



# **Air Quality Operating Permit Renewal Application and Instructions**

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# Air Operating Permit Renewal Application Form 1 General Information and Certification

## INSTRUCTIONS

The purpose of the first form is to record general information for the facility and to obtain signatures from plant personnel verifying that the information provided is accurate and complete.

The purpose of the second form is to record information about your facility and its emission units. We are looking for data about the limits and other applicable requirements that have been placed on the units at the facility. Since one of the main purposes of the Air Operating Permit Program is to insure compliance with the applicable requirements, we are asking for what the compliance determination methods are for each unit. The type of required compliance determination would depend upon the history and size of each unit.

Include with your Renewal Application a copy of your existing permit and a copy of any Notice of Construction Approval Orders that have been approved but not incorporated into the Air Operating Permit. Also provide documentation for any modifications that may have taken place without a Notice of Construction and are considered de minimus under WAC 173-400-110.

Renewal Applications must be signed by an authorized responsible official (Corporations: President, secretary, treasurer or vice-president or other duly authorized person as allowed by WAC 173-401-200(27)(a); Partnership: General partner; Sole proprietorship: Proprietor; Public agency: Principal executive officer or ranking elected official). The following specific instructions apply:

### General Information and Certification Form

Item 3. Unified Business Identification Number is the Washington State uniform business identifier.

Item 15. Claim of Confidentiality: If materials contained in the complete application contain information considered to be confidential by the applicant, check the box adjacent to the word "are". Proceed with submittal of application by simultaneously submitting both the application and a separate application void of the materials considered confidential. Each page considered confidential must be individually identified by stamping "confidential" or similar method. Include in both the confidential and non-confidential versions of the application.

Your claim of confidentiality is subject to both federal law and state law. Each law has different provisions. Renewal applications with confidential information should be sent to both EPA Region X and the Ecology or the local permit writing authority. The local permit writing authority cannot forward your application to EPA. Such information will be treated in accordance with the provisions of 40 CFR Part 2.

### EPA Policy on Confidential Business Information:

Section 114(c) of the Clean Air Act requires EPA to make available to the public all records, reports or information obtained under Section 114 of the Clean Air Act except upon a showing satisfactory to EPA that such information, other than emissions data, would divulge methods or processes entitled to protection as trade secrets

of the person requesting confidential treatment.

The rules governing the confidentiality of business information obtained under Section 114 of the Clean Air Act confirm that emission data is not entitled to confidential treatment. See 40 C.F.R. § 2.301(e) and (f). "Emission data" is defined very broadly as:

(A) Information necessary to determine the identity, amount, frequency, concentration or other characteristics (to the extent related to air quality) of any emission which has been emitted by the source (or of any pollutant resulting from any emission by the source), or any combination of the foregoing;

(B) Information necessary to determine the identity, amount, frequency, concentration or other characteristics (to the extent related to air quality) of the emissions which, under an applicable standard or limitation, the source was authorized to emit (including, to the extent necessary for such purposes, a description of the manner or rate of operation of the source); and

(C) A general description of the location and/or nature of the source to the extent necessary to identify the source and to distinguish it from other sources (including, to the extent necessary for such purposes, a description of the device, installation or operation constituting the source). See 40 C.F.R. § 2.301(a)(2)(i).

EPA believes that all information required to be submitted in an application for a Part 70 permit is "emission data" within the meaning of Section 114 of the Clean Air Act and 40 C.F.R. § 2.301(2) and, therefore, is not entitled to confidential treatment.

#### Ecology Position on Confidential Business Information:

The information requested, in this Air Operating Permit Application, is data concerning emissions and therefore not subject to confidentiality protection. However if information is submitted with the claim of confidentiality, it will be safeguarded until such time as a determination is made as to its true nature.

#### Applicable Washington Law in the Washington Clean Air Act:

**RCW 70.94.205 Confidentiality of records and information.** Whenever any records or other information, other than ambient air quality data or emission data, furnished to or obtained by the department of ecology or the board of any authority under this chapter, relate to processes or production unique to the owner or operator, or is likely to affect adversely the competitive position of such owner or operator if released to the public or to a competitor, and the owner or operator of such processes or production so certifies, such records or information shall be only for the confidential use of the department of ecology or board. Nothing herein shall be construed to prevent the use of records or information by the department of ecology or board in compiling or publishing analyses or summaries relating to the general condition of the outdoor atmosphere: PROVIDED, That such analyses or summaries do not reveal any information otherwise confidential under the provisions of this section: PROVIDED FURTHER, That emission data furnished to or obtained by the department of ecology or board shall be correlated with applicable emission limitations and other control measures and shall be available for public inspection during normal business hours at offices of the department of ecology or board.



