



EIQ Form 1.1 Process Flow Diagram Instructions for Form 780-1619

This form is required only if your process flow has changed since you last filed an Emission Inventory Questionnaire, or EIQ, or since your permit was issued. A separate sheet of paper may be used as a substitute for this process flow diagram form. If a substitute sheet is used, please do not return blank copies of Form 1.1. The following directions apply to both Form 1.1 and substitute sheets.

Complete the Facility Name, Federal Information Processing Standard, or FIPS, County Number, Plant Number and Year of Data fields at the top.

A process flow diagram identifies all processes at a facility. A process is a specific function or procedure occurring within the facility that transforms, transports or consumes any solid, liquid or gaseous material. This includes all operations involving manufacturing, material loading and unloading, fuel combustion and any cleanup of equipment or materials. A process flow diagram should describe the interrelationships of all the operations mentioned above. The diagram should also show all emission units and air pollution control devices.

Please construct or provide a clear and concise drawing that describes all processes and emission units within your facility. The facility may provide any existing maps or diagrams in place of the process flow diagram if it lists and labels all the processes and emission units within the facility and clearly indicates process flow. Whichever option you choose, label the diagram as follows:

- Identify each process with an appropriate label descriptive of that operation or the equipment used in that process.
- Identify with an appropriate identification number all emission units from which any air pollutant is emitted in the process. If an existing identification system for the facility is not already in place, number all emission units sequentially, beginning with emission unit number EP01.
- Identify each air pollution control device with an identification number and an appropriate label descriptive of the control device being used with a process. If an existing identification system for the facility is not already in place, control devices should be numbered sequentially, beginning with device CD01.
- The same identification numbers used in the process flow diagram must be used consistently throughout the rest of the EIQ. The same identification numbers should also be used consistently from year to year. Do not re-number emission units if you add or delete a process. A unit may be deleted only if the process equipment has been dismantled. Furthermore, it is recommended that the unit be reported as dismantled on the *Form 2.0 Unit Activity Status* at least once before deletion.

For More Information

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Air Pollution Control Program

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