

Lesson 6 - Documentation

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This is the Documentation lesson.

Upon completion of this lesson, you will be able to:

- Cite reasons to properly document an inventory, and
- Identify what records must be kept during the process.

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Reasons Documentation is Important

Complete and well-organized documentation is necessary to prepare a reliable and technically defensible inventory document. The goal of inventory documentation is to ensure that the final written compilation of the data accurately reflects the inventory effort.

In addition, thorough documentation is necessary to:

- Support QA/QC assessments of the inventory. During the inventory compilation process, QA/QC and technical review of the documentation can identify errors in assumptions, calculations, or methods. Remedial actions can be taken to correct any errors.
- Ensure the reproducibility of the inventory estimates. The inventory documentation should include all of the information necessary for an inventory user or reviewer to reproduce the results of each estimate. A well-documented inventory will provide a “paper trail” for each data point, allowing a user or reviewer to identify all of the resources used to calculate each value presented in the report.
- Enable an inventory user or reviewer to assess the quality of the emission estimates and identify the data references, and
- Ensure that the inventory will serve as a solid foundation for future inventories compiled for that inventory area.

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Record Keeping

The documentation of an inventory involves keeping a record of all data collection and emission estimates activities, as well as the compilation of a final written report. The type of information records to be maintained depends on the source of the data.

- **Survey-** Original survey forms
- **Site visits-** Site visit notes and reports
- **Source test reports-** Complete copies of the reports.
- **Internet pages or electronic bulletin boards -**
 - Hard copy printouts of the pertinent data
 - Electronic copies of complete original data
 - Complete reference citation
- **Published documents**
 - Complete reference citation
 - When possible, copies of the pages with the data used in the inventory
- **Unpublished documents or reports**

Introduction to Emission Inventories- Text Only Version

- Complete reference citation
- Copies of all pages with data used in the inventory
- When possible, a copy of the entire document
- **Personal written communication**
 - Complete reference citation (contact name, affiliation, address or phone number, date of communication)
 - Copies of all pages with data used in the inventory
 - When possible, a copy of the entire document
- **Personal verbal communication**
 - Standardized Contact Report Form should be completed to record information obtained by telephone or at a meeting. An example Contact Report form is presented in EIIP Volume VI, Chapter 2.

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What to Include on a Record?

In general, certain items must be included on all documentation to maintain its integrity. There will be some differences for manual and spreadsheet calculation sheets, but the general rule is to be sure that everything is named, dated and referenced. On this page, you will see a form that contains all the required information for a spreadsheet calculation. Roll your mouse over the different areas to explore what they are.

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Review Question

Which of the following sentences best summarizes the concept of documentation as presented in this Lesson?

- a.Documentation is the act of collating information to generate a large, impressive looking report.
- b.Documentation is the thorough process of referencing all the sources and data to create a defensible and reproducible inventory.**
- c.Documentation is useful only when creating a new emissions inventory.
- d.Documentation is important only to those that hope to find flaws in the inventory.

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Summary

Now that you have completed this lesson, you should be able to:

- Cite reasons to properly document an inventory.
- Identify what records must be kept during the process.

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