

# **BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

## **Instructions for Application Package for Major Facility Review**

### **Introduction:**

This package contains the instructions and forms to apply for a Major Facility Review (MFR) permit.

The following forms are required for each application:

- Stationary Source Summary
- Total Stationary Source Emissions
- Detailed Emissions Report
- Exempt Source List
- Abatement Devices
- Applicable Requirements and Compliance Summary
- Certification Statement
- Compliance Certification Schedule

The following form may be required:

- Schedule of Compliance

The following forms are optional:

- Operating Scenarios
- Permit Shield

EPA requires that you submit "information sufficient to calculate emissions." Generally, this means that facilities should submit source-specific forms for each source or calculations. However, the District has already gathered most of the necessary information to calculate emissions.

To avoid duplication of the data submitted, the District will send to the facilities a copy of the emission calculations that the District currently has in the database. If the calculations are correct and complete, the facility may return the calculations to the District as the portion of the application that fulfills the above requirement.

Use the following forms if any part of the calculations or data is incorrect or missing:

- Data Form C - Fuel Combustion Source
- Data Form T - Organic Liquid Evaporation (Tankage, Loading, & Handling)
- Data Form F - Semiconductor Fabrication Area
- Data Form G - General Air Pollution Source
- Data Form S - Surface Coating/Solvent Source
- Data Form SC - Solvent Cleaning Operations
- Data Form A - Abatement Device

## Data Form P - Emission Point

The District is not responsible for the accuracy of the emission data that is submitted to the facilities. It is the facility's responsibility to submit correct emission data on their applications. The emission calculations will be supplied to the facilities as a courtesy to them.

These forms are available to facilities on disc and on the District's website at <http://www.baaqmd.gov/permit/t5/FORMS.HTM>. A paper copy of the application is required. The District also strongly suggests that facilities submit an electronic copy. The forms are in "Word" format. All tabular data is in "Word" tables. Data from spreadsheets and databases may be readily copied into the "Word" tables. The electronic copy may also be submitted in any common electronic format.

Following are instructions for each form:

### **Stationary Source Summary, Page 1 and 2**

This form is for general information about the facility. This form and the Emissions Summary form are generally used throughout California. Please note that EPA uses the term "source" to mean plant or facility. Only one Stationary Source Summary form is required per facility.

The District ID is your plant number.

The SIC code is a "Standard Industrial Classification" code. Use the SIC code that most closely describes your facility.

If you do not know the EPA plant ID, omit this item.

The UTM coordinates are Universal Transverse Mercator coordinates. These coordinates are used to define the location of your plant precisely. The District can provide this data to facilities if a facility does not have the data.

If an agent or contractor is handling the application for you, please fill out line 11.

The responsible official is defined in Regulation 2, Rule 6. The responsible official must sign the application and attachments where noted. This person is responsible for all statements in the application.

The Federal Risk Management Plan refers to a plan that must be filed by facilities that store certain amounts of certain hazardous compounds. The compounds and amounts are listed in Part 68 of Section 40 of the Code of Federal Regulations (CFR). These facilities will be required to have a risk management plan that is registered with the appropriate agency. The

District will not review the plan, but the existence of a Risk Management Plan will have to be documented in the application and permit.

Type of Permit Action: This application form will be used for initial applications and subsequent modifications. Please check the type of application or permit action.

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### **Total Stationary Source Emissions**

An emissions inventory is a required part of each Title V application. Please use the actual annual emissions for each source at your facility. The inventory should summarize emissions for one year. The year chosen should end no earlier than a year prior to the date of application submittal.

Sum the emissions by pollutant. Use one line for each criteria pollutant, one line for each HAP, and one line each for any other regulated air pollutants. For example:

|     |      |
|-----|------|
| NOX | 70   |
| POC | 11   |
| HF  | 0.05 |

Use the chemical names instead of the District material codes on this form. The units are tons per year. For initial applications, use the "Emissions" column only.

List precursor organics separately from non-precursor organics.

If a hazardous air pollutant (HAP) is also part of another category such as POC, NPOC, or particulate, list the HAP separately and also include in grouping.

If the application is for a modification, summarize only the affected sources. Use the "pollutant", "pre-modification emissions", and "emissions change" columns only.

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### **Detailed Emissions Report**

The purpose of this form is to provide a source list and to provide information about the emissions of significant sources. Significant sources have a potential to emit 2 tons per year of any regulated air pollutant or 400 pounds per year of any hazardous air pollutant.

List all equipment on this form except for exempt equipment that is not significant. These sources will be listed on the "List of Equipment Exempt from District Permit Requirements" form.