# Air Operating Permit Renewal Application

## Form 1

### General Information and Certification

1. Company Name: \_\_\_\_\_
2. Plant or Facility Name: \_\_\_\_\_
3. Existing Air Operating Permit Number: \_\_\_\_\_
4. Unified Business Identification Number (UBI#): \_\_\_\_\_
5. Facility Address: \_\_\_\_\_  
\_\_\_\_\_
6. County: \_\_\_\_\_
7. Mailing Address: (if different) \_\_\_\_\_  
\_\_\_\_\_
8. Owner: \_\_\_\_\_
9. Parent Company: \_\_\_\_\_
10. Parent Company Address if Different Than Above: \_\_\_\_\_  
\_\_\_\_\_
11. Facility contact familiar with the information contained in this application.
12. Name: \_\_\_\_\_
13. Title: \_\_\_\_\_
14. Telephone: \_\_\_\_\_
15. Claim of Confidentiality:  
Some of the records and information contained in this application are  are not  (check one) unique to the applicant and/or are likely to adversely affect the competitive position of the applicant if released to the public or a competitor. If a claim of confidentiality is made for this application, provide a separate application for general distribution which is devoid of confidential information.
16. I certify that I am the responsible official, as defined in WAC 173-401-200(27) for this facility. I further certify as required by WAC 173-401-520, that, based on information and belief formed after reasonable inquiry, the statements and information in this application are true, accurate, and complete.

\_\_\_\_\_  
Signature of Responsible Official                      Date                      Title

\_\_\_\_\_  
Printed Name



# Air Operating Permit Renewal Application Form 2 Emissions Units Form

## INSTRUCTIONS

### Description of Emissions Units at Your Facility:

This form is designed to provide information on (1) applicable requirements and compliance with those requirements and (2) methods to evaluate ongoing compliance with those requirements. This information is required under WAC 173-401-510(c).

Emissions Point Identifier: This is a unique name, number or combination that identifies the emissions unit in question. It can be either or a discharge point or generation point or both, depending upon how the initial AOP was written.

Pollutants or Regulatory Requirement: The applicant should identify regulated pollutants emitted from each emissions point. An example of Regulatory Requirement instead of a Regulated Pollutant might be needed to write and maintain an Operations and Maintenance Plan.

**Emissions Information:** The following types of emissions-related information are required:

Annual Potential Emissions without Regard to Control Devise: This is answering the question of how much would this emissions unit emit if there were no control equipment in place. The intent here is to assist in determining the applicability of the Compliance Assurance Monitoring (CAM) Rule (40 CFR 64).

CAM Needed: Here is where the applicant is to declare whether or not an emissions unit is subject o the CAM. If the applicant declares that the unit is subject, a CAM plan should accompany the renewal application.

Annual Potential Emissions: Information on "potential to emit" may be required to determine whether certain requirements apply to a source or emission unit. Where required, applicants should list potential annual emissions or "potential to emit" for each regulated pollutant. "Potential to emit" means the maximum capacity of a stationary source to emit air pollutants under its physical and operational design. Any physical or operational limitation on the capacity of a source to emit an air pollutant, including air pollution control equipment and restrictions on hours of operation or on the type or amount of material combusted, stored, or processed, shall be treated as part of its design if the limitation is federally enforceable. *This is different than Annual Potential Emissions without Regard to Control Devise.*

Actual Emissions or Regulated Parameter: Applicants must provide information on actual emissions of regulated pollutants. Actual emissions must be expressed in terms of tons/year. The applicant may also need to report emissions in other terms that are necessary to evaluate compliance with an applicable requirement. IN most cases these emissions will be the same as reported on the last semi-annual compliance certification. If allowed by the permit, actual emissions may be estimated using source test results, vendor guaranteed emission rates or concentrations, AP-42 emission factors, or other methods approved by the permitting authority. All data, assumptions, and calculations should be documented in attachments to the application form.

