



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<sub>x</sub> 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](http://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.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/ADV/COUN/oil\\_gas/2002/ATT\\_D\\_DEP\\_%20Locational\\_Policy.pdf](http://www.dep.state.pa.us/dep/subject/ADV/COUN/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*.

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

**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:

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 5.

- **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](http://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.

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](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 **Error! Reference source not found.**, "Certification" on Page **Error! Bookmark not defined.** 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

**Instructions**

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.

## Instructions

- **%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:

- **Unit ID:** Assign a unique ID number 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 control equipment.
- **Type:** Describe the type of control equipment (scrubber, fabric filter, ESP, etc.)
- **Pressure Drop in H<sub>2</sub>O:** Provide this information, if applicable.

**Instructions**

- 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 **Error! Reference source not found.**, "Certification" on Page **Error! Bookmark not defined.** 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: _____<br>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.<br>_____<br>_____<br>_____  |                         |
| 5. Contact Person Name: _____  | Title: _____            |
| Mailing Address: _____   | Telephone Number: _____ |
|  | Fax Number: _____       |
| <b>Certification by Responsible Official</b>   |                         |
| 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:

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.

Notes: There are four different Fees Schedules depending on what the company proposed.

1. Fees Schedule for New Plan Approval
2. Fees Schedule for Existing Plan Approval
3. Fees Schedule for State Only Operating Permit
4. Fees Schedule for Title V Operating Permit

If the company is submitting a new plan approval application, the fees schedule for a “New Plan Approval” should be used. In this form, the company should check the appropriate boxes depending on the types of review requested and pay accordingly.

Similarly, if the company is submitting a Title V Operating Permit application, the company should use the fees schedule for a “Title V Operating Permit”, check all the appropriate boxes, and pay the fees required.

Please make the check payable to the “Commonwealth of PA Clean Air Fund.”

## Air Quality Fees Schedule

### Company Information

Federal Tax ID: \_\_\_\_\_ Firm Name: \_\_\_\_\_  
 Permit # (If any): \_\_\_\_\_ Plant Name: \_\_\_\_\_  
 Township/Municipality: \_\_\_\_\_ County: \_\_\_\_\_  
 Contact Person Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

### New Plan Approval (The following fees are cumulative.)

| Line #   | Check the appropriate boxes below | Type of review requested  | Fee<br>2021 - 2025 | Total<br>Fees |
|--|-----------------------------------|---|--------------------|---------------|
| 1  | Base Fee                          | Subchapter B  | \$2,500            | \$2,500       |
| 2  | <input type="checkbox"/>          | New Source Review, Subchapter E   | \$7,500            |               |
| 3  | <input type="checkbox"/>          | NSPS/NESHAP /MACT standard<br>A. # of NSPS: _____<br>B. # of NESHAP/MACT: _____<br>C. Add lines A and B: _____<br>D. Maximum applicable standards: <u>  3  </u><br>E. Enter smaller of line C or line D: _____<br><br>Multiply line E by \$2,500 and enter the amount in the "Total Fees" column. | \$2,500            |               |
| 4  | <input type="checkbox"/>          | Case-by-Case MACT   | \$9,500            |               |
| 5  | <input type="checkbox"/>          | Prevention of Significant Deterioration (PSD) requirements. Subchapter D  | \$32,500           |               |
| 6  | <input type="checkbox"/>          | Plantwide Applicability Limit (PAL) for NSR regulated pollutants  | \$7,500            |               |
| 7  | <input type="checkbox"/>          | PAL for PSD regulated pollutants  | \$7,500            |               |
| 8  | <input type="checkbox"/>          | Risk Assessment Analysis – Inhalation only  | \$10,000           |               |
| 9  | <input type="checkbox"/>          | Risk Assessment Analysis – Multi-pathway  | \$25,000           |               |
| Add Lines 1 thru 9 of Total Fees column and write it here. <span style="float: right;">—————→</span> |                                   |   |                    |               |

## Air Quality Fees Schedule

### Company Information

Federal Tax ID:                      Firm Name:  
 Permit # (If any):                  Plant Name:  
 Township/Municipality:              County:  
 Contact Person Name:              Telephone Number:  
 E-mail:

### Existing Plan Approval

| Line #   | Check the appropriate boxes below | Type of Authorization  | Fee<br>2021 - 2025 | Total<br>Fees |
|--|-----------------------------------|--|--------------------|---------------|
| 1  | <input type="checkbox"/>          | Minor Modification   | \$1,500            |               |
| 2  | <input type="checkbox"/>          | Extension  | \$750              |               |
| 3  | <input type="checkbox"/>          | Transfer of Ownership  | \$750              |               |
| 4  | <input type="checkbox"/>          | Significant Modification, Ambient Impact Analysis            | \$9,000            |               |
| 5  | <input type="checkbox"/>          | Significant Modification, Reassessment of Control Technology | \$2,500            |               |
| 6  | <input type="checkbox"/>          | Risk Assessment Analysis – Inhalation only                   | \$10,000           |               |
| 7  | <input type="checkbox"/>          | Risk Assessment Analysis – Multi-pathway                     | \$25,000           |               |
| Add Lines 1 thru 7 of Total Fees column and write it here. <span style="color: blue;">—————&gt;</span> |                                   |  |                    |               |

## Air Quality Fees Schedule

### Company Information

Federal Tax ID: \_\_\_\_\_ Firm Name: \_\_\_\_\_  
 Permit # (If any): \_\_\_\_\_ Plant Name: \_\_\_\_\_  
 Township/Municipality: \_\_\_\_\_ County: \_\_\_\_\_  
 Contact Person Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

### State Only Operating Permit

| Line #   | Check the appropriate box below | Type of Authorization                          | Fee<br>2021 - 2025 | Total Fees |
|--|---------------------------------|--|--------------------|------------|
| 1  | <input type="checkbox"/>        | New Application, Subchapter F                  | \$2,500            |            |
| 2  | <input type="checkbox"/>        | Renewal  | \$2,100            |            |
| 3  | <input type="checkbox"/>        | Minor Modification                             | \$1,500            |            |
| 4  | <input type="checkbox"/>        | Significant Modification                       | \$2,000            |            |
| 5  | <input type="checkbox"/>        | Administrative Amendment / Change of Ownership | \$1,500            |            |
| 6  | <input type="checkbox"/>        | Risk Assessment Analysis– Inhalation only      | \$10,000           |            |
| 7  | <input type="checkbox"/>        | Risk Assessment Analysis – Multi-pathway       | \$25,000           |            |
| Add Lines 1 thru 7 of Total Fees column and write it here. <span style="color: blue;">—————&gt;</span> |                                 |  |                    |            |

## Air Quality Fees Schedule

### Company Information

Federal Tax ID:                      Firm Name:  
 Permit # (If any):                      Plant Name:  
 Township/Municipality:                      County:  
 Contact Person Name:                      Telephone Number:  
 E-mail:

### Title V Operating Permit

| Line # | Check the appropriate box below | Type of Authorization                          | Fee<br>2021 - 2025 | Total Fees |
|--------|---------------------------------|--|--------------------|------------|
| 1      | <input type="checkbox"/>        | New Application, Subchapter G                  | \$5,000            |            |
| 2      | <input type="checkbox"/>        | Renewal  | \$4,000            |            |
| 3      | <input type="checkbox"/>        | Minor Modification                             | \$1,500            |            |
| 4      | <input type="checkbox"/>        | Significant Modification                       | \$4,000            |            |
| 5      | <input type="checkbox"/>        | Administrative Amendment / Change of Ownership | \$1,500            |            |
| 6      | <input type="checkbox"/>        | Risk Assessment Analysis– Inhalation only      | \$10,000           |            |
| 7      | <input type="checkbox"/>        | Risk Assessment Analysis – Multi-pathway       | \$25,000           |            |
| 8      | <input type="checkbox"/>        | Title V Operating Permit – PAL, § 127.218      | \$10,000           |            |
| 9      | <input type="checkbox"/>        | Title V Operating Permit – PAL, Subchapter D   | \$10,000           |            |

Add Lines 1 thru 9 of Total Fees column and write it here. —————>





COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF AIR QUALITY

**CHANGE OF OWNERSHIP FORM**  
(In accordance with 25 Pa. Code § 127.32 and/or § 127.464)

|   |                   |
|---|-------------------|
| 1. PREVIOUS OWNER:  |                   |
| Firm Name:  | Federal Tax ID:   |
| List Plan Approval(s) and/or Operating Permit(s) to be transferred:<br>_____<br>_____   |                   |
| 1. PREVIOUS OPERATOR:   |                   |
| Firm Name:  | Federal Tax ID:   |
| List Plan Approval(s) and/or Operating Permit(s) to be transferred:<br>_____  |                   |
| 2. REASON FOR TRANSFER:    Sale    Other (Explain) <span style="float: right;">Effective Date:</span>   |                   |
| 3. NEW OWNER:   |                   |
| Firm Name:  | Federal Tax ID:   |
| Contact Person:   | Title:            |
| Mailing Address:  | Telephone Number: |
| 4. OPERATOR if different from new owner (owner and operator have different Federal Tax ID):   |                   |
| Firm Name:  | Federal Tax ID:   |
| Contact Person:   | Title:            |
| Mailing Address:  | Telephone Number: |
| 5. MARK THE ENCLOSURE(S) ENCLOSED:  |                   |
| <input type="checkbox"/> Compliance Review Form <input type="checkbox"/> Administrative Amendment Form (required for operating permit transfer only)  |                   |
| <b>Certification by Responsible Official</b>  |                   |
| Note: Complete separate Change of Ownership form and this certification if responsible official is not same for owner and operator.   |                   |
| I _____, being duly sworn according to law depose and state, under penalty of law as provided in 18 Pa. C.S. §4904 and Section 9(b)(2) of the Air Pollution Control Act, 35 P.S. §4009(b)(2), that I am the representative of the permittee identified above, authorized to make this certification. I further state that information provided in the Change of Ownership form is true, accurate and complete, based on information and belief formed after reasonable inquiry. I further certify that all conditions of the existing plan approval(s) and/or operating permit(s) for the facility will be transferred to the newly issued plan approval(s) and/or operating permit(s). |                   |
| Name:   | Title:            |
| Signed:   | 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:**

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**

|                              |
|------------------------------|
| <b>FOR OFFICIAL USE ONLY</b> |
| 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**

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

**Section 2: Facility Inventory List**

Indicate all sources that are affected by the proposed modification by completing the following table. Duplicate this page as necessary.

| Number | Company Designation | Unit Type (Boilers, Incinerators, etc.) |
|--------|---------------------|---|
|        |                     |   |
|        |                     |   |
|        |                     |   |
|        |                     |   |
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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 |
|---|--|
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |



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***

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

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DRAFT

## 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 can not 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 22<sup>nd</sup> day following a submittal if a public comment is not received, or on the 29<sup>th</sup> 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***

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 – 57<sup>th</sup> Street  
Charleston, WV 25304  
304-926-0499

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***How to Complete a Plan Approval Application  
to Construct, Modify or Reactivate an Air  
Contamination Source  
and/or Install an Air Cleaning Device***

***Prepared by:  
Bureau of Air Quality  
Division of Permits (717)  
787-4325  
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**DISCLAIMER**

This document describes in general the requirements of the Pennsylvania Department of Environmental Protection, Bureau of Air Quality's plan approval and operating permit program, as contained in 25 Pa.

## **Instructions for Plan Approval Application**

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Code Chapter 127. Nothing in this document alters or supersedes the requirements contained in those regulations.

