

Minor Source Emission Inventory Form Instructions

FORM INSTRUCTIONS: Form INV-1

Only one Form INV-1 (Facility Identification) is required per facility

1) Type of Submittal: Check initial if this is your first submittal for the current emission year. Check supplemental if you are submitting additional information for an emissions inventory which was already submitted for the current emission year.

2) Facility Number: The facility number is a unique number assigned to your plant. It can be found on the mailing you received regarding the emissions inventory reporting requirement. This number has the following format: ##-##-####.

3) Company/Facility Name: Enter the official company name and/or plant designation for the facility submitting the MSEI. This official facility name must be entered the same on every form submitted.

4) Number of State-Wide Company Employees: Check less than or equal to 100 if your company employs less than or equal to 100 people at all facilities combined in the state of Iowa. Check greater than 100 if your company employs more than 100 people at all facilities combined in Iowa.

5) Emission Year: Enter the calendar year for which you are submitting an emissions inventory. Usually, this will be the previous year.

6) Facility Street Address, 7) Facility City, and 8) ZIP Code: The street address is the physical location of the facility not the address of a corporate office where the MSEI may have been filled out.

9) Facility Contact Person: The facility contact is the person most familiar with the operations of the plant and who should answer any questions regarding the MSEI submitted for this particular facility.

10) Facility Contact Phone Number and Facility Contact E-mail Address : The telephone number where the facility contact person can be reached directly and the e-mail address where the facility contact person can be reached directly.

11) Mailing Street/P.O. Box Address, 12) Mailing City, 13) Mailing State, and 14) ZIP Code: The mailing address of the facility.

15) Parent Company/Owner Name: Complete this block with the name of the parent company or owner if another company at a different location owns your company wholly or in part. If there is no parent company at a different location, please leave this block blank.

16) Parent Company/Owner Mailing Address: Enter the mailing address of the parent company or owner if one is identified in Box 15.

17) City, 18) State, 19) Zip Code: Enter the city, state, and zip code of the parent company or owner identified in Box 15.

20) Parent Company Contact/Agent: Enter the name of a person to contact at the parent company or the registered agent for the company.

21) Parent Company Contact Phone Number: Enter the telephone number of the contact, if any is identified in Box 20.

22) Name of Responsible Official, 23) Title of Responsible Official, 24) Signature of Responsible Official, and 25) Date of Signature: Enter the contact information, signature, and date of signature of the company official that is certifying the truth, accuracy, and completeness of the emissions inventory submission.

26) Primary Standard Industrial Classification (SIC): Enter the SIC code number that best describes the type of activity occurring at this facility. The SIC is a four digit number used to identify industries. The first two digits are the “major group” of a facility. For example, major group 20 is “Food and Kindred Products.” The last two digits of the SIC code identify the specific type of facility. Food products that have 43 as the last two digits, for instance, make Cereal Breakfast Foods (SIC code 2043). The Standard Industrial Classification Manual contains all SIC codes and may be available at your local library. SIC codes can also be found at <http://www.osha.gov/pls/imis/sicsearch.html>.

There are times when sources having different major SIC codes may be part of the same facility. *In that case, use the SIC code that is the main one for your operations.* For example, a facility that both makes and prints on cardboard boxes has two SIC codes. It’s primary SIC code is 2653, Corrugated and Solid Fiber Boxes. Since the company does some of its own printing on site, its secondary SIC code is 2754, Commercial Printing, Gravure. List 2653 as the primary SIC code and list 2754 in Box 27.

North American Industrial Classification (NAICS): Enter the NAICS code number that best describes the type of activity occurring at this facility. This is a six-digit number used to identify the type of industry and describe the activity occurring at the facility. This six-digit hierarchical structure allows greater coding flexibility than the four-digit structure of the SIC. The NAICS code may be found at <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2012> or <http://www.naicscode.com/>.

27) Activity Description: Enter a written description of the activity occurring at this facility.

28) Secondary Activities: Enter the SIC and NAICS codes and written descriptions of any secondary activities that may be occurring at the facility (see discussion of secondary activities in #26 above).

29) Plant Location: Enter the plant’s latitude/longitude in degrees to six decimal places. This information may be obtained from your property deed or county plat maps available at your local library or county recorder. If not available, please refer to the latitude and longitude reference websites on page 4 of this instruction booklet. For help converting degrees, minutes and seconds to a decimal, visit <http://transition.fcc.gov/mb/audio/bickel/DDMMSS-decimal.html>. *Note: if you are using SPARS and the latitude/longitude has already been pre-filled by DNR, please do not change the coordinates.*