

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

1. Use the most current reporting forms and instructions.
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 Do not use outdated or old emission factors.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. Form INV-6 is intended for facilities to fill out their facility-wide actual emissions for each individual air pollutant. If you are submitting using paper forms, please complete only one INV-6 form by totaling the actual emissions reported on the INV-4 Forms and entering them on INV-6. If you're reporting using the State and Local Emissions Inventory System (SLEIS), the sum of the pollutants will be totaled for you.
4. Many HAPs are also Volatile Organic Compounds (VOCs). List such pollutants as both a HAP and a VOC on Forms INV-4, and INV-6.
5. Only one Form INV-1 is required for a facility's MSEI submittal.
6. Remember to submit Form INV-2 for all points, and submit Forms INV-4 for all processes.
7. Use DNR'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 citation, mass balance calculations, and any correspondence with DNR or other air pollution control agencies.
8. 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.
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 annual throughput. Units of measure need to correspond between emission factors and the annual throughput.
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 that meet small unit exemption status. Please see page 5 of the Minor Source Emissions Inventory Instruction Booklet for a complete list of what needs to be included in a small unit exemption justification document.