



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF AIR QUALITY

TITLE V OPERATING PERMIT INSTRUCTIONS

Overview of the Instructions

This guide is intended to assist the applicant in completing, updating or renewing a Title V Operating Permit Application. Please print clearly when completing or correcting the forms. If the information required is more than space allows, attach additional paper and label each section and question appropriately.

There are two (2) parts in this guide:

1. **Part A, "General Information"**, is designed to provide the applicant with general requirements and information such as the fees, number of copies required and the completeness requirements determination.
2. **Part B, "Title V Application Structure and Instructions"**, is provided to explain the design of the Title V application and its format. Depending on the complexity of each section within the application, either a brief description or detailed instruction will be provided.

Part A: General Information

A. Overview

This part is intended to provide general information to potential applicants who might be subjected to the Title V Operating Permitting requirements. Topics included in this part are as follows:

- Who must apply for a Title V Operating Permit?
- Number of copies of the application required?
- Where to submit the Application?
- The Application Fees
- Certification Requirements
- Completeness Review
- Confidentiality

A.1 Who must apply for a Title V Operating Permit?

All facilities that exceed the potential threshold as defined below will need to submit a Title V Operating Permit application.

Potential threshold for Title V facilities:

1. 10 tons per year or more of a specific hazardous air pollutant or 25 tons per year of a combination of hazardous air pollutants.
2. 100 tons per year of any other criteria contaminant (exceptions noted below). Fugitive emissions need not be included in the calculation to determine applicability, unless the facility is one of the categories listed in Paragraph (ii) of the definition of "Title V facility in 25 Pa. Code Section 121.1."
3. 50 tons per year of VOCs (in all areas but Southeast Pennsylvania).
4. 25 tons per year of VOCs and NO_x in Southeast Pennsylvania, which consists of the counties of Bucks, Chester, Delaware, Montgomery and Philadelphia.

A facility must include all those sources located on one (1) or more contiguous or adjacent properties under common control and belonging to a single major industrial grouping [two (2) digit Standard Industrial Classification (SIC) code].

A.2 When to renew the application?

All applications for permit renewals shall be submitted at least six months and not more than 18 months before the expiration of the existing permit.

A.3 Number of copies required

Submit the completed application package in **triplicate** to the appropriate Bureau of Air Quality Regional Office. A listing of all six (6) regional offices and their addresses is available at: www.depweb.state.pa.us.

A.4 Application Fees

Please refer to the Air Quality Fees Schedule for a Title V Operating Permit for more details.

~~A payment of the permit application fee of \$750 by means of one check made payable to the "Commonwealth of Pennsylvania, Clean Air Fund" must be included with this application.~~

A.5 Certification

This application must be signed by a **responsible official** in Sections 1 and 13 of the application, "Certification of Truth, Accuracy, and Completeness", and "Compliance Certification," respectively.

"**Responsible Official**" is defined as follows:

- A. For a corporation: a president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production or operating facilities applying for or subject to a permit, and either:
 - 1. The facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or
 - 2. The delegation of authority to such representative is approved in advance by the Department;
- B. For a partnership or sole proprietorship: a general partner or the proprietor, respectively;
- C. For a municipality, state, Federal, or other public agency: either a principal executive officer or ranking elected official. For the purposes of this paragraph, a principal executive officer of a Federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of EPA); or
- D. For affected sources:
 - 1. The designated representative in so far as actions, standards, requirements, or prohibitions under Title IV of the Clean Air Act or the regulations promulgated thereunder are concerned; and
 - 2. The designated representative for any other purposes under 40 CFR Part 70.

A.6 Completeness Review

Besides complying with Items A.3, A.4, and A.5 above (relating to number of copies, fees, and certification requirements), all questions in this application must be answered. If a question does not fit the circumstances or characteristics of your facility, indicate "NA" for "Not Applicable". Incomplete forms will not be accepted and

will be returned. This will delay the processing of your application.

Within 60 days from receipt of the application, the Department will determine if the application is complete. An application is complete if it contains sufficient information to begin processing the application, has the applicable sections completed and has been signed by a responsible official. Although an application may be accepted as complete, be aware that additional information and/or documentation may be required during the Department's review to fully evaluate the application.

Also, Section 127.505(c) of Title 25 provides that if the application is submitted within the time frame required and the Department fails to issue a permit through no fault of the applicant, the Title V facility may continue to operate if the fees required by Subsection I of Chapter 127, Title 25, have been paid and the source is operated in conformance with state and Federal laws and the regulations promulgated thereunder. The terms and conditions of an existing operating permit issued to a source continue, pending the issuance of a permit under Title V. As Section 127.505(e) notes, an applicant meeting the requirements of § 127.505(a) and (c) has an **application shield**. This application shield shall cease if the source fails to provide information requested by the Department that is necessary to evaluate the Title V Operating Permit application.

A.7 Confidentiality

Sections 127.12(d) and 127.411(d) of Title 25 provide for the confidential treatment of information submitted as part of a plan approval or an operating permit application. These sections provide that, upon cause shown by any person that the records, reports or information, or a particular portion thereof, but not emission data, to which the Department has access under the provisions of the act, if made public, would divulge production or sales figures or methods, processes or production unique to that person or would otherwise tend to adversely affect the competitive position of that person by revealing trade secrets, including intellectual property rights, the Department will consider the record, report or information or particular portion thereof confidential in the administration of the Air Pollution Control Act. The Department will implement this section consistent with Sections 112(d) and 114(c) of the Clean Air Act. Nothing in this section prevents the disclosure of the report, record or information to Federal, State or local representatives as necessary for purposes of Administration of Federal, State or local air pollution control laws, or when relevant in any proceeding under the Air Pollution Control Act. These provisions of the regulation mirror those found in Section 13.2 of the Air Pollution Control Act.

Part B: Title V Application Structure and Instructions

B. Overview

The Title V Operating Permit application forms are designed to capture the information required by Federal and state regulations. A significant amount of source and emissions related information for major facilities has been captured in the Department's Air Information Management System (AIMS) emission inventory. To ease the burden on Title V applicants, the Department has designed a form that is produced from AIMS. This saves the applicant the effort of reproducing this information. The applicant need only review, correct, and add new information as necessary. This also has the added bonus of keeping the information in a form that is then more easily reentered into AIMS. For new facilities or facilities that are currently not in AIMS, a blank application will be provided.

The Title V Operating Permit application consists of the following major sections and addendum:

Section 1:	General Information
Section 2:	Applicable Requirements for the Site
Section 3:	Site Inventory List
Section 4:	Sources Grouping
Section 5:	Combustion Information
Section 6:	Incinerator Information
Section 7:	Process Information
Section 8:	Control Device Information
Section 9:	Stack and Flue Information
Section 10:	Fuel Material Location Information
Section 11:	Compliance Plan for the Facility
Section 12:	Alternative Operating Scenario (optional)
Section 13:	Compliance Certification
Addendum 1:	Method of Compliance Worksheet

B.1 Section 1: General Information

This section gives general information about the site as a whole and is only completed once per application. There are four (4) basic parts in this section:

1.1 Application Type:

Indicate the type of permit for which this application is made for. Check only one (1) of the following boxes:

- **Initial** is for the initial Title V Operating Permit Application submittal.
- **Renewal** is for the renewal of an existing Title V Operating Permit application.

- **Application Revision** is to be used for cases where additional information and/or revision is to be supplemented or updated with the original application. If this box is checked, please provide either the submittal date of the original Title V Operating Permit Application or the Title V Operating Permit, if applicable.

1.2 Plant Information:

This section provides general information about the plant. The following information is requested and must be completed and/or corrected:

- **Federal Tax ID:** This number is unique for a facility and is used to track information for a site.
- **Firm Name:** The name of the company.
- **Plant Code:** Do not fill out this code if you are completing this application for the first time. For existing facilities, this code should be pre-printed on the space provided. This code is assigned sequentially by DEP and is used to separate multiple sites that belong to a facility. This number along with the Federal Tax ID would directly point to a specific site location.
- **Plant Name:** The name of the plant for which the application is made.
- **NAICS Code:** This is the North American Industry Classification Code for the main activity at this site.
- **SIC Code:** This is the Standard Industrial Code which represents the main activity at the site.
- **Description of SIC/NAICS Code:** Provide a brief description of the SIC/NAICS Code given.
- **County:** The county in which the plant is located.
- **Municipality:** The municipality in which the plant is located.
- Provide the Latitude, Longitude and Collection Methods as required. For more information, refer to the Pennsylvania DEP Locational Data Policy located at the following web address:

http://www.dep.state.pa.us/dep/subject/ADVCOUN/oil_gas/2002/ATT_D_DEP_%20Locational_Policy.pdf

1.3 Contact Information:

The information given here should be the main contact person for all questions regarding this application. If a contact name is pre-printed,

correct this information, if applicable.

1.4 Certification of Truth, Accuracy, and Completeness:

This certification must be signed by a responsible official. Refer to Part A, Item A.5, "Certification" of this guide for a definition for "responsible official".

Warning: Please note that applications without a signed certification in both Sections 1 and 13 will be returned as incomplete and are not eligible for the application shield.

B.2 Section 2: Site Applicable Requirements

This is where the facility lists all applicable requirements that apply to the entire site or to all sources within the site. An example of this would be the requirement that no fugitive emissions are allowed beyond the property line. For each applicable requirement that is listed here and elsewhere within this application, a separate worksheet, "Method of Compliance Worksheet", (Addendum 1) must be completed. This is very important since all applicable requirements must provide a description of or reference to any compliance method to achieve compliance with the stated requirements.

- **Citation No.:** This would either be a Federal or state citation or an existing permit condition, if applicable. Applicants do not have to delineate which of these citations are Federally enforceable. If needed, the Department will separate these requirements in the permit itself.

