

**August 2008 – Addendum to *Procedures for Preparing Emission Factor Documents*,
EPA 454/R-95-015**

The 1997 revision of the *Procedures* document includes several outdated file and format requirements. The overall style has not changed. Check with the Measurement Policy Group for the most recent modifications. A few of the major changes are noted below:

- Use Microsoft Word, not WordPerfect to develop the section.
- Convert the Word file to Acrobat PDF and deliver both versions to EPA after final review.
- Original versions of graphic files are not required unless specifically requested by EPA.
- Electronic versions of all references, especially source tests are preferred. These should be PDF files. Data files should be MS Access or MS Excel.
- The Air CHIEF CD is no longer published.
- The CHIEF BBS no longer exists.
- Fax CHIEF no longer exists.
- The web address for AP42 sections is www.epa.gov/ttn/chief/ap42/ followed by the chapter.