To receive a copy of Title 25 of the Pennsylvania Code, Chapters 121 to 143, contact the Bureau of Air Quality, 400 Market St., 12th Floor, Harrisburg, PA 17101 or call (717) 787-9702 or visit DEP's website at [www.dep.state.pa.us](http://www.dep.state.pa.us) .

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### Introduction

Before you begin operating a new source of air pollution in Pennsylvania, you may need an air permit. This permit is a regulatory document that is legally enforceable at both federal and state levels. It covers all sources of air pollution, process equipment and air cleaning devices at your facility. In addition, the permit lists applicable rules and requirements pertaining to each source, along with operating requirements, emission limits, stack information and monitoring requirements within a facility.

The process of obtaining the air permit generally consists of two steps. First, you must obtain a construction permit, also known as a “plan approval,” from the state Department of Environmental Protection (DEP) to begin construction, installation or modification of your facility. To avoid confusion, DEP uses the term “*plan approval*” throughout this manual. Historically, DEP has used this term in all of its statutes and regulations. You do not need a plan approval if the work is specifically exempt or if DEP determines it to be of minor significance. A list of exemptions is available from the regional DEP offices or can be downloaded from DEP’s website, [www.dep.state.pa.us](http://www.dep.state.pa.us) (directLINK: air quality). Please refer to page seven for the list of regional offices and phone numbers.

Second, once you build your facility in accordance with the plan approval, you must obtain an operating permit. Depending on the type and size of the source, you will need either a state permit or a Title V permit. DEP generally issues this permit for a maximum five-year term, unless the regulations require a shorter time or you request a shorter term. The state operating permit is for sources that are not subject to Title V permitting requirements. Title V permits are required for major facilities that have the potential to emit air pollutants over a specific threshold as defined in both state and federal regulations. Title V may be extended to smaller facilities when the federal Environmental Protection Agency (EPA) completes further rulemaking in the future. Philadelphia and Allegheny counties have their own permitting programs, and you must submit your plans to those programs. For information about permits in Philadelphia, call (215) 823-7584. In Allegheny County, call (412) 578-8111.

### Overview of Plan Approval Process

The process for obtaining a plan approval begins with gathering information and completing all requirements, such as a plan approval application form, application fees, compliance review form, proof of municipal notice, etc. You then submit the completed plan approval application, with all supporting documents, in triplicate to the regional office serving the area in which your facility is located.

DEP conducts an administrative completeness review, which generally includes checking for the appropriate signatures, filing fees, maps, notifications and application forms. The review is normally conducted within 20 days after DEP receives your application.

If everything is in order, DEP notifies you in writing that the application has been accepted for technical review. Included in this correspondence are the name and telephone number of the engineer assigned to review the application.

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If your application has incomplete or missing information, DEP will notify you by telephone or in writing. You will have a reasonable amount of time to submit the required information. If you fail to submit the information within the given time frame, DEP will deny your application.

In addition to a review by DEP's Bureau of Air Quality, the regional office sends the application to other DEP bureaus to determine whether additional permits are necessary. The regional office does this to assist you and ensure that you obtain all required environmental permits. Following these steps, the regional office initiates the technical review process.

The technical review includes the following:

- Checking for conformance with all applicable statutes and regulations
- Analyzing the proposal for potential adverse environmental impacts
- Checking for clarity and engineering soundness of the proposal
- Reviewing the submitted Compliance Review Form for existing violations
- Reviewing all comments submitted by the public

If DEP staff members find deficiencies, they will notify you by telephone or in writing. You will have a reasonable period of time to submit the missing information. If the regional office does not receive the information in the given time frame, your application will be denied. If the material you submit still fails to meet our requirements, DEP will issue a pre-denial letter. You will have one final chance to correct the deficiencies listed in this pre-denial letter. This is your last chance to submit the missing information. At the end of the given time, DEP will deny your application if the regional office does not receive the required information or if the information is inadequate.

Upon technical approval, DEP will publish a public notice in the *Pennsylvania Bulletin*. Depending on the complexity of the plan approval application, you may be required to publish a notice in a local newspaper (refer to § 127.44 and 127.45 of *Pa. Code Title 25* for more information). If you need other environmental permits, the assistant regional director's office will issue them simultaneously.

DEP renders its decision after completing the technical review. Generally, DEP will issue a plan approval within 180 days. However, a more complex application may take as much as one year. Also, plan approval applications are subject to the money-back guarantee program, which has standard, pre-designated timetables for each type of application. If DEP does not review your application in the time allotted, your application fees will be returned to you. Further details are available at [www.dep.state.pa.us](http://www.dep.state.pa.us) (choose Subjects/Money Back Guarantee).

When DEP issues your plan approval, the complexity of your project determines how long you have to complete it. The plan approval will have a sufficient and reasonable amount of time to complete the project as described in your application. If you do not finish the construction, modification or installation within the approved time, you must either submit a new application or get an extension of your initial plan approval. Applications are available on the DEP website at [www.dep.state.pa.us](http://www.dep.state.pa.us) (Choose Subjects/Air Quality/Permits).

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If you are testing and or adjusting new sources and air-cleaning devices, DEP authorizes temporary operations as a condition within the plan approval.

### **How to Appeal a Decision by DEP**

If you disagree with a decision by DEP, you can contact the regional office, or you can appeal to the Pennsylvania Environmental Hearing Board (EHB). If you do appeal, you must file the paperwork within 30 days of DEP's issuing its decision.

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### General Plan Approval and Operating Permit

This is a special kind of “general permit” that covers certain categories of pollution sources that are similar in nature. DEP has determined that it can adequately regulate these sources by using standardized specifications and conditions. The primary intention for a General Plan Approval and Operating Permit is to cover a group of smaller and similar facilities. Because this permit requires less individual processing, it may be quicker to obtain after the general permit application or conditions have been drafted and subjected to public and Environmental Protection Agency (EPA) review. These applications are available from DEP’s website.

### Profile of these Instructions

This instruction package is intended to assist you in submitting a complete plan approval application. Please type or print clearly in the spaces provided. If you need more space, attach separate sheets of paper to provide detailed information. Do not leave any space on the form blank. In those cases where the question is not relevant, enter “None” or “Not applicable.” Please keep a copy of the completed application for your records.

You are encouraged to contact your regional office to arrange for pre-application meetings, especially if you are filing complex applications, such as Prevention of Significant Deterioration (PSD) or New Source Review (NSR) or where multiple permits are required. See Page 7 for a list of the regional offices and phone numbers.

All plan approval applications must include a **General Information Form (GIF)**. This GIF is used in all of DEP’s bureaus, such as Air Quality, Water Quality, Waste Management, Mining, etc. A copy of the GIF and instructions (Section A through G) are available in our regional offices and central office in Harrisburg or can be downloaded from our website at [www.dep.state.pa.us](http://www.dep.state.pa.us) (directLINK: “air quality,” then choose “permits”).

There are three parts in this instruction package, as follows:

Part A: Instructions for submitting Plan Approval Application

Part B: Separate instructions for completing the more intensive sections of the “Plan Approval Application to Construct, Modify or Reactivate an Air Contamination Source and/or Install an Air Cleaning Device” for one of DEP’s 10 types of plan approvals.

Part C: Appendix A – Glossary of Environmental Terms and Abbreviations  
Appendix B – Measurement Units and Abbreviations

Parts A and C are common for all types of plan approval applications. DEP advises you to choose the appropriate application instructions from Part B for the proposed project.



## **Instructions for Plan Approval Application**

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### **How to download an application form**

All plan approval application forms, including General Plan Approval and operating permits, compliance review form, and Addendum A for Source Applicable Requirements, are available from our World Wide Web site at [www.dep.state.pa.us](http://www.dep.state.pa.us) (directLINK: air quality, then choose “applications, permits”).

### **Resources for obtaining emission estimate information:**

The Pennsylvania ENVIROHELP website is at [www.pa-envirohelp.org](http://www.pa-envirohelp.org). The phone number is 800-7224743. ENVIROHELP is a free service to help small business people understand and comply with airpollution-control equipment. All requests for information from ENVIROHELP are handled by an outside contractor and are kept confidential.

The EPA also has information about emission estimates. Visit EPA’s website at [www.epa.gov](http://www.epa.gov).

**Part A: Instructions for submitting a Plan Approval Application**

**1. Application Submission**

You must submit your application, with supporting documents, in *triplicate* to the appropriate regional office. DEP’s six regional offices are listed below with the counties they serve:

|  |  |
|--|--|
| <p><b>SOUTHEAST REGION</b></p> <p>Engineering Services Chief<br/>2 East Main Street<br/>Norristown, PA 19401<br/>Telephone: (4840 250-5074</p> <p><b>Counties:</b> Bucks, Chester, Delaware, Montgomery</p>  | <p><b>NORTHEAST REGION</b></p> <p>Engineering Services Chief<br/>Two Public Square<br/>Wilkes-Barre, PA 18711-0790<br/>Telephone: 570-826-2538</p> <p><b>Counties:</b> Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne, Wyoming.</p>  |
| <p><b>SOUTHCENTRAL REGION</b></p> <p>Engineering Services Chief<br/>909 Elmerton Avenue<br/>Harrisburg, PA 17110-8200<br/>Telephone: 717-705-4868</p> <p><b>Counties:</b> Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry, York</p> | <p><b>NORTHCENTRAL REGION</b></p> <p>Engineering Services Chief<br/>208 W. Third St., Suite 101<br/>Williamsport, PA 17701-6448<br/>Telephone: 570-327-3638</p> <p><b>Counties:</b> Bradford, Cameron, Centre, Clearfield, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, Union.</p> |
| <p><b>SOUTHWEST REGION</b></p> <p>Engineering Services Chief<br/>400 Waterfront Drive<br/>Pittsburgh, PA 15222-4745<br/>Telephone: 412-442-4174<br/>Fax: 412-442-4194</p> <p><b>Counties:</b> Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington, Westmoreland</p>                       | <p><b>NORTHWEST REGION</b></p> <p>Engineering Services Chief<br/>230 Chestnut St.<br/>Meadville, PA 16335-3481<br/>Telephone: 814-332-6940<br/>Fax: 814-332-6940</p> <p><b>Counties:</b> Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango, Warren .</p>                            |

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You may also obtain forms, guidance documents, or general information on permitting by contacting our central office at 717-787-4325.

In addition to DEP's regional offices, Philadelphia and Allegheny counties have their own air quality programs. If the proposed source is located in either of these counties, the agency's forms can be obtained from:

| <b>Philadelphia County</b>   | <b>Allegheny County</b>   |
|--|---|
| Department of Public Health<br>Air Management Services 321<br>University Ave.<br>Spelman Building<br>Philadelphia, PA 19104<br>Telephone: 215-823-7584 | Plan Review Section<br>Allegheny County Health Department<br>Bureau of Air Pollution Control 301<br>39 <sup>th</sup> St.<br>Pittsburgh, PA 15201<br>Telephone: 412-578-8111 |

## 2. Plan Approval Application Forms

There are 10 plan approval application forms. Nine plan approval application forms are for specific source categories. One titled "*Processes*" is for a source that does not fall under any one of the nine specific source categories. These application forms are as follows:

1. Processes (for sources not specified below)
2. Combustion Units
3. Incineration
4. Graphic Arts (Rotogravure)
5. Gasoline Bulk Terminals/Plants
6. Surface Coating Operations
7. VOC Storage Tanks
8. Mineral and Coal Preparation Plants
9. Degreasers and Flexographic Operations)
10. Batch Asphalt Plants

You should fill out one of the above application forms, depending on the type of source you are proposing. All applications must be submitted in triplicate. If applicable, you must also fill out Addendum A and Addendum B. These two addenda are as follows:

1. Addendum A: Source Applicable Requirements
2. Addendum B: Waste Derived Liquid Fuel

Each of the above plan approval applications has seven sections that concern specific air-quality requirements. Section I deals with identity and a checklist for completing the application package; Section J covers general information on the proposed source; Section K covers information on the aircleaning device; Section L deals with applicable requirements; Section M deals with demonstrating compliance; Section N covers flue and air-contaminant emissions; and Section O deals with attachments.