Note: Regulations cited in this column must be in a specific format. For Federal Citations, provide the Code of Federal Regulations (CFR) and the appropriate sections and/or subsections. For example, New Source Performance Standards (NSPS), Subpart Dc, would be listed as 40 CFR 60.43c for Particulate Matter.

For **State Citations**, list the appropriate chapters and sections. For example, a Surface Coating Process subjected to an allowable VOC content stated in Table I of Chapter 129.52 would enter § 129.52(b)(1) in the citation column.

- **Citation Limitation:** Indicate the standard or emission limitation associated with the citation number listed.
- **Limitation Used:** This column is optional and is to be used only if a more stringent limitation is proposed.

Example: A steam generating unit constructed after June 8, 1989, with the maximum design heat input capacity of 85 MM BTU/hr fueled by coal. Some of the applicable requirements would be:

Citation No.	Citation Limitation	Limitation Used (optional)
40 CFR 60.43c 40 CFR 60.42c	For PM: 0.05 lb/MM BTU For SOx: 1.2 lb/MM BTU and 90 % reduction	

For purposes of complying with the above requirement, the **Method of Compliance Worksheet** (Addendum 1) must be completed, indicating that the compliance method for PM would be recording and maintaining records and Continuous Emission Monitoring (CEM), Method 6B, will be used to show compliance for SOx.

B.3 Section 3: Site Inventory List

This is a listing of all sources (units) for which the Department currently has information stored in AIMS. This was provided as an inventory tool only and should be updated as needed. If the facility is new (or not currently in AIMS), then the applicant should provide a summary of all sources here.

- **DEP ID** is an ID in which the Department has assigned to an existing source at this facility. For new source(s), this column is named "Unit ID". In this case, the applicant is free to assign a unique number to these sources as appropriate. This number can include both numbers and characters. However, please be careful to use this number throughout the application.
- **Company Designation** is provided for companies to use the existing designation as typically referred to in the plant.
- **Unit Type** is the type of source in question.
- **CAM** (✓) identifies the pollutant specific emission unit (PSEU) subjected to Compliance Assurance Monitoring (CAM) requirements of 40 CFR Part 64.

B.4 Section 4: Source Groups (optional)

This section is provided to assist the applicant in identifying and completing the **applicable requirements**. If there are a number of identical applicable requirements that apply to several sources, it is possible to group these sources together and only list the appropriate applicable requirements once in this section. Please note that source(s) can belong to different groupings with respect to identifying applicable requirements.

Warning: This section **is not** to be used for grouping of small and similar sources (grouping of similar sources should be identified under the source(s) section(s), see Section 5). The purpose of this section is to list all identical applicable requirements once and not have to repeat throughout the application for each source that this applicable requirement applies.

Also note that this section is optional and does not have to be completed.

There are two (2) parts in this section. They are as follows:

4.1 Source Group Definition:

This is where groups are defined. This section was created for the applicant's convenience. Instead of completing identical applicable requirements for a number of sources, the applicant can group similar sources that have the same applicable requirements together in this table.

- **Group No.:** This is a sequential number for the newly created group.
- **Source ID Nos.:** All source(s) within the group must be identified using the assigned DEP ID.

4.2 Applicable Requirements for Source Groups:

If a group was created in the previous section, this table must be completed.

- **Group No.:** Use the group number that was identified in the previous section.
- **Citation No., Citation Limitation, and Limitation Used:** These items were previously defined in Part B, Section 2, of this guide.

B.5 Section 5: Combustion Unit Information

This section should be completed if a facility has a combustion unit located at the site. If there are no combustion units in this facility, do not fill out this section.

There are six (6) sections listed in this section:

1. General Source Information
2. CAM Information
3. Exhaust System Components
4. Source Classification Code (SCC) Listing
5. Maximum Fuel Physical Characteristics
6. Limitations on Operation (optional)
7. Source Applicable Requirements

Notes:

- This section addresses only **one (1) combustion unit** at a time. Review and correct each pre-printed combustion source section as needed or duplicate this section to enter new combustion sources as appropriate.
- It is possible to group a number of small combustion units together. However, be careful not to group a large number of small sources together since the Department will regard a group of sources as an individual source for purposes of determining future applicability with respect to certain future applicable requirements such as Enhanced Monitoring Requirements. For instruction on how to group source(s) together, please refer to next section.

5.1 General Source Information:

Information contained or requested in this section is for identification of the source. All required fields are to be completed. If a question does not pertain to your source or if the information requested is not available, please either indicate "NA" for "Not Applicable" or "Not Available".

Grouping of sources: As mentioned earlier, sources may be grouped together if they are relatively small and similar in nature. For example, a refinery facility can group 100 of their valves or 100 flanges together as a source.

In order to group sources together, the applicant must indicate this grouping by providing a brief description in spaces allotted for **Source Description**. Once grouping has occurred, this group of sources will be considered as one (1) source and the emission reported must include all

sources within this group. Again, be careful not to create a large group (in terms of total emissions emitted) since it may trigger new applicable requirements in the future.

Also, for purposes of grouping, the information relating to **Manufacturer, Model Number** and **Installation Date** are optional and can be left blank.

5.2 CAM Information:

This section determines if CAM is applicable for the pollutant specific emission unit (PSEU).

5.3 Exhaust System Components:

This section provides a map of the exhaust system components for a given year (the year is in parenthesis in the heading). Below the map is a list of flow rates and begin/end dates for each link in the map. Again, this information is generated using the information currently in the AIMS. If the facility is a new source, the applicant must complete the table provided. The following information is requested:

- **From Unit ID:** This refers to the starting point of the configuration. Usually, this is a source, a control device or a Fuel Material Location (FML). Answer this question by giving the type of source or component such as boiler, baghouse, or Fuel Material Location (FML) in space provided.
- **Unit Description:** Provide a brief description of the Unit ID.
- **To Unit ID:** Similarly, indicate the stopping point for which the listed component is configured. This normally represents a control device or a stack.
- **Percent Flow:** Provide the percent flow from one component to another.

5.3.1 Control Devices: (For Pre-printed Applications only)

This is a listing of all control devices for the source. For each control device, the following information is presented: the type of pollutant being controlled, the estimated control efficiency and the method of calculating the control efficiency. If the information provided by the Department here is incorrect, the applicant should make corrections in Section 8.1, "Control Device Information", of the application. In the case of a

new control device, the applicant must complete a separate form, "**Control Device Worksheet**" found in Section 8 of the blank application provided and included with the application. Any additional pollutant control efficiency can also be added in this section.

If a lower emission rate can be achieved through utilizing this piece of control device and the applicant is willing to take this lower emission rate as an applicable requirement, indicate this by including this restriction in Section 5.7, "**Source Applicable Requirement**". (See Section 5.7 for more instruction on how to incorporate this restriction into an applicable requirement). Note that the control device information should support the lower restriction taken.

5.3.2 Emission Points: (For Pre-printed Applications only)

This is a listing of all emission points for the source. For each emission point, the type of discharge, its height and diameter are provided.

If the configuration as presented in the pre-printed application is incorrect or needs to be updated, please correct data in Section 9, "Stack and Flue Information". If more spaces are needed to correct these data, attach additional sheet.

5.4 Source Classification Code (SCC) Listing:

In this section, the applicant is asked to complete the following information in a table format:

- **Fuel/Material:** Provide all types of fuel utilized by this source.
- **Associated SCC:** This is the Federal Standard Classification Code that represents a specific type of fuel and/or process. If known, provide this code in the space provided. Otherwise, this can be left blank.
- **Max Throughput Rate:** This would represent the maximum throughput rate in a standard or typical operation. This number would be used to calculate the potential to emit unless a lower limit has been established in Section 5.6, "**Limitations on Operation**".
- **Firing Sequence:** Indicate how the fuels are being used by the source, sequentially (alternatively) or simultaneously.

This information is for a standard operational year. For a limitation or restriction to any of this

information, please complete the table in Section 5.6, "**Limitations on Operation**". **Do not** attempt to place a restriction on the throughput rate here.

5.5 **Maximum Fuel Physical Characteristics:**

This section asks for the type of fuels and its physical characteristics employed for this source. Information requested is as follows:

- **SCC/Fuel Burned:** See Section 5.4.
- **FML:** FML stands for Fuel Material Location. FML is to be used for cases where a central location such as a fuel tank or a pile of coal is being used by multiple sources in a facility. If such a scenario exists in a plant, please complete the **Fuel Material Location** worksheet in Section 10 of the application and provide the FML number in the space provided. By completing this worksheet once, the applicant does not have to repeat this information throughout the application.

If the concept of FML does not fit your case, leave the FML column blank and fill in the %Sulfur, %Ash, and BTU in spaces provided.

- **%Sulfur & %Ash and BTU Content:** If an FML has been specified, these three (3) items can be left blank. Otherwise, provide the information as requested.

Taking Restrictions on Fuel Characteristics: If a restriction is desired with respect to fuel characteristics, the following steps must be followed:

1. **For an FML:** If the restriction is taken by either reducing the %Sulfur, %Ash or the BTU value for a specific type of fuel/SCC **AND** this change is effective for **all sources** that are fed from this FML, then the changes need to be made at the **FML level**. To do this, fill out Section 10, "**Fuel Material Location**" and provide the restricted fuel characteristics in the spaces provided.
2. If the changes are limited to only one source, even though the FML is capable of feeding several other sources, a new FML must be created for this proposed change. Again, complete Section 10, "**Fuel Material Location**" and assign a unique number for this FML.
3. **For other cases:** For all other cases that do not involve a FML, the restrictions can be

made directly by providing the lower % Sulfur, % Ash or the BTU value in this section.

