

FINAL SCOPE OF WORK  
May 31, 2000

**WRAP Region Emission Inventory Survey**

*Background:* One element of the Western Regional Air Partnership (WRAP) effort to implement Section 309 of the Regional Haze Rule, is the compilation of a regional Emission Inventory (EI) to be used in air quality models as the basis for tracking progress in achieving the visibility goals under that rule. This WRAP EI will contain emissions data from Point, Area, Mobile and Biogenic/Geogenic source sectors. The WRAP Emission Forum (EF) is charged with designing a database system to collect and manage the region's emissions data. One of the foundations of the EF plan is to have state, local and tribal air quality agencies in the region supply locally obtained emission data to the WRAP to fill that regional EI database.

In order for the WRAP EI system to receive the necessary data, the state, local and tribal air quality agencies must have the staff, training and direction to collect and process that local data for ultimate submittal to the WRAP. The Tribal Data Development Working Group of the WRAP has already taken steps to evaluate the availability of emissions data within tribal lands in the WRAP region, but there remains uncertainty as to the status of EI preparation within state and local air quality agencies. To determine the capability of these state and local agencies to meet WRAP requirements, the EF intends to conduct a Survey of non-tribal air quality agencies to determine the state of preparation and availability of EI data in the WRAP region. The information will be used to identify areas of concern, and to prioritize WRAP resources and efforts in creating the organization's Regional EI System.

The EF has developed an EI questionnaire that must be distributed to thirteen western states that compose the WRAP region, as well as to some district, county, and city air quality agencies within those states. This project will utilize a contractor to review this survey for completeness, oversee the distribution of the questionnaire, work for return of the required information, summarize/analyze the results, and prepare a report for the EF at the conclusion of the project.

Some of the criteria suggested by the Emission Forum for judging the state of EI preparation in the WRAP region, include the following factors:

1. identifying whether data is collected statewide, or collected through local agencies
2. identifying major gaps in data availability (pollutants, source information & activity data)
3. identifying variability in EI approach or data used throughout the region
4. identifying the proportion of the population covered by EI efforts
5. identifying the proportion of land area represented in EI efforts
6. identifying recommendations for budget priorities for filling gaps in EI data systems
7. identifying anticipated changes in level of effort/or quality of future inventories
8. identifying the number of EI staff and/or contractors involved in EI efforts in the region
9. identifying whether EI data collection systems in the region are comprehensive (ie/ do they have complete point, area, mobile & biogenic/geogenic source category capabilities?)

10. identifying what EI data formats can be supported by agencies throughout the region
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*Work Tasks:* This contract will consist of four basic parts.

***Task 1:*** The contractor will review the Survey questionnaire for typographical and material errors, prior to its distribution. If the contractor has suggestions for substantive changes to improve the questionnaire, the contractor will communicate those suggestions to the Co-Chairs of the Emissions Forum, and these EF representatives will make a considered decision on approval of the changes after appropriate consultation with forum members.

***Task 2:*** The contractor will obtain addresses and contact information for state and local air quality agencies in the thirteen state WRAP region from a designated representative of the Emissions Forum, and will send out the survey questionnaire to that mailing list. The contractor will then pro-actively follow-up on this mailing to assure prompt response and return of the necessary information.

***Task 3:*** The contractor will statistically summarize the responses to the survey, and complete an analysis of the results to assess the state of preparation and availability of EI data throughout the WRAP region.

***Task 4:*** The contractor will prepare a written report of the survey results and analysis for the EF, will provide both paper and electronic copies of that report to the Co-Chairs of the forum, and will make arrangements with the Co-Chairs to present that report to the forum membership at the first meeting scheduled after the conclusion of the project. This report will detail the state of preparation and availability of EI data in the WRAP region.