADING WORKSHEET
(Required only if a facility needs to calculate the emission factor for petroleum liquid loading into tank trucks, rail cars, and barges.)

This form is **NOT** to be used to calculate emission factors for loading or unloading of material in or out of storage tanks. A separate Form 2.4 must be used for each petroleum liquid loading terminal for which an emission factor is calculated.

Form 2.5 ORGANIC LIQUID STORAGE - FIXED ROOF TANK
Form 2.6 ORGANIC LIQUID STORAGE - FLOATING ROOF TANK

These forms have been eliminated. Use the EPA's TANKS program, which is available at www.epa.gov/ttn/chief/software/tanks/index.html. If the VOC emission factor for a tank has changed since the previous EIQ, submit the brief and detailed output from the TANKS run used to calculate the new factor.

Additional information regarding the calculation of a VOC emission factor from fixed roof storage tanks is given in AP-42 Section 7.1.

Form 2.5L GENERAL LIQUID STORAGE TANK INFORMATION

Form 2.5L is used to report breathing or working loss emissions from storage tanks if either SCC emission factors or the TANKS program factors are applied.

Form 2.7 HAUL ROAD FUGITIVE EMISSIONS WORKSHEET **(Required for all facilities with greater than 100 vehicle miles traveled for all haul roads.)**

This form is used to provide information on haul roads and, if the SCC emission factor is not applied, to document the calculations used to generate a haul road emission factor. If Form 2.7 is used to calculate the haul road emission factor, then the entire form must be completed for that haul road.

The calculations in this form changed in 2007 and will yield a lower emission factor by about a third. Use the new calculation and typically you will be able to use the same factor in future years without completing this worksheet, unless there have been significant changes to the haul road.

Form 2.8 STORAGE PILE WORKSHEET **(Required for any facility with a raw material or finished products stored in an open storage pile located within the plant boundaries.)**

This form is used to provide information on a storage pile and to document the calculations used to determine a storage pile emission factor. If Form 2.8 is used to calculate the storage pile emission factor, then the entire form must be completed for that storage pile.

Typically, the storage pile emission factor from the permit or the last EIQ calculation is acceptable, unless significant changes have occurred since that time.

Form 2.9 STACK TEST/CONTINUOUS EMISSION MONITORING WORKSHEET **(Required only if stack tests or continuous emission monitoring results are used to derive emission factors.)**

This form is used to document emission factor calculations. A separate Form 2.9 must be supplied for each emission unit and pollutant for which stack test or continuous emission monitoring data was used to derive an emission factor.

Form 2.T HAZARDOUS AIR POLLUTANT WORKSHEET **(Required of all facilities that emit more than the specified level of one or more of the HAPs (Hazardous Air Pollutants) chemicals listed in the 1990 revisions to the Clean Air Act.)**

This form is used to provide information on the HAP chemicals emitted throughout a facility. This form is used to separate out and list the individual HAPs that have already been reported as VOC/PM₁₀ emissions. This form may also be used to calculate **unit level** HAP emission factors.

One Form 3.0 is required for all facilities.

Form 3.0 EMISSION FEE CALCULATION
(Required for all facilities unless using one of the alternative forms.)

This form lists and totals the air pollutant emissions determined on each Form 2.0. This form is also used to determine the amount your facility will pay in emission fees to the Missouri Air Pollution Control Program.

Form 3.0 CK EMISSION CALCULATION
(Required for all charcoal kilns facilities.)

Form 4.0 FINANCIAL COST ESTIMATE
(Required for all facilities.)

This form is used to track any additional costs incurred by your facility within the last year to implement the Missouri Air Law or the federal Clean Air Act, as amended.

DRY CLEANER – NON-CHLORINATED AND PETROLEUM BASED SOLVENTS
(Required if facility has a Dry Cleaner on site that uses non-chlorinated solvents and the combined dryer capacity is 84 lbs. or more.)

In most cases, this form will be used instead of the general EIQ for dry cleaners.