

# **APPENDIX B**

**REPORTING FORMATS**

**AND INSTRUCTIONS**



# **APPENDIX B-I**

## **DATA ELEMENTS AND FORMATS**



## APPENDIX B-I

### DATA ELEMENTS AND FORMATS REQUIRED FOR AIR TOXICS “HOT SPOTS” REPORTS (see note 1 at end)

#### I. FACILITY INFORMATION

COUNTY ID	Number (2)
FACILITY ID	Number (9)
AIR BASIN	Character (3)
DISTRICT ID	Character (3)
INVENTORY YEAR	Number (4)
FACILITY NAME	Character (60)
STREET ADDRESS	Character (60)
CITY	Character (20)
ZIP CODE	Character (5)
ZIP CODE EXTENSION	Character (4)
CONTACT PERSON	Character (24)
PHONE AREA CODE	Number (3)
PHONE NUMBER	Number (7)
FACILITY SIC CODE	Number (4)
FACILITY NAICS CODE	Character (6)
NUMBER OF EMPLOYEES	Number (5)
UTM ZONE	Number (2)
UTM EAST COORDINATE (km)	Number (8, 2 decimal places)
UTM NORTH COORDINATE (km)	Number (9, 2 decimal places)
Coordinate System Used	Character (3)
Type of Datum Used	Character (5)
Shape Used for Ellipsoidal Earth	Character (10)
X (East) Coordinate	Number (12, 6 decimal places)
Y (North) Coordinate	Number (14, 6 decimal places)

#### *MAILING INFO (if different):*

MAILING COMPANY NAME	Character (60)
MAILING STREET ADDRESS	Character (60)
MAILING CITY	Character (20)
MAILING ZIP CODE	Number (5)
MAILING ZIP EXTENSION	Number (4)
MAILING CONTACT PERSON	Character (24)

FACILITY PHASE	Character (2) [OPTIONAL]
P1=Phase 1 Facility	
P2=Phase 2 Facility	
P3=Phase 3 Facility	
INDUSTRYWIDE	Character (1) [OPTIONAL]
Y=Yes, N=No	

**NOTE: Include the Authorizing Signature with the Submittal of Data**

## **II. STACK INFORMATION**

COUNTY ID	Number (2)
FACILITY ID	Number (9)
AIR BASIN	Character (3)
DISTRICT ID	Character (3)
INVENTORY YEAR	Number (4)
ACTION CODE	Character (1)
A=Add, D=Delete, C=Change	
STACK ID	Number (6)
STACK UTM EAST (m)	Number (8, 2 decimal places)
STACK UTM NORTH (m)	Number (9, 2 decimal places)
Coordinate System Used	Character (3)
Type of Datum Used	Character (5)
Shape Used for Ellipsoidal Earth	Character (10)
X (East) Coordinate	Number (12, 6 decimal places)
Y (North) Coordinate	Number (14, 6 decimal places)
STACK HEIGHT	Number (4)
STACK DIAMETER (in feet)	Number (4, 1 decimal place)
GAS TEMPERATURE (in deg F)	Number (4)
GAS FLOW RATE (in cfm)	Number (8)
GAS VELOCITY (in ft/min)	Number (6)

***NOTE: Include the Authorizing Signature With the Submittal of Data***

### **III. DEVICE INFORMATION**

COUNTY ID	Number (2)
FACILITY ID	Number (9)
AIR BASIN	Character (3)
DISTRICT ID	Character (3)
INVENTORY YEAR	Number (4)
ACTION CODE	Character (1)
A=Add, D>Delete, C=Change	
DEVICE ID	Number (6)
DEVICE NAME	Character (40)
PERMIT ID	Character (32) [OPTIONAL]
NUMBER OF DEVICES	Number (5)
Device Output Capacity in Megawatts (Power generation only)	Number (10, 3 decimal places)

