



## Instructions: Start-Up Notification Form

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### Introduction

Use the following instructions to help guide you through the ***Start-Up Notification Form***.

Official notification is required when new and modified devices have initiated operation. After notification and compliance with any start-up requirements, a Permit to Operate for the device will be issued. Failure to meet these requirements may result in the denial of the permit.

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### Who should use this form?

This form is for:

- Notifying BAAQMD of a start-up date for devices permitted under an Authority to Construct.
  - Notifying BAAQMD of a change to a previously reported start-up date.
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### Facility & Device Identification

The information is available on your Authority to Construct.

**BAAQMD Device ID** – For GDFs, the device ID is a new identifier and will be listed on your Permit to Operate if it was issued after March 5, 2012. Skip if this is not available.

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### Start-Up Date

The Start-Up Date is when you have scheduled to begin operation of a new device or to being operation of an existing device with new modifications to that device. This date is used to

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### Start-up Requirements

The device must be built as represented in the permit application and as authorized by the Authority to Construct. There may also be requirements that must be met before or during the start-up period. Some typical examples include but are not limited to:

- Initial source testing
- The shutdown of a replaced device
- Submission of information

**Start-up period** – The period of time between initial operation and the issuance or denial of a Permit to Operate.

Unless otherwise stated in an Authority to Construct condition, all information for demonstrating compliance with any start-up requirements should be submitted to the attention of the Engineering Division. Include the BAAQMD Facility ID, Device ID, application number and condition ID for all submissions.

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### Still need help?

Call the Engineering Division at (415) 749-4990.

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