



# MINOR SOURCE PERMIT APPLICATION GUIDE FORMS & INSTRUCTIONS

AIR QUALITY DIVISION  
707 N. ROBINSON AVE., SUITE 4100  
P.O. BOX 1677  
OKLAHOMA CITY, OKLAHOMA 73101-1677

## INTRODUCTION

This package contains instructions and Forms for making application for new, relocation, and modification of construction and operating permits for **minor and synthetic minor sources only**. It has been developed to address a wide range of industry types and emissions units. Thus, some portions may not be applicable to your facility. Other more specific minor source applications are available for a particular industry type and should be used whenever possible. These are available from Air Quality Division:

- (i) Minor Source Permit Application for a Natural Gas Compressor Station
- (ii) Minor Source Permit Application for a Rock Crushing Facility or a Sand and Gravel Operation

Please read all directions carefully before filling out this form. Answer all questions by checking the appropriate box or filling in a response. If an item does not apply to you, enter "N/A" (for not applicable) to show that you considered the question. An original signature from a responsible official is required on Form 100-884. Please note that delays in processing your application may occur if an incomplete application is submitted. It is your responsibility to submit a complete application well in advance of anticipated commencement of construction, start up dates, or the effective date of operating permit program requirements to allow sufficient time for proper application review and permit issuance. If you need additional information on completing this Form, or would like to meet with us before submitting your application, please call the AQD office at (405) 702-4100 for assistance.

Information submitted using this package should be adequate to determine that a proposed source will meet applicable air quality rules and standards. Required information will vary according to the type of facility to be constructed or operated. The following specific instructions should be followed to assure that all-necessary information is provided to draft the appropriate permit:

Instruction No. 1 - Process Operations  
Instruction No. 2 - (Reserved)  
Instruction No. 3 - Hydrocarbon Storage Tanks  
Instruction No. 4 - Fuel Burning Equipment

Instruction No. 5 - Incinerators  
Instruction No. 6 - Asphalt Plants  
Instruction No. 7 - Stationary IC Engine/Turbine Facilities

## BACKGROUND

Oklahoma operates a dual permitting system under Oklahoma Administrative Code (OAC) 252:100. A *construction permit* is to be obtained prior to the commencement of construction, installation or modification of any source which will increase the amount of air contaminant emissions by more than the de minimis levels given in OAC 252:100-7-2. After construction is completed, application for an *operating permit* must be submitted within 60 days after start up. A *relocation permit* may be obtained for relocation of portable minor sources from one site to another only in attainment areas (DEQ Form #100-886). Relocation of such a source without a permit will automatically void the operating permit or the grandfather exemptions for that source. Relocation permits are good for two years, and failure to change a source's location within two years shall subject it to the requirement to obtain a stationary source operating permit. Applicants may request *modification* to existing permits by submission of an application to modify. Modification to a source operation shall subject the facility at which the source operation is located to issuance of an operating permit for the entire facility.

If you are uncertain whether a permit is required, a request for an applicability determination may be submitted to DEQ and a written determination will be made based on the data submitted. An applicability determination can also be performed to determine whether a facility is a major or minor source.

## DEFINITIONS

**Criteria Pollutant:** Oxides of Nitrogen (NO<sub>x</sub>), Sulfur Dioxide (SO<sub>2</sub>), Lead (Pb), Ozone (O<sub>3</sub>, i.e., regulated as non-methane hydrocarbon or NMHC as a precursor to O<sub>3</sub>), Particulate Matter less than 10 microns (PM<sub>10</sub>), Carbon Monoxide (CO).

**Minor Source:** A source that has the potential to emit less than 100 tons/year of a criteria pollutant, less than 10 tons/year of any single hazardous air pollutant, and less than 25 tons/year total hazardous air pollutants in the aggregate. These sources are classified as Tier I sources and follow the simplest type of application process.

**Synthetic Minor Source:** A source which has the potential under maximum operating conditions to emit at the Major Source level but which has a permit which restricts actual emissions to the minor source level. Such restrictions may include any of the following: hours of operation, emission control devices, and throughput. Applications for synthetic minor source permits are classified as either Tier I or Tier II, depending on several factors.

**Major Source:** A source that has the potential to emit more than 100 tons/year for criteria pollutants, 25 tons/year of hazardous air pollutants, or 10 tons/year of any single hazardous air pollutant. These sources are complex in their potential impact and are subject to the Tier II or Tier III application process.

## TIER DETERMINATION

DEQ's "Uniform Permitting" system, under OAC 252:002, categorizes applications as Tier I, II, or III, depending on their complexity and the amount of public interest. The main effect of a Tier classification is the amount of public review given the application. For Air Quality permits, Tier I basically includes minor sources and most synthetic minor sources. Tier II covers major sources, and Tier III covers only very large sources such as those requiring PSD review. An instruction sheet is provided showing classification of air quality applications. This may be used to make a preliminary determination of the Tier classification. This determination will be verified before permit issuance.

## PERMIT FEES

Applicants must attach a check or money order (no cash will be accepted) payable to the DEQ Air Quality Division in accordance with the following schedule. Please reference the facility name (or existing permit or application number) on the check. The emissions level is based on the single criteria pollutant with the highest emissions rate. See DEQ Form #100-815 for fee details.

## ANNUAL EMISSIONS INVENTORY

An annual Emissions Inventory (sometimes called a Turn Around Document) must be submitted to the Air Quality Division by April 1 of the year following issuance of your construction or operating permit, and provide emissions information for the previous year. [Note: This document should NOT be submitted with your permit application unless requested by the permit writer.] This information is used to calculate the annual operating fee. All calculations and assumptions used to estimate emissions must be verified by proper documentation. All supporting data, including actual production, throughput and measurement records along with engineering calculations and other data utilized in accordance with OAC 252:100-5-2.1(c) & (d) must be maintained at the facility or provided or request. Annual Emissions Inventory information may be found at:

<http://www.deq.state.ok.us/AODnew/Emissions> .

### YOUR APPLICATION MUST INCLUDE:

1. DEQ Form # 100-884 (General Facility Information Form)
2. DEQ Form # 100-810 (Landowner Affidavit)
3. DEQ Form # 100-815 (Application Classification Fee)
4. Emissions Information For Each Unit On Site
5. Appropriate Fees (Payable To DEQ Air Quality Division)
6. Facility Plot Plan & Process Flow Diagram

### SUBMIT 3 COPIES OF COMPLETED APPLICATION TO:

OKLAHOMA DEPT. OF ENVIRONMENTAL QUALITY  
AIR QUALITY DIVISION  
707 N. ROBINSON AVE., SUITE 4100  
P.O. BOX 1677  
OKLAHOMA CITY, OKLAHOMA 73101-1677

### ASSISTANCE AVAILABLE

DEQ CUSTOMER ASSISTANCE: 1 - (800) 869-1400  
AIR QUALITY DIVISION: (405) 702-4100  
WEB PAGE ADDRESS: <http://www.deq.state.ok.us>

# DEQ LANDOWNER NOTIFICATION AFFIDAVIT

Tier I, II, or III permit applicants must provide notice to the landowner(s). The basis for this requirement is Title 27A of the Oklahoma Statutes, Supplement 1996, § 2-14-103(9), as described in OAC 252:4-7-13 (b).

**Please note that you MUST fill out and return this affidavit even if you don't have to give any landowner notice.**

<b>A</b>	<b>NOTICE TO THE LANDOWNER(S) IS NOT REQUIRED</b> because: (check one)
	My application does not involve any land.
	My application involves only land owned by me (or applicant business).
	I have a current lease given to accomplish the permitted purpose.
	I have a current easement given to accomplish the permitted purpose.

**OR**

<b>B</b>	<b>NOTICE TO THE LANDOWNER(S) IS REQUIRED</b> because the land is owned by someone other than myself or the applicant business <b>AND I HAVE NOTIFIED</b> the following (check one):		
	Landowner(s)		Lessor or Administrator or Executor of the land
	<b>METHOD OF DELIVERY</b> (check one):		
	Actual notice, for which I have a signed and dated receipt		
	Service by Sheriff or private process server, for which I have an affidavit		
	Service by certified mail, restricted delivery, for which I have a signed return receipt		
	Legal publication, for which I have an affidavit of publication from the newspaper, because the landowners could not be located through due diligence		

LANDOWNER AFFIDAVIT CERTIFICATION			
I, as the applicant or an authorized representative of the applicant, hereby certify that I own the real property, have a current lease or easement which is given to accomplish the permitted purpose (per Option A above), or have provided legal notice to the landowner(s) (per Option B above) about the permit application for the facility described below.			
Company Name		Facility Name	
Facility Address or Legal Description.			
Responsible Official (signature)		Date Signed	
Responsible Official (typed)		Title	

If the landowner notice applies to your application (Option B above) you can send the following form to them as your notice:

**NOTICE TO LANDOWNER OF FILING**

Dear Landowner: (Name) \_\_\_\_\_

(Applicant name) \_\_\_\_\_ has filed a permit application with the Oklahoma Department of Environmental Quality for (Facility Name) \_\_\_\_\_ facility.

This application involves the land owned by you located at:

Address or Legal Description: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**AIR QUALITY PERMIT APPLICATION  
GENERAL FACILITY INFORMATION**

APPLICATION NUMBER  
(AQD Use Only)

1	COMPANY INFORMATION	Name									
Mailing Address					City			State		Zip	

2	APPLICATION TYPE	Applicability Determination		Construction Permit		Operating Permit					
GP Authorization To Operate		GP Authorization To Construct		GP Name:							
Renewal	Modification	Relocation	PBR	PBR Type:							
Permit Number(s) (If Applicable)											
Est. Date of Construction/Modification Start:					Operational Start-up:					Completion:	

3	IS CONFIDENTIAL INFORMATION INCLUDED?	YES	NO
By including confidential information, Applicant acknowledges that such information may be shared with the U.S. Environmental Protection Agency for purposes consistent with the Federal Clean Air Act, 42 U.S.C. §§ 4201 et. seq.			

4	TIER CLASSIFICATION	Tier I	Tier II	Tier III	N/A – AD only
FACILITY TYPE		Major	Minor	Synthetic Minor	

5	FEES SUBMITTED	\$	CHECK #	DATE
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6	TECHNICAL CONTACT	Name									
Phone	Fax		Email Address								
Company Name											
Street Address		City	State		Zip						

7	FACILITY INFORMATION	Name									
SIC Code(s)		NAICS Code(s)									
Contact Person			Title	Phone							
LEGAL DESCRIPTION	Sub Section	Section		Township	Range						
Physical Address or Driving Directions											
City or Nearest Town		Zip	County								

8	GEOGRAPHIC COORDINATES	Latitude (to 5 Decimals)	Longitude (to 5 Decimals)
DATA SOURCE	GPS	DEQ Data Viewer	Web Viewer (Specify):
Center of Township & Range Section or relevant subsection		Street Address (Conversion Program):	
Unknown	Other (Specify):		
REFERENCE POINT	Facility Entrance Point or First Gate of Lease Property (preferred above all other options)		
Center of Facility	Unknown	Other (Specify):	

9	APPLICATION CERTIFICATION	<b>This application, including all attachments, has been submitted as required by OAC 252:100.</b>									
<b>I certify that (a) I am the Responsible Official for this company as defined in OAC 252:100-3; and (b) based on information and belief formed after reasonable inquiry, the statements and information contained in this application are true, accurate, and complete.</b>											
Responsible Official (name)						Title					
Responsible Official (signature)						Date					
Phone	Fax		Email Address								
Street Address		City	State		Zip						

**AIR QUALITY DIVISION  
APPLICATION FOR RELOCATION OF A PORTABLE MINOR SOURCE**

Oklahoma Dept. Of Environmental Quality  
Air Quality Division  
707 N. Robinson Ave., Suite 4100

Oklahoma City, Oklahoma 73101-1677

This form must be completed to obtain approval to relocate a portable minor source, in accordance with Oklahoma Statutes Title 27A, Section 2-5-101, as described by OAC 252:100-7-17. Please submit a fee of \$250 (check payable to DEQ Air Quality Division) for each source to be relocated, a completed Landowners Affidavit (DEQ Form 100-810) for the new location, and a completed Classification of AQ Permit Applications & Application Fees Form (DEQ Form 100-815).

Note that relocation of a portable minor source without a relocation permit voids the operating permit or grandfather exemption for that source. Relocation of portable sources is limited to minor sources within attainment regions of the state and is valid for only two years. Failure of a source to change its locale within the two year time period shall subject it to the requirement to obtain a stationary source permit.

1	COMPANY INFORMATION		Name				
Headquarters Mailing Address							
City					State		Zip
Technical Contact		Name					
Phone			Fax			Email Address	

2	FACILITY INFORMATION		Plant #			Operating Permit No.						
Manufacturer's Make & Model												
Air Pollution Control Equipment												
Subject to NSPS (40 CFR Part. 60) Subpart?				<input type="checkbox"/>	<b>I</b>	<input type="checkbox"/>	<b>OOO</b>	<input type="checkbox"/>	None	<input type="checkbox"/>	Other:	

3	PRESENT LOCATION		Projected Shut Down Date:								
Previous Relocation Permit No.					NAICS Code			SIC Code			
Legal Description		Section				Township			Range		
Physical Address or Driving Directions											
City or Nearest Town					County			Zip			

4	NEW LOCATION											
Projected Start Up Date:						Projected Shut Down Date:						
Legal Description		Section				Township				Range		
Latitude / Longitude (to 3 decimal places)				Latitude					Longitude			
Physical Address or Driving Directions												
City or Nearest Town					County			Zip				
Describe Any Residence, Park, School, etc. within ¼ mile												

5	FEES SUBMITTED		\$			Check #			Date		
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6	APPLICATION CERTIFICATION											
<p><b>This application has been submitted as required by OAC 252:100-7-17. I certify, based on information and belief formed after reasonable inquiry, the statements and information in this application are true, accurate, and complete, and that this source is operating in compliance with its current permit and all applicable control rules.</b></p>												
Responsible Official (signature)									Date			
Responsible Official (typed)						Phone			Fax			
Responsible Official Title						Email Address						
Street Address					City			State			Zip	