- For emission rates based on source test results, please provide a one-page summary including test results, the name of the testing firm, the test date, and reference to testing methods.
- For emission estimates based on vendor guarantees, please provide a signed and dated copy of the guarantee from the vendor.
- For calculated emission estimates (i.e., emission estimates based upon AP-42 emission factors), please provide assumptions, operational data, calculations, and other pertinent information used to prepare estimates.
- Additional applicability documentation, such as operational requirements, should be submitted in narrative form.
- The applicant should also provide numerical information for standards that contain numerical limits on parameters other than emissions (i.e., sulfur content in fuels).

Have the Emissions Changed from the Permit?: Enter yes or no in this column.

Applicable Requirements: Form 2 (or attachments) must include a list of all applicable requirements:

State Only: The applicant should identify which requirements are state-only requirements. All other requirements are assumed to be federally enforceable requirements. These include rules and regulatory orders that are not included in the State Implementation Plan and/or been approved by EPA under Section 111 or Section 112 of the Federal Clean Air Act.

Requirement Identification: For each discharge point, the applicant should identify all applicable requirements for each regulated pollutant. The requirement identification is the number of the regulation (or order of approval), section, and subsection. For example, an applicant would list WAC 173-400-060 as an applicable requirement for general process units.

Compliance Information: The applicant needs to provide information to evaluate compliance with applicable requirements:

In or Out of Compliance: The applicant must determine the compliance status of each emission unit and each applicable requirement based on information and belief formed after reasonable inquiry including but not limited to comparing actual emissions with allowable limits. Requirements that a source is not complying with should be identified in the compliance plan. For those requirements, the applicant must include a schedule of measures to achieve compliance with the applicable requirement in the compliance plan required under WAC 173-401-510(2)(h).

Method or Test Used to Determine Compliance Status: The applicant should identify the method used to determine compliance. The test method for establishing initial compliance will generally be the method in the underlying regulation, order, or permit. If the underlying requirement does not specify a method, the applicant must propose one. Test methods may include compliance calculations, stack tests, surrogate parameters (i.e., scrubber pressure drop), or continuous emissions monitoring.

Attachments: The attachments column should identify any attachments that contain backup information. This may include the calculations and bases for emission estimates, test method or monitoring plan references, explanations of compliance determinations, etc. In addition, applicants should attach the list of inapplicable requirements specified in WAC 173-401510(2)(k) to this Form.

TITLE 40, Code of Federal Regulations, Part 64  
**COMPLIANCE ASSURANCE MONITORING**

**Sec. 64.2 Applicability.**

(a) General applicability. Except for backup utility units that are exempt under paragraph (b)(2) of this section, the requirements of this part shall apply to a pollutant-specific emissions unit at a major source that is required to obtain a part 70 or 71 permit if the unit satisfies all of the following criteria:

(1) The unit is subject to an emission limitation or standard for the applicable regulated air pollutant (or a surrogate thereof), other than an emission limitation or standard that is exempt under paragraph (b)(1) of this section;

(2) The unit uses a control device to achieve compliance with any such emission limitation or standard; and

(3) The unit has potential pre-control device emissions of the applicable regulated air pollutant that are equal to or greater than 100 percent of the amount, in tons per year, required for a source to be classified as a major source. For purposes of this paragraph, potential pre-control device emissions" shall have the same meaning as potential to emit," as defined in Sec. 64.1, except that emission reductions achieved by the applicable control device shall not be taken into account.

(b) Exemptions--(1) Exempt emission limitations or standards. The requirements of this part shall not apply to any of the following emission limitations or standards:

(i) Emission limitations or standards proposed by the Administrator after November 15, 1990 pursuant to section 111 or 112 of the Act.

(ii) Stratospheric ozone protection requirements under title VI of the Act.

(iii) Acid Rain Program requirements pursuant to sections 404, 405, 406, 407(a), 407(b), or 410 of the Act.

(iv) Emission limitations or standards or other applicable requirements that apply solely under an emissions trading program approved or promulgated by the Administrator under the Act that allows for trading emissions within a source or between sources.

(v) An emissions cap that meets the requirements specified in Sec. 70.4(b)(12) or Sec. 71.6(a)(13)(iii) of this chapter.

(vi) Emission limitations or standards for which a part 70 or 71 permit specifies a continuous compliance determination method, as defined in Sec. 64.1. The exemption provided in this paragraph (b)(1)(vi) shall not apply if the applicable compliance method includes an assumed control device emission reduction factor that could be affected by the actual operation and maintenance of the control device (such as a surface coating line controlled by an incinerator for which continuous compliance is determined by calculating emissions on the basis of coating records and an assumed control device efficiency factor based on an initial performance test; in this example, this part would apply to the control device and capture system, but not to the remaining elements of the coating line, such as raw material usage).

