

**INSTRUCTIONS FOR COMPLETING HAZARDOUS AIR POLLUTANT (HAP) EMISSION
INVENTORY QUESTIONNAIRE**

The purpose of the questionnaire is to obtain information on the status of HAP emission inventory practices by State and local agencies. We request that the questionnaire be answered by your State or local agency's emission inventory coordinator or designated emission inventory staff. Please respond to all questions to the best of your ability and knowledge.

Throughout the questionnaire, you will see references to four separate categories of sources including:

- Major Point
- Area Point
- Area Non-point
- Mobile

The four categories are defined as follows:

Major Point Source: Any source (i.e., a contiguous area under common control) of toxic air pollution that emit or has the potential to emit 10 tons per year of any listed HAP, or a combination of listed HAPs of 25 tons or more.

Area Point Source: Stationary point sources that are not major and thus emit less than 10 tons of a single HAP or less than 25 tons of multiple HAPs.

Area Non-point Source: Sources not included in the point source inventory that emit less than 10 tons per year of a single HAP, or less than 25 tons per year of a combination of HAPs. These sources are reported as non-point source stationary source category aggregates at the county level.

Mobile Source: Mobile sources include both onroad and nonroad mobile sources. Onroad mobile sources are vehicles registered for use on public roadways, and include automobiles, light-duty and heavy-duty trucks, buses and motorcycles. Nonroad mobile sources are mobile and portable internal combustion powered equipment not generally licensed or certified for highway use (e.g., lawn and garden equipment, construction equipment, aircraft, and locomotives).

We recognize that all State/local agencies may not compile and report HAP emission inventories according to the above source categories. If you cannot use the four categories we have proposed, please define categories that are as similar as possible, and use your redefined categories in place of ours through out the survey. Please specify below a definition of your revised categories.

HAP EMISSION INVENTORY QUESTIONNAIRE

I. GENERAL INFORMATION

First Name
Last Name
Job Title
Area of Responsibility
Organization
Telephone Number
Fax Number
E-Mail Address
Web Site

In general, do you agree that EPA should propose HAP emission inventory reporting requirements for State and local agencies?

Yes
No

Comments:

NOTE: Your response will not be viewed as the final official position of your State or locality. You will have an opportunity to express an official position in response to a formal proposed rule by EPA.

II. EMISSION INVENTORY STATUS

A. Has your agency completed an emission inventory that includes any or all of the 188 HAPs as listed in the CAA?

Yes
No

B. If your answer to II.A is Yes, is the HAP inventory data collected by your agency based on a statutory requirement, or is it based on voluntary submittal? (please select one)

Statutory requirement
Voluntary

C. If your answer to II.A is No, is your agency planning to begin an emission inventory process that includes HAPs in the near future?

Yes
No

D. If your answer to II.C is Yes, when does your agency expect to complete a HAP inventory?

III. YOUR AGENCY'S CURRENT HAP EMISSION INVENTORY

A. Please select the categories below for which your agency has a HAP emission inventory.

Major Point
Area Point
Area Non-point
Mobile

B. How many HAPs are included in the inventory for the following categories?

Major Point _____
 Area Point _____
 Area Non-point _____
 Mobile _____

C. How are the HAPs identified in the inventory?

Chemical Abstract Registry Service (CAS) number
 Pollutant name (as specified by Material Safety Data Sheet (MSDS))
 Pollutant name (as specified by American Chemical Society)
 Pollutant name (as specified by Clean Air Act)
 Other, please specify

D. How many counties are in the overall area of your agency's responsibility?

E. How many counties are covered by the HAP inventory for the following categories?

Major Point _____
 Area Point _____
 Area Non-point _____
 Mobile _____

F. How many facilities are/would be represented in your agency's HAP point source emission inventory?

Major Point _____
 Area Point _____

G. At what data level are HAP emissions reported for point sources in your inventory? (select all that apply)

Release Point (Emission Point)
 Emission Unit
 Site
 Other, please specify

H. How does your agency estimate HAP emissions from point sources?

(select all that apply)
 Applying HAP emission factors to activity or throughput data
 Obtaining VOC and PM emissions and applying HAP speciation profiles
 Obtaining actual speciated HAP emissions
 Other, please explain

I. Please briefly describe the *de minimus* point source inventory reporting thresholds established by your agency.

J. At what time intervals does your agency (plan to) update the HAP emission inventory? (please indicate for each category)

			A r e a N o-n o i n t	M o b i l e
O n g o i n g				
A n n u a l l y				

E v e r y 2 y e a r s				
E v e r y 3 y e a r s				
N o t R e g u l a r l y				
O t h e r				

Comments:

- K. How current is your HAP emission inventory? For each category, please use the table below to indicate the latest year and include a "C" if an inventory is complete, or a "W" if an inventory is being worked on, but is not yet complete.