***NOTE: Include the Authorizing Signature With the Submittal of Data***

#### IV. PROCESS INFORMATION

COUNTY ID	Number (2)
FACILITY ID	Number (9)
AIR BASIN	Character (3)
DISTRICT ID	Character (3)
DEVICE ID	Number (6)
INVENTORY YEAR	Number (4)
ACTION CODE	Character (1)
A=Add, D=Delete, C=Change	
PROCESS ID	Number (14)
* PROCESS DESCRIPTION	Character (40)
SCC	Number (8)
SIC	Number (4)
NAICS	Character (6)
* PROCESS RATE	Number (Width limit 11)
* MAXIMUM HOURLY PR. RATE	Number (Width limit 9)
Process Rate Output in Megawatt-hour (Power generation only)	Number (10, 2 decimal places)
Heat Content of Fuel used (in million BTU per SCC unit)	Number (8, 3 decimal places)
Ash Content of Fuel Used (weight percent)	Number (4, 2 decimal places)
STACK ID (corresponding to this process)	Number (6)
** CONFIDENTIAL FLAG	Character (1)
HOURS PER DAY	Number (2)
DAYS PER WEEK	Number (2)
WEEKS PER YEAR	Number (2)
YEAR OF ESTIMATE	Number (4)
DISTRICT PROID1	Character (40) [OPTIONAL DISTRICT USE ONLY]
DISTRICT PROID2	Character (40) [OPTIONAL DISTRICT USE ONLY]
<b>Relative Monthly Throughput:</b> (Percent range: 0 - 100.0%)	
JANUARY	Number (4, 1 decimal place)
FEBRUARY	Number (4, 1 decimal place)
MARCH	Number (4, 1 decimal place)
APRIL	Number (4, 1 decimal place)
MAY	Number (4, 1 decimal place)
JUNE	Number (4, 1 decimal place)
JULY	Number (4, 1 decimal place)
AUGUST	Number (4, 1 decimal place)
SEPTEMBER	Number (4, 1 decimal place)
OCTOBER	Number (4, 1 decimal place)
NOVEMBER	Number (4, 1 decimal place)
DECEMBER	Number (4, 1 decimal place)

**NOTE: Include the Authorizing Signature With the Submittal of Data**

## **V. EMISSION INFORMATION**

COUNTY ID	Number (2)
FACILITY ID	Number (9)
AIR BASIN	Character (3)
DISTRICT ID	Character (3)
DEVICE ID	Number (6)
PROCESS ID	Number (14)
INVENTORY YEAR	Number(4)
ACTION CODE	Character (1)
A=Add, D=Delete, C=Change	
POLLUTANT ID	Number (9)
POLLUTANT ABBREV. NAME	Character (15)
* UNCONTROLLED EMISSION FACTOR	Number (Width limit 10)
CONTROL DEVICE - PRIMARY	Number (3)
CONTROL DEVICE - SECONDARY	Number (3)
CONTROL EFFICIENCY	Number (4, 1 decimal place)
* EMISSION FACTOR	Number (Width limit 10)
ANNUAL EMISSIONS (in lbs/yr) (except radionuclides in Curies/yr)	Number (Width limit 14)
MAXIMUM HOURLY EMISSIONS (in lbs/hr) (except radionuclides in milliCuries/hr)	Number (Width limit 10)
* METHOD OF ESTIMATION	Number (2)

***NOTE: Include the Authorizing Signature With the Submittal of Data***

## **VI. SUPPLEMENTAL USE AND PRODUCTION (S-UP) INFORMATION**

COUNTY ID	Number (2)
FACILITY ID	Number (9)
AIR BASIN	Character (3)
DISTRICT ID	Character (3)
INVENTORY YEAR	Number (4)
ACTION CODE	Character (1)
A=Add, D=Delete, C=Change	
POLLUTANT ID	Number (9)
POLLUTANT ABBREV. NAME	Character (15)
USED	Character (1)
Y=Yes, N=No	
PRODUCED	Character (1)
Y=Yes, N=No	
OTHERWISE PRESENT	Character (1)
Y=Yes, N=No	
HOW PRESENT	Character (39)

***NOTE: Include the Authorizing Signature With the Submittal of Data***

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### **NOTES TO APPENDIX B-I:**

NOTE 1: The reporting forms in Appendix B-II contain data fields for reporting each of the required data elements listed in Appendix B-I. The list of elements in Appendix B-I defines what data elements are required to be reported and in what format (e.g., numeric, character, what length).

For additional guidelines on data requirements and formatting, see the CEIDARS Data Dictionary which is incorporated by reference in Appendix G, and at: <http://www.arb.ca.gov/app/emsinv/dist/doc/datadict.pdf>.

NOTES REGARDING CONFIDENTIAL/TRADE SECRET DATA DESIGNATION:

- \* The data elements preceded by an asterisk are automatically protected as confidential when the CONFIDENTIAL field on the Process Information form (or other approved data submittal form) is filled in with a "Y", as discussed below.
- \*\* The CONFIDENTIAL data field on the Process Information submittal should be filled in with a "Y" (for Yes) to designate a claim of confidential trade secret data for a specific device and process. When the CONFIDENTIAL data field is "Y", then the data fields marked with an asterisk (\*) on the Process Information and Emission Information submittals are protected as trade secret data under the provisions of Health and Safety Code section 44346. These data fields are "necessary data to calculate emissions" and are the only data which may be designated as trade secret. (See also section VII.B., VII.C.(3)(c), and the instructions in Appendix B-II.)