For any source that has actual emissions over 2 tons per year of any regulated air pollutant or 400 pounds per year of any hazardous air pollutant, list the emissions. Use one line per pollutant per source. Actual emissions for a year ending within a year of the application should be used on this form. If actual emissions are unknown, permitted, potential, or estimated emissions may be used. If permitted emissions are used, mark the quantity with one asterisk. If potential emissions are used, mark the quantity with two asterisks. If estimated emissions are used, mark the quantity with three asterisks.

List fugitive emissions and emissions from exempt sources on this form. If a source has no number, leave the source # column blank.

The emission calculations mentioned in the introduction above should be attached to this form or included in the application as an appendix.

A declaration of actual emissions on this form will not obligate the facility to maintain its emissions below the stated levels. The purpose of this form is to have a public record of emissions, to have a source list, and to aid the facility in preparing the emission summary. If the facility wishes to declare the maximum possible permitted emissions, the facility may do so as long as each quantity is marked with an asterisk.

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### **Exempt Source List**

Use this form to list all exempt equipment that emits pollutants but does not require a District permit. District Regulation 2, Rule 1, has the required criteria to make this determination. If the exempt equipment has a source number, please use it. The basis for the exemption is the section in Regulation 2, Rule 1 that exempts the source.

Please note that exempt sources can be grouped if they are similar.

The emissions for these sources should be listed on the Detailed Emissions Report if the emissions exceed 2 tons per year of any regulated air pollutant or 400 lbs per year of any hazardous air pollutant. Please note that no exempt source can emit more than 5 tons per year of any single regulated air pollutant.

All sources or activities that do not require District permits or are not defined as sources but that have applicable requirements must be listed on this form even if they do not have emissions. An example is large tanks with liquefied gases that are subject to Section 112(r) of the Clean Air Act. Designate the name or description of these sources or activities with two asterisks.

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### **Abatement Devices**

Please list the abatement device number, the abatement device description, and the sources or operations abated by the device.

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### **Applicable Requirements and Compliance Summary**

This form is intended both to list requirements and show compliance with these requirements. Use one line per applicable requirement per source. For example, Source 1 may have a NOX requirement from NSPS, a particulate requirement from District Regulation 6, and a NESHAPS requirement. Each requirement will go on a separate line. Please use the name or number of the standard, if possible, i.e. "NSPS VV", "EPA Method 3A", etc. If the space available is inadequate, please reference an attachment.

If the facility has several sources with identical requirements, you may use one form for all of the sources, listing all of the source names and numbers in the heading.

Use a separate form for requirements that apply to the whole facility. Please name this source "Facility". Please list any requirements that are generally applicable to the facility and any requirements that apply to exempt sources on this form.

The purpose of the "FE" column is to check which applicable requirements are federally enforceable.

If the source is operating out of compliance with an applicable requirement, please use the Schedule of Compliance form to submit a proposal for achieving compliance. If the facility is operating under an abatement order, judicial consent decree, or administrative order, please include the details in the Schedule of Compliance form.

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### **Certification Statement**

Please initial the statements that are true for your facility. Note that four of the statements are statements of compliance and one statement is a statement of non-compliance. Do not initial the statement of non-compliance unless you are not in compliance with a requirement.

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### **Compliance Certification Schedule**

Compliance certifications must be submitted to the District periodically. The general requirement is for annual certifications. If an applicable requirement for a source requires more frequent certifications than annually, please note the source numbers, the requirement, and the frequency.

The form has a positive statement that annual certification for all other sources.

A compliance certification is a certification by the responsible official that a source or facility is in compliance with an applicable requirement.

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### **Schedule of Compliance**

For each non-complying source, describe how the source will achieve compliance. Propose a schedule to correct the deficiencies. Include a schedule for progress reports. Reports must be submitted at least every six months. If the source is operating under a judicial consent decree or administrative order, the Schedule of Compliance must be at least as stringent.

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### **Operating Scenarios**

This form can be used by facilities that wish to describe alternate operating scenarios. If desired, an alternate operating scenario with the maximum allowable throughput can be described for the District's review.

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The following information is also required in the application in text form.

- 1) Identification and description of compliance monitoring devices.
- 2) Identification and description of compliance monitoring activities unless these are fully described in the "Applicable Requirements and Compliance Summary."
- 3) Identification of limitations on source operations affecting emissions.
- 4) Identification of work practice standards that affect emissions.
- 5) Other information required to implement and enforce an applicable requirement or to determine the applicability of a requirement.
- 6) An explanation for any proposed exemption from applicable requirements.
- 7) If desired, terms and conditions for emissions trading.

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