BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Engineering Division
375 Beale Street, Suite 600
San Francisco, CA 94105
www.baaqmd.gov

Bay Area Air District

Instructions: Gasoline Dispensing Facility Form

Introduction	Use the following instructions to help guide you through the ***Gas Dispensing Facility (GDF) Form.***
Who should use this form?	This form should be submitted for new permit applications and applications to modify or alter existing sources. Some common GDF alterations include, but are not limited to: • Adding a storage tank • Changing materials in a storage tank • Changing Phase I and/or Phase II vapor recovery systems • Replacing dispensers
Facility Information	• **Air District Facility ID** – The facility ID number is available on any permit or invoice issued by the Air District. This can be found in the upper right of the permit or the invoice. ➢ If this application is for a new facility (not currently permitted by the Air District), you must also submit a ***Facility Creation Form*** and ***Facility Contacts Form***.
General Device Information	• **Air District Device ID** – For existing facilities, the device ID number can be found on the Permit to Operate to the left of the device name (for example: **S1** Gasoline Dispensing Operation). • **Device/Operation Name** – This is the name you associate with this operation. • **Initial/Proposed Date of Operation:** ○ For new construction, enter the date that you propose will be the initial date of operation. ○ For a modification of an existing permitted operation, enter the date that you propose the changes to occur. ○ For an existing operation that is not currently permitted by the Air District, enter the date for which the facility initially operated. • **Device/Operation Description** – This is your description of the device or operation. This field can be used to distinguish it from other similar devices (e.g. ID numbers, location, make, model, etc.)
Operating Schedule	A continuous operation is a GDF that is available for use 24 hours per day.
Onboard Refueling Vapor Recovery (ORVR) Phase II Exemption	Per Regulation 8, Rule 7, section 112.9, facilities which can demonstrate that at least 90% of the vehicles refueled at the facility are owned by a common operator and equipped with onboard refueling vapor recovery (ORVR) are exempt from Phase II vapor recovery requirements. This exemption shall not apply to facilities required to have Phase II vapor recovery under state law. If you are claiming this exemption, you must submit a ***Fleet ORVR Exemption Form*** as well as this form.
Liquid Condensate Trap (LCT)	An LCT is a device designed to collect liquid that condenses in vapor return lines to prevent liquid blockage.
Operation Activities	• **Refueling Agricultural Vehicles** – GDFs used exclusively to fuel agricultural vehicles. • **Refueling Aircraft (directly)** – Fueling aircraft directly from the GDF, not fueling aircraft by truck. • **Refueling Marine Vessels** – Fueling of boats and other marine vehicles. • **Refueling Motor Vehicles (non-retail)** – GDFs that are not used by the general public. • **Refueling Motor Vehicles (retail)** – GDFs that are used by the general public.

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Tank and Vapor Recovery Information

For each tank or tank compartment, enter the Material Stored. Refer to the list below and include both regulated and non-regulated fuels. If the material stored is not listed below, still include that fuel in section 7.

Regulated Materials	Non-Regulated Materials
Gasoline	Diesel
Ethanol	Biodiesel
Methanol	Jet fuel
Aviation (AV) gas	Kerosene

It is REQUIRED to include the Phase I and Phase II vapor recovery types, even if the project does not include any changes to either system. See Tables A and B at the end of the form for a current list of valid entries.

Product Dispensing Nozzles

This section is a count of all nozzle types at your GDF.

For gasoline, the type of product nozzle depends on the number of gasoline products that can be dispensed through that nozzle. The most common types of gasoline nozzles are single product and triple product. A gasoline dispenser will typically have 3 single product nozzles (one for each grade of gasoline) or 1 triple product nozzle (a nozzle that can dispense 3 grades of gasoline).

Material Usage

For each regulated material (see table above for list), enter the maximum annual throughput that will be dispensed. The amounts will be the throughput limits on your permit.

Submission Information

All applications can be submitted through our Online Permitting System, by e-mail, or by mail:

- Online Permitting System: https://www.baaqmd.gov/onlinepermitting
- E-mail: permits@baaqmd.gov
- Mail: Bay Area Air District, Engineering Division, 375 Beale Street, Suite 600, San Francisco, CA 94105

Still need help?

Contact the Engineering Division: (415) 749-4990 | permits@baaqmd.gov

GASOLINE DISPENSING FACILITY FORM

Bay Area Air District

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

1. Facility Information

Facility Name	Air District Facility ID (Existing facilities only)
Facility Address (Street address and city)	

2. General Device Information

Air District Device ID (If applicable)

Device/Operation Name	Initial/Proposed Date of Operation
Device/Operation Description	

3. Operating Schedule – Select "Continuous" or specify specific schedule in the 4 columns

Continuous	Maximum hours/day	Typical hours/day	Days/week	Weeks/year
☐				

4. Onboard Refueling Vapor Recovery (ORVR) Phase II Exemption

- This exemption only applies to GDFs that refuel vehicles in a fleet that is owned by a common operator.

