

Facility ID: _____ Facility Name: _____

Date: _____

ADMINISTRATIVE

1. Are there multiple emission statements in the envelope? (Applies only to multiple emission statements on disk mailed into NJDEP.)
No () If Yes, list others here:
2. Any relevant comments in current year's cover letter? Attachment List in NJEMS?
No () If Yes, list here:
3. Any relevant comments in past years' Response to Unreasonableness letter?
No () If Yes, list here:
4. Was the file saved onto the server? Activity Tracker Updated? OK () Letter Checked In? OK ()

NJEMS

1. Was this emission statement submitted via USPS or by the NJDEP Online Services Portal? ()USPS ()Portal
2. Run Administrative Check for USPS submitted emission statements only. Any errors?

ALL ITEMS LISTED BELOW CORRESPOND WITH ESRP

1. Is the Emission Statement under EST130001? Yes () No ()
If not, need to be changed by NJDEP personnel.

Is there more than one emission statement for that facility? Yes () No ()
If so, need to be deleted by NJDEP personnel prior to review.

Facility Information: Is the Year correct? Yes () No ()

Does the Facility Type match that on the NJEMS? Yes () No ()

Is the correct County picked? Yes () No ()
2. Compare emission statement structure with permit(s).
Exceptions where emission statement structure will not match permit(s): reporting fuel combustion from control devices, grouping non-combustion IS as one IS, etc.
3. Linked Items: Are all CD, PT, & E linked to Emission Unit / Batch Process Inventory?
Is it the same in the permit(s)? If they are the same, then do NOT log as issue.
4. Are any data marked confidential? If so, are there emissions reported? If there are emissions reported (even "0.00")?
Check the confidential cabinet to see if the confidential data was submitted on paper according to the Guidance Document.

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5. Deleted Sources with Emissions: Were there sources that were marked for deletion, did not operate, or no reportable emissions, but had reported emissions?
6. When operating time (hour) is zero, there is emission reported.
7. Pollutants Not in Drop-Down: Did facility report pollutants in RADIUS without picking from the drop down list, i.e., they typed it?
8. Emissions Summary: Were FC's and OS0-Summary's summed correctly?
9. FG and IS Emissions: Have all FG and IS emission information been reported? If the source description is "NA", "None", "Delete", or it is blank, then disregard.
10. Is NOx tons/season < NOx tons/year?
11. PM Reported: For major facilities, are TSP, PM10, and PM2.5 all reported for particulate sources?
12. Are Ammonia and PM2.5 reported at source level?
13. Combustion Sources:
 - a. Are all fuel combustion sources reported with correct Equipment Type?
 - b. FG – should be IS or U?
 - c. Were IS combustion sources reported at the source level?
 - d. For BP and GR, were all of the combustion pollutants reported for fuel combustion sources that were reported (Minor = CO, NOx, and VOC; Major = CO, NOx, Pb, PM-10, PM-2.5, SO2, TSP, VOC, and maybe ammonia)?
 - e. Combustion Source Details: Were Source Details for fuel combustion sources reported? (source details not available for OS0/IS0 with multiple sources, BP, FG, and GR)
 - f. Fuel Usage: Was all fuel usage for fuel combustion sources reported? (tons ok for coal power plants)
 - g. Did Emergency Generators have zero hours of operations, zero fuel usage, or were checked off as "Did Not Operate" or "No Reportable Emissions"?
14. Control Operations: Were Control Operations reported?

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15. BP Double Reporting: Was there double reporting of emissions by reporting under both ST0 and OS0 for BP?
16. GR Double Reporting: If GR was used, was it permitted? If yes, was there double reporting of emissions from GR and other Subject Items? (List shows **possible** double reporting – not definitive. Must check in NJEMS to make sure.)
17. Process data:
 - a. Are the units for the process data the same for the 3 time periods (annual, ozone season, and winter season)?
 - b. Is the ozone process or the winter process greater than the annual process? (Winter process can be greater but should be checked based on winter and annual operating times)
18. Do the process data, emission factors, Source Details, and Control Operations correlate with the reported emissions?
19. Does this facility have CAMD data and if so, is the CAMD data close to the Emission Statement data?
20. Facility Total Emissions: Where does this facility's emission rank? Does it make sense?

OTHER ITEMS

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