

Form Instructions: Form INV-2

Submit a completed Form INV-2 (Release Point Description) for each release point at your facility.

If the release point in question has a construction permit, most of the information asked for below can be found in the permit.

1. **Company/Facility Name:** Enter the company name as it appears on Form INV-1.
2. **Form INV-2 - page ___of___:** Some companies may need to use multiple Forms INV-2. This box identifies each page of the total number of Forms INV-2 included.
3. **Release Point Identifier:** Enter the identification number your company assigns to this particular stack/vent. Please use the same numbering scheme as any previous MSEI and/or construction permits, and use it consistently throughout the emissions inventory. The **release point** identifier identifies the point where emissions vent to the atmosphere. Release points can include stacks, horizontal vents, building ventilation vents, and fugitive sources such as material storage piles, rock crushers, and volatile liquid storage tanks. Each fugitive emission source should be assigned a separate release point identifier.
4. **Bypass Stack?** If this stack is a bypass stack, check yes. If Yes, for which stacks? List the release point identifier.
5. **Release point Type:** Check the box that best describes the release point.
6. **Release point Description:** Provide a brief description of the release point, i.e. boiler #1 & 2 stack, paint booth #7 wall vent, etc.
7. **Operating Status:** Enter the operating status of the release point during the emissions year. If the release point was operating at any time during the emissions year, please check "Operating."
8. **Operating Status Date:** If the status was entered as temporarily shut down or permanently shut down, please enter the date the shutdown occurred. The status date should be blank if the operating status was entered as operating.
9. **Stack Height Above Ground:** Enter the height from the ground to the top of the stack.
10. **Stack Shape and Dimensions:** Enter the shape of the exit point and the dimensions of the opening in feet.
11. **Temperature:** Enter the temperature of the exhaust stream.
12. **Flow Rate:** Enter the flow rate of the exhaust stream. The flow rate can be obtained from the rating on the exhaust fan. Be sure to enter the values in the same units of measure as already listed on Form INV-2. Refer to Appendix D for guidance on how to convert SCFM to ACFM.
13. **Bypass Stacks:** If there are any bypass stacks or parallel stacks through which air contaminants from this release point may be emitted, enter the bypass stack release point identifier and description.
14. **List of Emission Units Venting Through This Release point:** List the emission unit identifiers for all emission units venting through this release point.

Form Instructions: FORM INV-4

Submit a completed Form INV-4 (Unit Process Description-Actual Emissions) for each emissions process at your facility. If an emission unit has multiple processes, complete a separate INV-4 for each process.

- 1. Company/Facility Name:** Enter the company name as it appears on Form INV-1.
- 2. Form INV-4 page ___ of ___:** A separate Form INV-4 must be completed for each process at your plant. An emission unit is the equipment that produces the air pollution emissions, e.g. boiler, paint booth, generators, welders, haul roads, etc. Since many companies will need to use multiple Forms INV-4, this box identifies each page of the total number of Forms INV-4 included.
- 3. Release Point Identifier:** Enter the release point identifier your company assigns to this stack or vent. This must be the same numbering scheme as used on Form INV-2. Please use the same numbering scheme as any previous MSEI and/or construction permits and use it consistently throughout the emissions inventory.
- 4. Release Point Description:** Provide a brief description of the release point, i.e. boiler #1 & 2 stack, paint booth #7 wall vent, etc.
- 5. Emission Year:** Enter the calendar year for which you are calculating ACTUAL emissions from this emission unit and its processes. Usually, this will be the previous year.

Emission Unit - Actual Operations and Emissions

- 6. Emission Unit Identifier:** Enter the identification number your company assigns to this emission unit. This must be the same numbering scheme as used on Form INV-2 and throughout the emissions inventory. Naming and numbering of release points and emission units should be consistent with any previous MSEI completed and with any construction permits. Please request assistance for help in resolving any numbering or naming inconsistencies. Keep in mind that an emission unit is the specific equipment, e.g. boiler, paint booth, which generates the air pollution emissions and may have multiple processes.
- 7. SCC Number:** Enter the Source Classification Code Number (SCC) that identifies the type of process or activity occurring at this emission unit. The SCC number corresponds to the Description of Process (Box 8) and specific emission factor units of measure (lb/ton, lb/gal, etc.). If you cannot find an SCC number for a process, please contact the DNR for assistance. For a list of SCC codes visit the [Emissions Inventory Tools webpage](#). Scroll down to "Classification Lists and Conversions." Click on "Updated Source Classification Codes - 10/11/19." Ethanol and Biodiesel plants should click on "Ethanol and Biodiesel Source Classification Code (SCC) List." Please do not use "99999999" for an SCC number because it does not accurately classify a process or its emissions.
- 8. Description of Process:** Provide a written description of the process as defined by the SCC number entered in Box 7 above. If an SCC number and corresponding description is not available for this specific process, please provide your best description of the process.

Annual Throughput

- 9. Annual Throughput:** Enter the actual amount of the throughput material (identified in Box 12) that the emission unit processed during the emission year specified in Box 5.
- 10. Throughput Unit of Measure:** Enter the units of measure (tons, gallons, bushels, million cubic feet, etc.) of the annual throughput specified in Box 9.
- 11. Throughput Type:** Enter the type of throughput that was processed for this emissions process. Acceptable values are "Input," "Output," or "Existing." Examples of each are: I (Input) = Paint used in a surface coating process; O (Output) = Ethanol loaded out to fuel trucks; E (Existing) = A storage pile of sand.