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When specifying capacity, process or throughput rate, emissions rate etc., use an abbreviation for the throughout the application. The abbreviations are listed here in Part C, Appendix B.

### **3. Municipal Notification**

When you apply for a plan approval, regulations (*25 Pa. Code* § 127.43a) require you to notify the municipality and county where the pollution source will be located. The notification must include the following:

- A statement that you have submitted an application to DEP.
- A detailed description of the source and modifications that you plan to make.
- A statement that a 30-day comment period begins when the municipality and county receive the notice.

Mailing the notice is part of the application process. When you submit your application, you must submit a copy of the correspondence to the municipalities. You are then required to provide evidence that the county and municipality have received the correspondence, either through a certified-mail receipt or written acknowledgment that they have received your notification. You should send this evidence within 30 days of submitting your application.

The Commonwealth Administrative Code provides that “the written notices shall be received by the municipalities at least thirty (30) days before the Department of Environmental Protection may issue or deny the permit.” If you fail to provide a copy of the notification correspondence and subsequent evidence that the municipality received it, there will be a delay in processing your application.

### **4. Compliance Review**

Complete a compliance review form following the instructions provided with the form, and submit it to your regional office. The form must be certified with an original signature. You can choose to submit the form at the time of the plan approval and/or operating permit approval or on a periodic basis of at least once every six months. You may only change how you do this periodic filing with DEP’s approval in writing or upon renewal of a permit application. The form and instructions are available by contacting DEP or can be downloaded from [www.dep.state.pa.us](http://www.dep.state.pa.us). Questions about the compliance review form should be directed to your regional office or to DEP’s central office at 717-787-9257.

### **5. Plan Approval Fees**

Plan approval fees are based on the type of review required.

Please refer to either the Air Quality Fees Schedule for a new or existing plan approval for more information.

Make the check payable to the “Commonwealth of PA Clean Air Fund.”

### **6. Treatment of confidential information**

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All information in your application is considered public information and can be made available to anyone requesting the information except in limited circumstances. Some information in a plan approval or an operating permit is confidential, according to state law [25 Pa Code §§ 127.12(d) and 127.411(d)]. This includes information that would divulge production or sales figures or methods, processes or production unique to your facility or would otherwise adversely affect your competitive position by revealing trade secrets, including intellectual property rights. Emission data is never confidential information. Also, nothing in this section prevents the disclosure of the report, record or information to federal, state or local officials so they can administer air-pollution control laws or when relevant in any proceeding under the Air Pollution Control Act.

If you want to keep production or any other qualifying information confidential, place the information on separate pages and mark it “*confidential*,” so it can be removed from the rest of the application. Our review engineer will review the information and inform you if it meets the criteria for confidentiality.

**Part B**

**Detailed Instructions for Completing a  
“Plan Approval Application for ‘Processes’ to Construct,  
Modify or Reactivate an Air Contamination Source and/or  
Install an Air Cleaning Device”**

**As you fill out your plan approval application, you can use these sections to guide you through the process.**

### **Section J: Processes Information**

#### **1. Source Information**

In this section, give a brief description of the pollution source you have proposed or want to modify. Provide the manufacturer's name from the source's nameplate. If applicable, provide the nameplate information for the model number. Do not use the serial number. Also, give the number of sources you propose to install or modify and the company designation of each source (for example Furnace No. 3, Line A, etc.). Provide the maximum design rating for the source in terms of raw material and finished materials that can be maintained for extended periods, and include the nameplate rated capacity. List the types of materials processed, and provide information for the maximum operating schedule and/or operational restrictions, whichever is applicable. If you operate the proposed source seasonally, indicate the starting and ending months of operation.

#### **2. Fuel Information**

List the type and grade of fuel you will be burning (i.e., #2, #4, #6 etc.). The fuel information can be obtained from suppliers. For maximum and rated fuel firing rate, indicate the rates for all burners combined (per hour). Indicate the maximum percentage for both sulfur and ash in the fuel you plan to use. Indicate the higher heating value per unit for that fuel.

If you are using wood/wood waste, liquid petroleum gas, waste-derived liquid fuels, etc., give complete details, including physical and chemical properties and their effects on air pollution, on a separate page. Describe how these fuels will be burned. In the case of waste-derived liquid fuel, also give the maximum concentration of lead, arsenic cadmium, chromium, polychlorinated biphenyls, total halids (TX), sulfur and ash. Use abbreviations in Addendum B for this information. Describe the methods used for sampling oil and monitoring contaminants.

#### **3. Burner Data**

Provide the manufacturer's name, the burner type and the manufacturer's model number. Do not use the serial number. Indicate how many burners you have, and give the description and function of each burner. You can get this information from the manufacturer's catalogs. Indicate the rated heat input of each burner in mmBtu per hour and the maximum fuel firing rate for all burners in this unit combined (per hour). Be sure to include units (gallons/hour, cubic feet/hour, tons/hour, etc.).

### **Miscellaneous Information**

Attach a flow diagram or sketch that includes all information requested in the application. Provide a detailed list of monitoring and recording devices, such as pressure, temperature, humidity, air flow rate, leak detector, pH and conductivity measurement device or recorder. Also, show that the monitoring and recordkeeping devices are reasonable and adequate. In addition, describe any restrictions you are

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requesting and how they will be monitored. You must also describe the proposed modification of existing sources, if any. Provide detailed information on all fugitive emission points, all relief and emergency valves and all bypass stacks, as requested in the application. You need to show how you will minimize fugitive emissions during startup, shutdown, process upsets and/or disruption. Provide anticipated milestones of the proposed source.

**Section K: Air Cleaning Device**

**1. Precontrol Emissions**

List each pollutant (particulate or gaseous pollutants, including HAPs, etc.) by estimating rates prior to entering air-cleaning devices. Precontrol emissions can be calculated at the restricted physical limitations, design limitations or operating hours. These limits will become part of the permit conditions. If you do not take any limitations, the emissions must be calculated using rated capacity, operating 24 hours per day, 365 days per year. The calculations should include flue (stack) emissions and all additional fugitive emissions from material transfer, use of parking lots and paved and unpaved roads, etc.

$$\text{Precontrol Maximum design or Emissions rate } 8,760 \text{ hours per Emissions} = \text{operational capacity} \\ \text{X per unit X year unless} \\ \text{unless restricted} \qquad \text{capacity} \qquad \text{restricted}$$

You can obtain emission rates from performance-test data, continuous-emission monitoring (CEM) data, equipment-vendor emission data, mass balance, emission factors from technical reference, AP-42, etc. Attach calculation methods used to estimate precontrol emissions for each applicable pollutant.

The precontrol emissions should be estimated as follows:

First, a source must be evaluated for the physical or design limitations. For example, this could be the fuel delivery capacity of a burner or the tonnage capacity of a kiln. Next, you should assume that a source operates 8,760 hours per year, unless you are allowed to apply for a limitation on operating hours.

Example:

$$\begin{aligned} &= (5 \text{ gallons of paint/hour}) \times (2 \text{ pounds VOC/gallon}) \times (8,760 \text{ hours per year}) \\ &= 87,600 \text{ pounds/year} \\ &= 43.80 \text{ tons per year of VOCs} \end{aligned}$$

**2.-13. Air Cleaning Devices**

These items pertain to air cleaning devices, such as gas cooling, settling chambers, cyclone, incinerators/afterburners, fabric collector, wet collection equipment, electrostatic precipitator, adsorption equipment, absorption equipment, selective catalytic reduction/selective non-catalytic reduction/non-



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selective catalytic reduction, flares, etc. These are the common types of air cleaning devices used in a variety of industries. If the air cleaning device you propose differs from Nos. 2 through 12, use No. 13 or provide details on a separate sheet of paper. Please use only the pages for the air cleaning devices that pertain to this project. Remove remaining pages regarding air cleaning devices from the application and number the pages in the upper right hand corner, accordingly.

For reference, a glossary of some environmental terms is included in Part C. You can find technical information from manufacturers or vendors of the control equipment.

### **14. Cost**

Provide the direct cost, indirect cost, total cost and operating cost individually for all air cleaning devices proposed. This information is useful for the permit reviewer to calculate economic feasibility of the proposed project.

Direct cost includes the property, foundations and supports, the primary control device and auxiliary equipment, handling and erection of the equipment, electrical and instrumentation work, piping, insulation and painting, etc.

Indirect cost includes legal and administrative fees, engineering costs, construction and field expenses, contractor fees, startup and performance-test costs, contingencies, etc.

Operating cost includes raw materials; utilities like electricity, fuel, steam, water and compressed air; labor; maintenance and replacement parts; overhead; property taxes; insurance; administrative charges; capital recovery; recovery credits for materials and energy; etc.

Detailed cost examples can be found in EPA's OAQPS Cost Control Manual (EPA 450/3-90-006, January, 1990) and subsequent supplements.

### **15. Work Practice Standards**

The work practice standards require a written plan describing emission control work practices to be implemented for a new or modified existing source. This plan must include provisions for training and procedures for use of materials, processes, or operating practices to reduce or prevent emissions or waste. Work practices are implemented when performance standards are not in effect or when emission limits are violated.

List or describe any work practice standards, including maintenance, cleanup, startup and shutdown procedures, effluent/waste disposal, and controlling fugitive dust, etc.

### **16. Miscellaneous**

Attach all information required in detail.

### **Section L: Applicable Requirements**

In this section, provide information related to state and federal regulations and limitations affecting the emission unit.

#### **1. Increased Emissions**

If the installation or modification of a source(s) will result in the increase of emissions from another source(s) within the plant, explain how you might have a bottleneck if one unit or activity limits the output of a multi-step process. Eliminating the bottleneck, or debottlenecking, can increase the emissions capacity of other steps. These emissions increases must be counted as part of the entire project's emissions increase. For example, if you replace a paper cutter at the end of the printing line and increase the volume of paper, resulting in more printing, emissions will increase. You must examine those increases to determine if they trigger Prevention of Significant Deterioration (PSD) or major source New Source Review (NSR) requirements. Note that the cutter has no emissions by itself, but by replacing it, a bottleneck on the printing process was removed. Another example is a steel mill that increases its capacity by modifying a vessel in the middle of the steel-making process. The application must address associated emissions increases from the entire steel mill.

#### **2. Federal Requirements**

In addition to state regulations, your proposed source may be subject to federal requirements such as Prevention of Significant Deterioration (PSD, 40 CFR Part 52), National Standards of Performance for New Stationary Sources (NSPS, 40 CFR Part 60), National Emission Standards for Hazardous Air Pollutants (NESHAP, 40 CFR Part 61), or Maximum Achievable Control Technology (MACT, CAAA 112/40 CFR Part 63). These federal regulations are adopted by reference in DEP's regulations, in Title 25, Article III.

