# APPENDIX B

**REPORTING FORMATS AND INSTRUCTIONS**

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## 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

| **Data Element** | **Data Type** |
| --- | --- |
| 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 (m) | Number (8, 2 decimal places) |
| UTM NORTH COORDINATE (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) |
| *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 P1=Phase 1 Facility P2=Phase 2 Facility P3=Phase 3 Facility | Character (2) [OPTIONAL] |
| INDUSTRYWIDE Y=Yes, N=No | Character (1) [OPTIONAL] |

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

#### II. STACK INFORMATION

| **Data Element** | **Data Type** |
| --- | --- |
| COUNTY ID | Number (2) |
| FACILITY ID | Number (9) |
| AIR BASIN | Character (3) |
| DISTRICT ID | Character (3) |
| INVENTORY YEAR | Number (4) |
| ACTION CODE A=Add, D=Delete, C=Change | Character (1) |
| 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

| **Data Element** | **Data Type** |
| --- | --- |
| COUNTY ID | Number (2) |
| FACILITY ID | Number (9) |
| AIR BASIN | Character (3) |
| DISTRICT ID | Character (3) |
| INVENTORY YEAR | Number (4) |
| ACTION CODE A=Add, D=Delete, C=Change | Character (1) |
| 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

| **Data Element** | **Data Type** |
| --- | --- |
| 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 A=Add, D=Delete, C=Change | Character (1) |
| 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] |
| ***Relative Monthly Throughput:*** (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

| **Data Element** | **Data Type** |
| --- | --- |
| 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 A=Add, D=Delete, C=Change | Character (1) |
| 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

| **Data Element** | **Data Type** |
| --- | --- |
| COUNTY ID | Number (2) |
| FACILITY ID | Number (9) |
| AIR BASIN | Character (3) |
| DISTRICT ID | Character (3) |
| INVENTORY YEAR | Number (4) |
| ACTION CODE A=Add, D=Delete, C=Change | Character (1) |
| POLLUTANT ID | Number (9) |
| POLLUTANT ABBREV. NAME | Character (15) |
| USED Y=Yes, N=No | Character (1) |
| PRODUCED Y=Yes, N=No | Character (1) |
| OTHERWISE PRESENT Y=Yes, N=No | Character (1) |
| HOW PRESENT | Character (39) |
| AMOUNT | Number |
| UNITS | Character (30) |

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

#### VII. BUILDING DOWNWASH INFORMATION

| **Data Element** | **Data Type** |
| --- | --- |
| COUNTY ID | Number (2) |
| FACILITY ID | Number (9) |
| AIR BASIN | Character (3) |
| DISTRICT ID | Character (3) |
| DEVICE ID | Number (6) |
| INVENTORY YEAR | Number (4) |
| BUILDING ID | Number (5) |
| TIER ID | Number (5) |
| DESCRIPTION | Character (80) |
| HEIGHT | Number (5, 2 decimal places) |
| ELEVATION | Number (7, 2 decimal places) |
| NPTS | Number (2) |
| ISDEFAULT | Character (2) |
| POINT ID | Number (5) |
| PLOTORDER | Number (5) |
| DESCRIPTION | Character (80) |
| UTME | Number (9, 2 decimal places) |
| UTMN | Number (10, 2 decimal places) |

Repeat the POINT ID, PLOTORDER, DESCRIPTION, UTME, and UTMN for all points needed to characterize the building. The building information may be submitted electronically in the HARP or CEIDARS 2.5 format, or in an alternative format as required by the district.

***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.)