

# Completing an Inventory Using a Previous Inventory

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Purpose: to help facilities efficiently and correctly submit an inventory using a previous inventory as a guide.

## INV-1

1. Update all contact information and business description as necessary.

## INV-2

1. Confirm that all emission point information is correct. Emission point information can be found in the emission point's permit. Construction permits may be downloaded at <http://www.iowadnr.gov/InsideDNR/RegulatoryAir/ConstructionPermits/PermitSearch.aspx>.
2. If the facility has new emission units or points, please also refer to the [instruction booklet](#), pages 17-26, to complete the inventory.

## INV-3

1. Confirm that all emission factors are current and valid. Update the emission factor source if necessary.
2. Do not use the SCC number 99999999. Contact DNR staff for an alternative.
3. If the unit has received a new permit, make sure the new permit limits have been used to accurately represent potential emission estimates.
4. Special cases:
  - a. Surface Coating: Calculate updated potential emissions by completing a [paint spreadsheet](#) for each paint booth/unit using updated Safety Data Sheets for the coatings used.
  - b. Welding: If the welding wire used since the previous inventory has changed, use the [welding spreadsheet](#).

## INV-4

1. Update the throughput.
2. Update the operating schedule if necessary.
3. Calculate actual emissions based on the updated throughput, ensuring that the emission factors are current.
4. In the case of a paint booth or welding unit, use the spreadsheets referenced above to calculate and report the emission factors and actual emissions.

## INV-6

1. Complete the form using the potential and actual emissions calculated for INV-3 and INV-4.

**For additional assistance, please contact the DNR Emissions Inventory staff:**

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