

Instructions for 2009 Greenhouse Gas Emissions Inventory Reporting for Title V Facilities

Where do I find the calculation spreadsheet?

Facilities may download the Title V calculation spreadsheets from <http://www.iowadnr.gov/air/prof/ghg/ghg.html>

How do I complete the calculation spreadsheet?

There are five tabs on the spreadsheet. All facilities should enter the quantity of each fossil fuel combusted on the first tab; data should be entered on the other tabs if applicable. The tabs and instructions are:

1. Emissions from Throughputs tab:

Fill in the green cells with your facility information and the yellow cells with your 2009 fossil fuel usage. **You are not required to report fuel usage from vehicles.** *Note: this tab is formatted to print out on legal-sized paper.*

Avoid the most common GHG reporting error:

The most common error in GHG reporting is in the units of measure and conversions for natural gas.

- Please report your throughput in million BTU (MMBtu), not million cubic feet (MMcf).
- If you use a value from your fuel report, please enter the MMcf/MMBtu value used in your calculations in the red box (cell L6) on the reporting form. For instance, if your heating bill shows the average monthly value was 1018 MMcf/MMBtu, enter that value in cell L6.
- If you do not have a natural gas supplier bill or report that shows the exact MMcf/MMBtu value, assume that 1 MMcf natural gas = 1050 MMBtu.

2. Emissions from F-Gases tab:

This tab needs to be completed by facilities that emitted hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and/or sulfur hexafluoride (SF₆). Sources of these pollutants include:

- Refrigerants & air conditioning systems (HFCs and PFCs)
- Foam blowing (HFC)
- Aerosols (HFC)
- Fire suppression & explosion protection (HFCs and PFCs)
- Solvent cleaning (HFCs and PFCs)
- Blanketing molten magnesium (SF₆)
- Aluminum recycling (SF₆)
- Thermal/sound insulation (SF₆)
- Spare tires & airplane tires (SF₆)
- Leak checking (SF₆)
- High voltage insulation (SF₆)
- Aluminum smelting (PFCs)

You are not required to report SF₆ emissions from electricity transmission and distribution lines. A list of HFC and PFC chemical names, trade names, and blends is also posted at <http://www.iowadnr.gov/air/prof/ghg/ghg.html>. *Note: this tab is formatted to print out on legal-sized paper.*

3. Emissions from Biomass Throughputs tab:

Fill in the green cells with your facility information. Few emission factors for biomass combustion exist at this time. Please report your throughput and units in the yellow cells anyway, so we may include it in our inventory. If you burn a fuel other than switchgrass or wood, please add additional lines as needed and report the throughput and units. *Note: this tab is formatted to print out on legal-sized paper.*

4. Emissions from CO2 Stack Test Data tab:

This tab needs to be completed by facilities that have had stack tests performed that include CO₂ data. Fill in the green cells with your facility information and yellow cells with any stack test data from tests conducted during 2009. Please add a note to indicate any test results from units combusting biomass.

5. Emissions from CEM Data tab:

This tab needs to be completed by facilities with continuous emissions monitoring equipment. Fill in the green cells with your facility information and yellow cells with your 2009 CEM data. Please add a note to indicate any biomass-combusting units with CEMs.

How do I submit the calculation spreadsheet?

After completion, the spreadsheet can be submitted either one of two ways:

- Electronically (SPARS Web) - Attach electronically to Form 1.0 of your Title V inventory
- Hard Copy - Print and attach to your Title V inventory

All Greenhouse Gas spreadsheets must be submitted by March 31, 2010.

HELP!

For assistance, please contact:

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