

Facility ID: _____ **Facility Name:** _____

ADMINISTRATIVE

1. Are there multiple emission statements in the envelope? *(Applies only to multiple emission statements on disk.)*
No () If Yes, list others here:
2. Any relevant comments in current year's cover letter?
No () If Yes, list here:
3. Any relevant comments in Last year's Response to Unreasonableness letter?
No () If Yes, list here:

NJEMS

1. Is the Emission Statement under EST11001? If not, need to be changed by NJDEP personnel.
2. Run Administrative Check. Any errors?

ALL ITEMS LISTED BELOW CORRESPOND WITH ESRP

1. Facility Information: Is the Year correct? Yes () No ()
Does the Facility Type match that on the Enforcement Inspection Targeting Screen (Major, OP-Pending = Major; Minor, Synthetic Minor = Minor)? Yes () No ()
Was NAICS reported? Yes () No ()
Is the correct County picked? Yes () No ()
2. Linked Items: Are all CD, PT, & E linked to Emission Unit / Batch Process Inventory?
3. SCCs (4 Levels): Are there any SCCs containing less than 4 levels or starting with the letter "A" or end with "99"?
4. Emissions Summary: Were FC's and OS0-Summary's summed correctly?
5. FG and IS Emissions: Have all FG and IS emission information been reported?
6. Confidential: Are any data marked confidential? If so, did they submit the confidential data on paper according to the Guidance Document? (Check Confidential Cabinet)
7. Deleted Sources: Were there sources that were marked deletion, did not operate, or had checked no reportable emissions?

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8. NOx Reported: Is NOx reported for 5/1-9/30?
9. PM Reported: Are TSP, PM10, and PM2.5 are all reported for particulate sources?
10. Pollutants Reported: Were all the pollutants reported?
Major: CO, NOx, Pb, PM10, PM2.5, TSP, SO2, VOC, and ammonia at source level; CO2, methane, and TAPs at facility wide level.
Minor: CO, NOx, and VOC at source level; TAPs at facility wide level.
11. Pollutants Not in Drop-Down: Did facility report pollutants in RADIUS without picking from the drop down list, i.e., they typed it?
12. Control Operations: Were Control Operations reported?
13. Combustion Sources: Are all fuel combustion sources reported with correct Equipment Type (FG – should be IS or U)?
14. IS Combustion / Source Level: Were IS combustion sources reported at the source level?
15. Fuel Usage: Was all fuel usage for fuel combustion sources reported? (tons ok for coal power plants)
- Combustion Source Details: Were Source Details for fuel combustion sources reported? (not for OS0 with multiple sources)
16. GR and BP Double Reporting: If GR was used, was it permitted? Yes () No ()
If yes, was there double reporting of emissions from GR and other Subject Items?
- If BP was used, was it permitted? If yes, was there double reporting of emissions by reporting under ST0 and OS0 when reporting BP?
- Were all of the combustion pollutants reported for fuel combustion sources that were reported under BP and GR? (Skip if no Batch Processes or Groups)
17. Emission Statement / Permits: Compare emission statement structure with permit(s). ESRP & NJEMS

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OTHER ITEMS

(Use Webi) Do process & emissions data follow reasonable trend? Facility-wide emissions comparison is a must. Is the data within reasonable range? OK ()

Do the process data, emission factors, Source Details, and Control Operations correlate with the reported emissions (spot check)? NJEMS – Check top 5 emission units. OK ()

Was the file saved onto the server? Activity Tracker Updated? OK () Letter Checked In? OK ()