*Have you included . . .*

**Form INV-1 Facility Identification**

* The number of state-wide company employees (less than/equal to or greater than 100)
* Your facility contact person’s address, phone number, and e-mail address
* Your facility latitude and longitude
* Your responsible official signature
* Your six digit North American Industry Classification System (NAICS) code

**Form INV-2 Release Point Description**

* Release point forms for all emission units

**Form INV-4 Unit Process Description – Actual Emissions**

* The annual throughput for each unit process
* The actual operating schedule
* Multiple forms if more than one process is occurring at the emission unit (for example, a boiler that burns both natural gas and fuel oil or a grain dryer that dries grain and burns natural gas)
* PM-2.5 and Ammonia emissions where applicable

**Form INV-5 Calculations**

* All safety data sheets, if applicable
* For paint booths, a list containing the amount of each paint and solvent used
* All calculations shown in full, including engineering estimates

**Form INV-6 Facility-Wide Actual Emissions**

* Multiple forms if needed for additional pollutants
* Total actual emissions for each pollutant being emitted at the facility
* Does the facility-wide actual emissions for each pollutant on INV-6 match the total for each pollutant on all INV-4 forms?

**Form CB-1 (For Stationary Concrete Batch Facilities Only)**

* The batch plant type check box (truck or central)?
* Is your facility a stationary concrete batch plant?
* The actual cubic yards of concrete produced in 2016?

**Other Reminders**

* Are your control efficiencies acceptable according to the control efficiency guidance document?
* Did you use the most recent emission factors available?
* Did you use actual throughput and operating data from calendar year 2016 to estimate actual emissions?
* Did you use the most recent Source Classification Codes (SCC) available? Current SCC numbers are available at www.iowadnr.gov/eetools
* Did you use online resources at www.iowadnr.gov/eetools?
* Did you include all hazardous air pollutants (HAPs) for each process? A list of HAPs can be found at [www.iowadnr.gov/eetools](http://www.iowadnr.gov/eetools) and click on List of Hazardous Air Pollutants.