



Year 2011

Air Quality Division

*ANNUAL AIR EMISSIONS INVENTORY QUESTIONNAIRE  
For Minor Sources*

The 2011 Annual Emissions Inventory Questionnaire includes 4 forms that are required to be completed and submitted to the Air Quality Division. Instructions for each form are included below. Upon completion, submit all forms along with the signature by the Responsible Official of the facility within 90 days of receipt of a letter from the Department to the address below.

**FORM 1: Facility General Information**

Complete all information as requested.

**FORM 2: Equipment, Stack & Location Data**

Equipment Data: List all of the permitted equipment operated. Indicate, if not available.  
Stack Data: Provide the information of each stack.  
Location Data: If the portable equipment was moved from one location to another, list the dates, the cities & counties, the latitude & longitude or address/driving directions.

**FORM 3: Emissions Data – Point & Fugitive Emissions**

Enter the equipment id, annual process rate or design capacity, hours of operation, pollutants, control device and control efficiency, emission factor, emission factor reference (AP-42 11.2.3 1997) and actual emissions totals. If the hours of operation are unknown for fugitives, enter 8760 as the worst case estimates.

**FORM 4: Summary**

Summarize all of the emissions by each pollutant and enter the total value. All reports submitted to the Department should be certified true and accurate by the responsible official of the facility. This person is the owner or operator of the facility. **If there is a change of the Responsible Official of the facility, please notify the Department with an additional letter stating the change.**

If you have any question or have difficulty completing this form, please contact Darlene Celaya at (602) 771-7662. Remember to make photocopies of the completed questionnaire prior to mailing for your records/reference. Please mail the emission inventory questionnaire form to the following address:

**Arizona Department of Environmental Quality  
Attention: Darlene Celaya, Emissions Inventory Team  
Air Quality Division, Compliance Section 3415A-3  
1110 West Washington Street  
Phoenix, AZ 85007**

**FORM 1: FACILITY GENERAL INFORMATION** **Year: 2011**

**SECTION I: *Plant Identification & Mailing Information***

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Company Name: \_\_\_\_\_

Place Name: \_\_\_\_\_ Place ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

County: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

LTF #/Permit #: \_\_\_\_\_ Facility Type: \_\_\_\_\_

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**SECTION II: *Emission Inventory Contact***

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Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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**SECTION III: *Confidential Request***

*Pursuant to Arizona Revised Statutes §49-432 and §49-201, do you claim the Emissions Inventory data submittal confidential. If yes, include which portions of the inventory are confidential along with a brief explanation:*

\_\_\_\_\_ Yes  
 \_\_\_\_\_ No

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**FORM 2: EQUIPMENT, STACK & LOCATION DATA**

**Equipment Data**

Equipment Type	Equipment ID	Design Capacity & Units	Hours of Operation	Control Device

**Stack Information**

	Stack #1	Stack #2	Stack #3	Stack #4
Equipment Name				
Height (feet)				
Diameter (feet)				
Velocity (feet/second)				
Exhaust Gas Temperature (F)				
Flow Rate (actual cubic feet per minute)				

**Location**

Date		City & County of Operation	Latitude	Longitude	Address or Driving Directions
From	To				



**FORM 4: SUMMARY & CERTIFICATION****Year: 2011****Summary** - Total all the emissions for each pollutant and enter in the table below

Pollutant	Tonnage (tons per year)
Particulate Matter (PM)	
Particulate Matter less than 10 microns (PM10)	
Nitrogen Oxides (NOx)	
Sulfur Oxides (SOx)	
Volatile Organic Compounds (VOC)	
Carbon Monoxide (CO)	
Lead (Pb)	
Hazard Air Pollutants (HAPs)	

*Certification of Truth & Accuracy*

*I certify that I have knowledge of the facts set forth in this questionnaire, and that the same are true, accurate and complete to the best of my knowledge and belief, and that all information not identified by me as confidential in nature shall be treated by the Arizona Department of Environmental Quality as public record.*

 Signature of Responsible  
 Official:

Date:

Print Name:

Title: