



## 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

- **BAAQMD Facility ID** – The facility ID number is available on any permit or invoice issued by BAAQMD. 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 BAAQMD), you must also submit *Facility Creation Form* and *Facility Contacts Form*.

### General Information

- **BAAQMD 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 BAAQMD, 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.

### 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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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.

**Tank and Vapor Recovery Information**

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.

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**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).

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**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.

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**Still need help?**

**Contact the Engineering Division:** (415) 749-4990  
[permits@baaqmd.gov](mailto:permits@baaqmd.gov)

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## Instructions: Gasoline Dispensing Facility Equipment Worksheet

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<b>Introduction</b>	Use the following instructions to help guide you through the <i>Gas Dispensing Facility (GDF) Equipment Worksheet</i> .
<b>Who should use this form?</b>	This form is submitted for all GDF permit applications except for applications for permit condition changes only.
<b>Facility Information</b>	<ul style="list-style-type: none"><li>• <b>Facility Name</b> – Enter the name as it appears on the BAAQMD permit or invoice.</li><li>• <b>BAAQMD Facility ID</b> – The facility ID number is available on any permit or invoice issued by BAAQMD. This can be found in the upper right of the permit or the invoice.<ul style="list-style-type: none"><li>➤ If this application is for a new facility (not currently permitted by BAAQMD), you must also submit <i>Facility Creation Form</i> and <i>Facility Contacts Form</i>.</li></ul></li><li>• <b>BAAQMD Device ID</b> – For existing GDFs, the device ID number can be found on the Permit to Operate to the left of the device name (for example: <u>S1</u> Gasoline Dispensing Operation).</li></ul>
<b>Nozzle and Dispenser Information</b>	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.
<b>Additional Tank Information</b>	<ul style="list-style-type: none"><li>• <b>Submerged Fill Pipe</b> – Any discharge pipe or nozzle which meets either of the following conditions:<ol style="list-style-type: none"><li>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.</li><li>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.</li></ol></li></ul>
<b>Other Equipment</b>	<ul style="list-style-type: none"><li>• <b>Liquid Condensate Trap</b> – A device designed to collect liquid that condenses in vapor return lines to prevent liquid blockage.</li><li>• <b>Blending Valve</b> – 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.</li><li>• <b>ISD</b> – In-Station-Diagnostic system which monitors vapor recovery equipment.</li></ul>
<b>Still need help?</b>	<b>Contact the Engineering Division:</b> (415) 749-4990 <a href="mailto:permits@baaqmd.gov">permits@baaqmd.gov</a>

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Bay Area Air Quality Management District  
GASOLINE DISPENSING FACILITY FORM

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

Email to: [permits@baaqmd.gov](mailto:permits@baaqmd.gov)

Mail to: BAAQMD  
Engineering Division  
375 Beale Street, Suite 600  
San Francisco, CA 94105

Tel: (415) 749-4990

**1. Facility Information**

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

**2. General Information**

BAAQMD 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 <input type="checkbox"/>	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.

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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Engineering Division  
375 Beale Street, Suite 600  
San Francisco, CA 94105

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

Tel: (415) 749-4990

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 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 for the facility and that all information contained herein is true and correct.

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



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

Tel: (415) 749-4990

**1. Facility Information**

Facility Name	BAAQMD Facility ID (Existing facilities only)
Facility Address (Street address and city)	BAAQMD 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 for the facility 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	BAAQMD 8-7-111.1
CNI Manufacturing	CARB EO VR-104	None – Agricultural Tanks	BAAQMD 8-7-111.3
EMCO Wheaton Retail	CARB EO VR-105	None – Not Feasible	BAAQMD 8-7-111.4
OPW EVR with SLC	CARB EO VR-402	None – Exempt Material	BAAQMD 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	BAAQMD 8-7-112.1
Balance EVR system with VST/ECS Membrane Processor without ISD	CARB EO VR-203	None – Not Feasible	BAAQMD 8-7-112.3
Balance EVR system with VST/ECS Membrane Processor and Veeder-Root ISD	CARB EO VR-204	None – Mobile Refueling	BAAQMD 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	BAAQMD 8-7-112.5
Balance EVR system with Hirt VCS 100 Processor and Veeder-Root ISD	CARB EO VR-204	None – Aircraft/Marine	BAAQMD 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/year	BAAQMD 8-7-112.7
Assist EVR system with ARID Permeator without ISD	CARB EO VR-201	None – ORVR Fleet	BAAQMD 8-7-112.9
Assist EVR system with ARID Permeator and Veeder-Root ISD	CARB EO VR-202	None – Exempt Material	BAAQMD 2-1-123.3