5.6 **Limitations on Source Operation (optional):**

This section is to be completed only if this source is seeking to place a restriction on either the hours of operation and/or the maximum throughput rate. Do not complete this table if this source is accepting the maximum operational hour of 8760 and operates at the maximum throughput rate provided previously in Section 5.4, "**Source Classification Code Listing for Standard Operation**".

The first column asks for the SCC or the type of fuels used in this source. The next four (4) columns in this table are related to taking a restriction on the hours of operation. The final two (2) columns are for limiting the production or throughput rate.

Restrictions on hours of operation can be taken for the following cases: hours per day, days per week, days per year, and hours per year.

For limiting the throughput rate, provide the restricted throughput rate per unit time (per hour, day, week, month, year).

Remember, all of these restrictions can then be used to reduce this source's potential to emit.

5.7 **Source Applicable Requirements:**

This section is where all applicable requirements that pertain to this source are listed. This table follows the same format as previously encountered in Part B, Section B.2, "**Site Applicable Requirements**", and Section B.4, "**Group Applicable Requirements**", found on page 525.

- **Fuel/SCC:** Provide either the SCC or the fuel type for which an applicable requirement is to be completed.
- **Citation No.:** This would either be a federal requirement or a state citation. Applicants do not have to indicate which of these citations are Federally enforceable.
- **Citation Limitation:** Indicate the standard or emission limitation associated with the citation number listed.

- **Limitation Used:** This column is optional and is to be used only if a more stringent limitation is proposed.

Important: Please note that all applicable requirements listed here and elsewhere throughout this application must be accompanied by a, "**Method of Compliance Worksheet**" (not attached), provided as Addendum 1 of this application package.

B.6 Section 6: Incinerators Information

This section should be completed if a facility has an incinerator unit located at the site. If there are no incinerator units in this facility, do not fill out this section.

Similarly to the previous section, this section also contains 10 sections. Because of the similarity in these sections, the instructions will not be repeated here. Please refer to previous section, "**Combustion Information**", for instruction on how to complete this section.

Note:

- This section addresses only **one (1) incinerator unit** at a time. If there are multiple incinerator units, duplicate this section as appropriate.
- It is also possible to group a number of small units together. However, be careful not to group a large number of small sources together since the Department will regard a group of sources as an individual source for purposes of determining future applicability with respect to certain future applicable requirements such as Enhanced Monitoring Requirements. For instruction on how to group source(s) together, please refer to Section 5.1, "**Grouping of Sources**".

B.7 Section 7: Process Information

This section must be completed for all other sources that are not of the combustion unit or incinerator type. If there is more than one (1) process in this facility, duplicate the entire section and complete for each additional process.

Also, since the format of this section is similar to the previous two (2) sections (combustion and incinerator), no additional instruction is provided except for the following three (3) additional items.

7.8 Raw Materials:

This is applicable to a process only. It asks for a listing of raw materials that may have an effect on determining or regulating emissions. This listing does not have to be detailed. If the breakdown of raw materials used does not create a change in emissions, this question can be left blank.

7.9 Processing Steps:

Again, this question only applies to a process. It asks for steps taken during processing that may be needed for determining or regulating emissions. Only information that may affect emissions is requested.

7.10 Request for Confidentiality:

The previous two (2) sections can be made confidential if the applicant checks the provided box. However, please note that justification for confidentiality is required. Attach justification for confidentiality immediately following this section. Also refer to Part A, Item A.7, "Confidentiality", on Page 2 of this guide for more information.

B.8 Section 8: Control Device Information

The information requested in this section is designed to capture only the essential information about a piece of control equipment. For pre-printed applications, please review and correct as necessary. For new facilities, complete all questions as requested.

8.1 Type of Control Device:

The following information is required in this section:

- **Unit ID:** Provide a unique Unit ID for this control device.
- **Company Designation:** Give the name of the control device as designated by the facility.
- **Used by Sources:** List and briefly explain all sources controlled through this piece of control equipment by the Unit ID of the source.
- **Type:** Describe the type of control equipment being used (scrubber, fabric filter, ESP, etc.).
- **Pressure Drop in H₂O:** Provide this information if applicable.
- **Capture Efficiency:** This information is optional as long as the applicable standard

does not specify a capture efficiency. However, if available, please provide the capture efficiency for this control equipment.

- **Scrubber Flow Rate:** Provide this information if applicable.
- **Manufacturer and Model No.:** Provide this information if available. For grandfathered source(s), these are optional.
- **Installation Date:** Provide this information if available.

8.2 Control Device Efficiencies for this Control Device

Under Item K, "Control Device Efficiency Estimates for this control device", the following additional information is required:

- **Pollutant/CAS No.:** Provide the name or CAS Number of the pollutant being controlled.
- **Estimated Control Efficiency:** Provide the estimated control efficiency for the pollutant controlled.
- **Basis for Efficiency Estimate:** Briefly explain the method of calculating the control efficiency.

B.9 Section 9: Stack/Flue Information

Provide all information as requested. Since the information requested in this section is self-explanatory, no detailed instructions are provided, except for a few items.

9.1 General Stack Information

- **Unit ID:** For an existing company in AIMS, the DEP ID would be a sequential number assigned by the Department. If this is a new stack, assign a unique identifying number for this stack and be sure to use this same ID throughout the application.
- **Company Designation:** This would be the company's designation for this stack.
- **Discharge Type:** An example of discharge type would be vertical and unobstructed opening.

Note: For companies that received pre-printed information in this section, please make corrections and/or update this section accordingly.

B.10 Section 10: Fuel Material Location Information (FML)

As previously mentioned in Section 5.4, "Maximum Physical Characteristics", the FML is provided to decrease the amount of repetition employed in this application. This section needs to be completed only if applicable. If information is already pre-printed in this section, please review and update as needed.

- **FML ID No.:** For a new FML, assign a unique ID for this FML. (Ex: FML 01)
- **Name:** Provide a name or a description of this FML. (Example: No. 2 Oil Storage Tank)
- **Capacity:** Indicate the capacity of this FML. (Example: 30,000 gallons)
- **Fuel:** Provide the type of fuel this FML stores.
- **%Ash, %Sulfur and BTU:** Give these fuel characteristics according to fuel purchasing specifications.
- **Used by source(s):** List all source(s) by Unit ID that use this FML.

B.11 Section 11: Compliance Plan for the Facility

This section is to be completed once per application. The completion of this section is very important. It provides the applicant a chance to show compliance with all applicable requirements as well as to propose a compliance schedule for cases where compliance has not yet been achieved. Basically, there are three (3) questions in this section.

- 11.1** Question 1 asks if the company will be in compliance at the beginning of the Title V Operating Permit issuance and continue during the permit duration. Check the appropriate box.
- 11.2** Question 2 asks if the company will be in compliance with requirements that are scheduled to take effect during the term of the Title V Operating Permit. Check the appropriate box.
- 11.3** Question 3 is a follow up from question number 2 and asks if these requirements will be met by the regulatory required dates. Again, check the appropriate box.

If any of the above questions were answered "No", the applicant must identify the applicable requirement(s) that the company is not/will not be in compliance with by completing the following table (Section 11.4.1):

11.4 Identification Table for Applicable Requirements not in compliance:

- **Source ID No.:** In this column, place the Site ID, Group ID, Source ID or SCC number of the applicable requirement that is not in compliance in space provided.
- **Citation No.:** Repeat the Citation Number for the applicable requirement in the Citation Number column.

11.4.1 Briefly describe how compliance is to be achieved:

Present an overview of how the company will come into compliance with the stated applicable requirements.

11.4.2 Detailed schedule leading to compliance:

This section is intended for the applicant to provide a detailed schedule of how the company will come into compliance. Complete the table by giving the estimated date for which an action or step is being fulfilled in order to achieve compliance. This should correspond with the overview.

11.4.3 Submittal frequency:

Indicate how frequently progress reports will be sent to DEP. Note that the minimum is at least twice a year.

11.4.4 Starting Date:

Enter proposed first progress submittal date.

B.12 Section 12: Alternative Operating Scenario (optional)

The format for this section is similar to Section 4, "Source Group." All of the required information is requested in the following order:

- Section 12.1: General Information
- Section 12.2: Operational Flexibility Request
- Section 12.3: Exhaust System Components
- Section 12.4: Source Classification Code (SCC)
Listing for Alternative Operation
- Section 12.5: Alternative Fuel Physical Characteristics
- Section 12.6: Alternative Process/Product Description
- Section 12.7: Source Potential to Emit

Note:

- The alternative operation for a source must encompass the entire operation of the source.
- Only one alternative operation per source is allowed to be active at a time.
- This section addresses only one source per scenario at a time. If there is more than one scenario for this source or for any other source(s), duplicate this section and complete accordingly.

B.13 Section 13: Compliance Certification

A compliance certification must be submitted to the Department throughout the term of the permit. By fulfilling this requirement, the applicant can prove to the Department that all applicable requirements and compliance methods are being adhered to.

This section is mandatory and needs to be completed once per application. Complete the three questions as requested. Note that this section must be signed by a responsible official.



Instructions for State-Only Permit Application

PART A: GENERAL INFORMATION

A. Overview

This application is to be used in cases where a Title V Operating Permit (Major Permit) is not required. This includes a Synthetic Minor Operating Permit.

Synthetic Minor facilities are facilities whose potential to emit, without taking limitations and/or restrictions, exceed the Title V applicability threshold. Hence, by taking a restriction in the hours of operation, an emission limitation, or any other approved method, a major facility by definition will now become a minor facility and escapes the Title V Operating Permit program. It is important to note that in order for a facility to become a Synthetic Minor, the limitations and/or restrictions taken must be **federally enforceable**. **Federally enforceable** means that the emission limitation(s) and requirements are enforceable by the Environmental Protection Agency (EPA) and citizens under the Clean Air Act (CAA).