(2) Exemption for backup utility power emissions units. The requirements of this part shall not apply to a utility unit, as defined in Sec. 72.2 of this chapter, which is municipally-owned if the owner or operator provides documentation in a part 70 or 71 permit application that:

(i) The utility unit is exempt from all monitoring requirements in part 75 (including the appendices thereto) of this chapter;

(ii) The utility unit is operated for the sole purpose of providing electricity during periods of peak electrical demand or emergency situations and will be operated consistent with that purpose throughout the part 70 or 71 permit term. The owner or operator shall provide historical operating data and relevant contractual obligations to document that this criterion is satisfied; and

(iii) The actual emissions from the utility unit, based on the average annual emissions over the last three calendar years of operation (or such shorter time period that is available for units with fewer than three years of operation) are less than 50 percent of the amount in tons per year required for a source to be classified as a major source and are expected to remain so.





# AIR OPERATING PERMIT RENEWAL APPLICATION

## INSTRUCTIONS Continued

### **Form 3: Facility SIC Codes and Associated Principal Products**

The purpose of Form 3 is to give the permit writer, inspectors, and permit reviewers an overall understanding of how your facility operates. Using Form 3, list the principal (e.g. marketable) products produced by your facility, grouping them according to standard industrial classification codes (SIC) codes, see *Standard Industrial Classification Manual*, 1987 ed. Include the maximum annual production, taking into account any federally enforceable limits of each of these products and the units of measure for these products. If you wish this information to be kept confidential, circle the confidential indicator on the form.

### **Form 4: Process Information**

The purpose of Form 4 is to give the permit writer, inspectors, and reviewers an overall understanding of how your facility operates. Using Form 4, briefly describe all manufacturing processes, and/or commercial activities. Assign each process a number. This number will be used on Forms 5, 6, and 2, (see "Process # \_\_\_\_ ) on these forms). "Process #1" should be used exclusively to describe plant-wide activities (refer to page 1). If you wish this information to be kept confidential, circle the confidential indicator on the form. Number each process sequentially, assigning each process a unique number. Include normal and all alternative operating scenarios. Use additional copies of Form B-2 as necessary.

### **Form 5: Raw Materials Used by Processes**

The purpose of Form 5 is to give the permit writer, inspectors, and reviewers an overall understanding of how your facility operates. Using Form 5, briefly describe the raw materials, not including fuels, associated with each process listed on form 4. Enter the number of the process (using the number indicated on Form B-2) which use these raw materials under the process number column. Include the maximum annual use of the raw material taking into account any federally enforceable limits. Enter the units of measure (UOM) for annual use. Use additional copies of form 5 as necessary. If you wish this information to be kept confidential, circle the confidential indicator on the form.

Raw materials are "substances that enter into the process and become part of the product(s) or by-product(s)." By-products include emissions. This does not preclude listing emissions as otherwise required, but simplifies the raw materials list. For example, maintenance may be a process at a facility; but there are no raw materials in that process.

### **Form 6: Fuels Used by Processes**

The purpose of Form 6 is to give the permit writer, inspectors, and reviewers an overall understanding of how your facility operates. Using Form 6, briefly describe the fuels associated with each process. Enter the number of the process using the number indicated on Form 4, and provide information on all fuel types including whether they use primary, back-up, or emergency fuels. Include the maximum annual use of the fuel, taking into account any federally enforceable limits and note units of measure (UOM). Use additional copies of the form as necessary. If you wish this information to be kept confidential, circle the confidential indicator on the form.

Fuels do not include electricity since there are generally no emissions from electrical usage.





**Form 5: Raw Materials Used by Processes**  
**AIR OPERATING PERMIT RENEWAL APPLICATION**

Facility Name: \_\_\_\_\_

Confidentiality Claim? Yes No (circle one)

Process #

| <b>Number of<br/>Process Using<br/>Raw Material</b> | <b>Raw Material Name/Description</b> | <b>Maximum<br/>Annual Use</b> | <b>UOM</b> |
|---|--------------------------------------|-------------------------------|------------|
|   |                                      |                               |            |
|   |                                      |                               |            |
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