## Utah Division of Air Quality

### OPERATING PERMIT APPLICATION COMPLETENESS CHECKLIST

TO BE COMPLETED BY REVIEW ENGINEER WITHIN 60 DAYS OF RECEIPT OF THE APPLICATION. CRITERIA DERIVED FROM R307-415-5, UTAH ADMINISTRATIVE CODE (UAC). ANY NEGATIVE RESPONSE WILL CAUSE APPLICATION TO BE DEEMED ADMINISTRATIVELY INCOMPLETE IN ACCORDANCE WITH R307-415-5a(2), UAC. ALL REFERENCES ARE TO THE UAC EXCEPT AS NOTED.

1. **Source Identification Information.** [R307-415-5c(1)]

   Name, address, and telephone number (w/area code) of:

   - **A. Company submitting application.** Y ☐ N ☐
   - **B. Plant manager and/or contact.** Y ☐ N ☐
   - **C. Plant (if different from Company).** Y ☐ N ☐ N/A ☐
   - **D. Company owner and agent.** Y ☐ N ☐

   Comments:

2. **Description of Source Process.** [R307-415-5c(1)]

   - **A. SIC Code(s)** Y ☐ N ☐
   - **B. Description of processes involved: (Appendix C)** Y ☐ N ☐
   - **C. Description of product(s): (Appendix C)** Y ☐ N ☐

   Comments:

3. **Emissions Related Information.** [R307-415-5c(3)]

   - **A. Is there other information available required by any applicable requirement, such as: [R307-415-5c(3)(9)]**

     1. **Location of emission units (Appendix A)** Y ☐ N ☐ N/A ☐
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2. Building dimensions (Appendix A)  Y □ N □ N/A □

3. Stack parameters (height, diameter, plume, temperature, etc. (Appendix A)  Y □ N □ N/A □

4. Flow rates (Appendix B)  Y □ N □ N/A □

B. Is information available on the following, to the extent it is needed, to determine or regulate emissions: [R307-415-5c(3)(d)] (Appendix C)

1. Fuels  Y □ N □ N/A □

2. Fuel use  Y □ N □ N/A □

3. Raw material(s)  Y □ N □ N/A □

4. Production Rates  Y □ N □ N/A □

5. Operational schedule, including daily and seasonal variations, associated with each emission unit.  Y □ N □ N/A □

C. Does the application describe all potential emissions of air pollutants for which the source is major? [R307-415-5c(3)(a)] (Appendix D)  Y □ N □

D. Does the application describe all potential emissions for regulated air pollutants? [R307-415-5c(3)(a)] (Appendix D)  Y □ N □ N/A □

E. Does the application describe all potential emissions for hazardous air pollutants? [R307-415-5c(3)(a)] (Appendix D)  Y □ N □ N/A □

F. Does the application contain additional information related to the emissions of air pollutants sufficient to verify which requirements are applicable to the source and necessary to collect any permit fees? [R307-415-5c(3)(a)] (Appendix D)  Y □ N □

G. Does the application identify and describe all emission points in sufficient detail to establish the basis for fees and applicability of applicable requirements? [R307-415-5c(3)(b)] (Appendices A and D)  Y □ N □
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**H.** Are emission rates listed in units of tons per year and in such terms as are necessary to establish compliance consistent with the applicable standard reference test method?  
[R307-415-5c(3)(c)] (Appendix D)

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**I.** For regulated or hazardous air pollutants, are there any limitations on source operations affecting:  
[R307-415-5c(3)(f)] (Appendix D)

1. Emissions

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2. Any work practice standards

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**J.** Does the application include calculations on which emissions-related information are based?  
[R307-415-5c(3)(h)] (Appendix D)

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**K.** Is there a list of insignificant emissions units or activities exempted from complete description because of size or production rate?  
[R307-415-5c(3)(i)] (Appendix E)

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**L.** Does the application identify and describe control equipment?  
[R307-415-5c(3)(e)] (Appendix F)

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Comments:


**A.** Does the application identify and describe compliance monitoring devices or activities?  
[R307-415-5c(3)(e)] (Appendix G)

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**B.** Does the application contain a description of, or reference to, any applicable test method for determining compliance with each applicable requirement?  
[R307-415-5c(4)(b)] (Appendix G)

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Comments:
5. Applicable Requirements.

A. Does the application cite and describe all applicable requirements, to include but not limited to: SIP, HAP, NSPS, PSD, & NSR? [R307-415-5c(4)(a)] (Appendix H)

B. Is other specific information that may be necessary to implement and enforce applicable requirements or to determine the applicability of such requirements included in the application? [R307-415-5c(5)]

C. Is there an explanation for any proposed exemptions from otherwise applicable requirements? [R307-415-5c(6)] (Appendix I)

Comments:

6. Other Information Requirements.

Is all additional information necessary to define the permit terms and conditions for the following included in the application [R307-415-5c(7)]?

A. Alternative operating scenarios [R307-415-6a(9)]

B. Trading of emissions increases and decreases [R307-415-6a(10)] (Appendix J)

Comments:

7. Compliance Plan. (Appendix K)

Does the application include a compliance plan with all of the following:

A. Description of the compliance status of the source with respect to all applicable requirements? [R307-415-5c(8)(a)]
B. For applicable requirements with which the source is in compliance, a statement that the source will continue to comply with such requirements?  [R307-415-5c(8)(b)(i)]

C. For applicable requirements that will become effective during the permit term, a statement that the source will meet such requirements on a timely basis?  [R307-415-5c(8)(b)(ii)]

D. For requirements for which the source is not in compliance at the time of permit application, a narrative description of how the source will achieve compliance with such requirements?  [R307-415-5c(8)(b)(iii)]

Comments:

8. Compliance Schedule. (Appendix K)

Does the application include a compliance schedule which includes the following:

A. For applicable requirements with which the source is in compliance, a statement that the source will continue to comply with such requirements?  [R307-415-5c(8)(c)(i)]

B. For applicable requirements that will become effective during the permit term, a statement that the source will meet such requirements on a timely basis?  [R307-415-5c(8)(c)(ii)]

C. A schedule of compliance for sources that are not in compliance with all applicable requirements at the time of permit issuance which includes the following:  [R307-415-5c(8)(c)(iii)]

1. A schedule of remedial measures?  

2. Enforceable sequence of actions with milestones leading to compliance?
3. Resemble and at least as stringent as that contained in any judicial consent decree or administrative order to which the source is subject?  

Y  □  N  □  N/A  □

D. Does the application include a schedule for submission of certified progress reports no less frequently than every 6 months for sources required to have a schedule of compliance to remedy a violation?  

[R307-415-5c(8)(d)]  

Y  □  N  □  N/A  □

E. If the source is an "affected source" under the acid rain portion of the act, are the requirements of the compliance plan included in the acid rain portion of a compliance plan for the source, except as specifically superseded by regulations promulgated under title IV of the Act?  

[R307-415-5c(8)(e)]  

Y  □  N  □  N/A  □

Comments:

9. Certification of Compliance. (Appendix K)

A. Is there a certification of compliance with all applicable requirements and the truth, accuracy, and completeness of the application based on information and belief formed after reasonable inquiry, signed by a responsible official?  

[R307-415-5c(9)(a)]  

(This is not the same as the certification of the application! Two certifications are required for the app to be complete.)  

Y  □  N  □

B. Does the application include a statement of the methods used for determining compliance, to include the following: 

[R307-415-5c(9)(b)]

1. description of monitoring?  

Y  □  N  □  N/A  □

2. recordkeeping?  

Y  □  N  □  N/A  □

3. reporting requirements?  

Y  □  N  □  N/A  □

4. test methods?  

Y  □  N  □  N/A  □
C. Does the application include a schedule for submission of compliance certifications during the permit term, to be submitted annually, or more frequently if specified by the underlying applicable requirement or by the Executive Secretary? [R307-415-5c(9)(c)]

Y □ N □

D. Does the application include a statement indicating the source's compliance status with any applicable enhanced monitoring and compliance certification requirements of the act? [R307-415-5c(9)(d)]

Y □ N □ N/A □

Comments:

10. Does the application use nationally-standardized forms for acid rain portions of the application and compliance plan? [R307-415-5c(10)]

Y □ N □ N/A □

11. Is the application form certified by a responsible official stating that based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate, and complete? [R307-415-5d]

Y □ N □