



## *Utah Division of Air Quality*

# **OPERATING PERMIT APPLICATION INSTRUCTIONS**

**AN APPLICATION FOR A PERMIT TO OPERATE MUST BE SUBMITTED WITHIN 12 MONTHS OF COMMENCING OPERATION OR OCTOBER 10, 1995, WHICHEVER IS LATER; OR, FOR RENEWALS, NOT LATER THAN THE RENEWAL DATE.** Please print or type all information requested. All references are to the Utah Administrative Code except as indicated. A completeness review will be made utilizing a Completeness Checklist. If you would like a copy of the checklist or if you have any questions please contact the Operating Permit Section of the Division of Air Quality at (801) 536-4000. Written inquiries may be addressed to: Division of Air Quality, Operating Permit Section, P.O. Box 144820, Salt Lake City, Utah 84114-4820.

Please complete the application for an operating permit by following the instructions below for each box on the application form.

1. Enter the company name and address for official correspondence. [R307-415-5c(1)]
2. Enter the name, address, and phone number of the environmental official or contact within the company. This should be the person that would be contacted on routine matters relating to the permit. [R307-415-5c(1)]
3. Enter the plant name, address, and the information for the plant point of contact, if different from boxes 1 and 2. [R307-415-5c(1)]
4. Enter the name and address of the parent company or owner, if different from block 1. [R307-415-5c(1)]
5. Indicate if source location is temporary or permanent. Temporary is defined as "not more than 180 calendar days". [R307-415-6(e)]
6. Enter the name of the county in which the plant is located. [R307-415-5c(5)]
7. Provide directions that will allow an individual to drive directly to the plant, having little or no knowledge of the local area. Include USGS map if necessary. [R307-415-5c(5)]
8. List any and all current Approval Orders in effect as of the date of the application. If additional space is needed, continue on blank sheet (using same format) and attach behind application, in front of appendices. [R307-415-5c(5)]

Also indicate whether the source is grandfathered under the Utah New Source Review Program. This generally applies to sources in operation as of November 29, 1969 and have not been modified, reconstructed or moved. Contact the Operating Permit Section for guidance if necessary. [R307-415-5c(5)]



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9. If the application is for a modification or the renewal of a previously issued operating permit, enter the permit number and issuance date. [R307-415-5c(5)]
10. Identify the major type of business conducted at the plant site. [R307-415-5c(2)]
11. Indicate if you are a small business as defined in the Clean Air Act, section 507(c) (i.e., employs less than 100 employees; is a small business concern as defined by the Small Business Act; does not emit 50 tons or more per year of any regulated pollutant; and emits less than 75 tons per year of all regulated pollutants). Refer to Clean Air Act for clarification or call the DAQ Small Business Assistance Program at 1-800-270-4440. [R307-415-5c(5)]
12. Enter the Standard Industrial Classification (SIC) code for the activity conducted at the plant site. For a list of SIC codes, refer to the forms section of the Division web site or contact the Operating Permit Section. [R307-415-5c(2) & R307-415-3(2) Definition of Major Source]
13. Attach as Appendix A to the application: a site plan with sufficient detail to identify the general location of the site, buildings, roads, process equipment, emission points, and site characteristics that may effect plume dispersion. [R307-415-5c(5)]
14. Attach as Appendix B to the application: a basic flow diagram which illustrates the complete process for each emission unit(s), from introduction of raw materials to the emissions to the atmosphere. The diagram should include at least the following: power-generating equipment, process equipment, pollution-control equipment, location of monitoring gauges and other devices, flow rates/direction, product streams, and emission points. [R307-415-5c(5)]
15. Attach as Appendix C to the application: a narrative description of the process and equipment to be permitted. This is essentially a narrative of the flow chart in #14 above. It may optionally include equipment or process specific form(s) as appropriate. Refer to Table 1 of these instructions for a list of process specific forms. The forms are available in the forms section of the Division web site, or may be obtained by calling the Operating Permit Section. [R307-415-5c(2) & R307-415-5c(5)]
16. If the application contains information deemed "confidential" in accordance with Section 19-1-306 of the Utah Code, this information must be identified in the application. The Executive Secretary shall verify the claim in accordance with Section 19-1-306. If confidential information must be submitted to EPA, the Executive Secretary may subsequently require the applicant to submit a copy directly to the EPA. (R307-415-5a(4))
17. If an alternative operating scenario is requested, give a detailed description of the proposed alternative operating scenario(s). This description should include the same detail as required in blocks 15, 16, 18, 19, 20, 21, 22, 23, 24, 25, 26, and 27, as applicable, in sufficient detail to be considered for approval.



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Label appendices as A1, B2, C2, etc. and attach behind Appendix K. *Please note that often the required flexibility is available without creating an alternative scenario.* Contact the Operating Permit Section for more help on this topic. [R307-415-6a(9)]

18. Attach as Appendix D to the application: a description of all potential emissions of air pollutants for which the source is major; and a description of the potential to emit for all regulated and hazardous air pollutants from any emissions unit, except for insignificant activities and emissions under R307-415-5(e). The description needs to be sufficiently detailed to allow determination of applicable requirements. Definitions are found in R307-415-3(2). The approaches given in EPA's White Paper #1 are accepted for this task.

