

Frequently Asked Questions: BAAQMD New Technology System

General

- Q: When did Bay Area Air Quality Management District (BAAQMD) start operating in the new computer system?
- A: The system was launched March 2012 for Stand-alone gas dispensing facilities (GDFs) – GDFs that do not have any other BAAQMD permitted equipment. Similarly, select dry cleaning facilities that do not have any other BAAQMD permitted equipment will be operating in the new system in November 2012.
- Q: Why isn't the system available for me to manage my facility?
- A: Initially, the BAAQMD is using the new system internally to minimize the impact to our customers while evaluating its functionality. We are working on the online access to our customers.
- Q: When will I be able to manage my information and permits online?
- A: After our evaluation, the BAAQMD plans to pilot customer online access around mid-2013.

Submitting Permit Application Forms

- Q: I've already started filling out a permit application using the old forms. Do I need to redo them using the new forms?
- A: For dry cleaners, old permit application forms will be accepted until January 15, 2013. You may find the new [Dry Cleaner form](#) to be more customer-friendly. Old GDF permit application forms are no longer accepted.
- Q: I've already submitted a permit application that is currently under review. Do I need to do anything?
- A: You do not have to do anything. We will contact you if we need any more information.
- Q: Is my BAAQMD facility ID the same in the new system?
- A: For dry cleaners, the Facility ID is the same as your Plant Number (not the Site Number). For stand-alone GDFs, the facility ID may be different, but you can reference your current ID number, located on your permit, until you get a new permit or an invoice, which will have the new number.
- Q: What is my BAAQMD device ID?
- A: The BAAQMD device ID is a new term for a source number (S-1), an abatement device number (A-1), or emission point (P-1).

The device IDs will be the same as in the old system for everyone, except GDFs. For GDFs, this is a new number and will be shown on your permit that is issued after March 5, 2012. If you do not have this number yet, leave the fields blank on the forms.

Authority to Construct

Q: I have an Authority to Construct permit. How does this affect me?

A: If you have a valid Authority to Construct permit (one that is not expired), you do not have to do anything differently.

Q: I have an Authority to Construct permit. How do I notify you, when I start-up?

A: If your permit was issued in the old system, you can use the tear off start-up notification card that was included with your Authority to Construct permit. You may also use the new [Start-up Notification form](#).

Q: I am required to perform and submit source tests as a requirement during the start-up period. Does anything change?

A: Nothing has changed. Continue to comply with the permit condition and submit source test results to BAAQMD's Source Test Section for evaluation.

Annual Update/Permit Renewal

Q: I did not receive an Annual Update Questionnaire. What does that mean?

A: An Annual Update Questionnaire is sometimes part of the permit renewal process. It is a periodic way for BAAQMD to collect information. This process currently affects dry cleaners that are issued Permits to Operate. GDFs and registered dry cleaners are not required to report annual updates at this time.

Q: My facility is required to fill out an Annual Update Questionnaire. Can I fill out and submit the forms that were already issued to me?

A: Yes.

Q: When should I expect an invoice for the renewal of my Permit to Operate or registration?

A: Invoices are typically sent to the billing contact between 30 to 60 days prior to your expiration date.

Q: Who receives the invoice for the renewal?

A: The invoice is sent to the facility billing contact. This is a new contact that can be designated in the new system. As a default, your facility contact prior to the transition was designated as your billing contact. To update any contacts, submit a [Facility Contacts form](#).

Invoices and Payments

Q: I received an invoice after I sent in my payment. What does that mean?

A: It means either BAAQMD did not receive your payment or the payment was postmarked after the due date, so there is a late fee. Check your current invoice to see if any payment was applied. Then call the contact number on the invoice with any questions.

Incorrect Information on Permits, Registration Documents and Invoices

You should review all permits, registration documents and invoices for accuracy.

Q: My permit is incorrect (e.g., wrong equipment information, permit conditions, contact or facility information). What should I do?

A: There should be a BAAQMD contact person identified on your documents. That person can best answer your question, otherwise call (415) 749-4990. Please be ready to provide your facility ID and have your document with you for reference.

Q: The amount on my invoice is incorrect. What should I do?

A: Please call the BAAQMD contact person identified on the invoice. That person can best answer your question, otherwise call (415) 749-4990.