

## Tips to Avoid Common Mistakes when filling out your MSEI

1. Use the most current reporting forms and instructions.
2. Form INV-6 is intended for facilities to fill out their facility-wide actual emissions for each individual pollutant (remember to list each individual hazardous air pollutant [HAP] rather than grouping them as “Total HAPs). Please use the INV-4 Forms to sum up facility-wide emissions for each pollutant on Form INV-6. Only one Form INV-6 needs to be submitted with the MSEI. The Form INV-6 is only applicable for facilities who submit their MSEI on paper. If you’re reporting electronically, the software will sum the pollutant totals for you.
3. Many HAPs are also Volatile Organic Compounds (VOC’s). List such pollutants as both a HAP and a VOC on Forms INV-4, and INV-6.
4. Only one Form INV-1 is required for a facility’s MSEI submittal.
5. Remember to submit Forms INV-2 for all points, and submit Forms INV-4 for all processes.
6. Use IDNR’s INV-5 form or other tools to show all your calculations. Please include all supporting documentation which was used to estimate emissions. Supporting documentation includes but is not limited to SDS, stack test summaries and reports, AP-42 tables and appendices, mass balance calculations, and any correspondence with IDNR or other air pollution control agencies.
7. If higher control efficiencies are reported than what is given in the Control Efficiency Guidance Document (Appendix C), these control efficiencies must be verified by test data from an EPA-approved method. Please include supporting documentation of the test data which confirms the reported control efficiency.
8. Do not use outdated or old emission factors. The most up-to-date emission factors must be used for accurate emissions calculations. If you are referencing a previous inventory, double-check all emission factors as they may have changed since the last emissions inventory submittal.
9. Make sure PM<sub>2.5</sub> and Ammonia emissions are included where applicable on each Form INV-4. If PM<sub>10</sub> emissions are being reported, remember to also include emissions estimates for PM<sub>2.5</sub>.
10. Use correct units of measure for emission factors and design rates. Units of measure need to correspond between emission factors and the emission unit design rate.
11. Remember to fill out the operating schedule on Form INV-4.
12. Do not report total particulate matter (PM) also commonly referred to as total suspended particulate (TSP). Report only total PM<sub>10</sub> (particulate matter 10 microns or less in diameter) and total PM<sub>2.5</sub> (particulate matter 2.5 microns or less in diameter). Total PM<sub>10</sub> and PM<sub>2.5</sub> emissions are commonly referred to as primary PM<sub>10</sub> and PM<sub>2.5</sub>.
13. Remember to include the small unit exemption justification document for all emission units which meet 567 IAC 22.1(2)“w.” An INV-2 and INV-4 form **does not** need to be filled out for emission units which meet small unit exemption status. Please see page 8 for a complete list of what needs to be included in a small unit exemption justification document.