For consistency, the State-Only Operating Permit Application (Minor Permit) is developed using the same format as the Title V Operating Permit application. Similar to the Title V Operating Permit program, the State-Only Operating Permit program will encompass all sources within a facility (site).

A.1 Number of copies required

Submit the completed application package in **triplicate** to the appropriate Air Program Regional Office. A listing of all six (6) regional offices and their addresses is available at www.depweb.state.pa.us. In addition, a completed *Compliance Review Form* and proof of municipal and county notifications must be included with the application.

A.2 Application Fees

Please refer to the Air Quality Fees Schedule for a State Only Operating Permit for more details. A payment of the permit application fee of \$750 (\$375 application processing fee and \$375 annual administration fee) by means of one check made payable to the "Commonwealth of Pennsylvania, Clean Air Fund" must be included with this application.

A.3 Certification

This application must be signed by a **responsible official** in Section 1.4 of the application, "Certification of Truth, Accuracy, and Completeness." Synthetic

Minor applicants must also sign Section 13.2 relating to "Certification of Compliance."

"**Responsible Official**" is defined as follows:

- a. For a corporation: a president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either:
 - i. the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or
 - ii. the delegation of authority to such representative is approved in advance by the Department;
- b. For a partnership or sole proprietorship: a general partner or the proprietor, respectively;
- c. For a municipality, State, Federal, or other public agency: either a principal executive officer or ranking elected official. For the purposes of this paragraph, a principal executive officer of a Federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of EPA); or
- d. For affected sources:
 - i. The designated representative in so far as actions, standards, requirements, or prohibitions under Title IV of the Clean Air Act or the regulations promulgated thereunder are concerned; and
 - ii. The designated representative for any other purposes under 40 CFR Part 70.

PART B: SPECIFIC INSTRUCTIONS

B. Overview

The State-Only Operating Permit application consists of the following sections:

- Section 1: General Information
- Section 2: Site Information
- Section 3: Site Inventory
- Section 4: Source Group (Optional)
- Section 5: Combustion Operational Inventory
- Section 6: Incinerator Operational Inventory
- Section 7: Process Operational Inventory
- Section 8: Control Device Information
- Section 9: Stack/Flue Information
- Section 10: Fuel Material Location Information
- Section 11: Alternative Operating Scenario
- Section 12: Compliance Plan for the Facility
- Section 13: Certification of Compliance for Synthetic Minor Facilities

Section 1: General Information

This section gives general information about the site as a whole and is only filled out once per application. There are four (4) basic parts in this section:

1.1 Application Type:

Indicate the type of permit for which this application is made. Check all that apply:

- **Initial** is for the initial application submittal.
- **Renewal** is for the renewal of an existing State-Only Operating Permit.
- **Application Revision** is for a revision to the original operating permit application.

1.2 Plant Information:

This section provides general information about the plant. The following information is requested and must be completed:

- **Federal Tax ID:** This number is unique for a company and, in conjunction with the plant code, is used to track information for a site.
- **Firm Name:** The name of the company.
- **Plant Code:** Do not fill out this code. This code is assigned sequentially by DEP and is used to separate multiple sites that belong to a facility. This number along with the Tax ID would directly point to a specific site location.

- **Plant Name:** Applicant's designation of the plant for which the application is made.
- **NAICS Code:** This is the North American Industrial Classification Code for the main activity at this site.
- **SIC:** This is the Standard Industrial Classification Code which represents the main activity at the site.
- **Description of SIC/NAICS Code:** Provide a brief description for the SIC/NAICS Code given.
- **County:** The county in which the plant is located.
- **Municipality:** The municipality in which the plant is located.
- **Provide the Latitude, Longitude and Collection Methods as Required.** Refer to the Pennsylvania DEP Locational Data Policy located at the following web address for more information:

http://www.dep.state.pa.us/dep/subject/ADVCOUN/oil_gas/2002/ATT_D_DEP_%20Locational_Policy.pdf

1.3 Contact Information:

Provide the name and address of the person to which the operating permit should be mailed.

1.4 Certification of Truth, Accuracy, and Completeness:

This certification must be signed by a responsible official. Refer to Part A, Item A.3, "Certification" on Page 1 of this guide for a definition of "responsible official."

Caution:

Please note that applications without a signed certification in the appropriate sections (1 and/or 13) will be returned as incomplete.

Section 2: Site Information

There are four (4) parts in this section. Specific information relating to the type and status of the facility with respect to Synthetic Minors and supporting compliance methods are included in this section.

2.1 Potential Emission Estimates for the Site:

This is an estimate of potential emissions for the site. Provide the potential emission absent operational restrictions proposed in Section 2.3 in the column titled "Potential Emission BEFORE taking Limitations (TPY)", if applicable. In the next column, "Potential Emission AFTER taking

Limitations (TPY)", provide the estimated potential emissions using the proposed restrictions as stated in Section 2.3, if applicable. Please note that all supporting calculation methods used in determining the Potential Emissions for the Pollutant must be included in this application.

2.2 Facility Type:

Check the appropriate facility type in the box provided and follow the instructions given in the application. **Synthetic Minor Facilities** are facilities that must operate under a limitation(s) and/or restriction(s) in order to legally escape the Title V Operating Permit program. This would be an emission limitation or control equipment, limit on hours of operation, and/or operational capacity restriction. Please note that all Synthetic Minor Facilities must be able to meet the proposed restriction(s) and/or limitation(s) immediately upon the submission of this application.

2.3 Synthetic Minor Facility Information (to be completed by all facilities seeking Synthetic Minor Status):

If the facility as a whole can take a limitation and/or restriction for all sources within the facility, please check the box beside the "Site Level." If the proposed restriction is for an individual source, check the "Source Level" box and do not complete the rest of this section. Restriction(s) and/or limitation(s) at the source level should be completed in Section 5 of this application.

There are seven (7) different possible limitations a facility can select in this section. Note that any combination of the following restrictions is possible. Please check all methods that apply to your facility and complete all requested information as indicated.

- **Hours of Operation:** If this option is selected, provide the proposed annual hours of operation at this facility.
- **Production/Throughput Rate:** If this option is selected, provide the proposed Production/Throughput Rate. Indicate rate per time. Annual figures will be imposed as a 12-month running average.
- **Type of Fuel:** If this option is selected, provide the fuel type.
- **Fuel Usage:** If this option is selected, provide the proposed throughput for the type of fuel selected.
- **Control Devices:** If this option is selected, provide the type of control device, the Control Device ID Number and the estimated control efficiency.

- **Emissions Limitations:** If this option is selected, provide the pollutant name and the emission limit per unit time. For example, X lbs of pollutant per hour.
- **Other:** If none of the above listed scenarios describes the restriction you are taking, please select this option and explain in detail.

2.4 Compliance Method for the Site (for Synthetic Minor Facilities only):

Completion of this section is required only if Section 2.3 has been completed. This section is required since it will allow the Department to determine whether the company will be able to demonstrate compliance with the proposed limitations. There are four (4) parts in this section. Answer all questions as required. There is no specific guidance or requirement for a proposed compliance method. The applicant is free to propose any method to show compliance as long as it is practically enforceable and acceptable to the Department. The level of detail required for a proposed method to check for compliance is again, up to the applicant. However, please provide enough detail so that the Department can arrive at a decision based on the information given.

Section 3: Site Inventory List

Provide a summary of all sources here. For purposes of identifying what sources to list, the general guideline is to list all sources that have the potential to emit any "Title V Regulated Air Pollutants" (as defined in 25 Pa. Code, Section 121.1) in any amount.

In the Inventory Table provided, the following information is requested:

- **Unit ID** is a unique source number to be assigned by the applicant. Please use this assigned number throughout this application.
- **Company Designation** is provided for companies to use the existing designation as typically referred to in the plant.
- **Unit Type** is the type of the source in question.

Section 4: Source Group (Optional) This is self explanatory.

Sections 5, 6, 7: Source Information

These sections should be completed once per source. Duplicate these sections as needed.

There are eight (8) sub sections listed in these sections:

1. General Source Information
2. Exhaust System Components

Instructions

3. Source Classification Code (SCC) Listing for Standard Operation
4. Maximum Fuel Physical Characteristics
5. Limitations on Source Operation (optional)
6. Compliance Method
7. Potential to Emit Estimation (source specific)
8. Source Applicable Requirements: Self Explanatory

5.1, 6.1, 7.1 General Source Information

Information requested in these sections is for identification of the source. All required fields are to be completed. For renewals, complete these sections only if a new source is listed in Section 3.1. If a question does not pertain to your source or if the information requested is not available, please either indicate "NA" for "Not Applicable" or "Not Available." For example, certain grandfathered sources that were put into operation prior to 1972 may not have information about the manufacturer or the model number of the equipment. In this case, it is acceptable to write "Not Available" in these two (2) fields. In general, if the information requested has already been required during the plan approval permitting process, then it needs to be reported here. Since information requested in these sections is self-explanatory, no detailed instructions will be provided except for the following items:

- **Unit ID** is a unique number to be assigned by the applicant and must be referenced for this source throughout this application.
- **PA or OP Number:** Provide the Plan Approval and/or Operating Permit Number issued by the Department, if applicable. Circle the appropriate term (PA for Plan Approval or OP for Operating Permit) and provide the number in the space provided.
- **Source Description:** Provide a brief description of the source.

5.2, 6.2, 7.2 Exhaust System Components

This section provides a map of the exhaust system components for a given year (the year is in parenthesis in the heading). Below the map is a list of flow rates and begin/end dates for each link in the map. The following information is requested:

- **From Unit Type:** This refers to the starting point of the configuration. Usually, this is either a source, a control device, or a Fuel Material Location (FML). Answer this question by giving the type of source or component such as boiler, baghouse, or FML in space provided.
- **To Unit Type:** Similarly, indicate the stopping point for which the listed component is

configured. This normally represents a control device or a stack.

