

## Attachment A: Small Source Exemption Registration Instructions

**General Instructions:**

Estimate your emissions using the appropriate emission worksheet, see Attachment D, E, and F. These worksheets layout calculations for equipment that a business would typically use for each category. If any of the worksheets have equipment not used by the business then write in: not applicable. When estimating emissions from painting processes the calculation is a two step process: the first estimates the volatile organic compounds (VOCs) and the second determines the hazardous air pollutants in the VOCs.

Remember the calculated emissions must be less than **5 tons per year** per air contaminant of any of the following air contaminants: sulfur dioxide (SO<sub>2</sub>), carbon monoxide (CO), nitrogen oxides (NO<sub>x</sub>), particulate matter (PM<sub>10</sub>), ozone (O<sub>3</sub>), or volatile organic compounds (VOCs). Hazardous air pollutant emissions must be **less than 500 pounds per year of any one hazardous air pollutant** and **less than 2000 pounds per year of any combination of hazardous air pollutants**. And actual emissions are less than 500 pounds per year of any air contaminant not listed above and less than 2000 pounds per year of any combination of air contaminants not listed in above.

Businesses are **not** required to submit a Registration Notice. There is a minimum fee to process the registration notice. **Send it to Permits, Division of Air Quality, POB 144820, Salt Lake City, UT 84114.**

**Lines 1 thru 5:** Fill in the name, address, phone number, and fax number of the business applying for the permit exemption. Fill in the street address if different from item 1 and directions to business if needed for remote locations, i.e., five miles south on highway 101, turn left at farmhouse, go 1.5 miles.

**Line 6:** Fill in the date when the business was first operational.

**Line 7:** Describe the process that emits air pollutants to the outside air. This includes the product being processed (what is it), type of process (what's being done to it), product flow through the system (how it is being done) and the equipment used to perform the process. It might read something like this:

We are spray painting whizmos in a 6 foot deep updraft booth with a fabric filter using 1 hand-held HVLP spray gun. A batch of 4 whizmos each measuring 12 by 27 inches are put in the booth at a time. After spraying is complete, the technician allows the whizmos to dry for 3 minutes before removing. A new batch is brought into the booth approximately every 11 minutes. Whizmos are cleaned with Product Green prior to painting.

**Line 8:** List any pollution control equipment at the site. Examples of a pollution control devices are bag houses or paint booths.

**Line 9:** Typical operating schedule would be 8am to 5pm, Monday thru Friday.

**Line 10:** Provide an estimate of actual emissions from all emission points in pounds per year (lbs/year) of the following criteria pollutants: sulfur dioxide (SO<sub>2</sub>), carbon monoxide (CO), nitrogen oxides (NO<sub>x</sub>), particulate matter (PM<sub>10</sub>), ozone (O<sub>3</sub>), and volatile organic compounds (VOCs). The control efficiency of air pollution control equipment should be taken into account when estimating actual emissions. The Division of Air Quality has developed worksheets for some types of processes to help estimate your actual emissions. A list of the emission worksheets is included on page 2 of these instructions. Include information on any other air contaminants, such as hazardous air pollutants, that may be of concern. Contact the Division's Small Business Assistance Program (SBAP) at (801) 536-4000 or (800) 270-4440 or the Division's New Source Review section at (801) 536-4000 for more information.

## Attachment A: Small Source Exemption Registration Instructions - Continued

Provide an estimate of actual emissions from all emission points in pounds per year (lbs/yr) of hazardous air pollutants (HAPs) using the ranges provided. Actual emissions should be based on true operating hours taking into consideration seasonal fluctuations. Indicate which HAPs are emitted by your business by checking the box(es) in Attachment C. A fact sheet, *How to Estimate Your Hazardous Air Pollutants Emissions*, is available through the Division's Small Business Assistance Program (SBAP) at (801) 536-4000 or (800) 270-4440.

**Line 11:** Check the boxes and Sign the form.

### **Definitions:**

**Hazardous Air Pollutant (HAP):** HAPs are chemicals that cause serious health and environmental effects. Health effects include cancer, birth defects, and nervous system problems. HAPs are released by sources, such as chemical plants, dry cleaners, printing plants, and motor vehicles (cars, trucks, buses, etc.). Refer to Attachment C for a list of the 187 HAPs and how to estimate HAP emissions.

For a more comprehensive list of definitions, see R307-101-2, Utah Air Conservation Rules.

### **List of Emission Worksheets and Other Attachments:**

Attachment C -- Hazardous Air Pollutant List  
Attachment D -- Wood Refinisher Worksheet (Dust Collection and Paint Booth)  
Attachment E -- Printer Worksheet (Printing and Press Clean-up)  
Attachment F -- Autobody Refinisher Worksheet (Paint Booth)  
Fact Sheet -- How to Calculate Hazardous Air Pollutants

Note: The rule on this page describes the requirements of one permitting option. This rule exempts you from the permitting process, not the rules that apply to your business. There are probably other air quality rules applicable to your business.

### **R307-401-9. Small Source Exemption.**

(1) A small stationary source is exempted from the requirement to obtain an approval order in R307-401-5 through 8 if the following conditions are met.

(a) its actual emissions are less than 5 tons per year per air contaminant of any of the following air contaminants: sulfur dioxide, carbon monoxide, nitrogen oxides, PM<sub>10</sub>, ozone, or volatile organic compounds;

(b) its actual emissions are less than 500 pounds per year of any hazardous air pollutant and less than 2000 pounds per year of any combination of hazardous air pollutants;

(c) its actual emissions are less than 500 pounds per year of any air contaminant not listed in (a) (or (b) above) and less than 2000 pounds per year of any combination of air contaminants not listed in (a) or (b) above.

(d) Air contaminants that are drawn from the environment through equipment in intake air and then are released back to the environment without chemical change, as well as carbon dioxide, nitrogen, oxygen, argon, neon, helium, krypton, xenon should not be included in emission calculations when determining applicability under (a) through (c) above.

(2) The owner or operator of a source that is exempted from the requirement to obtain an approval order under (1) above shall no longer be exempt if actual emissions in any subsequent year exceed the emission thresholds in (1) above. The owner or operator shall submit a notice of intent under R307-401-5 no later than 180 days after the end of the calendar year in which the source exceeded the emission threshold.

(3) Small Source Exemption – Registration. The executive secretary will maintain a registry of sources that are claiming an exemption under R307-401-9. The owner or operator of a stationary source that is claiming an exemption under R307-401-9 may submit a written registration notice to the executive secretary. The notice shall include the following minimum information:

(a) identifying information, including company name and address, location of source, telephone number, and name of plant site manager or point of contact;

(b) a description of the nature of the processes involved, equipment, anticipated quantities

The air quality rules can be accessed on the internet at :

<http://www.airquality.utah.gov/Planning/Rules/index.htm>

of materials used, the type and quantity of fuel employed and nature and quantity of the finished product;

(c) identification of expected emissions;

(d) estimated annual emission rates;

(e) any control apparatus used; and

(f) typical operating schedule.

(4) An exemption under R307-401-9 does not affect the requirements of R307-401-17, Temporary Relocation.