Tips to Avoid Common Mistakes when filling out your MSEI:

1. Use SLEIS or the most current reporting spreadsheet for your industry type.
2. Do not use outdated or old emission factors.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.
3. Remember to complete data entry for the "Facility," "Release Points," "Control Devices," "Emission Units," and "Unit Processes" buttons.
4. Check the "Summary Reports" in the State and Local Emissions Inventory System (SLEIS) to verify the emissions estimates entered in SLEIS are correct. These reports can be found on the right side of the "Emissions Report" screen for the inventory year you are reporting.
5. Many HAPs are also Volatile Organic Compounds (VOCs). List such pollutants as both a HAP and a VOC when reporting emissions.
6. There are two ways to include calculations for reported pollutants in SLEIS:
    a. Using the comments field for the pollutant
    b. Attach a document using the "Report Attachments" button. Please include all supporting documentation used to estimate emissions. Supporting documentation includes but is not limited to SDS, stack test summaries and reports, AP-42 table citation, mass balance calculations, and any correspondence with DNR or other air pollution control agencies.
7. If reported control efficiencies are higher 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. Make sure $PM_{2.5}$ and Ammonia emissions are included where applicable. If PM_{10} emissions are being reported, remember to also include emissions estimates for $PM_{2.5}$.
9. Use correct units of measure for emission factors and annual throughput. Units of measure need to correspond between emission factors and the annual throughput.
10. Do not report total particulate matter (PM), also commonly referred to as total suspended particulate (TSP). Report only total PM_{10} (particulate matter 10 microns or less in diameter) and total $PM_{2.5}$ (particulate matter 2.5 microns or less in diameter). Total PM_{10} and $PM_{2.5}$ emissions are referred to in SLEIS as PM10-PRI and PM25-PRI.
11. Remember to include the small unit exemption justification documents for all emission units which meet 567 IAC 22.1(2)"w." Process Emissions in SLEIS **do not** need to be filled out for emission units that meet small unit exemption status. Instead, uncheck the checkbox for the process in SLEIS labeled "Process is reported?" Please see pages 4 & 5 for a complete list of what needs to be included in a small unit exemption justification document.