- **Percent Flow:** Provide the percent flow from one component to another.

5.3, 6.3, 7.3 Source Classification Code (SCC) Listing for Standard Operation

In these sections, the applicant is asked to complete the following information in a tabular format:

- **Fuel:** Provide all types of fuel utilized by this source.
- **SCC:** This is the Federal Standard Classification Code that represents a specific type of fuel and/or process. If known, provide this code in the space provided. Otherwise, this can be left blank.
- **Max Throughput Rate:** This would represent the maximum throughput rate in a standard or typical operation. This number would be used to calculate the potential to emit unless a lower limit has been established in Section 4.5, "**Limitations on Operation.**"
- **Firing Sequence:** Indicate how the fuels are being used by the source, sequentially (alternatively) or simultaneously.

This information is for a standard operational year. For a limitation or restriction to any of this information, please complete the table in Section 5.5, "**Limitations on Operation.**" **Do not** attempt to place a restriction on the throughput rate here.

5.4, 6.4, 7.4 Maximum Fuel Physical Characteristics

These sections ask for each type of fuel and its physical characteristics employed for this source. Information requested is as follows:

- **SCC Fuel Burned:** See previous discussion.
- **FML:** FML stands for Fuel Material Location. FML is to be used for cases where a central location such as a fuel tank or a pile of coal is being used by multiple sources in a facility. If such a scenario exists in a plant, please complete the **Fuel Material Location** worksheet in Section 7 of the application and provide the FML number in the space provided. By completing this worksheet once, the applicant does not have to repeat this information throughout the application.

If the concept of FML does not fit your case, leave the FML column blank and fill in the %Sulfur, %Ash, and BTU in spaces provided.

- **%Sulfur & %Ash & BTU:** If an FML has been specified, these three (3) items can be left blank. Otherwise, provide the information as requested.

5.5, 6.5, 7.5 **Limitations on Source Operation (optional)**

These sections are to be completed only if this source is seeking one or more of the restrictions listed below. Remember, all limitation(s) and/or restriction(s) proposed must be practically enforceable and will be placed in the permit.

There are seven (7) different possible limitations a facility can select in each of these sections.

- **Hours of Operation:** Provide the proposed hours of operation for this source.
- **Production/Throughput Rate:** For limiting the production/throughput rate, provide the restricted throughput rate per unit time (per hour, day, week, month, year).
- **Type of Fuel:** Provide the fuel type and proposed maximum throughput rate.
- **Fuel Usage:** Provide the proposed throughput for the type of fuel selected.
- **Control Devices:** If the proposed restriction involves the use of a control device, provide the Control Device ID Number as well as the associated control device efficiency.
- **Emissions Limitations:** Specify the pollutant and give the emission limit per unit time in the space provided.
- **Other:** If none of the above-listed scenarios describes the restriction you are taking, please select this option and explain in detail.

5.6, 6.6, 7.6 **Compliance Method**

Refer to Section 2.4, "**Compliance Method for the Site**," for information on how to complete this section.

5.7, 6.7, 7.7 **Source Potential to Emit**

Provide an estimate for the potential emissions for all pollutants emitted for this source. The following information is requested in this table:

- **Pollutant/CAS Number:** Give the name and/or the Chemical Abstract Services (CAS) Number of the pollutant in the space given.
- **Fuel/SCC:** If there are multiple fuels or materials utilized in this source, provide the SCC number for each type of fuel and/or material separately in each row of the table.
- **Emission/Activity Allowable per Unit:** Provide the allowable emission rate for this

source. This number can either be an allowable emission rate stemming from an applicable requirement or a limitation taken through the use of a piece of air pollution control device and/or any other established and/or proposed restrictions. In the absence of an emission standard limitation, this would be the emission activity factor such as an emission factor, stack test, etc.

- **Calc. Method:** Provide the method for calculating the potential to emit for this source.
- **Max. Capacity:** List the maximum capacity for the source in the space provided. This rated capacity may be lower than the stated maximum rated capacity if a restriction is voluntarily taken in Section 4.5, "**Limitations on Operation**."
- **Total Hours:** Give the total hours of operation here. Be sure to use the restricted hours of operation given in Section 4.5 relating to "**Limitations on Operation**."
- **Emission in TPY:** The applicant should be able to calculate the potential to emit in tons per year in this column, provided all of the previous columns were completed.

Note: For more complicated calculations for sources such as storage tanks or landfills, it may be necessary to attach detailed calculation sheets.

5.8, 6.8, 7.8 **Source Applicable Requirements**

Provide all information as required.

Section 8: Control Device Information

This section needs to be completed once per control device. The information requested in this section is designed to capture only the essential information about a piece of control equipment.

8.1 **General Control Device Information**

The following information is required in this section:

- a. **Unit ID:** Assign a unique ID number for this control device.
- b. **Company Designation:** Give the name of the control device as designated by the facility.
- c. **Used by Sources:** List and briefly explain all sources controlled through this control equipment.
- d. **Type:** Describe the type of control equipment (scrubber, fabric filter, ESP, etc.)
- e. **Pressure Drop in H₂O:** Provide this information, if applicable.

- f. **Capture Efficiency:** This information is optional as long as the applicable standard does not specify a capture efficiency. However, if available, please provide the capture efficiency for this control equipment.
- g. **Scrubber Flow Rate:** Provide this information, if applicable.
- h. **Manufacturer and Model Number:** Provide this information, if available. For grandfathered source(s), these are optional.
- i. **Model #:** Provide this information in spaces given.
- j. **Installation Date:** Provide this information, if available.

8.2 Control Device Efficiencies for this Control Device

Under this section, the following additional information is required:

- **Pollutant/CAS No.:** Provide the name or CAS Number of the pollutant being controlled.
- **Estimated Control Efficiency:** Provide the estimated control efficiency for the pollutant controlled.
- **Basis for Efficiency Estimate:** Briefly explain the method of calculating the control efficiency.

Section 9: Stack/Flue Information

This section is to be filled out once per stack. Provide all information as requested. Since the information requested in this section is self-explanatory, no detailed instructions are provided except for a few items. Duplicate this section if there are more than two (2) stacks in this facility.

9.1 General Stack Information

- **Unit ID No.:** Assign a unique identifying number for this stack and be sure to use this same ID throughout the application.
- **Company Designation:** This is the company's designation for this stack.
- **Discharge Type:** An example of discharge type would be vertical and unobstructed opening.
- **Used by Sources:** List any Source ID assigned previously in the space provided.

Section 10: Fuel Material Location (FML) Information (optional)

As previously mentioned in Section 5.4, "**Source Standard Fuel Physical Characteristics**," the FML is provided to decrease the amount of repetition

employed in this application. This section needs to be completed only if applicable. Duplicate this section as necessary.

- a. **FML ID No.:** For new FML, assign a unique ID for this FML. (Ex: FML 01)
- b. **Name:** Provide a name or a description of this FML. (Example: No. 2 Oil Storage Tank)
- c. **Capacity:** Indicate the capacity of this FML. (Example: 30,000 gallons)
- d. **Fuel:** Provide the type of fuel this FML stores.
- e. **%Ash, %Sulfur, and BTU:** Give these fuel characteristics according to fuel purchasing specifications.
- f. **Used by Source:** List all source(s) that use this FML.

Section 11: Alternative Operating Scenario (optional)

The format for this section is similar to Section 4, "Source Group." All of the required information is requested in the following order:

- Section 11.1: General Information
- Section 11.2: Operational Flexibility Request
- Section 11.3: Exhaust System Components
- Section 11.4: Source Classification Code (SCC) Listing for Alternative Operation
- Section 11.5: Alternative Fuel Physical Characteristics
- Section 11.6: Alternative Process/Product Description
- Section 11.7: Source Potential to Emit

Note:

- The alternative operation for a source must encompass the entire operation of the source.
- Only one alternative operation per source is allowed to be active at a time.
- This section addresses only one source per scenario at a time. If there is more than one scenario for this source or for any other source(s), duplicate this section and complete accordingly.

11.1 General Information

The following information is requested in this section:

- a. **Alternative Operating Scenario Name or ID No.:** Assign a unique name or ID Number for proposed alternative operating scenario.
- b. **Source ID No.:** Provide the Source ID No. as assigned previously in Section 4.

Instructions

- c. **Source Name:** List the source name as given in Section 4.
- d. **Source Type:** Check the box indicating the type of source.
- e. **Alternative Description:** Briefly describe the proposed alternative operating scenario. Explain how it is different from the standard operation.

11.2 Operational Flexibility Request

This section directs the applicant to complete one or more additional sections within this addendum. The applicant needs to complete only those sections that are applicable to the proposed scenario. Check all possible alternative changes for this scenario. Note that for each corresponding change checked, different sections within this section need to be completed. The Section Number within the parenthesis will tell you which of these sections have to be completed.

11.3 Exhaust System Component

Complete this section if this alternative operating scenario involves a change from the standard exhaust system configuration. Complete the information as requested. For more information, refer to instructions in Section 5.2, "**Exhaust System Components**," of this guide.

11.4 Source Classification Code (SCC) Listing for Alternative Operation

Give a complete listing of all fuels burned, products produced by a process, or waste incinerated for this alternative operating scenario.

This table is similar to the table requested in Section 5.3, "**Source Classification Code (SCC)**." If needed, refer to previous instructions in Section 5.3 of this guide.

11.5 Alternative Fuel Physical Characteristics

Please refer to Section 5.4, "**Maximum Fuel Physical Characteristics**," for specific instructions.

