



START-UP NOTIFICATION FORM

For notifying when new or modified devices have initiated operation

All fields are required unless otherwise noted. Please type or print.

Mail to:
BAAQMD
Engineering Division
311 O'Connell Street
San Francisco, CA 94101

Tel: (415) 749-4990

- **At least seven (7) days before** the scheduled initial operation, complete and submit this form.
- Submit one form for each device.

1. Facility & Device Identification – Enter information as it appears on your Authority to Construct permit.

Facility Name	BAAQMD Facility ID
Application ID	BAAQMD Device ID

2. Reason for submitting this form

I am submitting this form to: (Select one)

- Notify a scheduled start-up date for the first time
- Revise a previously reported start-up date

3. Start-up Date

Enter the scheduled start-up date for the device listed in Part 1. 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.

Scheduled Start-up Date (MM/DD/YYYY)

4. Equipment Serial Number – For engines and dry cleaning equipment only

Enter the serial number of the device.

Serial Number

5. Start-up Requirements by rule or permit condition

Before BAAQMD can issue your Permit to Operate, you must demonstrate that the device listed in Part 1 was built as authorized and in compliance with any start-up requirements by condition or rule.

- A. Was the device built as represented in the permit application and as authorized by the Authority to Construct?
 Yes No
- B. Does the device have any requirements to meet prior to or during the start-up period?
 Yes No
- C. If "Yes" to Question 5B, has the device already met those requirements? Yes No
➤ If "No" to 5C, submit documentation that demonstrates compliance with start-up requirements when completed.
- D. If "Yes" to Question 5C, has documentation already been provided to BAAQMD demonstrating compliance with the start-up requirements? Yes No
➤ If "No" 5D, submit documentation that demonstrates compliance with start-up requirements.

6. Certification/Signature of person responsible for the information on this form.

I hereby certify that I am authorized to complete this form for the facility and that all information contained herein is true and correct.

Name	Title	
Signature	Date	Phone (xxx-xxx-xxxx)



Instructions: Start-Up Notification Form

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.

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.
-

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.

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

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.

Still need help?

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