DEP's regulations (*25 Pa Code* § 127.1) require that new sources (installed after July 1, 1972) control emissions to the maximum extent, consistent with the best available technology (BAT). You must provide justification for your selection of controls to show that BAT is being used. DEP has established general BAT guidance for a few source categories such as boilers, hospital and municipal waste incinerators, landfills, coal preparation plants, wood furniture coatings, vapor degreasers, etc. You can get this information by contacting your regional office or DEP's central office (see Page 7), or you can download it from our website: [www.dep.state.pa.us](http://www.dep.state.pa.us).

#### **3. PSD Pollutants**

If the proposed source is located in an existing PSD facility, provide emission increases or decreases within the last five years for applicable PSD pollutants.

#### **4. NO<sub>x</sub> and VOC Emissions**

Provide actual emission increases for nitrogen oxides (NO<sub>x</sub>) and volatile organic compounds (VOCs) in potential to emit (PTE) figures and creditable emissions decreases that occurred after January 1, 1991, or

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November 15, 1992. DEP uses this information to determine whether a proposed source is subject to NSR regulations (*25 Pa. Code* Chapter 127, Subchapter E). You may use the attached Checklist-2 found under New Source Review Applicability on subsequent pages to determine which date to use for providing emissions increases and decreases in your plan approval application. Emissions increases include flue emissions (duct, pipe, stack, chimney, etc.), fugitive emissions, secondary emissions and emissions increases from exempted sources, etc.

Creditable emission decreases must satisfy Emission Reduction Credit (ERC) requirements, i.e. surplus, quantifiable, permanent and federally enforceable.

If the facility is located in a moderate ozone nonattainment area, and if you are using your emissions reduction in a netting analysis, submit an ERC registry application at the time of the proposed modification or use banked ERCs in an NSR applicability determination. Please note that emission reductions used to generate ERCs must submit an ERC Registry application within one year from the initiation emissions of emissions.

If your facility is in a severe ozone nonattainment area, you may elect to offset increased emissions internally by a 1.3 to 1 ratio in order to avoid NSR. If you elect this option, you should submit an ERC registry application within one year after you start to reduce emissions. This will generate ERCs that you can use either internally or externally to offset proposed emission increases.

### **5. NSR Requirements**

Instructions below will guide you in determining whether your proposed source is subject to NSR requirements.

#### **New Source Review (NSR) Applicability:**

##### **Introduction**

The purpose of this document is to assist you in determining whether a source is subject to NSR requirements (*25 Pa. Code* Chapter 127, Subchapter E).

DEP's NSR regulations implement the federal NSR preconstruction permit requirements for a new or modified major facility. NSR requirements are pollutant specific. In other words, a facility can emit many air pollutants, but only one or a few may be subject to NSR requirements, depending on the magnitude of emissions of each pollutant. For example, a major VOC (volatile organic compound) facility is not automatically subject to NSR for NO<sub>x</sub> unless it is also a major source for nitrogen oxide (NO<sub>x</sub>) pollution.

Since Pennsylvania is included in the Northeast Ozone Transport Region (OTR), any new or modified major NO<sub>x</sub> or VOC facility located in the Commonwealth must be in compliance with NSR regulations even though a county might be designated as an ozone attainment or unclassified area. NSR also applies to pollutants emitted from sources in an attainment area if they impact on a nonattainment area in excess of the levels specified in the NSR regulation.

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Table 1: Major Facility and Major Modification Threshold for NO<sub>x</sub> and VOCs

| Area Classification<br><i>Column A</i> | Pollutant<br><i>Column B</i> | Annual emission rate for a new or existing major facility tons per year (tpy)<br><i>Column C</i> | Modification threshold for an existing major facility<br><i>Column D</i> |
|--|------------------------------|--|--|
| Moderate non-attainment                | NO <sub>x</sub>              | 100 tpy  | 40 tpy or 1,000 pounds per day (lb/day) or 100 pounds per hour (lb/hr).  |
| Moderate non-attainment                | VOC                          | 50 tpy   | 40 tpy or 1,000 lbs/day or 100 lb/hr.                                    |
| Severe non-attainment                  | NO <sub>x</sub> or VOC       | 25 tpy   | 25 tpy or 1,000 lb/day or 100 lb/hr.                                     |

### Determination of NSR applicability

“Applicability determination” is the process of determining which new source requirements, including netting, apply to a facility. The following steps will identify whether or not the increase in emissions from a new or modified facility located in a moderate nonattainment area is subject to NSR.

- A. The first step is to determine what constitutes a major facility, or major modification. A major facility is one that has the potential to emit a pollutant equal to or greater than the applicable annual emissions rate specified in Table 1, Column C. For example: A facility is considered major if it is located in a moderate nonattainment area for ozone and has the potential to emit equal to or greater than 100 tpy of NO<sub>x</sub> or 50 tpy of VOCs. A “facility” constitutes all air contamination sources located on one or more contiguous or adjacent properties and owned or operated by the same person.

Major facility modification threshold is specified in Table 1, Column D.

- B. The next step is the net emissions increase calculation, which depends on the potential to emit. To do the calculation, use either a contemporaneous period (see below) or an applicability accounting period (see below), depending on the magnitude of the potential to emit from a proposed project. These steps are referred to as netting or a netting transaction. Checklist-1 (see next page) can be used to determine whether to use contemporaneous or applicability accounting.

- *Contemporaneous Period:* You must use this period when your project’s potential to emit is equal to or greater than the modification threshold specified in Table 1, Column D. For example: Assume

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your facility is in a moderate nonattainment area for ozone. You submit a plan approval application for a project that is capable of emitting greater than 40 tpy for VOCs or NO<sub>x</sub>. In this case, you must total the project's potential to emit with all previous increases in the potential to emit and decreases in the actual emissions occurring in the contemporaneous period. That period begins five years before you begin construction of the modification, and ends when the emissions increase occurs.

- Applicability Accounting Period:* You use this period when your project's potential to emit is less than the modification threshold specified in Table 1, Column D. You determine the calculation by totaling your project's potential to emit with all previous increases in the potential to emit and decreases in the actual emissions occurring after January 1, 1991, or November 15, 1992.

You may use Checklist-2 (see next page) to determine when aggregation of emissions begins.

In both cases, emission reductions must be creditable emission decreases, which means they must be permanent, surplus, quantifiable and federally enforceable, according to ERC requirements. DEP's regulations [25 Pa. Code § 127.211(b)(3)(iii)(B)] specify the creditable emissions decreases requirements. Please note that the emissions decreases occurring at a non-adjacent facility may not be used for netting, even if the facility is under the same ownership.

- C. The final step is to compare your net emissions increase with the modification threshold listed in Table 1, Column D. If the net emissions increase is equal to or greater than the modification threshold, the proposed modification is subject to NSR. You may avoid NSR requirements if you keep your project's potential to emit at a lower level. To do so, you may install more efficient control technology or place physical or operational limitations on the proposed project, for example limit the project's potential to emit. Note that the regulations require any new source to be in compliance with BAT.

### Checklist-1 for Selecting Net Emissions Increase Period to Determine NSR Applicability

- A. Is the existing facility a major facility for a nonattainment pollutant including NO<sub>x</sub> or VOC?

Yes: Proceed to C.

No: Proceed to B.

- B. Is the potential to emit from the proposed modification equal to or greater than the annual emission rate specified in the Table 1, Column C?

Yes: The modification is subject to NSR

requirements.

No: The modification is not subject to NSR requirements at this time.

- C. Is the proposed modification a major modification?

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- Yes: The modification requires NSR applicability determination. Use the contemporaneous period to calculate the net emissions increase.
- No: The modification requires NSR applicability determination. Use the applicability accounting period to calculate the net emissions increase.

**Checklist-2 for Selecting Aggregation Begin Date to Determine NSR Applicability**

A. Is the existing facility a major facility for nitrogen oxides (NO<sub>x</sub>)?

- Yes: The aggregation of emissions begins after November 15, 1992.
- No: Proceed to B.

B. Is this a major facility for VOCs, and was it previously subjected to 25 Pa. Code Section 127, Subchapter C (currently reserved)?

- Yes: The aggregation of emissions will begin after  January 1, 1991.
- No: The aggregation of emissions may not begin until after November 15, 1992.

**7. Data Used**

Provide all information needed to evaluate the application thoroughly, including calculations and any other details.

**Section M: Compliance Demonstration**

To verify compliance with applicable requirements, DEP needs information about the type of monitoring chosen, the testing methods used and the type and frequency of recordkeeping. Note: If the facility is subject to federal Compliance Assurance Monitoring (CAM) rule requirements in the Code of Federal Regulations (CFR), 40 CFR 64, a CAM plan must be attached.

**Section N: Flue and Air Contamination Emission Information**

**1. Estimated Atmospheric Emissions**

List each pollutant (particulates or gaseous pollutants including HAPs, etc.) as discharged through pollution controls into the open air. DEP will include the estimated emissions in the permit conditions as applicable requirements. These federally enforceable emission limits become allowable emissions or potentials to emit for the source. DEP encourages you to estimate emissions in the application close to the actual emissions from that source. Attach an example of calculation methods used to estimate atmospheric emissions for each applicable pollutant.

Use the same restrictions as those listed in Section J for design, operational capacity or operating conditions.

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|                       |   |  |   |                                  |   |  |   |  |
|-----------------------|---|--|---|----------------------------------|---|--|---|--|
| Atmospheric Emissions | = | Maximum design or operational capacity unless restricted | X | Emissions rate per unit capacity | X | Control system efficiency (1 minus Control Efficiency) | X | 8,760 hours per year unless restricted |
|-----------------------|---|--|---|----------------------------------|---|--|---|--|

Example:

$$\begin{aligned} &= (5 \text{ gallons of paint/hour}) \times (2 \text{ pounds VOC/gallon}) \times (1 - 0.8) \text{ (control system efficiency)} \times \\ & \quad (8,760 \text{ hours per year}) \\ &= 2.0 \text{ tons per year.} \end{aligned}$$

### 2. Stack and Exhauster

If your source is connected to more than one stack and exhauster, make copies of the page to provide information for each stack and exhauster.

Provide the designation/identification number of the stack, stack height above grade elevation, stack diameter/outlet duct area, its distance from the nearest property line, etc. State whether the stack meets Good Engineering Practice (GEP) or not. Using a 7.5-minute topographic map published by the U.S. Geological Survey, locate your site. Enclose a site plan with buildings and their dimensions and other obstructions so we can understand the physical nature of the surrounding area for modeling (estimating) ambient air quality impacts. Indicate the volume of exhaust gas the stack can handle and the temperature and moisture percentage of the exit gases. In addition, sketch (with dimensions) the location of sampling ports with respect to an exhaust fan, breeching, etc. Provide exhauster (blower or fan) pressure drop in inch of water column (in w.g.), horsepower and revolutions per minute (RPM). **Section O: Attachments**

Number and list all attachments submitted with this application.

## Part C: GLOSSARY OF ENVIRONMENTAL TERMS AND ABBREVIATIONS

### Appendix A

**Absorption equipment:** A cleaning device in which one or more soluble components of a gas mixture are absorbed by contact with a relatively nonvolatile liquid. Examples of absorption equipment include a spray scrubber, a venturi scrubber, an orifice scrubber, a moving bed, a packed tower scrubber, etc. Absorption equipment is used in removing both particulates and pollutant gases from the exhaust stream of many industrial processes. These devices usually use water to make small, hard-to-collect particles easier to collect by incorporating them in larger water droplets. Gases can be absorbed by virtue of their solubility in water or by adding chemicals to the water.