11.6 Alternative Process/Product Description

- a. If there is a change in the process method and/or material used in this alternative scenario, provide an explanation in the space provided.
- b. Provide the alternative SCC Number and a description in spaces provided.
- c. If a new product is produced in this scenario, give or briefly explain the type of products generated from this scenario. Indicate the old product(s) in the standard operation.

11.7 Potential to Emit

Refer to instructions given in Section 5.7 relating to "Potential to Emit Estimates."

Section 12: Compliance Plan for the Facility

Provide all information as requested.

Section 13: Certification of Compliance for Synthetic Minor Facilities

Note: In order for this Synthetic Minor facility to avoid the Title V Operating permit requirements, the applicant must agree to be bound by the emissions limitation(s) and/or restriction(s) contained in this application. In addition, the applicant must agree that these emission limitation(s) are enforceable by the Department, the Environmental Protection Agency and the citizens.

13.1 Schedule for Compliance Certification Submission

Provide the frequency and begin date of submittal in the spaces provided.

13.2 Certification of Compliance (For Synthetic Minor Facility Only)

This certification must be signed by a responsible official. Refer to Part A, Item A.3, "Certification" on Page 1 of this guide for a definition of "**responsible official**."



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF AIR QUALITY

**Request for State Only/Title V Operating Permit Administrative Amendment
(in accordance with 25 Pa. Code § 127.450)**

1. Applicant's Name: _____ Facility Name: _____	Federal Tax ID: _____
Street Address or Route Number of Source: _____	
Township/Municipality: _____	County: _____
2. Mark appropriate box(es) regarding the basis for this request.	
<input type="checkbox"/> Corrects typographical errors	
<input type="checkbox"/> Identifies a change in the name, address or phone number of the Responsible Official identified in the permit or provides a similar change	
<input type="checkbox"/> Requires more frequent monitoring or reporting by the permittee	
<input type="checkbox"/> Allows for a change in ownership or an operational control of a source in accordance with § 127.450(a)(4) <i>(Complete the Change of Ownership Form and a Compliance Review Form)</i>	
<input type="checkbox"/> Incorporates plan approval requirements into an operating permit in accordance with § 127.450(a)(5)	
3. Operating Permit/Plan Approval No(s): _____	
4. Describe in detail the reasons for submission of this request. Attach additional sheet(s) if necessary. _____ _____ _____	
5. Contact Person Name: _____	Title: _____
Mailing Address: _____	Telephone Number: _____
	Fax Number: _____
Certification by Responsible Official	
Subject to the penalties of Title 18 Pa. C.S. Section 4904 and 35 P.S. Section 4009 (b) (2), I certify under penalty of law that, based on information and belief formed after reasonable inquiry, the statements and information contained in this form are true, accurate, and complete.	
Name: _____	Title: _____
Signed: _____	Date: _____



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF AIR QUALITY

“Request for State Only/Title V Operating Permit Administrative Amendment” Form Instructions

General Guidance:

This form shall be used only for the categories listed in Section 2 of this application.

Administrative Amendment Application Fees: The applicant submitting a request for an administrative amendment must pay the appropriate operating permit processing fee. [Please refer to either the Air Quality Fees Schedule for a State Only Operating Permit or the Air Quality Fees Schedule for a Title V Operating Permit for more information](#)

The operating permit processing fee is:

~~For non-Title V facility, three hundred dollars (\$300) for application filed during the 2004-2004 calendar years and three hundred seventy five (\$375) for applications filed beginning in 2005.~~

~~For Title V facility, Six hundred fifteen dollars (\$615) for applications filed during the 2004-2004 calendar years and seven hundred fifty dollars (\$750) for applications filed beginning in 2005.~~

[Please refer to either the Air Quality Fees Schedule for a State Only Operating Permit or the Air Quality Fees Schedule for a Title V Operating Permit for more information.](#)

Note: If an operating permit processing fee has been submitted as a part of the permit renewal process and information in the permit renewal application indicates that a change-of-ownership has occurred, there is no need to pay a separate change-of-ownership/administrative amendment fee.

Typographical errors, revisions having little or no impact on emissions, or minor corrections of pre-construction estimates based on actual emission tests, are examples of revisions that Department can initiate without requiring the permittee to submit a new application.

Detailed instructions:

1. Give the name of the person who requests an approval, the name of the facility, Federal Tax ID No., street address or Route number of the source, name of township/municipality and name of the county.
2. Mark the appropriate box(es) for which the application is made. Administrative amendments involving changes of ownership or operational control must be accompanied by a compliance review form. Other types of administrative amendments do not require a compliance review form.
3. Give the operating or plan approval number(s).
4. Give the reasons in detail for submitting this application. Use additional sheets of paper, if the space provided is not sufficient to provide detailed information required for review and approval.
5. Provide contact person name, title, mailing address and telephone number.

A responsible official must sign the request and print his name, title and date.



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF AIR QUALITY

“Change-of-Ownership Form” Instructions

General Guidance:

A change of ownership request is a type of administrative amendment. New owners must file as soon as ownership is established. All change of ownership forms must include a Compliance Review Form for the new owner or operator. All operating permit transfers must also include an Administrative Amendment form.

Note: If an operating permit processing fee has been submitted as a part of the permit renewal process and information in the permit renewal application indicates that a change-of-ownership has occurred, there is no need to pay a separate change-of-ownership/administrative amendment fee.

Fees for Applications ~~Filed Beginning in 2005~~

~~Plan Approval transfer (25 Pa. Code § 127.32) — \$300.00~~

~~Operating Permit transfer (25 Pa. Code § 127.464 and § 127.450) —~~

~~Application filed during the years beginning in 2005:~~

~~Non-Title V facility — \$375.00~~

~~Title V facility — \$750.00~~

~~[Please refer to the appropriate Air Quality Fee Schedule for more information.](#)~~

Pending Plan Approval Application transfer:

For a facility name change: If there is no other change in the previous submittal pending with the Department (with the exception of the facility name), submit the first page of the plan approval application with the responsible official signature. Submit new compliance review form and statement that new applicant wishes everything contained in the previous application submittal to also be part of their new submittal. In addition, you need to notify the municipality and county where the facility will be located as per 25 Pa. Code § 127.43a. Submit plan approval processing fees of \$300.

For changes other than a facility name: Submit a new plan approval application along with all supporting documents and pay plan approval processing fees in accordance with 25 Pa. Code § 127.702.

Detailed instructions:

1. Provide the firm name of the previous owner/operator and Federal Tax ID number. Also list plan approval(s) and operating permit(s), which are to be transferred.
2. Explain the reason for transfer of ownership and effective date of transfer.
3. Provide the firm name of the new owner, Federal Tax ID number, contact person name, his title, mailing address and telephone number.
4. If the operator is different from the new owner, complete this section.
5. Check appropriate box(es).

A responsible official must sign this form and print his name, title, identify owner or operator and date. Submit separate change of ownership form if responsible official is not same for owner and/or operator.



MINOR OPERATING PERMIT MODIFICATION APPLICATION

Section 1: General Information

FOR OFFICIAL USE ONLY
Operating Permit No: _____
Reviewed by: _____
Date: _____

1.1 Plant Information

Tax Id: _____	Firm Name: _____
Plant Code: _____	Plant Name: _____
NAICS Code: _____	Description of NAICS Code: _____
County: _____	Municipality: _____

1.2 Contact Information

Name: _____	Title: _____
Address: _____	

Telephone Number: _____	

1.3 Certification of Truth, Accuracy and Completeness

Note: This certification must be signed by a responsible official. Applications without a signed certification will be returned as incomplete.

Subject to the penalties of Title 18 Pa. C.S. Section 4904 and 35 P.S. Section 4009 (b) (2), I certify under the penalty of law that, based on information and belief formed after reasonable inquiry, the statements and information contained in this application are true, accurate, and complete. I further certify that the proposed modification meets the criteria for use of the minor permit modification procedures contained in 25 Pa. Code Section 127.462.	
(Signed): _____	Date: _____ / _____ / _____
Named (typed): _____	Title: _____



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF AIR QUALITY

DRAFT



MINOR OPERATING PERMIT MODIFICATION APPLICATION
 (Please read instructions carefully before completing this application)

Section 3: Facility Information

Complete this section **ONLY** if the changes are for the entire facility. If changes are for a source or sources, skip this Section and complete Section 4 for each Source in which a change is proposed.

A) Briefly describe all changes to this facility: _____

B) If changes involve an increase in actual emissions, please complete the following table:

Pollutant Name	CAS Number	Change in Actual Emissions (+ or -)

C) Date on which proposed change is scheduled to occur: _____

D) List the proposed language for revising the operating permit condition proposed to be changed:

Existing Operating Permit Condition or Condition Number	Proposed Language for Permit Condition



MINOR OPERATING PERMIT MODIFICATION APPLICATION
 (Please read instructions carefully before completing this application)

Section 4: Source Information

Complete this section for each source on which a change is to occur in this facility. Duplicate this Section as needed.

4.1 General Source Information

Source ID _____ Plan Approval or Operating Permit No: _____
 Name or Type of source: _____ Rated Input: _____
 Manufacturer: _____ Model Number: _____
 Installation Date: _____

4.2 Proposed Changes to Source

A) Briefly describe all changes to this facility: _____

B) If changes involve an increase in actual emissions, please complete the following table:

Pollutant Name	CAS Number	Change in Actual Emissions (+ or -)

C) Date on which proposed change is scheduled to occur: _____



MINOR OPERATING PERMIT MODIFICATION APPLICATION
(Please read instructions carefully before completing this application)

4.2 Proposed Changes to Source (Continued)

C) List the proposed language for revising the operating permit condition proposed to be changed:

Existing Operating Permit Condition or Condition Number	Proposed Language for Permit Condition

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MINOR OPERATING PERMIT MODIFICATION APPLICATION
 (Please read instructions carefully before completing this application)

Section 5. Citation and Listing of Applicable Requirements

Complete this Section only if the facility is a TITLE V facility. Cite and list any applicable requirements that will apply if the proposed change(s) occur.

