

CHAPTER 11

The Supplemental Portable Form: SP-101

This form is to be used for Portable sources only.

In This Chapter:

- Form Overview
- Form Completion Instructions



CHAPTER 11: The Supplemental Portable Form

(This form is to be completed for portable sources only. Complete this form after the A-101 Form.)

The screenshot shows a software window titled "FORM REFERENCE" with a menu bar (File, Edit, Forms, Reports, Utilities, View, Window, Help) and a toolbar. The form contains the following fields:

- Form Type: SP-101
- AQD Source ID (SRN): Z9999
- Operator's ID: EUPLANT1
- SCC Code: 3-05-025-10
- Throughput: 500.

Below this is the "PORTABLE MATERIAL USAGE SCHEDULE" section, which is a table with the following data:

County Name	Percentage of Throughput
INGHAM	45
EATON	30
CLINTON	25
Totals Must Equal 100 % 100	

FORM OVERVIEW

The SP-101 Supplemental Portable Form is used to collect the percentage of total throughput per county for **portable sources**. You can access this form only when "Yes" is selected for the portable question on the S-101 form. To open this form go to **Forms** on the menu bar and select **Supplemental (SP-101)**.

If you are a portable source your submittal will not be considered administratively complete without this form.

FORM RELATIONSHIP



This form is only available when "Yes" is selected for "Portable" on the S-101 form. For each SCC entered on the A-101 Form, an SP-101 form is automatically generated.

FORM COMPLETION INSTRUCTIONS

This form consists of two sections: the Form Reference section and Portable Material Usage Schedule section. Use the instructions below to complete the SP-101 form.

Form Reference Section (There are no editable fields in this section)

FORM REFERENCE			Activity 1 of 1
Form Type	SP-101	AQD Source ID (SRN)	Z9999
Operator's ID	EUPLANT1	SCC Code	3-05-025-10 Throughput 500.

The Form Reference Section identifies the **Form Type** that is open (SP-101), as well as the facility's **AQD Source ID** or State Registration Number (SRN). This information is pre-filled and cannot be edited.

The **Operator's ID**, represents the emission unit or reporting group that was entered on the EU-101 or RG-101 form. Also displayed is the **SCC** and the **throughput** that was entered onto the associated A-101 form. You must complete an SP-101 form for each SCC identified.

The numbers in the top, right corner of this section identify the SP-101 record currently displayed on the screen. On this form, "Activity 1 of 1" indicates that you are looking at the SP-101 record for activity 1 of 1. To move to a different activity record, click anywhere in the Form Reference section (the title bar should be blue) and use the arrow buttons on the tool bar or click on the browse button and select the emission unit/reporting group of interest.

Portable Material Usage Schedule

- County Name:** Using the drop-down list select all the counties that this source operated in during the reporting year (Figure 11-1). If the source operated in more than one county select the first county, then go to **Edit** on the menu bar and select **Add County**. A new field will be available for you to select the second county.



Figure 11-1: County name drop-down list

- Percentage of Throughput:** Enter the percentage of throughput for each county for the SCC code listed above. The totals of these percentages must equal 100%.

- SAVE THE CHANGES AND CLOSE THE SP-101 FORM -

**NEED
HELP?**

For assistance with completing the SP-101 form, contact your AQD district office (see Appendix D) or the Environmental Assistance Program at (800) 662-9278.