## **Instruction No. 1 Process Operations**

### Information Needed

1. Description of the process or operation.
  - (a) Descriptions of nonmetallic mineral processing plants should include a listing of each crusher, grinding mill, screening, operation, bucket elevator, belt conveyor, bagging operation, storage bin, and enclosed truck or railcar loading station. For each piece of equipment, provide a serial number (if available) and/or a plant identification number, the date of manufacture and/or date of purchase (if purchased prior to August 21, 1933), and the size (the rated capacity in tons per hour of each crusher, grinding mill, bucket elevator, bagging operation, or enclosed truck or railcar loading station; the total surface area of the top screen of each screening operation; the width of each conveyor belt; and the rated capacity in tons of each storage bin).
  - (b) Descriptions of onshore natural gas processing plants subject to NSPS 40 CFR 60, Subpart KKK, synthetic organic chemicals manufacturing plants subject to NSPS 40 CFR 60, Subpart VV, and petroleum refineries subject to NSPS 40 GFR 60, Subpart GGG shall list each piece of equipment subject to the relevant subpart. The description should contain sufficient detail to demonstrate that the equipment complies with applicable NSPS requirements and/or exemptions.
2. Include a process flow diagram. This should be a simplified diagram, identifying each operation or process.

Show amounts at each process step or stage of manufacture of all raw materials, intermediate products, by-products and finished products.

Show amount of all other material entering or leaving the process including air or gas streams.
3. The applicant must list and identify all expected air emissions, including toxic and hazardous substances. This information is a vital part of the application. Give the amount of these individual emission rates in pounds per hour and tons per year. Specify and explain the basis used for this estimate, and include that supporting data. Key emissions to process flow diagram by number or other identification means.
4. Give maximum process weight in pounds per hour and basis for calculating or establishing this hourly rate. (If necessary, a definition of process weight is given in OAC 252:100-1-2. For nonmetallic mineral processing plants provide the maximum process weight in pounds per hour for each piece of equipment including each conveyor belt, and the plant capacity (the cumulative rated capacity of all initial crushers that are part of the plant).
5. Hours of operation per day, days per week and weeks per year. (Operating permit will be limited to this number of total hours of operation per year.) Where differences exist between operations, specify each rate.
6. Describe the raw materials used in process. Give their principal use or function when it is not self-explanatory.
7. If process is cyclical instead of continuous, give length of cycle and time between cycles.
8. Does process involve use of potentially hazardous air contaminants and toxic materials? If so, and emission rate exceeds specified de minimis rate, determine MAAC and provide documentation to determine off property line maximum ground level concentration.
9. For any combustion units provide the information requested in Instruction No. 4, Items 2, 3, 4 and 7.
10. For any hydrocarbon storage tanks provide the information requested in Instruction No. 3.
11. Include a plot plan showing location of manufacturing processes and location of outlets for airborne emissions. Key all flows and discharge outlets to the process flow diagram by number or other identification means.

**Instruction No. 1**  
**Process Operations**  
**(continued)**

12. Include an area plot plan showing location of the establishment; property lines, and the surrounding area residences, other types of structures and roadways.

13. Fugitive Dust Control

Specify the procedures to be used to minimize air pollution from operations not involving process emissions in which particulates are likely to be wind-borne, including the following items:

- (a) Service roads and parking areas.
- (b) Stockpiles or storage area.
- (c) Loading and unloading materials.
- (d) Transportation of dusty material by truck.
- (e) Any other enterprise which involves a substance likely to be scattered by the wind or susceptible to being airborne.

14. Emission Point Data

- (a) Height above grade.
- (b) Stack inside diameter at discharge, or point where emissions are discharged if no stack will exist.
- (c) Stack gas volume, velocity, temperature.
- (d) Mass emission rates, lbs./hr.
- (e) Distance to surrounding obstructions and give their heights and plan view dimensions.
- (f) Facility property line locations.

15. Specify whether stack sampling ports are being included in the construction, and identify which stacks.

16. Air Pollution Control Equipment

The following information is needed on the control equipment included in the installation.

- (a) Key the equipment to process flow diagram by number or other identification means.
- (b) Type (cyclone, wet collector, fabric filter, electrostatic precipitator, incineration, absorption, other).
- (c) Air contaminant(s) to be controlled.
- (d) Particle size range and composition, for particulates.
- (e) Particle size efficiency curve, for a particulate collector.
- (f) Guarantee efficiency of collector with the suppliers performance guarantee conditions if performance is not achieved.
- (g) Provide the following information on these collectors:

Wet Collector

Flow rate and type of solution, gallons per minute.  
Description of mist eliminator system to be used.

Electrostatic Precipitator

Type of precipitator.  
Number of stages.  
Rapping system used.

Incineration

Type of unit described.  
Fuel used, with hourly and annual consumption.

**Instruction No. 2  
(RESERVED)**

**Instruction No. 3  
Storage and Loading of Organic Materials**

For installations involving more than hydrocarbon storage tanks, the completion of additional instructions is also necessary (Instruction 1 for general process operations, and Instruction 4 for fuel burning equipment).

Information needed

1. Storage Tank information:

- (a) Applicant must fill out a complete table for each tank with capacity of 400 gallons or more. Attach relevant documents (such as, TANKS program output etc.).

STORAGE TANKS										
Tank ID #		Construction Date		Submerged Fill Pipe Provided?				Yes		No
Tank Height (ft)						Tank Diameter (ft)				
Tank Capacity (gallons)						Tank Color				
Maximum Throughput (gallons/year)						Vapor Pressure (psia)				
Design Type		Fixed Cone Roof		Floating Internal Roof		Floating External Roof		Others (Specify):		
Type of Liquid Stored		Condensate*		Methanol		Crude Oils		Other (Specify):		

\*Note: "Slop Oil" tanks are assumed to be condensate

- (b) Subject to NSPS 40 CFR 60, Subpart K, Ka, Kb?  
 (c) Minimum and maximum temperatures at which material will be stored.  
 (d) Description of venting valve system, including where vented to.  
 (e) Description of vapor control system, if other than submerged fill pipe.

2. Loading Facility Information (if applicable):

- (a) Type of facilities.  
 (b) Sources to be loaded from facility.  
 (c) Type of vapor control and recovery system.  
 (d) Efficiency of vapor control and recovery system.  
 (e) Loading rate in gallons per day and gallons per year  
 (f) Control method utilized on vapor recovery system and control efficiency.

**Instruction No. 4**  
**Fuel-Burning Equipment**

For installations involving more than fuel-burning equipment, the completion of additional instructions is also necessary (Instruction 1 for general process operations, Instruction 3 for hydrocarbon storage tanks).

Definitions

Maximum Heat Input - Quantity of input heat required to develop the maximum peak rating of the unit in  $10^6$  Btu/hr.

Rated Heat Input - Quantity of input heat required to develop the continuous rating of the unit in  $10^6$  Btu/hr.

Normal Heat Input - Quantity of heat required to develop the normal operating capacity of the unit in  $10^6$  Btu/hr.

Information Needed

1. Give a description of the operation and the proposed fuel-burning equipment.
2. Maximum, rated and normal heat input capacities of the equipment in million Btu per hour.
3. Fuel(s) used, sulfur content in fuel average and maximum, heat content (average) as fired. For coal also provide ash content, average and maximum. If waste oil is used, provide complete analysis of oil to be used.
4. Fuel consumption capacity at maximum, rated and normal firing in cubic feet per hour for gas, gallons per hour for oil, and pounds per hour for solid fuel.
5. Hours of operation per day, days per week and weeks per year.
6. The application must list and identify all expected air emissions. This information is a vital part of the application. Give *individual* emission rates in pounds per million Btu, pounds per hour and tons per year. Specify and explain the basis used and include the supporting data for arriving at these projected emissions and their rates.
7. If unit has a rated heat input of 50 million Btu per hour or greater, specify whether the combustion equipment design has incorporated the design parameters limiting emissions of nitrogen oxides.
8. Specify continuous monitoring equipment to be description of method. installed, including description of method
9. Include the following items or information as specified and listed in Instruction No. 1:

Item	13	Fugitive Dust Control
Item	14	Stack Data
Item	15	Stack Sampling Facilities
Item	16	Waste Material Handling
Item	17	Air Pollution Control Equipment

**Instruction No. 5  
Incinerators**

Definitions

Refuse - The inclusive term for solid, liquid or gaseous waste products which are composed wholly or partly of such materials as garbage, sweepings, cleanings, trash, rubbish, litter, industrial, commercial and domestic solid, liquid or gaseous waste; trees or shrubs; tree or shrub trimmings; grass clippings; brick, plaster, lumber or other waste resulting from the demolition, alteration or construction of buildings or structures; accumulated waste material, cans, containers, tires, junk or other such substances.

Information Needed

1. Waste Data
  - a. Description, source and type of waste.
  - b. Amount of waste per day and method used to determine the amount.
  
2. General Data
  - a. Make, model and type incinerator.
  - b. Rated capacity of incinerator in pounds per hour and total heat release rate of unit in BTU per hour per cubic foot.
  - c. Normal operating rate in hours per day, days per week, weeks per year.
  - d. Location of incinerator to surrounding residents, buildings and/or establishments (plot plan).
  - e. Method of charging waste.
  
3. Fuel Used
  - a. Type
  - b. Rate to be used (cfm, gallons/hr.)
  
4. Stack
  - a. Height above grade and inside diameter.
  - b. Flue gas volume, velocity, temperature.

**Instruction No. 6**  
**Asphalt Plants**

For new asphalt plants submit this instruction along with DEQ Form #100-884 and Landowner's Affidavit (DEQ Form #100-010). Existing plants which have an Oklahoma Air Quality permit and are to be moved are only required to submit DEQ Form #100-886, "Application for Relocation of Portable Minor Sources". No additional data is required with that application as long as operations will be within the limits of the existing permit.

Information Needed

Plant

1. Type of plant and manufacturer.
2. Description of the plant.
3. Maximum production capacity, tons per hour.
4. Average production rate and expected annual production.
5. Hours of operation expected per day and days per year.
6. Wet/Dry Collector
  - (a) Type and manufacturer.
  - (b) Volume of air through mixer and collector.
  - (c) Description of contacting method between water and gas stream.
  - (d) Pressure drop across the collector, inches of water.
  - (e) Horsepower required for the collector fan.
  - (f) Dimensions of the body of the collector.
  - (g) Description of the mist eliminator system to be used, with its design, size and dimensions.
  - (h) Amount of water to the collector, gallons per minute.
  - (i) Design of the settling pond. Include how it is to be constructed, capacity, size, depth, inlet and outlet flow locations with distances.

Fuel

1. Fuel(s) used.
2. Maximum hourly fuel consumption and expected annual consumption.
3. Sulfur content, if oil used.
4. When oil is used give storage tank capacity and tank throughput in gallons per year.

Stack Design

1. Stack inside diameter or dimensions, and height.
2. Specify the stack sampling port giving the number of diameters or distance downstream from the last disturbance point, and the number of diameters or distance upstream from the stack discharge point.

Fugitive Dust Control

Specify the procedures to be used to minimize air pollution from operations in which particulates are likely to be wind-borne from these sources: aggregate loading and unloading, stockpiles or storage areas, aggregate conveying lines and elevators, screens, bins and hoppers, service roads and parking areas.

**Instruction No. 7**  
**Stationary IC Engine/Turbine Facilities**

Information Needed

- a. Engine/Turbine Information:  
 Please fill out a complete table for each engine. For each unit, give an unique identifier (e.g. facility numbering system or emissions inventory ID#). Attach relevant document (such as, manufacturer's data, emissions calculation spreadsheet etc.).

<b>ENGINE DETAILS</b>		Internal Combustion			Turbine		
Engine Number		Engine Serial Number (if available)					
Engine Make		Caterpillar	Waukesha	Cooper	White/Superior	Ingersol-Rand	
		Clark	Ajax	Solar	Other (Specify):		
Model							
Current Rated Horsepower					Construction Date		
Type (check all that apply)		Lean-burn	2-stroke	4-stroke	Normally Aspirated	Turbo Charged	
Control Equipment		Catalytic Converter		Other (Specify):			
<b>OPERATING CONDITIONS</b> (usually available from the manufacturer or stack tests on similar equipment)							
Annual hours of operation		Default 8760 hours (365 days at 24 hours/day)			Other (Specify):		
Fuel usage (scfh)				RPM			
Stack Diameter (ft)				Stack Height (ft)			
Stack Flow (acfm)				Stack Temperature °F			
<b>EMISSIONS</b>		NO <sub>x</sub>		CO		NMHC	
g/hp-hr							
lb/hr							
TPY							
<b>EMISSIONS DATA SOURCE</b>		Manufacturer's Data			AP-42 (January 1995), Table No.:		
Stack Test		Other (Specify):					

- b. A method of determining continuous compliance (monitoring operating parameters, etc.). List specific data that will be documented at initial start-up which can be routinely verified to demonstrate continued compliance with emission limitations.
- c. Statement of non-applicability to PSD, NSPS, major source category, and non-attainment areas.

<b>AIR QUALITY DIVISION CLASSIFICATION OF AQ PERMIT APPLICATIONS &amp; APPLICATION FEES</b>	<i>Received Stamp (DEQ Use Only)</i>	Application Number (AQD Use Only)	

Company Name						
Facility Name						
Mailing Address		City		State		Zip

This form is used to document both a preliminary determination of the Tier classification and any associated Application Fee.

**Step 1: APPLICATION CLASSIFICATION AND TIER DETERMINATION**  
 DEQ's "Uniform Permitting" system, under OAC 252:004, categorizes different types of applications as Tier I, II, or III, depending on their complexity and the amount of public interest. The main effect of a Tier classification is the amount of public review given the application. For Air Quality permits, Tier I basically includes minor facilities and most synthetic minor facilities. Tier II covers major sources, and Tier III covers only very large sources such as those requiring PSD review. Additional information to make a preliminary determination of the Tier classification is provided on the next page. This determination will be verified before permit issuance.

Note that all Tier II and III applications require public notice of the application in one newspaper local to the site or facility as soon after the filing date as possible. Other public participation requirements, such as notice of draft and proposed permit, and notice of public meeting may also be required. Contact our office for more information on these requirements.

TIER CLASSIFICATION		Tier I		Tier II		Tier III		N/A – AD only
FACILITY TYPE		Major		Minor		Synthetic Minor		Confirmed/Corrected by: (AQD Use Only)

**Step 2: APPLICATION TYPE & FEE**  
 Application fee may be determined according to the following schedule. The emissions level is based on the single criteria pollutant with the highest emissions rate. Fees are subject to change – please refer to OAC 252:100-7-3 or 252:100-8-1.7 for the latest fee schedule.

MAJOR SOURCE		Fee	MINOR OR SYNTHETIC MINOR SOURCE		Fee
	Applicability Determination (100734)	\$500		Applicability Determination (100922)	\$500
	GP- Authorization to Construct (100778)	\$900		PBR – Construct (100985)	\$250
	GP- Authorization to Operate (100788)	\$900		PBR – Operate (100989)	\$100
	Part 70 Construction (100150)	\$7,500		GP – Authorization to Construct (100826)	\$500
	Part 70 Construction Modification (100779)	\$5,000		GP – Authorization to Operate (100827)	\$500
	Part 70 Operation (100733)	\$7,500		Construction (100829)	\$2,000
	Part 70 Minor Modification (100781)	\$3,000		Permit Amendment – no emission increase (100830)	\$500
	Part 70 Significant Modification (100786)	\$6,000		Operating Permit (100831)	\$750
	Part 70 Renewal (100787)	\$7,500		Operating Permit Modification (100833)	\$750
	Part 70 Relocation (100782)	\$500		Relocation (100834)	\$250

Application Type Confirmed – (AQD Use Only)

GP or PBR Name (If Applicable):		Existing Permit Number (If Applicable)	
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**PAYMENT INFORMATION**  
 Please choose one payment type, and attach payment – payable to the Department of Environmental Quality (no cash can be accepted). Please reference the facility name (or existing permit or Authorization number) on the check or money order.

Payment Type		Check		Money order	Amount/ Receipt Confirmed by: (DEQ Use Only)	
Amount:	\$	Check or Money Order Number:			Date:	

**TIER DETERMINATION INFORMATION**

OAC 252:004-7 categorizes different types of Air Quality applications as Tier I, II, or III, depending on their complexity and the amount of public interest under DEQ's "Uniform Permitting" system. The Tier classification affects the amount of public review given the application. Applicants may use the following format as a checklist for determining Tier classification.

**OAC 252:4-7-32. Air quality applications - Tier I**

- \_\_\_\_\_ (1) New construction, operating and relocation permit for a minor facility.
- \_\_\_\_\_ (2) Modification of a construction permit for a minor facility that will remain minor after the modification.
- \_\_\_\_\_ (3) Modification of an operating permit that will not change the facility's classification from minor to major.
- \_\_\_\_\_ (4) Extension of expiration date of a minor facility construction permit.
- \_\_\_\_\_ (5) New construction permit for an existing Part 70 source for any facility change considered minor under OAC 252:100-8-7.2(b)(1).
- \_\_\_\_\_ (6) New operating permit for a Part 70 source that is based on a construction permit that was processed under Tier II or III, 252:100-8-8 and has conditions which do not differ from the construction permit's operating conditions in any way considered significant under OAC 252:100-8-7.2(b)(2).
- \_\_\_\_\_ (7) Modification of any Part 70 source operating permit condition that is based on the operating conditions of a construction permit that was processed under Tier II or Tier III and OAC 252:100-8-8, and does not differ from those construction permit conditions in any way considered significant under OAC 252:100-8-7.2(b)(2).
- \_\_\_\_\_ (8) A construction or operating permit modification that is minor under OAC 252:100-8-7.2(b)(1).
- \_\_\_\_\_ (9) Extension of expiration date of a Part 70 source's construction permit with no or minor modifications.
- \_\_\_\_\_ (10) New, modified and renewed individual authorizations under general operating permits for which a schedule of compliance is not required by OAC 252:100-8-5(e)(8)(B)(i).
- \_\_\_\_\_ (11) Burn approvals.
- \_\_\_\_\_ (12) Administrative amendments of all air quality permits and other authorizations.