Source ID	Citation Number	Citation Limitation

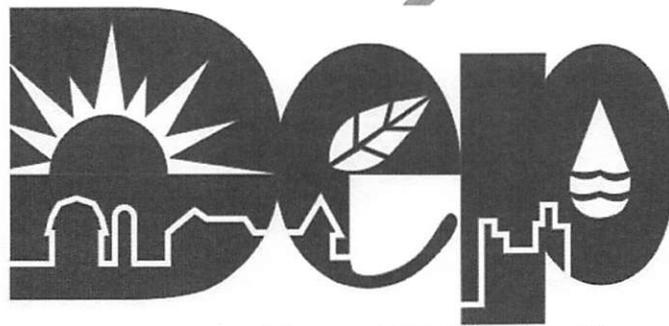
Section 6. Certification of Compliance With All Applicable Requirements

Note: This certification must be signed by a responsible official. Applications without a signed certification will be returned as incomplete.

Subject to the penalties of Title 18 Pa. C.S.A. Section 4904 and 35 P.S. Section 4009 (b)(2), I certify that I have the authority to submit this Minor Permit Modification Application on behalf of the applicant herein and that based on information and belief formed after reasonable inquiry, the facility is currently in compliance with all applicable requirements.

(Signed): _____ Date: ____/____/____
 Name (typed): _____ Title: _____

***Instructions for
Minor Operating Permit
Modification Application***



***Bureau of Air Quality
Department of Environmental Protection
Commonwealth of Pennsylvania
Revised November 2006***

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Part A: General Information

Overview

In general, this application should be used only if the applicant has an existing Operating Permit and the proposed changes do not require Plan Approval.

Specifically, 25 Pa. Code Section 127.462, provides for the expedited review of minor permit modifications. Minor permit modifications generally include changes that do not require a plan approval but which contravene an express permit term. Minor permit modifications may also be used to incorporate de minimis conditions and other insignificant changes to a source, or applicable requirements into an existing permit. The minor process cannot be used for:

- 1) A change to permit terms or conditions that a source is violating.
- 2) Certain changes to existing monitoring, reporting, or recordkeeping requirements in the recordkeeping operating parameter; a change that affects measurement sensitivity; a change that affects the scope or intent of the existing monitoring method; or changes that may be generally applicable to similar monitoring methods in the same or other source categories.
- 3) A change that is a modification subject to new source review requirements under Title I of the Clean Air Act.
- 4) A change subject to Title IV (pertaining to acid rain requirements) of the Clean Air Act.
- 5) A change that exceeds the emission allowable under the permit, whether expressed as a rate of emissions or in terms of total emissions
- 6) Any other change precluded by the Clean Air Act or the regulations adopted under the Clean Air Act as being eligible for processing as a minor permit modification.

The procedure for processing a minor permit modification is as follows:

The permittee submits a Minor Operating Permit Application which provides a brief description of the change, the date on which the change will occur and the proposed language for revising the operating permit conditions proposed to be changed. The application should be submitted in a fashion that clearly establishes the date of submittal, i.e., by hand delivery or certified mail, return receipt requested.

On the date that the application is submitted, the permittee is responsible for providing municipality notifications, notice to affected states* (adjacent states within fifty (50) miles of the source) and EPA, and a notice in a local newspaper of general circulation which briefly describes the change including the change in actual emissions or any air contaminants that will occur as a result of the change. The newspaper notice should clearly indicate that the comment period is twenty 21 days. (See 25 Pa. Code Section 127.462).

The company may make the change on the 22nd day following a submittal if a public comment is not received, or on the 29th day if the Department determines that a comment submitted is not bona fide. The Department will take action on the application within sixty (60) days of receipt of the application and then publish notice of the action in the Pennsylvania Bulletin.

Number of copies required

Submit the completed application package in **triplicate** to the appropriate Air Program Regional Office. A listing of all six (6) Regional Offices and their addresses is provided for your information.

Application Fees

~~Enclose a check (payable to the "Commonwealth of Pennsylvania, Clean Air Fund") of \$375 for the State Only Operating Permit Modification or \$750 for a Title V Operating Permit modification.~~

Please refer to either the Air Quality Fees Schedule for a State Only Operating Permit or the Air Quality Fees Schedule for a Title V Operating Permit for more information.

* See list of Affected States on page 9.

Certification

This application must be signed in Section 1.3 (and Section 6 if the facility is a Title V Facility) by a ***responsible official***, "Certification of Truth, Accuracy, and Completeness."

"***Responsible Official***" is defined as follows:

- A. For a corporation: a president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either:
 - 1. the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or
 - 2. the delegation of authority to such representative is approved in advance by the Department
- B. For a partnership or sole proprietorship: a general partner or the proprietor, respectively;
- C. For a municipality, State, Federal, or other public agency: either a principal executive officer or ranking elected official. For the purposes of this paragraph, a principal executive officer of a Federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of EPA); or
- D. For affected sources:
 - 1. The designated representative in so far as actions, standards, requirements, of prohibitions under Title IV of the Clean Air Act or the regulations promulgated thereunder are concerned; and
 - 2. The designated representative for any other purposes under 40 CFR Part 70.

Part B: Specific Instructions

Overview

The Minor Operating Permit Modification Application consists of the following sections:

- Section 1: General Information
- Section 2: Facility Inventory List
- Section 3: Facility Information
- Section 4: Source Information
- Section 5: Citation and Listing of Applicable Requirements
- Section 6: Certification of Compliance with all Applicable Requirements

Section 1: General Information

This section gives general information about the facility as a whole and is only filled out once per application. There are three basic parts in this section:

1.1 Plant Information:

This sub-section provides general information about the plant. The following information is requested and must be completed:

- **Tax ID:** This is the Federal Tax ID. This number is unique for a facility and is used to track information for a facility.
- **Firm Name:** The name of the company.
- **Plant Code:** This code is assigned sequentially by DEP and is used to separate multiple sites that belong to a facility. This number along with the Tax ID would directly point to a specific site location.
- **Plant Name:** The name of the plant for which the application is made.
- **NAICS Code:** This is the North American Industry Classification System for the main activity at this facility.

- **Description of NAICS Code:** Provide a brief description of this NAICS Code.
- **County:** The county in which the plant is located.
- **Municipality:** The municipality in which the plant is located.

1.2 Contact Information:

The contact given here should be the main contact person for all questions regarding this application.

1.3 Certification of Truth, Accuracy, and Completeness:

This certification must be signed by a responsible official (see page 4).

Section 2: Facility Inventory List

In the Inventory Table provided, the following information is requested for each source affected by the proposed modification.

- **Number** is a unique source number to be assigned by the applicant. Please use this assigned number throughout this application.
- **Company Designation** is provided for companies to use the existing designation as typically referred to in the plant.
- **Unit Type** is the type of the source in question.

Section 3: Facility Information

This section is to be completed if all of the proposed changes are at the facility level. If change or changes are to be proposed at the source level, skip this section and complete Section 4, "**Source Information**". The following items need to be address in this section:

- A) A description of all proposed changes at this facility.
- B) If there is a change in the actual emission being emitted, complete **Table B** as required. **Pollutant Name** is the name of the pollutant affected by the changes (Particulate Matter, Sulfur Dioxide, etc.). **CAS (Chemical Abstract Services) Number** are to be provided if applicable.
- C) Give the date for which the proposed changes are to take place.
- D) In Table D, please provide the proposed language for revising the operating permit condition to be changed under the column titled "**Proposed Language for Permit Condition**". The first column, "**Existing Operating Permit Condition Number or Condition Number**", provide the permit condition number as given in the existing operating permit or state the existing permit condition in the space given.

Section 4: Source Information

Complete this section for each source for which a change is to occur in this facility. Duplicate this section as needed.

4.1 Plant Information:

- **Source ID** is the ID previously given under the Facility Inventory Section (Section 2) and must be referenced for this source throughout this application.
- **Plan Approval or Operating Permit Number:** Provide the Plan Approval and/or Operating Permit Number issued by the Department, if applicable.
- **Name or Type of Source:** Provide a brief description of the source.
- **Rated Input:** Provide the rated input for this source (Maximum Capacity).
- **Manufacturer, Model Number, and Installation Date:** Provide these information only if available.

4.2 Proposed Changes to Source:

- A) A description of all proposed changes for this source.
- B) If there is a change in the actual emission being emitted, complete **Table B** as required. **Pollutant Name** is the name of the pollutant affected by the changes (Particulate Matter, Sulfur Dioxide, etc.). **CAS (Chemical Abstract Services) Number** are to be provided if applicable.
- C) Give the date for which the proposed changes are to take place.
- D) In Table D, please provide the proposed language for revising the operating permit condition to be changed under the column titled "**Proposed Language for Permit Condition**". The first column, "**Existing Operating Permit Condition Number or Condition Number**", provide the permit condition number as given in the existing operating permit or state the existing permit condition in the space given.

Section 5: Citation and Listing of Applicable Requirements

Complete this Section only if the facility is a TITLE V facility. Cite and list any applicable requirements that will apply if the proposed change(s) occur.

If the proposed change triggers a new applicable requirement, please complete the following information:

- **Source ID:** This is the ID previously given under the Facility Inventory Section (Section 2).
- **Citation Number.** This would either be a federal, state citation, or an existing permit condition if applicable.

Notes: Regulations cited in this column must be in a specific format. For Federal **Citations**, provide the Code of Federal Regulations (CFR) and the appropriate sections and/or subsections. For example, New Source Performance Standards (NSPS), Subpart Dc, would be listed as 40 CFR 60.43c for Particulate Matter.