	M a j o P o i n t	A r e a	P o A i r r e a N o - p o i n t	M o b i l e
2 0 0 0				
1 9 9 9				
1 9 9 8				
1 9 9 7				
1 9 9 6				
1 9 9 5				
O t h e r (i n d i c a t e y e a r o r N / A)				

Comments:

- L. On what temporal basis are the HAP emissions data available? (please indicate for each category)

	M a j o P o i n t	A r e a	P o A i r r e a N o - p o i n t	M o b i l e
H o u r l y				
D a i l y				
M o n t h l y				
S e a s o n a l l y				
A n n u a l l y				
O t h e r (p l e a s e e x p l a i n , o r i n d i c a t e N / A)				

Comments:

M. On what geographic/political boundaries are the HAP emissions data available? (please indicate for each category)

	M a j o r P o i n t	A r e a	P o i n t	A i m e d M o b i l e
L a t i t u d e / L o n g i t u d e				
Z I P C o d e				
C e n s u s T r a c t				
T r i b e				
C o u n t y				
T o w n s h i p				
N o n a t t a i n m e n t A r e a				
M e t r o p o l i t a n S t a t i s t i c a l A r e a				
C o n s o l i d a t e d M e t r o A r e a				
S t a t e				
O t h e r (p l e a s e e x p l a i n)				

Comments:

N. Has your agency provided any HAP data to EPA for the National Toxics Inventory (currently referred to as the National Emissions Inventory)?

Yes
No

O. If your answer to III.M is Yes, please specify year(s).

1996 ____
1999 ____

IV. TOOLS/GUIDANCE

A. If your agency has not developed a HAP inventory, what is the status of your effort?

- Need guidance on developing and implementing a methodology
- Developed a plan/methodology
- Implementing a methodology

B. Please select the statement below that applies to your HAP emission inventory efforts.

- Our agency has all of the tools (e.g., activity data, emission factors, software) necessary to develop a HAP emission inventory.
- Our agency needs additional tools to develop a HAP emission inventory.
(please specify the most critical tools needed [i.e., no more than 3])

C. What are the most important source categories (i.e., no more than 10) that your agency cannot include in a HAP inventory because of a lack of emission factors or activity data?

C a t e g o r y	P o l l u t a n t (s)	E m i s s i o n F a c t o r o r A c t i v i t y L a c k i n g ?

D. What kind of computer software/data formats does your agency use for HAP emission inventory related work? (select all that apply)

- Lotus
- Excel
- Quattro Pro
- Access
- Paradox
- dBASE/FoxPro
- Oracle
- Arcview
- Arcinfo
- None
- Other, please specify

- E. What emissions models do/will your agency use for HAP emission inventory related work? (select all that apply)

Chemdat 8

LandGEM (Landfill Gas Emissions Model)
MOBILE 5/6 (Mobile Source Emissions Model)
MOBTOX
NONROAD model
PART 5 (Highway Vehicle Particulate Emission Factor Model)
SIMS (Surface Impoundment Modeling System)
TANKS

Water 8

Other (please specify)

- F. Can your agency submit HAP data to EPA in the current (V2.0) National Emission Inventory Input format?

Yes

No

- G. What type of quality assurance practices on emission inventory information do you employ? (select all that apply)

Missing data values
Statistical checks
Inter-pollutant comparisons
Calculation checks
Format checks
Geographic and spatial allocation checks (e.g., using GIS)
Reasonableness checks
Peer review
Outlier screening
Other (please specify)

- H. Is your agency aware of EPA's new QA/QC tool for the NIF V2.0?

Yes ____

No ____

- I. If your answer to IV.I is Yes, does your agency plan to use the EPA NIF V2.0 QA/QC tool?

Yes ____

No ____

V. BURDEN/COST

NOTE: The following questions request estimates of annual burden to perform activities associated with collecting and reporting HAP emissions data. If possible, please separate out the burden according to one-time (i.e., start-up) activities, and recurring activities. Please provide burden estimates in terms of labor hours or full-time equivalent staff (FTEs). FTEs may correspond to either agency or contractor staff. For the activity "Establish Data Reporting System," any capital or recurring costs associated with database purchase and maintenance should be specified as well.

Please fill out questions A through C below as they apply to your agency:

- A. If your agency already develops emissions data for all 188 HAPs, please use the following table to provide estimates of the annual burden for performing the listed activities.

	C o l l e c t a n d H A P D a t a	Q C A o / r Q p i l l e n D v a t r	R e p o r t D a t a	t o s e a b A l i s h R e p o r t i n g	D a t a S y s t e m
O n T e i m e					
R e c u r r i n g					

- B. If your agency is collecting data for less than the 188 HAPs as defined by EPA, please use the following table to provide estimates of the annual burden for performing the listed activities (i.e., for the HAP data that you are currently collecting).

	C o l l e c t a n d H A P D a t a	Q C A o / r Q p i l l e n D v a t r	R e p o r t D a t a	t o s e a b A l i s h R e p o r t i n g	D a t a S y s t e m
O n T e i m e					
R e c u r r i n g					

- C. If your agency is collecting data for less than the 188 HAPs, please use the following table to provide an estimate of the annual incremental, or additional, burden for performing the listed activities for the full 188 HAPs.

	C o l l e c t a n d H A P D a t a	Q C A o / r Q p i l l e n D v a t r	R e p o r t D a t a	t o s e a b A l i s h R e p o r t i n g	D a t a S y s t e m
O n T e i m e					
R e c u r r i n g					

- D. Please list any changes in the level of effort that you expect to expend on HAP inventories within the next year.

VI. USES OF DATA

- A. How does/will your agency use the HAP information that is collected?
(select all that apply)

To implement a state/local toxics program
Trends tracking/emission reduction analyses
Determine fees based on emissions
Develop operating permits
Emissions trading
Establish baseline emissions
Freedom of Information Act responses
State/local modeling
Multi-state modeling
Risk assessment/characterization
Other: Explain

- B. Once the HAP emission inventory data that your agency collects is submitted to EPA, do you know how the information are to be used?

Yes
No

- C. How important is it to your organization to work with other agencies to establish multi-state HAP emission inventories? (select only one)

Very important
Important
Somewhat important
Not very important