**ACFM (Actual Cubic Feet per Minute):** A measure of the volume of gas at operating temperature and pressure.

**Adsorption equipment:** An air-cleaning device where the contaminated air stream is passed through a layer of solid particles referred to as the adsorbent bed. As the contaminated air stream passes through the adsorbent bed, the pollutant molecules adsorb or stick to the surface of the adsorbent bed. Several adsorbent materials are used commercially as adsorbing agents. The most common adsorbent types are activated carbon, silica gel, activated alumina, zeolites or molecular sieves. Adsorber systems are used for the control of organic compounds from exhaust streams that are relatively free of particulate matter.

**Afterburner:** An afterburner uses one or more sets of burners in a chamber to convert combustible material (gases, vapors or odors) to carbon dioxide and water. An afterburner is commonly referred to as a Thermal Oxidizer/Thermal Incinerator.

**Air cleaning device:** An article, chemical, machine, equipment or other contrivance that may eliminate, reduce or control the emission of air contaminants into the atmosphere. Examples include gas conditioner; settling chambers; cyclone, catalytic or thermal afterburner; fabric collector; scrubber; electrostatic precipitator; adsorption equipment; absorption equipment; low NO<sub>x</sub> burner; and flare.

**Air dilution:** A method of diluting an exhaust gas stream by adding ambient air.

**Air pollutant:** Any substance in air that could, if in a high enough concentration, harm man, other animals, vegetation or material. It may be in the form of solid particles, liquid droplets gases, or in a combination of these forms.

**Air pollution:** The presence in the outdoor atmosphere of a contaminant, including discharge from stacks, chimneys, openings, buildings, structures, open fires, vehicles or processes, or any other source of smoke, soot, fly ash, dust, cinders, dirt, noxious or obnoxious acids, fumes, oxides, gases, vapors, odors, toxic, hazardous or radioactive substances or waste.

**Airless spray coating:** A type of application method where the coating is atomized by forcing it through a small opening at high pressure. The liquid coating is not mixed with air before exiting the nozzle.

**Air spray coating:** A type of application method where the coating is atomized by mixing it with compressed air.

**Air to cloth (A/C) ratio:** How much dirty gas passes through a given surface area of a filter in a given time. It is usually expressed in terms of [(ft<sup>3</sup>/min)/ft<sup>2</sup>].



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**Alcohol substitutes:** Non-alcoholic additives that contain VOCs and are used in a fountain solution. Some additives are used to reduce the surface tension of water; others (especially in the newspaper industry) are added to prevent piling (ink buildup).

**Applicability determination:** The process of determining which new source review requirements, including netting, apply to a modification to a facility.

**Applicable requirements:** Requirements that apply to any source at a Title V facility, including the following:

1. Those that have been promulgated or approved by the EPA under the Clean Air Act (CAA) or regulations adopted under the CAA through rulemaking when a Title V permit is issued and having an effective date in the future.
2. A standard provided for in the Commonwealth's state implementation plan approved by the EPA under Title I of the CAA (42 U.S.C.A. §§ 7401-7508) that implements the relevant requirements of the CAA, including revisions to that plan.
3. A term or condition of preconstruction permits issued under regulations approved or promulgated through rulemaking under Title I, including Part C or D, of the CAA.
4. A standard or other requirement under Section 111 of the CAA (42 U.S.C.A. § 7411), including Subsection (d).
5. A standard or other requirement under Section 112 of the CAA (42 U.S.C.A. § 7412), including a requirement concerning accident prevention under Subsection (r)(7).
6. A standard or other requirement of the acid rain program under Title IV of the CAA (42 U.S.C.A. §§ 7641-7651) or the regulations thereunder.
7. Requirements established under Section 504(b) or Section 114(a)(3) of the CAA [42 U.S.C.A. § 7414(a)(3)].
8. A standard or other requirement governing solid waste incineration under Section 129 of the CAA (42 U.S.C.A. § 7429).
9. A standard or other requirement for consumer and commercial products under Section 183(e) of the CAA [42 U.S.C.A. § 7511b(e)].
10. A standard or other requirement for tank vessels under Section 183(f) of the CAA.
11. A standard or other requirement of the program to control air pollution from outer continental shelf sources under Section 328 of the CAA (42 U.S.C.A. § 7627).

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12. A standard or other requirement of the regulations promulgated to protect stratospheric ozone under Title VI of the CAA (42 U.S.C.A. §§ 7671-7671q), unless the Administrator of the EPA has determined that the requirements are not necessary in a Title V permit.
13. A national ambient air quality standard or increment or visibility requirement under Title I, Part C of the CAA, but only as it would apply to temporary sources permitted under Section 504(e) of the CAA (42 U.S.C.A. § 7661d).
14. A requirement enforceable by the EPA administrator and by citizens under the Act, limiting emissions for purposes of creating offset credits or for complying with or avoiding applicability of applicable requirements.

**Applied solids:** Solids that remain on the substrate being coated or painted.

**Atmospheric emission:** See “Actual emission.”

**Batch cleaning machine:** A solvent cleaning machine in which individual parts or a set of parts move through the entire cleaning cycle before new parts are introduced into the solvent cleaning machine. An open-top vapor cleaning machine is a type of batch cleaning machine. A solvent cleaning machine, such as a Ferris wheel cleaner that cleans multiple batch loads simultaneously and is manually loaded, is a batch cleaning machine.

**Best available technology (BAT):** Equipment, devices, methods or techniques, as determined by DEP, which will prevent, reduce or control emissions of air contaminants to the maximum degree possible and which are available or may be made available.

**Best Achievable Control Technology (BACT):** An emission limitation based on the maximum degree of reduction for each pollutant subject to regulation under the Clean Air Act. These pollutants come from a major facility. In issuing BACT permits to control the emissions, DEP determines them on a case-by-case basis and takes into account energy, environmental and economic impacts and other costs.

**Biologicals:** Preparations made from living organisms and their products, including vaccines, cultures, etc., intended for use in diagnosing, immunizing or treating humans or animals or in research pertaining thereto.

**Biological waste:** Waste derived from living organisms.

**Breakthrough capacity:** The adsorption capacity of a packed bed where traces of pollutants begin to appear in the exit gas stream.

**Breeching:** A duct through which the products of combustion are transported from the furnace to the stack, usually applied in steam boiler.

**Btu:** British thermal unit. The amount of energy required to raise the temperature of a pound of water one degree Fahrenheit from 32.2<sup>0</sup> Fahrenheit.

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**Bubbling fluidized bed combustor:** A fluidized bed combustor in which the majority of the bed material remains in a fluidized state in the primary combustion zone.

**Bypass stacks:** Devices used for discharging combustion gases to avoid severe damage to the airpollution control device or other equipment.

**Can coating:** The application of a coating material to a single walled container that is manufactured from metal sheets thinner than 29 gauge (0.0141 in.).

**Capture device:** A hood, enclosed room, floor sweep or other means of collecting solvent or other pollutants into a duct. The pollutant can then be directed to a pollution control device, such as an incinerator or a carbon adsorber.

**Capture efficiency:** The fraction of all organic vapors generated by a process that are directed to an abatement or recovery device.

**Carbon adsorber:** An add-on control device that uses activated carbon to adsorb volatile organic compounds from a gas stream. The VOCs may later be recovered from the carbon, usually by steam stripping.

**Catalyst:** A substance that causes or speeds a chemical reaction without undergoing a change or participating in the reaction.

**Catalytic afterburner:** A control device that oxidizes VOCs by using a catalyst to promote the combustion process.

**Catalytic incinerator:** A control device that oxidizes VOCs by using a catalyst to promote the combustion process. The catalyst allows the combustion process to proceed at a lower temperature (usually around 600<sup>0</sup> F to 800<sup>0</sup> F) than a conventional thermal incinerator would (1,100 to 1,400<sup>0</sup> F), resulting in fuel savings and lower cost incineration.

**Chemotherapeutic waste:** All waste resulting from the production or use of antineoplastic agents used for the purpose of stopping or reversing the growth of malignant cells. Chemotherapeutic waste shall not include any waste containing antineoplastic agents that are listed as hazardous waste under 25 *Pa. Code* Section 75.261 (relating to criteria, identification and listing of hazardous waste).

**Circulating fluidized bed combustor:** A fluidized bed combustor in which the majority of the fluidized bed material is carried out of the primary combustion zone and is transported back to the primary zone through a recirculation loop.

**Clean Air Act (CAA):** The CAA (42 U.S.C.A. §§ 7401-7642), and its rules and regulations.

**Cleaning solution:** A liquid used to remove ink and debris from the surfaces of the printing press and its parts.

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**Clear coat:** A transparent coating usually applied over a colored opaque coating to give improved gloss and protection to the color coat below. In some cases, a clear coat simply refers to any transparent coating without regard to substrate.

**Carbon monoxide (CO):** A colorless, odorless, poisonous gas produced by incomplete fossil fuel combustion. When carbon monoxide is inhaled, it replaces oxygen in the blood and impairs vision, alertness and other bodily functions. Sources of carbon monoxide include exhaust from motor vehicles, industrial processes and combustion.

**Coal/RDF mixed fuel fired combustor:** A combustor that fires coal and RDF simultaneously.

**Coating:** A protective or decorative film applied in a thin layer to a surface. This term often applies to paints, such as lacquers and enamels, but also is used when referring to films applied to paper, plastics, or foil.

**Cocurrent flow:** When the flow of exhaust gas and liquid are in the same direction in absorption equipment.

**Cold cleaning machine:** Any device or piece of equipment that contains and/or uses liquid solvent into which parts are placed to remove soils from the surfaces of the parts or to dry the parts. Cleaning machines that contain and use nonboiling solvent to clean the parts are classified as cold cleaning machines.

**Combustion unit:** Stationary equipment used to burn fuel primarily for the purpose of producing power or heat by indirect heat transfer.

**Compliance review form:** The form completed by an applicant periodically or as part of a plan approval or operating permit application to submit information about applicant's compliance status and that of related parties. This also includes information about which DEP does not know about the applicant's compliance status.

**Construction:** A physical assembly, installation, erection or fabrication of an air contamination source or an air pollution control device, including building supports and foundations and other support functions.

**Contaminant:** Any physical, chemical, biological, or radiological substance or matter that has an adverse effect on air, water or soil.

**Continuous emission monitor (CEM):** A CEM is a device that continuously measures the emissions from one or more source operations.

**Continuous emission monitoring system (CEMS):** A monitoring system for continuously sampling, conditioning (if applicable), analyzing and providing a record of emissions of a pollutant from an affected facility.

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**Continuous monitoring system (CMS):** CMS is a comprehensive term that may include, but is not limited to, continuous emission monitoring systems, continuous opacity monitoring systems, continuous parameter monitoring systems or other manual or automatic monitoring that is used to demonstrate compliance with an applicable regulation on a continuous basis, as defined by the regulation.

**Continuous-feed incinerator:** An incinerator into which solid waste is charged almost continuously to maintain a steady rate of burning.

**Continuous opacity monitoring system (COMS):** A continuous monitoring system that measures the opacity of emissions. Opacity is the fraction of incident light that is attenuated by an optical medium.

**Continuous parameter monitoring system:** This is the total equipment used to sample, condition (if applicable), analyze and provide a record of process or control-system parameters.

**Controlled air incinerator:** An incinerator that uses excess or starved air with two or more combustion chambers within which the amounts and distribution of air are controlled.

**ConveyORIZED degreaser:** A continuously-loaded device containing either boiling or nonboiling solvents used to clean metal parts or used in production of electronic circuit boards.

**Corona:** The corona is a discharge phenomenon in which gaseous molecules are ionized by electron collisions in the region of a strong electric field.

