

Creating an Inventory from a Previous Inventory

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 9-14, to complete the inventory.

INV-4

1. Do not use the SCC number 99999999. Contact DNR staff for an alternative.
2. Update the throughput.
3. Update the operating schedule if necessary.
4. Confirm that all emission factors are current and valid. Update the emission factor source if necessary.
5. Calculate new actual emissions based on the updated throughput and emission factors.
6. Special cases:
 - a. Surface Application: Calculate updated actual emissions by completing a [paint spreadsheet](#) for each paint booth/unit using updated Safety Data Sheets for the coatings used.
 - b. Welding: If the type or proportion of welding wire used since the previous inventory has changed, use the [welding spreadsheet](#) to calculate new emission factors and actual emissions.

INV-6

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

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

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