

Data entry and submission

Data should be submitted by emailing a completed template to Chris Owen (owen.chris@epa.gov). The template may be renamed to suit the filer’s purpose and as many templates may be sent as necessary. However, DO NOT SEND ZIP files. All emailed files are automatically scanned by the EPA email server and .zip files are automatically deleted from incoming emails and will not be seen by the recipient.

There is a wide range of sampling scenarios that may occur (e.g., continuous monitoring, stack tests, etc.) that may result in dozens of tests for each emission unit per year. We request that each test be included as an individual entry into the database to maximize the statistical significance of the ISRs for each source type. For example, a facility may be required to perform monthly testing. At each monthly test, 3 30-min samples may be taken, resulting in 36 ISRs collected per year. Ideally, all 36 test results would be included in a submission of the ISR data.

The ISR template has 41 entry fields, 31 of which are marked as “required” and are identified with a **red** background while fields that are considered optional are identified with a **blue** background. Data that is submitted that does not include all required information will not be added to the posted database. Since the data submitted to the database does not undergo any review or QA/QC vetting by OAQPS, the required fields include sufficient information to identify the original submitter and specific tests reports, in case the appropriate reviewing authority requires additional vetting of supplied NO₂/NO_x ISRs.

Please note the following required fields are “either/or” and are indicated with an asterisk (*) in the list:

- **Source classification code OR Equipment class & Equipment description** may be submitted for a complete record. However, both are preferred if possible.
- **Contact name OR Contact number** may be submitted for a complete record. However, both are preferred if possible.
- **NO, NO₂, and NO_x** – two of these fields are required to compute the ISR. If a field is unknown, please leave blank (do not enter zero).

Guidance on each data field is given in the table below:

Site and facility information	Site Name	This should be where the stack and equipment are located, not company headquarters, etc.
	Facility ID	As used by the relevant permitting agency. If a facility ID has not been determined yet, please mark as “TBD”
	State (facility)	Please select from the drop-down list. This should be where the stack and equipment are located, not company headquarters, etc.
	County (facility)	Please select from the drop-down list. This should be where the stack and equipment are located, not company headquarters, etc.
	State-County FIPs code	This field will auto-populate based on the previous responses.
	EPA Region	This field will auto-populate based on the previous responses.
	Facility Description	This should provide a brief description of the overall purpose of the facility.
	Permitting Agency	Identify the appropriate reviewing authority, e.g., EPA Regional Office, State or Local agency.

	Permit Number	If a permit has already been issued, the permit number should be provided here.
Emission unit information	Source classification code*	If unknown, the "Equipment class" and "Equipment description" fields may be used for a complete record.
	Equipment class*	If unknown, the SCC field may be used for a complete record. A drop-down list is provided to help guide selection. An "other" category is included and additional details should be given in the comments.
	Equipment description*	If unknown, SCC field may be used for a complete record.
	Fuel Type	A drop-down list is provided to help guide selection. An "other" category is included and additional details should be given in the comments.
	Equipment manufacturer & model	
	Equipment manufacture date	
	Emission Unit Number	This is typically defined in the permit.
	Equipment capacity	As rated by the manufacturer. Output units should also be specified.
	Control Equipment 1	Emissions controls. A drop-down list is provided to help guide selection. An "other" category is included and additional details should be given in the comments.
	Control Equipment 2	Emissions controls. A drop-down list is provided to help guide selection. An "other" category is included and additional details should be given in the comments.
Testing and sampling information	Testing company	Company who operates the testing equipment.
	Testing method	A drop-down list is provided to help guide selection. An "other" category is included and additional details should be given in the comments. Method 7E is by far the most common.
	Analyzer make/model	
	Analyzer equip type	A drop-down list is provided to help guide selection.
	NO2 line loss corrected?	Some groups have reported that significant losses of NO2 (and thus total NOx) in the sample line, either due to dirty sample lines or condensation formed in the line when ambient temperatures are significant lower than the sample gas. Testing methods allow for calibration gases to be added at the inlet (which would test for line loss) or at the instrument (no test for line loss). When line loss is tested, the NO2 levels can be corrected to account for this loss.
	Test date	Please use a MM/DD/YYYY format.
	Load (% of capacity)	If unknown, please enter zero (0).
	Operating temp (F)	Temperature of the sample gas.
	Operation mode	A drop-down list is provided to help guide selection. An "other" category is included and additional details should be given in the comments.
	Flow rate	Flow rate of the sample gas.
	Flow Rate Units	Units for the sample gas flow rate.
	Test duration	Length of gas sampling.
Test type	A drop-down list is provided to help guide selection. An "other" category is included and additional details should be	

		given in the comments.
	Output units	Output units for NO, NO2 and NOx values.
	Avg. NO2*	It is anticipated that most instruments will report the average over the test duration. If something other than average is given, please provide details in the comments section. Only two of these values are required, but if all three are available, please provide all values.
	Avg NO*	
	Avg NOx*	
	% O2	From the sample gas. This is typically reported by the multi-gas meters used in gas sampling.
Ratio	The ISR is computed automatically from the given NOx data.	
Additional information	Reporting entity	This should be the company, department, or agency who is submitting the ISR data to OAQPS.
	Contact name	This does not have to be the name of the individual submitting the data, but should be someone who can provide details about the submitted ISR data in the event the data needs to be reviewed further.
	Contact number*	
	Contact email*	
	Completeness check	This will automatically indicate if all of the required fields have been completed. It should account for partial completion of the "either/or" fields.
	Comments	The comments field should be used anytime an "Other" option is selected from a drop-down list. Any additional unique information about the testing scenario can also be given here.