**Corona power:** The amount of power, or electrical energy, supplied to the electrostatic precipitator to provide the desired corona voltage and current.

**Corona power density:** The amount of power per unit area in a radiated electromagnetic field, usually expressed in units of watts per square feet.

**Countercurrent flow:** The flow of exhaust gas and liquid that are in the opposite direction in absorption equipment.

**Crematory incinerator:** Any incinerator designed and used solely for the burning of human remains or animal remains.

**Cross flow:** When, in absorption equipment, liquid is sprayed from the top of a chamber and the polluted gas flows horizontally across the chamber.

**Cubic feet per minute (CFM):** A measure of the volume of a substance flowing through a duct, control device or stack within a fixed period of time.

**Current density:** The current per-unit, cross-sectional area of a conductor, usually expressed in units of microampere per square feet.

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**Cyclone collector:** A control device used for collecting dust from polluted air. It is a cylindrical or conical chamber, where the dust-laden gas usually enters the chamber at the side or the top, particles separate due to centrifugal forces and settle at the bottom, and the cleaner gas exits from another opening at the top.

**Daily:** The discrete 24-hour period from 12 p.m. to the next 12 p.m.

**Dampening system:** Equipment used to deliver fountain solution to a press.

**De minimis emission increase:** An increase in actual or potential emissions that is below the threshold limits specified in Section 127.203 (relating to facilities subject to special permit requirements).

**Demister:** See Entrainment separator.

**Density:** The ratio of the mass of a specimen of a substance to the volume of the specimen. It is expressed in pounds per cubic foot.

**Design value:** The monitor reading used by the U.S. EPA to determine an area's air quality status.

**Dew point:** The temperature and pressure at which component of a gas begins to condense to a liquid.

**Dioxins/furans:** The combined emissions of tetra-through octa-chlorinated dibenzo-para-dioxins and dibenzofurans, as measured by EPA Reference Method 23.

**Dry scrubber:** An add-on air-pollution control system that injects a dry alkaline sorbent (dry injection) or sprays an alkaline sorbent (spray dryer) into an exhaust stream to react with and neutralize acid gases, forming a dry powder material.

**Dust resistivity:** The resistance of the collected dust layer to the flow of electric current. It is determined by measuring the leakage current through a dust layer to which a high voltage is applied using conductivity cells. Resistivity can be measured by a number of methods either analyzing dust samples in the laboratory or by using an in-situ resistivity probe in the field.

**Electrostatic precipitator (ESP):** A control device used for separating dust particles and/or mist from a polluted air stream. An electrostatic field imparts an electrical charge to the particles, causing them to adhere to metal plates inside the precipitator. ESPs have been used in many industrial application to collect particles and liquid aerosols at a very high rate of efficiency.

**Emission:** Emission is defined in *25 Pa. Code* Section 121.1 as an air contaminant emitted into the outdoor atmosphere.

**Emission factor:** The relationship between the amount of pollution produced and the amount of raw material processed. For example, an emission factor for a blast furnace making iron would be the number of pounds of particulate per ton of raw materials.

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**Emission inventory:** A listing, by source, of the amount of air pollutants discharged into the atmosphere. It is used to establish emission standards.

**Emission standard:** The maximum amount of air-pollution discharge legally allowed from a single source, mobile or stationary.

**Entrainment separator (Demister):** That part of a gas scrubber designed to remove entrained droplets from a gas stream by centrifugal action, by impingement on internal surfaces of the scrubber or by a bed of packing, mesh or baffles at or near the scrubber gas outlet.

**Emission Reduction Credit (ERC):** A permanent, enforceable, quantifiable and surplus emissions reduction that can be considered a reduction for the purpose of offsetting emissions increases.

**Exempt solvent:** Specified organic compounds that are not subject to the requirements of a regulation. Such solvents have been deemed by EPA to have negligible photochemical reactivity.

**Fabric collector:** An air-pollution control device used to trap particulates by filtering gas streams through large fabric bags. It is similar to a large vacuum cleaner. Various filter materials used are glass fibers, teflon, nylon and cotton. It is also referred to as a baghouse.

**Fabric permeability:** The volume of air that can be passed through one square foot of filter medium with a pressure drop of no more than 0.5 inches of water.

**Facility:** Facility is defined in *25 Pa. Code* Section 121.1 as an air-contamination source or a combination of air-contamination sources located on one or more contiguous or adjacent properties and which is owned or operated by the same person or persons under common control.

**Felted fabric:** The randomly placed fibers compressed into a mat and attached to some loosely woven backing material.

**Flue:** A duct, pipe, stack, chimney or conduit permitting air contaminants to be emitted into the outdoor atmosphere.

**Flue-fed incinerator:** An incinerator that is charged through a shaft that functions as a chute for charging waste and as a flue for conveying products of combustion.

**Flue gas:** The products of combustion, including pollutants, emitted to the air after a production process or combustion takes place.

**Flue gas desulfurization:** A technology that uses a sorbent, usually lime or limestone, to remove sulfur dioxide from the gases produced by burning fossil fuels.

**Fluidized bed combustion:** Oxidation of combustible material within a bed of solid, inert (noncombustible) particles which, under the action of vertical hot airflow, will act as a fluid.

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**Food waste:** The organic residues generated by the handling, storage, sale, preparation, cooking and serving of foods, commonly called garbage.

**Fountain solution:** A mixture of water, nonvolatile printing chemicals, and an additive that reduces the surface tension of the water so that it spreads easily across the printing surfaces. The fountain solution wets the non-image areas so that the ink is maintained within the image areas. Isopropyl alcohol, a VOC, is the most common additive used to reduce the surface tension of the fountain solution. This is also called wetting solution.

**Fugitive air contaminant:** Fugitive air contaminant is defined in *25 Pa. Code* Section 121.1 as an air contaminant of the outdoor atmosphere not emitted through a flue, including, but not limited to, industrial process losses, stockpile losses, re-entrained dust and construction/demolition activities.

**Garbage:** Solid waste resulting from animal, grain, fruit or vegetable matter used or intended for use as food.

**Gas conditioner:** A device used to cool the process gas stream before the gas goes to the air cleaning device.

**Grade elevation:** The vertical distance from ground level to the stack exit point, usually expressed in feet.

**Hazardous air pollutant (HAP):** A pollutant listed in the Clean Air Amendments of 1990, as well as any added by the U.S. EPA that may present a threat of adverse health or environmental effects. Criteria air pollutants cannot be listed as hazardous unless they meet certain conditions. Prior to the 1990 amendments, EPA issued standards for some sources of seven hazardous air pollutants: arsenic, asbestos, benzene, beryllium, mercury, radionuclides and vinyl chlorides. Also called air toxics.

**Hazardous waste:** A waste or a combination of wastes that may cause or significantly contribute to an increase in mortality or an increase in serious, irreversible or incapacitating, reversible illness, posing a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed.

**Heating value:** The amount of heat released in the oxidation of one mole of a substance at constant pressure, or constant volume.

**Heat-set:** Any operation where heat is required to set the printing ink. Hot-air dryers are used to deliver the heat.

**Heel percent:** The percentage of the contaminant that remains in the adsorbent bed after the regeneration cycle.

**Hood capture efficiency:** The percentage of all emissions from a process that are captured by a hood and directed into the control device.



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**Hospital waste:** Waste generated in any hospital or any health care facility, or any pathological wastes (except for human and animal remains burned in a crematory incinerator), chemotherapeutic wastes or infectious wastes generated in any facility.

**Hospital/infectious waste incinerator:** Any device specifically designed to provide the controlled combustion of hospital/infectious waste with the products of combustion directed to a flue, as defined in *25 Pa. Code* Section 121.1.

**Immersion cold-cleaning machine:** A cold-cleaning machine in which the parts are immersed in the solvent to be cleaned. A remote-reservoir cold-cleaning machine that is also an immersion coldcleaning machine.

**Incineration:** The combustion of wastes, including municipal wastes, in an enclosed device with the products of combustion directed to a flue.

**Incinerator:** A device used in the process of burning solid, semisolid, liquid or gaseous waste for the primary purpose of destroying matter and/or reducing the volume of the waste by removing combustible matter.

**Inertial separator/collector:** Pollution-control device that operates by the principle of imparting centrifugal force to the particle to be removed from the carrier gas stream. This force is produced by directing the gas in a circular path or effecting an abrupt change in direction. This is suitable for medium-sized particles (15 to 40 microns) and coarse-sized particulates and is generally unsuitable for fine dusts or metallurgical fumes. (See Cyclone Collector)

**Infectious waste:** Waste that contains or may contain any disease-producing microorganism or material.

Infectious wastes include, but are not limited to, the following:

1. Those wastes that are generated by hospitalized patients who are isolated in order to protect others from their communicable diseases.
2. All cultures and stocks of etiologic agents.
3. All waste blood and blood products.
4. Tissues, organs, body parts, blood and body fluids that are removed during surgery and autopsy, and other wastes generated by surgery or autopsy of septic cases or patients with infectious diseases.
5. Wastes that were in contact with pathogens in any type of laboratory work, including collection containers, culture dishes, slides, plates and assemblies for diagnostic tests; and devices used to transfer, inoculate and mix cultures.
6. Sharps, including hypodermic needles, suture needles, disposable razors, syringes, Pasteur pipettes, broken glass and scalpel blades.
7. Wastes that were in contact with the blood of patients undergoing hemodialysis at hospitals or independent treatment centers.
8. Carcasses and body parts of all animals that were exposed to zoonotic pathogens.

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9. Animal bedding and other wastes that were in contact with diseased or laboratory research animals or their excretions, secretions, carcasses or body parts.
10. Waste biologicals (e.g., vaccines) produced by pharmaceutical companies for human or veterinary use.
11. Food and other products that are discarded because of contamination with etiologic agents.
12. Discarded equipment and equipment parts that are contaminated with etiologic agents.

**Inlet concentration:** Gas stream concentration at inlet of control device, usually expressed in grains per dry standard cubic foot (gr/dscf) or pounds per hour (lb/hr).

**Lithographic printing:** A planographic method of printing, in which the print area and the non-print area are essentially in the same plane on the surface of a thin metal plate. The image area of a lithographic plate is made of a material that is ink-receptive and water-repellent, whereas the non-image area is made of a material that can be made water-receptive. The image plate is wrapped around the plate cylinder. In every revolution of the lithographic press, the plate is wetted by a dampening system with an aqueous solution, called the fountain solution; the ink is applied to the plate adhering only to the image area; the ink is transferred or offset to a rubber-covered blanket cylinder; and the rubber blanket transfers the inked image to the printing substrate.

The printing process requires the paper to be either sheet-fed or web-fed. In the sheet-fed process, the paper is cut into sheets of the proper size before being printed.

In the web-fed process, the paper is supplied to the machine in the form of rolls. At the end of the printing process, the rolls are folded and/or cut into sheets. Web-fed presses are categorized not only by size but by their ability to dry ink. Non-heatset or cold-set presses allow the ink to dry on its own. Cold-set presses can print only on uncoated stock. Heat-set presses pass the printed paper through dryers before cutting it into sheets. Methods of drying include hot air, gas-flame, ultraviolet and infrared radiation. Heat-set presses can print on coated stock.

**Low NO<sub>x</sub> burner (LNB):** A low NO<sub>x</sub> burner is one that provides internal staged combustion, thus reducing peak flame temperatures and oxygen availability.

**MACT:** Maximum Achievable Control Technology (40 CFR Part 63)

**Mass burn refractory combustor:** A combustor that burns municipal waste and/or refuse derived fuel (RDF) in a refractory wall furnace.