Is at least 90% of your fleet equipped with Onboard Refueling Vapor Recovery (ORVR)? ◯ Yes ◯ No

If yes, fill out the Fleet ORVR Exemption Form and submit with your application.

5. Liquid Condensate Trap

What type of Liquid Condensate Trap is used for this operation?

◯ Auto-evacuated ◯ Level indicator ◯ Multiple Traps ◯ Simple Trap ◯ None

6. Operation Activities

Which of the following is this gas dispensing facility used for? (Check all that apply)

☐ Refueling Aircraft ☐ Refueling Motor Vehicles (non-retail) ☐ Refueling Agricultural Vehicles

☐ Refueling Marine Vessels ☐ Refueling Motor Vehicles (retail)

7. Tank and Vapor Recovery Information – Complete a section for each tank compartment at this GDF

- If you have more than 4 tanks or compartments, submit the additional information on a separate sheet of paper.
- Complete vapor recovery information is REQUIRED, even if no changes are being made to the Phase I or Phase II vapor recovery systems. See Tables A and B for a list of vapor recovery systems.
- If any of the tanks listed are Aboveground Storage Tanks, please submit a *Standing Loss Control (SLC) Compliance Form* along with this form.

Tank #1

Material Stored	Tank Type (Aboveground or Underground)	Tank/Compartment Volume (gallons)
Manufacturer		Model
Phase I Vapor Recovery Type		Phase II Vapor Recovery Type

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Tank #2

Material Stored	Tank Type (Aboveground or Underground)	Tank/Compartment Volume (gallons)

Manufacturer	Model
Phase I Vapor Recovery Type	**Phase II Vapor Recovery Type**

Tank #3

Material Stored	Tank Type (Aboveground or Underground)	Tank/Compartment Volume (gallons)

Manufacturer	Model
Phase I Vapor Recovery Type	**Phase II Vapor Recovery Type**

Tank #4

Material Stored	Tank Type (Aboveground or Underground)	Tank/Compartment Volume (gallons)

Manufacturer	Model
Phase I Vapor Recovery Type	**Phase II Vapor Recovery Type**

8. Product Dispensing Nozzles – Enter the number of nozzles you have for each of the following products

Product Type	# of Nozzles	Product Type	# of Nozzles
Gasoline – Single Product Nozzle		AV Gas	
Gasoline – Dual Product Nozzle		Ethanol (E85)	
Gasoline – Triple Product Nozzle		Jet fuel	
Gasoline – Four Product Nozzle		Kerosene	
Gasoline – Five Product Nozzle		Methanol	
Diesel		Other Liquid Fuel	
Biodiesel			

9. Material Usage – Enter the maximum requested **annual** usage (dispensed) for each regulated material identified in Part 7

Material	Maximum Dispensed/Year (gallons)	Material	Maximum Dispensed/Year (gallons)

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

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

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

Table A. Phase I Vapor Recovery Types

VAPOR RECOVERY EQUIPMENT	REGULATION	VAPOR RECOVERY EQUIPMENT	REGULATION
Phil-Tite	CARB EO VR-101	Non-EVR Coaxial	CARB G-70
OPW	CARB EO VR-102	Non-EVR Two Point	CARB G-70
EBW	CARB EO VR-103	None – Less than 250 gallons	Air District Reg. 8-7-111.1
CNI Manufacturing	CARB EO VR-104	None – Agricultural Tanks	Air District Reg. 8-7-111.3
EMCO Wheaton Retail	CARB EO VR-105	None – Not Feasible	Air District Reg. 8-7-111.4
OPW EVR with SLC	CARB EO VR-402	None – Exempt Material	Air District Reg. 2-1-123.3
Morrison Brothers EVR with SLC	CARB EO VR-402		

Table B. Phase II Vapor Recovery Types

VAPOR RECOVERY EQUIPMENT	REGULATION	VAPOR RECOVERY EQUIPMENT	REGULATION
Assist EVR system with Healy Clean Air Separator (HCAS) without ISD	CARB EO VR-201	Balance EVR system with Green Machine and ISD	CARB EO VR-204
Assist EVR system with Healy Clean Air Separator (HCAS) and Veeder-Root ISD	CARB EO VR-202	Balance AST EVR system with Hirt VCS 100-2 Processor	CARB EO VR-501
Assist EVR system with Healy Clean Air Separator (HCAS) and Incon ISD	CARB EO VR-202	Non-EVR AST Balance system	CARB EO G-70
Balance EVR system with Healy Clean Air Separator (HCAS) without ISD	CARB EO VR-203	Non-EVR AST Assist Healy 400 ORVR system	CARB EO G-70-186
Balance EVR system with Healy Clean Air Separator (HCAS) and Veeder-Root ISD	CARB EO VR-204	Non-EVR AST Assist Hasstech VCP-3A system	CARB EO G-70-175
Balance EVR system with Healy Clean Air Separator (HCAS) and Incon ISD	CARB EO VR-204	Non-EVR AST Assist Hirt VCS-200 system	CARB EO G-70-33
Balance EVR system with Veeder-Root Vapor Polisher without ISD	CARB EO VR-203	Non-EVR AST Assist Hirt VCS-400 system	CARB EO G-70-177
Balance EVR system with Veeder-Root Vapor Polisher and ISD	CARB EO VR-204	None – Phase I Exempt	Air District Reg. 8-7-112.1
Balance EVR system with VST/ECS Membrane Processor without ISD	CARB EO VR-203	None – Not Feasible	Air District Reg. 8-7-112.3
Balance EVR system with VST/ECS Membrane Processor and Veeder-Root ISD	CARB EO VR-204	None – Mobile Refueling	Air District Reg. 8-7-112.4
Balance EVR system with Hirt VCS 100 Processor without ISD	CARB EO VR-203	None – Refueling tanks less than 5 gallons	Air District Reg. 8-7-112.5
Balance EVR system with Hirt VCS 100 Processor and Veeder-Root ISD	CARB EO VR-204	None – Aircraft/Marine	Air District Reg. 8-7-112.6
Balance EVR system with HIRT VCS 100 Processor and Incon ISD	CARB EO VR-208	None – Tank installed prior to 3/4/87, Phase II not installed prior to 7/1/83, < 60,000 gal/yr	Air District Reg. 8-7-112.7
Assist EVR system with ARID Permeator without ISD	CARB EO VR-201	None – ORVR Fleet	Air District Reg. 8-7-112.9
Assist EVR system with ARID Permeator and Veeder-Root ISD	CARB EO VR-202	None – Exempt Material	Air District Reg. 2-1-123.3

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Instructions: Gasoline Dispensing Facility Equipment Worksheet

Introduction	Use the following instructions to help guide you through the ***GDF Equipment Worksheet.***
Who should use this form?	This form is submitted for all GDF permit applications except for applications for permit condition changes only.
Facility and Device Information	• **Facility Name** – Enter the name as it appears on the Air District permit or invoice. • **Air District Facility ID** – The facility ID number is available on any permit or invoice issued by the Air District. This can be found in the upper right of the permit or the invoice. ➢ If this application is for a new facility (not currently permitted by the Air District), you must also submit *Facility Creation Form* and *Facility Contacts Form.* • **Air District Device ID** – For existing GDFs, the device ID number can be found on the Permit to Operate to the left of the device name (for example: **S1** Gasoline Dispensing Operation).
Nozzle and Dispenser Information	If any of the equipment dispenses gasoline, ethanol, methanol, or aviation gas, enter nozzle and dispenser information. Depending on your Phase II vapor recovery system, only equipment allowed under the California Air Resources Board (CARB) Executive Order may be installed.
Additional Tank Information	• **Submerged Fill Pipe** – Any discharge pipe or nozzle which meets either of the following conditions: 1) Where the tank is filled from the top, the end of the discharge pipe or nozzle must be totally submerged when the liquid level is 15 cm (6 inches) from the bottom of the tank. 2) Where the tank is filled from the side, the discharge pipe or nozzle must be totally submerged when the liquid level is 46 cm (18 inches) from the bottom of the tank.
Other Equipment	• **Liquid Condensate Trap** – A device designed to collect liquid that condenses in vapor return lines to prevent liquid blockage. • **Blending Valve** – A piece of equipment that blends (mixes different grades of gasoline. An example is blending 87 and 91 octane gasoline to make 89 octane gasoline. • **ISD** – In-Station-Diagnostic system which monitors vapor recovery equipment.
Submission Information	All applications can be submitted through our Online Permitting System, by e-mail, or by mail: • Online Permitting System: https://www.baaqmd.gov/onlinepermitting (upload on tab 2A of the Gasoline Dispensing Facility Form) • E-mail: permits@baaqmd.gov • Mail: Bay Area Air District, Engineering Division, 375 Beale Street, Suite 600, San Francisco, CA 94105
Still need help?	**Contact the Engineering Division:** (415) 749-4990 | permits@baaqmd.gov

GDF EQUIPMENT WORKSHEET

Bay Area Air District

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

1. Facility and Device Information

Facility Name	Air District Facility ID (Existing facilities only)
Facility Address (Street address and city)	Air District Device ID (Existing facilities only)

2. Nozzle Information – Provide information for equipment that dispenses gasoline, ethanol, methanol, or aviation gas

Material Dispensed	Nozzle Make & Model	Material Dispensed	Nozzle Make & Model

3. Dispenser Information – Provide information for equipment that dispenses gasoline, ethanol, methanol, or aviation gas

Material Dispensed	Dispenser Make & Model	Material Dispensed	Dispenser Make & Model

4. Additional Tank Information

Are all gasoline storage tanks filled through a submerged fill pipe? ◯ Yes ◯ No

For aboveground storage tanks (ASTs), are dispensers mounted on the tank? ◯ Yes ◯ No ◯ N/A

If no to any question in Part 4, please explain below:

5. Other Equipment – Skip sections that are not applicable

Make & Model of Liquid Condensate Trap(s)	Number

ISD Software Version	ISD Flowmeter Model

Number of Blending Valves

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

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

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

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