For **State Citations**, list the appropriate chapters and sections. For example, a Surface Coating Process subjected to an allowable VOC content stated in Table I of Chapter 129.52, would enter 129.52(b)(1) in the citation column.

- **Citation Limitation:** Indicate the standard or emission limitation associated with the citation number listed.

Section 6: Certification of Compliance with all Applicable Requirements:

A compliance certification must be submitted to the Department throughout the term of the permit. By fulfilling this requirement, the applicant can prove to the Department that all applicable requirements and compliance methods are being adhered to.

This section is mandatory for all Title V facility and needs to be complete once per application. Note that this section must be signed by a responsible official.

AFFECTED STATES ADDRESSES

Notices shall be sent to Affected States at the following addresses:

Mr. Ali Mirzakhali
Air Quality Mgmt. Program Administrator
Div. of Air & Waste Mgmt.
Dept. of Natural Resources & Env. Control
156 S State St.
Dover, DE 19901
302-739

Mr. George Aburn, Jr., Director
Air and Radiation Management
Administration
Maryland Dept. of Environment
1800 Washington Blvd.
Baltimore, MD 21230-1720
410-537-3255

Mr. William O'Sullivan
Air Quality Mgmt., Permitting Administrator
NJ State Dept. of Env. Protection
401 East State Street, CN 027
Trenton, NJ 08625
609-984-1484

Mr. John Higgins, Director
Stationary Sources
NY State Dept. of Env. Conservation
Room # 108
50 Wolf Road
Albany, NY 12233-3254
518-457-7688

Mr. Robert Hodanbosi, Chief
Dept. of Air Pollution Control
Ohio Env. Protection Agency
122 South Front Street
Columbus, OH 43215
614-644-2270

Mr. John Benedict, Director
Division of Air Quality
West Virginia Department of Environmental
Protection
601 – 57th Street
Charleston, WV 25304
304-926-0499

Mr. James Sydnor, Director
Air Division
Dept. of Env. Quality
PO Box 10009
Richmond, VA 23240
804-698-4311



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF AIR QUALITY

**Request for Determination of Changes of Minor Significance
and Exemption from Plan Approval/Operating Permit
Under Pa Code §127.14 or §127.449**

A. Type of Request	
<p style="text-align: center;">Exemption from Plan Approval Select all that apply (see Instructions): http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-77119/2700-BK-DEP4103.pdf</p> <p><input type="checkbox"/> Minor Sources or classes of sources, pursuant to 25 Pa. Code § 127.14(a)(1)-(7).</p> <p><input type="checkbox"/> Other sources and classes of sources of minor significance, pursuant to 25 Pa. Code § 127.14(a)(8).</p> <p><input type="checkbox"/> Physical changes to sources of minor significance, pursuant to 25 Pa. Code § 127.14(a)(9).</p> <p><input type="checkbox"/> Additional physical changes of minor significance that do not add new equipment, pursuant to 25 Pa. Code § 127.14(c)(1).</p> <p><input type="checkbox"/> Additional physical changes of minor significance that add new equipment, pursuant to 25 Pa. Code § 127.14(c)(2).</p> <p><input type="checkbox"/> Changes due to de minimis increases in emissions, pursuant to 25 Pa. Code § 127.449.</p>	<p style="text-align: center;">Exemption from Operating Permit Select all that apply (see Instructions): http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-77119/2700-BK-DEP4103.pdf</p> <p><input type="checkbox"/> Other sources and classes of sources of minor significance, pursuant to 25 Pa. Code § 127.14(a)(8).</p> <p><input type="checkbox"/> Physical changes to sources of minor significance, pursuant to 25 Pa. Code § 127.14(a)(9).</p> <p><input type="checkbox"/> Additional physical changes of minor significance that do not add new equipment, pursuant to 25 Pa. Code § 127.14(c)(1).</p> <p><input type="checkbox"/> Additional physical changes of minor significance that add new equipment, pursuant to 25 Pa. Code § 127.14(c)(2).</p> <p><input type="checkbox"/> Changes due to de minimis increases in emissions, pursuant to 25 Pa. Code § 127.449.</p> <p>(Must have valid operating permit conditions authorizing de minimis increases.)</p>
B. Facility/Company Information	
Facility/Company Name:	Plant Name (if applicable):
Site Address:	
Municipality:	County:
Mailing Address (if different):	
Federal Employer Identification Number (EIN) (if applicable):	
Current Operating Permit No. (if applicable):	NAICS Code:
Person Completing Form:	Affiliation:
Address (if different from facility/company):	Telephone: () -
	E-Mail:
Facility/Company Contact Person:	Title:
Address (if different from facility/company):	Telephone: () -
	E-Mail:
C. Project Description	
Project Type: <input type="checkbox"/> New construction <input type="checkbox"/> Modification <input type="checkbox"/> Remediation	<input type="checkbox"/> Other (see Instructions http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-77119/2700-BK-DEP4103.pdf)
Total number of sources in project: _____	

Description of project (may include process description, site diagram, and any other pertinent information – see Instructions (<http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-77119/2700-BK-DEP4103.pdf>) and attach supporting documents in Section F. as needed):

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**Request for Determination of Changes of Minor Significance and Exemption from
Plan Approval/Operating Permit Under 25 Pa. Code § 127.14 or §127.449**

D. Source Description

Complete a separate sheet for each source included in the project. For projects with more than one source, make additional copies of this page or download from DEP's Air Quality/Permits Web site (www.depweb.state.pa.us, keyword: Request for Determination.)

Source Name:

Source Category Code and Description ([2700-BK-DEP4103.pdf](#)):

Source location (if source is portable, submit a separate Request For Determination (RFD) application for each operating location):

Type: Stationary Portable (Enter number of days in operation at this location: _____)

Is equipment existing or proposed? Existing Proposed

Actual or Planned Date of Installation: / /

Source Description (see Instructions (<http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-77119/2700-BK-DEP4103.pdf>) for examples of applicable information, attach supporting documents in Section F, and provide separate justification for any document designated as Confidential Business Information):

Is the source subject to any New Source Performance Standards (NSPS) or National Emission Standards for Hazardous Air Pollutants (NESHAP) or Maximum Achievable Control Technology (MACT) standard? If yes, specify federal citation including Subpart.

Yes Subpart: _____ No

You must enter potential emissions below. If also reporting actual emissions, provide the actual emission amounts and calculations as attachment(s) in Section F. of this RFD.

Pollutant(s) (from Instructions)	Emissions (lbs/hr)*	Emissions (tons/year)*	Calculation Method Code Appendix B
PM			
PM-10			
PM-2.5			
SO _x			
CO			
NO _x			
VOC			
Total HAPs**			

Will the construction or modification of this source increase emissions from other sources at the facility?

Yes (Describe and quantify emissions on separate sheet)
 No

Is the construction or modification of the source subject to 25 Pa. Code, Chapter 127, Subchapter E, New Source Review (NSR) requirements or Prevention of Significant Deterioration (PSD) of Air Quality regulations at Subchapter D?

Yes **No**

* Must enter value or N/A

** For speciated HAPs (see Instructions (<http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-77119/2700-BK-DEP4103.pdf>) for required speciated HAPs) or other pollutants, please attach additional sheets in Section F.

**Request for Determination of Changes of Minor Significance and Exemption from
Plan Approval/Operating Permit Under 25 Pa Code §127.14 or §127.449**

E. Exemption History

Identify all sources exempted within the last five years from plan approval/operating permit requirements for one of the following reasons: 1. Request for Determination (RFD), 2. Exemption List, or 3. De minimis emissions provisions of 25 Pa. Code §127.449 (see Instructions) (<http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-77119/2700-BK-DEP4103.pdf>):

Source Name	Date of Installation	Reason for Exemption (check one)		
		RFD	Exemption List	De Minimis
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. List of Attached Documents (see Instructions) (<http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-77119/2700-BK-DEP4103.pdf>)

List all supporting documents attached to this application. If any document contains Confidential Business Information (CBI), provide justification on separate attachment (see Instructions) (<http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-77119/2700-BK-DEP4103.pdf>).

Confidential?	Description of Attachment
<input type="checkbox"/>	

G. Fees

Do you meet the definition of small business stationary source set forth in section 3 of the act (35 P.S. § 4003)?
 Yes, Please pay \$400 fee to review this RFD form, No, Please pay \$600 fee to review this RFD form

Do any documents contain Confidential Information?
 Yes, Please pay \$300 fee to review confidential information. Mark clearly confidential information and also provide redacted copy. The Department will review both redacted and confidential copies to determine if each item is confidential under section 13.2 of the APCA.; No, please submit review of RFD fees

Total Fees (Review of RFD form + Review of Confidential Information if any):

H. Signature of Responsible Person or Authorized Designee (see Instructions)
 (<http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-77119/2700-BK-DEP4103.pdf>)

I, _____, certify under penalty of law as provided in 18 Pa. C.S.A. § 4904 and 35 P.S. § 4009(b)(2) that based on information and belief formed after reasonable inquiry, the statements and information contained in this form are true, accurate, and complete.

Signature:	Title:	Date: / /
Name (typed or printed):		Telephone:
Address (if different from site address):		E-Mail Address:

Note: Please make a copy of this application and all attachments for your records and maintain all information related to this application for review by DEP.

OFFICIAL USE ONLY

RFD #:

Date Received: _____

Reviewed By: _____

- A plan approval is not required for this source (See 25 Pa. Code Section 127.14(a)(1)-(9))
- An operating permit is not required for this source (See 25 Pa. Code Section 127.443(a))
- The source(s) do(es) not qualify for exemption. Applicant is required to submit a plan approval application.
- The source(s) do(es) not qualify for exemption. Applicant is required to submit an operating permit application.

Signature _____

Name and Title _____

Date _____

Remarks:

Conditions:

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