**Mass burn rotary waterwall combustor:** A combustor that burns municipal waste and/or refuse derived fuel (RDF) in cylindrical rotary waterwall furnace.

**Mass transfer zone (MTZ):** The mass transfer zone of an adsorbent bed is where the concentration gradient is present. It extends from the location where the concentration is saturated to where the value of concentration approaches zero. The MTZ varies, depending on the adsorbent, packing size, bed depth, gas velocity, temperature and total pressure of the gas stream.

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**Method 18:** An EPA test method that uses gas chromatographic techniques to measure the concentration of individual VOCs in a gas stream.

**Method 24:** An EPA reference method to determine density, water content and total volatile content of coatings.

**Method 25:** An EPA reference method to determine the VOC concentration in a gas stream.

**Modification:** A physical change in a source or a change in the method of operation of a source that would increase the amount of an air contaminant emitted by the source or that would result in the emission of an air contaminant not previously emitted, with the exception of routine maintenance, repair and replacement, which are not considered physical changes.

**Modular excess air combustor:** A combustor that burns municipal waste and/or refuse derived fuel (RDF) that is not field-erected and has multiple combustion chambers, all of which are designed to operate at conditions with combustion air in excess of theoretical air requirements.

**Modular starved air combustor:** A combustor that burns municipal waste and is not field-erected and has multiple combustion chambers in which the primary combustion chamber is designed to operate at substoichiometric conditions.

**Moisture:** The total water substance (gaseous, liquid and solid) present in a given volume of air.

**Monitoring:** Periodic or continuous surveillance or testing to determine the level of compliance with statutory requirements and/or pollutant levels in various media or in humans, animals or other living things.

**Multiple-chamber incinerator:** An incinerator that consists of two or more chambers, arranged as inline or retort types, interconnected by gas passage parts or flues.

**Municipal waste incinerator:** Any enclosed device designed for combustion of municipal wastes, alone or in conjunction with fossil fuel and/or wood, with the products of combustion directed to a flue, as defined in *25 Pa. Code* Section 121.1.

**Municipal waste:** Municipal waste, as defined by DEP's Bureau of Waste Management, that is collected by a public or private hauler from more than one waste generator, but excluding waste from construction and demolition, chemotherapy, waste that is pathological, infectious, sewage sludge, radioactive contaminated or hazardous, and other wastes excluded by the Bureau of Air Quality due to their characteristics. Air-quality permitting requirements for the excluded wastes will be established on a case-by-case basis.

**NAAQS:** National Ambient Air Quality Standards. (40 CFR Part 50)

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**NESHAP:** National Emission Standard for Hazardous Air Pollutants is a technology-based standard of performance prescribed for hazardous air pollutants from certain stationary source categories under Section 112 of the CAA. (40 CFR Part 61)

**NSPS:** New Source Performance Standards are an emission standards prescribed for criteria pollutants from certain stationary source categories under Section 111 of the CAA. NSPS can be found in 40 CFR 60.

**New Source:** A stationary air contamination source that:

1. Was constructed and commenced operation on or after July 1, 1972.
2. Was modified, irrespective of a change in the amount or kind of air contaminants emitted, so that the fixed capital cost of new components exceeds 50% of the fixed capital cost that would be required to construct a comparable new source. Fixed capital cost means the capital needed to provide the depreciable components.

**Nonattainment area:** An area, as designated by the EPA under Section 107 of the CAA (42 U.S.C.A. §7407) in 40 CFR 81.339 (relating to Pennsylvania), that does not meet ambient air quality standards.

**Non-heatset:** Any operation where the printing inks are set without the use of heat. (For the purpose of this rule, ultraviolet-cured inks are considered non-heatset.)

**NOx:** Oxides of nitrogen or nitrogen oxides. All the oxides of nitrogen, except nitrous oxide (N<sub>2</sub>O), which are the regulated pollutants for both the ozone and nitrogen dioxide NAAQS.

**Offset:** A printing process that transfers the printing image to an intermediary surface, which, in turn, transfers the image to the printing substrate.

**Opacity:** The degree to which emissions reduce the transmission of light and obscure the view of an object in the background.

**Open top vapor degreaser:** A batch-loaded device used to clean metal parts through the condensation of organic solvent on colder metal parts.

**Outlet concentration:** Gas stream concentration at the outlet of a control device, usually expressed in grains per dry standard cubic foot (gr/dscf).

**Overall efficiency:** The percentage reduction in pollutant concentration between the inlet and outlet of the air cleaning device.

**Particulate loading:** The weight of solid particulate suspended in an air stream, usually expressed in terms of grains per dry standard cubic foot.

## Instructions for Plan Approval Application

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**Periodic monitoring:** The collection, recording and retaining of information that can be used by the source of an emission point, in conjunction with any other relevant information, to assess source's compliance with applicable requirements.

**pH:** pH is a measure of hydrogen ion concentration in water. It is also a measure of the acid and alkaline content. pH values range from 0 to 14, with 7 indicating neutral water; values less than 7 have increasing acidity; and values greater than 7 have increasing alkalinity.

**PPM:** Parts per million. A way of expressing concentration of pollutants in air, water and soil.

**Prevention of significant deterioration (PSD):** A pre-construction air-pollution permit program designed to ensure that air quality does not degrade beyond NAAQS levels or beyond specified incremental amounts above prescribed baseline levels. PSD also ensures application of BACT to major stationary sources and major modifications for regulated pollutants and consideration of soils, vegetation, and visibility impacts in the permitting process. (40 CFR Part 52)

**Potential emission rate:** The total weight rate at which a particular air contaminant, in the absence of air cleaning devices, would be emitted per unit of time from an air-contaminant source when the source is operated at its rated capacity.

**Potential to emit:** The maximum capacity of a source to emit a pollutant under its physical and operational design. Any physical or operational limitation on the capacity of the source to emit a pollutant, including air-pollution control equipment and limitations on hours of operation or on the type or amount of material combusted, stored or processed shall be treated as part of the design if the limitation or the effect it would have on emissions is federally enforceable.

**Predictive emission monitoring system (PEMS):** A system that uses process data and other parameters in a computer program or other data-reduction system to produce values in terms of the applicable emission limitation or standard.

**Press:** A printing-production assembly that can be made up of one or many units to produce a finished product.

**Pressure drop:** A resistance to the flow of gas across a system. It is determined by measuring the difference in total pressure at two points, usually the inlet and outlet of an air-cleaning device.

**Primary condenser:** A series of circumferential cooling coils on a vapor cleaning machine through which a chilled substance is circulated or recirculated to provide continuous condensation of rising solvent vapors and, thereby, create a concentrated solvent vapor zone.

**Process:** A method, reaction or operation in which materials are handled or whereby materials undergo physical change, that is, the size, shape, appearance, temperature, state or other physical property of the material is altered. Also, process is a method, etc., whereby materials are chemically changed, that is, a substance with different chemical composition or properties is formed or created. The term can be used to describe all of the equipment and facilities necessary for the completion of the transformation of the

## Instructions for Plan Approval Application

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materials to produce a physical or chemical change. There may be several processes in a series or parallel that are necessary to the manufacturing of a product.

**Radiation and convection cooling:** The use of long, uninsulated ducts to allow the process gas stream to cool as heat is released by convection and radiation from the ducts.

**Rated capacity:** The operating limit of a source as stated by the manufacturer of the source or as determined by good engineering judgment.

**Rectifier:** A device used in an electrostatic precipitator for converting alternating current into direct current.

**RDF stoker:** A steam-generating unit that combusts refuse derived fuel (RDF) in a semi-suspension firing mode using air-fed distributors.

**Refrigerated chillers:** Condensing coils located peripherally along the freeboard (slightly above the primary coils), to condense the solvent vapor before it escapes from the degreaser. This creates a sharper temperature gradient than would otherwise exist. The resulting cold air blanket reduces diffusion losses and the stable inversion layer created by the increased temperature gradient decreases upward convection of solvent laden air.

**Refuse derived fuel (RDF):** Municipal waste that has been processed through shredding and size classification. All classes of RDF, from low density fluff RDF to densified RDF and RDF fuel pellets, are included.

**Regeneration:** Any process that accomplishes a partial or complete separation of either an adsorbed substance from an adsorbent or an absorbed substance from an absorbent.

**Remote reservoir cold cleaning machine:** A device in which liquid solvent is pumped to a sinklike work area that drains the solvent back into an enclosed container while parts are being cleaned, allowing no solvent to pool in the work area.

**Retention time:** The length of time that a gas stream remains at a given temperature.

**SCFM (Standard Cubic Feet Per Minute):** An air flow rate at standard pressure and temperature, (i.e., 1 atmosphere and 68 °F)

**Settling chamber:** An expansion chamber in which gas velocity is reduced, thus allowing the particle to settle down under the action of gravity.

**Sewage sludge:** Solid, semisolid or liquid residue generated during the treatment of domestic sewage in a treatment facility. Sewage sludge includes, but is not limited to domestic septage; scum or solids removed in primary, secondary or advanced wastewater treatment process; and a material derived from sewage sludge. Sewage sludge does not include ash generated in a sewage sludge incinerator or grit and screenings generated during preliminary treatment of domestic sewage in a treatment facility.

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**Sheet-fed:** Any operation where paper is fed to a press in individual sheets.

**Solid waste:** Solid waste is garbage, refuse, and other discarded solid materials, including solid materials resulting from industrial, commercial and agricultural operations and from community activities. It includes both combustibles and noncombustible materials.

**Solvent:** A liquid used in a paint or coating to dissolve or disperse film-forming constituents and to adjust viscosity. It evaporates during drying and does not become a part of the dried film.

**Solvent density:** The weight per unit volume of a solvent or solvent mixture. This number is often used in calculating emissions of volatile organic compounds (VOCs) from coatings. Densities of common organic solvents range from 6.6 lb/gal to 9.5 lb/gal. The EPA has chosen 7.36 lb/gal as an average density of a coating solvent mixture to use in some calculations.

**SO<sub>x</sub>:** Sulfur oxides, sulfur dioxide and sulfur trioxide are the dominant oxides of sulfur that are present in the atmosphere. Sulfur dioxide is a heavy, pungent, colorless, gaseous air pollutant formed primarily by the industrial fossil fuel combustion process.

**Specific gravity:** The ratio of the density of a substance to that of water at 39.2 degrees F and to atmospheric pressure.

**Spray nozzle:** A device used for the controlled introduction of scrubbing liquid at predetermined rates, distribution patterns, pressures and droplet sizes.

**Stack:** A vertical duct or conduit that discharges exhaust gases into the atmosphere.

**Substrate:** The surface to which a coating is applied.

**Thinner:** A liquid used to reduce the viscosity of a coating and which will evaporate before or during the curing of a film.

**Title V facility:** A stationary air contamination source, or a group of stationary sources, located on one or more contiguous or adjacent properties, that are under the control of the same person (or persons) and belonging to a single major industrial grouping and that are described below. For the purposes of this definition, a stationary source or group of stationary sources will be considered part of a single industrial grouping if the air-contaminant emitting activities at the source or group of sources on contiguous or adjacent properties belong to the same major group, that is, all have the same two-digit code, as described in the Standard Industrial Classification Manual, 1987.