**OAC 252:4-7-33. Air quality applications - Tier II**

- \_\_\_\_\_ (1) A minor facility seeking a permit for a facility modification that when completed would turn it into a Part 70 source.
- \_\_\_\_\_ (2) New construction permit for a new Part 70 source not classified under Tier III.
- \_\_\_\_\_ (3) New construction permit for an existing Part 70 source for any facility change considered significant under OAC 252:100-8-7.2(b)(2) and which is not classified under Tier III.
- \_\_\_\_\_ (4) New operating permit for a Part 70 source that did not have an underlying construction permit processed under Tier II or Tier III, and OAC 252:100-8-8.
- \_\_\_\_\_ (5) New operating permit for a Part 70 source with one or more conditions that differ from the underlying Tier II or Tier III construction permit's operating conditions in a way considered significant under OAC 252:100-8-7.2(b)(2).
- \_\_\_\_\_ (6) New acid rain permit that is independent of a Part 70 permit application.
- \_\_\_\_\_ (7) New temporary source permit under OAC 252:100-8-6.2.
- \_\_\_\_\_ (8) Significant modification, as described in OAC 252:100-8-7.2(b)(2), of a Part 70 operating permit that is not based on an underlying construction permit processed under Tier II or Tier III, and OAC 52:100-8-8.
- \_\_\_\_\_ (9) Modification of a Part 70 operating permit when the conditions proposed for modification differ from the underlying construction permit's operating conditions in a way considered significant under OAC 252:100-8-7.2(b)(2).
- \_\_\_\_\_ (10) A Part 70 construction permit modification considered significant under OAC 252:100-8-7.2(b)(2) and which is not classified under Tier III.
- \_\_\_\_\_ (11) Renewals of operating permits for Part 70 sources.
- \_\_\_\_\_ (12) New, modified and renewed general operating permits.
- \_\_\_\_\_ (13) Individual authorizations under any general operating permit for which a schedule of compliance is required by OAC 252:100-8-5(c)(8)(B)(i).
- \_\_\_\_\_ (14) Plant-wide emission plan approval under OAC 252:100-37-25(b) or OAC 252:100-39-46(j).
- \_\_\_\_\_ (15) Alternative emissions reduction authorizations.

**OAC 252:4-7-34. Air quality applications - Tier III**

(a) A construction permit for any new major stationary source listed in this subsection requires a Tier III application. For purposes of this section, "Major stationary source" means:

- \_\_\_\_\_ (1) Any of the following sources of air pollutants which emits, or has the PTE, 100 TPY or more of any pollutant subject to regulation:
  - \_\_\_\_\_ (A) carbon black plants (furnace process),
  - \_\_\_\_\_ (B) charcoal production plants,
  - \_\_\_\_\_ (C) chemical process plants,
  - \_\_\_\_\_ (D) coal cleaning plants (with thermal dryers),
  - \_\_\_\_\_ (E) coke oven batteries,
  - \_\_\_\_\_ (F) fossil-fuel boilers (or combustion thereof), totaling more than 250 million BTU per hour heat input,
  - \_\_\_\_\_ (G) fossil fuel-fired steam electric plants of more than 250 million BTU per hour heat input,
  - \_\_\_\_\_ (H) fuel conversion plants,
  - \_\_\_\_\_ (I) glass fiber processing plants,
  - \_\_\_\_\_ (J) hydrofluoric, sulfuric or nitric acid plants,
  - \_\_\_\_\_ (K) iron and steel mill plants,
  - \_\_\_\_\_ (L) kraft pulp mills,
  - \_\_\_\_\_ (M) lime plants,
  - \_\_\_\_\_ (N) incinerators, except where used exclusively as air pollution control devices,
  - \_\_\_\_\_ (O) petroleum refineries,
  - \_\_\_\_\_ (P) petroleum storage and transfer units with a total storage capacity exceeding 300,000 barrels,
  - \_\_\_\_\_ (Q) phosphate rock processing plant,
  - \_\_\_\_\_ (R) portland cement plants,
  - \_\_\_\_\_ (S) primary aluminum ore reduction plants,
  - \_\_\_\_\_ (T) primary copper smelters,
  - \_\_\_\_\_ (U) primary lead smelters,
  - \_\_\_\_\_ (V) primary zinc smelters,
  - \_\_\_\_\_ (W) secondary metal production plants,
  - \_\_\_\_\_ (X) sintering plants,
  - \_\_\_\_\_ (Y) sulfur recovery plants, or
  - \_\_\_\_\_ (Z) taconite ore processing plants, and

\_\_\_\_\_ (2) Any other source not specified in paragraph (1) of this definition which emits, or has the PTE, 250 TPY or more of any pollutant subject to regulation.

\_\_\_\_\_ (b) Existing incinerators. An application for any change in emissions or potential to emit, or any change in any permit condition, that would have caused an incinerator to be defined as a major stationary source when originally permitted shall require a Tier III application.

(c) Potential to emit. For purposes of this section, "potential to emit" means emissions resulting from the application of all enforceable permit limitations as defined in OAC 252:100-1-3.