Also include any operational constraints or work practices imposed which limit emissions (these should be in your Approval Orders or other applicable requirements). All emissions should be in terms of tons per year (tpy) and any other appropriate units. A sample for each type of calculation should be included, and should be clearly outlined; identify and include assumptions, emission factor sources, etc. to allow easy review of your calculations. [R307-415-5c(3)]

19. Include on the site plan required in #13 above the items listed in this box and any others that impact the creation or dispersion of emissions. For clarity, this may be on a second copy of your site plan. [R307-415-5c(3)(b)]
20. Attach as Appendix E to the application: a list and description of any units that will be proposed as insignificant because of size or production rate. [R307-415-5e(z)]
21. Attach as Appendix F to the application: a list of all air pollution control equipment. You may optionally include the appropriate control equipment forms. See Table 2 of these instructions for a list of forms. The forms may be obtained from the forms page of the Division web site or by contacting the Operating Permit Section. [R307-415-5c(3)(e)]
22. Attach as Appendix G to the application: a description of all compliance monitoring devices and/or activities. Include such information as the monitor make, model, calibration frequency and other specifications as applicable, monitoring frequency, outline of training program, level of certification required of inspectors, etc. for monitoring activities. Include proposed compliance assurance monitoring protocol in accordance with 40 CFR Part 64, if appropriate. [R307-415-5c(3)(e)]
23. Include with Appendix G to the application: a citation of the test methods used for determining compliance. If EPA test methods are used, cite the method number only. If other methods are used, include details. [R307-415-5c(4)(b)]



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24. Check appropriate box(es) and attach as Appendix H to the application: a list, with short description, of all applicable requirements identified from the listed regulations. Refer to R307-415-3 for a definition and more extensive listing of "applicable requirements." [R307-415-5c(4)(a)]
25. Attach as Appendix I to the application (if appropriate): any exemptions from applicable requirements requested with full justification. [R307-415-5c(6)]
26. Attach as Appendix J to the application (if appropriate): the information necessary to define permit terms and conditions implementing emission trading. [R307-415-5c(7)] & R307-415-6a(10)]
27. In accordance with the Clean Air Act, section 112(r)(7)(B)(ii) & (iii), a Risk Management Plan must be submitted to the EPA (Region VIII) for certain sources. Refer to 40 CFR 68 for additional information.
28. Attach as Appendix K to the application: a compliance plan that must include the items described on the application form. [R307-415-5c(8)]
29. Include with the Compliance Plan (Appendix K): a Compliance Schedule that must include the items described on the application. If your source is not out of compliance with any applicable requirements, include in the compliance schedule only the first two statements given on the application form. [R307-415-5c(8)(c)]
30. Include with the Compliance Plan (Appendix K): a certification of compliance. This certification must include a statement concerning the methods used for determining compliance, and address the monitoring, recordkeeping, reporting and testing methods and requirements. Also include a schedule for submission of signed compliance certifications on at least an annual basis or on a more frequent basis if required by another requirement, and a statement indicating the compliance status with any enhanced monitoring and compliance requirements. **Note that this certification of compliance is a separate requirement from the certification at the end of the application form. Both certifications must be made by the responsible official for the application to be administratively complete.** [R307-415-5c(9)]
31. Application certification: A responsible official, as defined in R307-415-3, must sign the application certification. Also enter the responsible official's position or title. [R307-415-5d]
32. Print or type the name of the responsible official. [R307-415-5d]
33. Enter the telephone number of responsible official (include area code). [R307-415-5d]
34. Enter the date the application is signed. [R307-415-5d]

## SUMMARY OF APPENDICES

- Appendix A Site Plan
- Appendix B Process Flow Diagram
- Appendix C Narrative Description of Process & Equipment
- Appendix D Description of All Potential Emissions
- Appendix E List & Description of Any Insignificant Emission units exempt from complete description due to size or production rate.
- Appendix F List of All Air Pollution Control Equipment
- Appendix G List & Description of All Compliance Monitoring Equipment and EPA Test Methods Used
- Appendix H List With Description All Applicable Requirements
- Appendix I List of Exemptions Requested (if any]
- Appendix J Emissions Trading Information
- Appendix K Compliance Plan, Schedule, and Certification of Compliance

<b>TABLE 1: Unit Description Forms</b>	<b>TABLE 2: Control Equipment Forms</b>
FORM 11 Internal Combustion Engine	FORM 3 Afterburner
FORM 12 Incinerators	FORM 4 Flare System
FORM 13 Spray Booth (all types]	FORM 5 Adsorption Unit
FORM 14 Concrete Batch Plant	FORM 6 Cyclone
FORM 15 Rock Crushing/Screening Operation	FORM 7 Condenser
FORM 15B Generic Portable Equipment	FORM 8 Electrostatic Precipitator
FORM 16 Soil/Groundwater Hydrocarbon Remediation Operations	FORM 9 Wet Scrubber
FORM 17 Backup Generators, Diesel	FORM 10 Baghouse
FORM 17A Backup Generators, Natural Gas	
FORM 18 Hot Asphalt Plant, Portable	
FORM 19 Boiler and Liquid Heater	
FORM 20 Storage Tanks, Organic Liquid	
FORM 21 Degreaser/Solvent Metal Cleaning	
FORM 23 Rotary Kiln	