1. A major stationary source under Section 112 of the CAA, which is defined as one of the following:
  - a. For air contaminants other than radionuclides, a stationary source or group of stationary sources located within a contiguous area and under common control that emits or has the potential to emit, in the aggregate, 10 metric tons per year (tpy) or more of any hazardous

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air pollutant, including any fugitive emissions of the pollutant, which has been listed under Section 112(b) of the CAA, 25 tpy or more of a combination of the hazardous air pollutants, including any fugitive emissions of the pollutants, or the lesser quantity as the Administrator of the EPA may establish by regulations promulgated under the CAA. Notwithstanding the preceding sentence, emissions from an oil or gas exploration or production well, with its associated equipment and emissions from a pipeline compressor or pump station, may not be aggregated with emissions from other similar units, whether or not the units are in a contiguous area or under common control, to determine whether the units or stations are a major source.

- b. For radionuclides, the meaning specified by the Administrator of the EPA in regulations promulgated under the CAA.
2. A major stationary source of air pollutants, as defined in Section 302 of the CAA (42 U.S.C.A. Section 7602), that directly emits or has the potential to emit, 100 tpy or more of any air contaminant, including a major source of fugitive emissions of the pollutant, as determined by regulations established under the CAA. The fugitive emissions of a stationary source may not be considered in determining whether it is a major stationary source for the purposes of Section 302(j) of the CAA, unless the source belongs to one or more of the following categories of stationary source:
- a. Coal cleaning plants, with thermal dryers
  - b. Kraft pulp mills
  - c. Portland cement plants
  - d. Primary zinc smelters
  - e. Iron and steel mills
  - f. Primary aluminum ore reduction plants
  - g. Primary copper smelters
  - h. Municipal incinerators capable of charging more than 250 tons of refuse per day
  - i. Hydrofluoric, sulfuric or nitric acid plants
  - j. Petroleum refineries
  - k. Lime plants
  - l. Phosphate rock processing plants
  - m. Coke oven batteries
  - n. Sulfur recovery plants
  - o. Carbon black plants, furnace process
  - p. Primary lead smelters
  - q. Fuel conversion plants
  - r. Sintering plants
  - s. Secondary metal production plants
  - t. Chemical process plants
  - u. Fossil-fuel boilers, or combination thereof, totaling more than 250 million Btus per hour heat input
  - v. Petroleum storage and transfer units with a total storage capacity exceeding 300,000 barrels
  - w. Taconite ore processing plants



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- x. Glass fiber processing plants
  - y. Charcoal production plants
  - z. Fossil-fuel-fired steam electric plants of more than 250 million Btus per hour heat input
  
  - aa. Other stationary source categories regulated by a standard promulgated under Sections 111 or 112 of the CAA, but only with respect to air contaminants that have been regulated for that category, when required by the CAA or the regulations thereunder
3. A major stationary source as defined in Title I, Part D of the CAA (42 U.S.C.A. §§ 7501- 7515), including:
- a. For ozone nonattainment areas, sources with the potential to emit 100 tpy or more of VOCs or NO<sub>x</sub> in areas classified as "marginal" or "moderate," 50 tpy or more in areas classified as "serious," 25 tpy or more in areas classified as "severe" and 10 tpy or more in areas classified as "extreme."
  - b. For ozone transport regions established under Section 184 of the CAA (42 U.S.C.A. § 7511c), sources with the potential to emit 50 tpy or more of VOCs or 100 tpy or more of NO<sub>x</sub>.
  - c. For carbon monoxide nonattainment areas that are classified as "serious," and in which stationary sources contribute significantly to carbon monoxide levels as determined under rules issued by the Administrator of the EPA, sources with the potential to emit 50 tpy or more of CO.
  - d. For particulate matter (PM-10) nonattainment areas classified as "serious," sources with the potential to emit 70 tpy or more of PM-10.
4. A source located at a facility that does not meet the requirements of Subparagraphs (i)-(iii) after the Administrator of the EPA completes a rulemaking requiring regulation of those sources under Title V of the CAA (42 U.S.C.A. §§ 7661-7661f).

**Title V permit:** An operating permit issued by DEP to a Title V facility.

**Title V regulated air pollutant:** For purposes of the requirements of Title V of the CAA, the term means one or more of the following:

- 1. NO<sub>x</sub> or VOCs.
- 2. An air contaminant for which a national ambient air quality standard has been promulgated.
- 3. An air contaminant that is subject to a standard promulgated under Section 111 of the CAA.
- 4. A Class I or II substance subject to a standard promulgated under or established by Title VI of the CAA (42 U.S.C.A. §§ 7671-7671g).

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5. An air contaminant subject to a standard promulgated under Section 112 or other requirements established under Section 112 of the CAA, including Subsections (g), (j) and (r), including the following:
  - a. An air contaminant subject to the requirements under Section 112(j) of the CAA. If the Administrator of EPA fails to promulgate a standard by the date established under Section 112(e) of the CAA, an air contaminant for which a subject source would be major shall be considered to be regulated on the date 18 months after the applicable date established under Section 112(e) of the CAA.
  - b. An air contaminant for which the requirements of Section 112(g)(2) of the CAA have been met, but only with respect to the individual source subject to Section 112(g)(2) requirements.

**Top coat:** The last coat applied in a coating system.

**Transfer efficiency:** The ratio of the amount of coating solids deposited onto the surface of the coated parts to the total amount of coating solids used, multiplied by 100 to equal a percentage.

**Unit:** The smallest complete component of a printing press. Each unit can print only one color.

**Velocity:** The rate at which a fluid is flowing in a given direction. Gas velocity is normally stated in feet per minute or feet per second and is found by dividing volume by area.

**Volatile Organic Compound (VOC):** An organic compound which participates in atmospheric photochemical reactions; that is, an organic compound other than those which the Administrator of the EPA designates at 40 CFR 51.100 (s) as having negligible photochemical reactivity.

**Water blanket:** A layer of water in the dip tank on top of the solvent, providing a vapor barrier between the solvent and the atmosphere. The solvent must be heavier than and insoluble in water.

**Water quenching:** Also called evaporative cooling. It is accomplished by injecting fine water droplets into a gas stream. The water droplets absorb heat from the gas stream as they evaporate.

**Waterwall incinerator:** An incinerator whose furnace walls consist of vertically arranged metal tubes through which water passes and absorbs the radiant energy from burning solid waste.

**Web:** A continuous roll of paper used as the printing substrate.

**Weight percent solids:** The portion of a coating that remains as part of the cured film expressed as percent by weight. This contrasts with the convention of expressing content by volume percent.

**Working capacity of adsorbent:** The actual adsorbing capacity of the bed under operating condition.

**Woven fabric:** Yarn that is woven over and under with a definite repeated pattern.

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**APPENDIX-B**

| <u>Measurement Units</u>                | <u>Abbreviation</u> |
|---|---------------------|
| Actual Cubic Feet per Minute            | ACFM or acfm        |
| British thermal units                   | Btu or BTU cu       |
| Cubic foot per hour                     | ft/hr               |
| Cubic Feet Per Minute                   | CFM or cfm          |
| Dry standard cubic meters Dry           | dscm dscf           |
| standard cubic feet                     | ft/min              |
| Feet per minute                         | ft/sec              |
| Feet per second                         | gph                 |
| Gallons per hour                        | gpm                 |
| Gallons per minute                      | gr/dscf             |
| Grains per dry standard cubic foot      | g                   |
| Gram                                    | g/bhp-h             |
| Grams per Brake Horsepower-Hour         | g/yr                |
| Grams per year                          | KV                  |
| Kilo Volt                               | KVA Mg              |
| Kilo Volt Ampere                        | Mg/yr               |
| Megagram                                | MW m                |
| Megagram per year                       | t                   |
| Megawatt                                | t/d or tpd          |
| Meter                                   | t/yr or tpy         |
| Metric ton                              | mcg                 |
| Metric tons per day                     | □g/dscm             |
| Metric tons per year                    | mmBtu/hr            |
| Microgram                               | MMm <sup>3</sup>    |
| Micrograms per dry standard cubic meter | mv or mV            |
| Million Btu per hour                    | ng ppm              |
| Million cubic meters                    |                     |
| Millivolt                               |                     |
| Nanogram                                |                     |
| Parts per million                       |                     |
| Parts per million by volume             | ppmv                |
| Parts per million by weight             | ppmwt               |
| Pound                                   | lb                  |
| Pounds per hour                         | lb/hr               |
| Pounds per million Btu                  | lb/mmBtu            |
| Pounds per million cubic foot           | lb/mmcf             |
| Pounds per square inch atmosphere       | psia                |
| Pounds per year                         | lb/yr               |
| Standard Cubic Feet Per Minute          | SCFM or scfm        |
| Square feet                             | sq ft               |
| Square inch                             | sq in               |
| Square yard                             | sq yd               |

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This related environmental information are available electronically via Internet. For more information, visit us through the Pennsylvania homepage at <http://www.state.pa.us> or visit DEP directly at <http://www.dep.state.pa.us> (choose directLINK "air quality").



[www.GreenWorksChannel.org](http://www.GreenWorksChannel.org) - A web space dedicated to helping you learn how to protect and improve the environment. The site features the largest collection of environmental videos available on the Internet and is produced by the nonprofit Environmental Fund for Pennsylvania, with financial support from the Pennsylvania Department of Environmental Protection, 800 334-3190.

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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;"><b>Exemption from Plan Approval</b></p> <p>Select all that apply (see Instructions):<br/><a href="http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-77119/2700-BK-DEP4103.pdf">http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-77119/2700-BK-DEP4103.pdf</a></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;"><b>Exemption from Operating Permit</b></p> <p>Select all that apply (see Instructions):<br/><a href="http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-77119/2700-BK-DEP4103.pdf">http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-77119/2700-BK-DEP4103.pdf</a></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   |  |
| <b>Facility/Company Name:</b>   | <b>Plant Name</b> (if applicable):   |
| <b>Site Address:</b>  |  |
| <b>Municipality:</b>  | <b>County:</b>   |
| <b>Mailing Address</b> (if different):  |  |
| <b>Federal Employer Identification Number (EIN)</b> (if applicable):  |  |
| <b>Current Operating Permit No.</b> (if applicable):  | <b>NAICS Code:</b>   |
| <b>Person Completing Form:</b>  | <b>Affiliation:</b>  |
| Address (if different from facility/company):   | <b>Telephone:</b> ( ) -  |
|   | <b>E-Mail:</b>   |
| <b>Facility/Company Contact Person:</b>   | <b>Title:</b>  |
| Address (if different from facility/company):   | <b>Telephone:</b> ( ) -  |
|   | <b>E-Mail:</b>   |
| C. Project Description  |  |
| <p><b>Project Type:</b>    <input type="checkbox"/> New construction        <input type="checkbox"/> Modification        <input type="checkbox"/> Remediation        <input type="checkbox"/> Other (see Instructions <a href="http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-77119/2700-BK-DEP4103.pdf">http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-77119/2700-BK-DEP4103.pdf</a>)</p>  |  |
| <b>Total number of sources in project:</b> _____  |  |



**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](http://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)<br>(from Instructions) | Emissions<br>(lbs/hr)* | Emissions<br>(tons/year)* | Calculation Method Code<br>Appendix B |
|-------------------------------------|------------------------|---------------------------|---------------------------------------|
| PM                                  |                        |                           |                                       |
| PM-10                               |                        |                           |                                       |
| PM-2.5                              |                        |                           |                                       |
| SO <sub>x</sub>                     |                        |                           |                                       |
| CO                                  |                        |                           |                                       |
| NO <sub>x</sub>                     |                        |                           |                                       |
| 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"/> |                           |
| <input type="checkbox"/> |                           |
| <input type="checkbox"/> |                           |
| <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

**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.

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

**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: