

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: Phase 1 was launched March 5, 2012.

Q: Who is affected in Phase 1?

A: Stand-alone gas dispensing facilities (GDFs) – GDFs that do not have any other BAAQMD permitted equipment.

Submitting Permit Applications (Forms)

Q: I've already started a permit application using the old forms. Do I need to redo them using the new forms?

A: Although the new forms are preferred, the old forms will be accepted until April 30, 2012. If we need more information, we will contact you.

Q: I submitted a permit application before March 5, 2012. 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: No, but you can use your current facility 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: This is a new number for GDFs 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 that was issued prior to March 5, 2012. 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 that was issued prior to March 5, 2012. Can I use the new **Start-up Notification form**?

A: Yes.

- Q: I am required to perform and submit source tests as a requirement during the start-up period. Does anything change?
- A: Continue to comply with the permit condition and submit source test results to BAAQMD's Source Test Section for evaluation.

Permit Renewal

- Q: When should I expect an invoice for the renewal of my Permit to Operate?
- A: Invoices are sent to the billing contact between 30 to 60 days prior to the Permit to Operate expiration date.
- Q: Who receives the invoice for the Permit to Operate 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 March 5, 2012 was designated as your billing contact. To update any contacts, submit a **Facility Contacts form**.

Invoices and Payments

- Q: I received an invoice before March 5, 2012. Is it still valid?
- A: Yes.
- 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.

Problems with Permits and Invoices Issued After 3/5/2012

You should review all permits and invoices for accuracy.

- Q: My permit is incorrect (e.g., wrong GDF, equipment information, permit conditions). What should I do?
- A: Please contact BAAQMD at (415) 749-4990.
- Q: The amount on my invoice is incorrect. What should I do?
- A: Please contact BAAQMD at (415) 749-4990.