

**ARKANSAS  
DEPARTMENT OF  
ENVIRONMENTAL  
QUALITY**

**AIR DIVISION**

**MINOR SOURCE PERMIT  
INSTRUCTIONS**

August 2010

## INTRODUCTION

The applicant should review the information provided in the general information supplement. This information will aid the applicant in completing the minor source Minor Source Permit application form.

Additional information may be found in the Department's GENERAL INFORMATION SUPPLEMENT, available on our website at [http://www.adeq.state.ar.us/air/branch\\_permits/permit\\_aps\\_inst.htm](http://www.adeq.state.ar.us/air/branch_permits/permit_aps_inst.htm) or upon request.

*Do I need a Minor Source registration?*

You must submit a Regulation 18.315 Registration if your emissions are:

- 40 tons per year or more but less than 75 tons per year of carbon monoxide;
- 25 tons per year or more but less than 40 tons per year of nitrogen oxides;
- 25 tons per year or more but less than 40 tons per year of sulfur dioxide;
- 25 tons per year or more but less than 40 tons per year of volatile organic compounds;
- 15 tons per year or more but less than 25 tons per year of particulate matter;
- 10 tons per year or more but less than 15 tons per year of PM<sub>10</sub>;
- 1.0 ton per year or more but less than 2 tons per year of any single hazardous air pollutant; or
- 3.0 tons per year or more but less than 5 tons per year of a combination of hazardous air pollutants

*Do I need a Minor Source Air Permit?*

You must obtain a minor source permit if your actual emissions are equal to or above the following:

- 75 tons per year or more of carbon monoxide;
- 40 tons per year or more of nitrogen oxides;
- 40 tons per year or more of sulfur dioxide;
- 40 tons per year or more of volatile organic compounds;
- 25 tons per year or more of particulate matter;
- 15 tons per year or more of PM<sub>10</sub>
- 0.5 tons per year or more of lead;
- 2.0 ton per year or more of any single hazardous air pollutant;
- 5.0 tons per year or more of any combination of hazardous air pollutants; or
- 25 tons per year or more of any other air contaminant

You must obtain a minor source permit if your facility is one of the following:

- Medical waste incinerators;
- Rendering plants;
- Pathological waste incinerators, including crematories;
- Chemical process plants;
- Hazardous waste treatment storage or disposal facilities;
- Sour gas process plants;
- Lead acid battery recycling facilities;
- Charcoal plants; or
- The Director determines a permit is needed to protect the public health and welfare or to assist in the abatement or control of air pollution.

You must obtain a minor source permit if your facility is subject to a regulation under 40 CFR Part 60, Part 61, or Part 63 as of June 27, 2008, except for:

- 40 CFR Part 60, Subpart AAA (Wood Stoves);
- 40 CFR Part 60, Subpart JJJ (Petroleum Dry Cleaners);
- 40 CFR Part 63, Subpart M (Perchloroethylene Dry Cleaners);
- 40 CFR Part 63, Subpart Q (Industrial Cooling Towers);
- Sources subject to 40 CFR Part 60, Subpart Dc (Steam Generating Units) which only burn gas;

40 CFR Part 63, Subpart ZZZZ (Stationary Reciprocating Internal Combustion Engines) for non-Part 70 sources (minor sources);  
 40 CFR Part 63, Subpart WWWW (Hospital Ethylene Oxide Sterilizers);  
 40 CFR Part 63, Subpart CCCCCC (Gasoline Dispensing Facilities);  
 40 CFR Part 60, Subpart IIII (Stationary Compression Ignition Internal Combustion Engines) for engines with a displacement of less than 30 liters per cylinder;  
 40 CFR Part 60, Subpart JJJJ (Stationary Spark Ignition Internal Combustion Engines); and  
 40 CFR Part 63, Subpart HHHHHH (Paint Stripping and Miscellaneous Surface Coating Operations at Area Sources).

*Do I need a Title V Operating Air Permit?*

You must obtain a Title V permit if your actual emissions are equal to or above the following:

- 100 tons per year or more of carbon monoxide; nitrogen oxides; sulfur dioxide; volatile organic compounds; and PM<sub>10</sub>;
- 10 tons per year or more of any single HAP;
- 25 tons per year or more of a combination of HAP; or
- Facility is subject to a regulation under 40 CFR Part 60 or Part 63 that requires a Title V permit.

**Copies and Mailing Instructions**

Mail the original and one copy of the completed application and required attachments. If the submittal includes confidential information,\* the applicant should mail one (1) complete (original) confidential application in addition to the non-confidential original and copies required above.

An electronic version of any or all of the application is not required, but is helpful in processing your permit. Please include with your application or email to [AirPermits@adeq.state.ar.us](mailto:AirPermits@adeq.state.ar.us).

Mail permit applications to:	<i>Arkansas Department of Environmental Quality Attention: Air Division 5301 Northshore Drive North Little Rock, AR 72118</i>
Our street address for other delivery purposes is:	5301 Northshore Drive North Little Rock, AR 72118
Phone Number	(501) 682-0744
Fax Number	(501) 682-0753
Our Email Address is:	<a href="mailto:AirPermits@adeq.state.ar.us">AirPermits@adeq.state.ar.us</a>

\* See Regulation 18, Section 14

## INSTRUCTIONS FOR COMPLETING GENERAL INFORMATION FORM

The top of the minor source air permit application asks for the AFIN Number and "date." The "date" is the date of the submission of the application. The AFIN number is a unique identifier ADEQ assigns to all facilities. The first two digits indicate the county and the last five are sequence numbers. If the AFIN number is unknown, search for the AFIN for the facility at the ADEQ website at <http://www.adeg.state.ar.us/home/pdssql/pds.asp> for an existing AFIN number. All divisions use the same numbering system, so even facilities applying for a new air permit may already have an AFIN issued by another division. If AFIN is unknown, leave this line blank.

The remaining application items are discussed below:

- 1. Facility Physical Information:** This information should indicate the physical location of the facility. The FACILITY NAME should be the same as on the application cover page. The PHYSICAL ADDRESS OR LOCATION must indicate the physical address of the facility. If the facility does not have an address, provide information indicating the physical location (i.e. Hwy 7 north of Pelso.) If the facility is not in a city, indicate the nearest city on the CITY, STATE, and ZIP lines. The CONTACT NAME, POSITION should be the name (or job title) of a person ADEQ can contact at the facility where the equipment is located. The PHONE Numbers and FAX Numbers should be for this person. If the phone or fax numbers are unknown at the time the submission of the application, the applicant can supply the phone or fax numbers later. The EMAIL address is the email address for the facility contact.
- 2. Facility Mailing Information:** The address in this table is where ADEQ will mail the draft permit and the original copy of the final permit. The address may be the same as the physical location of the facility or the address may be completely different, such as a corporate headquarters. The CONTACT NAME is the person who signed the application and the rest of the information should pertain to this individual. If the mailing information is the same as the physical information, the facility may so indicate by writing "see above" or drawing an "x" through the mailing information table. The PHONE Numbers and FAX Numbers should be for this person. If the phone or fax numbers are unknown at the time the submission of the application, the applicant can supply the phone or fax numbers later. The EMAIL address is the email address for the contact. [ADEQ requires the facility to keep a copy of the permit on the premises where the permitted equipment is located. The facility is responsible to see that a copy of the permit is at the facility.]
- 3. Invoice Mailing Information:** The address in this table is where ADEQ will mail the permit fee invoice. If blank, ADEQ will send the invoice to the Facility Mailing Information address. The PHONE Numbers and FAX Numbers should be for the invoice contact. If the phone or fax numbers are unknown at the time the submission of the application, the applicant can supply the phone or fax numbers later. The EMAIL address is the email address for the invoice contact.
- 4. Permit Application Contact Information:** In many cases, the person who prepared and is most knowledgeable about the permit application is someone other than the person who signed the application. Information in this table should allow ADEQ to contact this person. If this section is blank and ADEQ requires additional information, ADEQ will contact the person who signed the application. The PHONE Numbers and FAX Numbers should be for permit application contact person. If the phone or fax numbers are unknown at the time the submission of the application, the applicant can supply the phone or fax numbers later. The EMAIL address is the email address for the permit application contact.
- 5. UTM Coordinates of Center of Plant:** Indicate the UTM zone and the UTM coordinates to the nearest meter the UTM coordinates of the plants geographic center.
- 6. NAICS (North American Industry Classification System) Number and NAICS Facility Description:** The North American Industry Classification System (NAICS) is a system for classifying business establishments. Adopted in 1997 to replace the old Standard Industrial Classification (SIC) system, NAICS is the industry classification system used by the statistical agencies of the United States.

7. **Permitting Options:** Check the appropriate box, indicating the type of application submitted. It is best, though not required, to submit separate applications if the application involves more than one type. If one application contains multiple types, please clearly indicate these in the submittal. To aid in determining the necessary permit action, the table below summarizes the options:

Initial Permit:	Initial Permit applies to facilities that do not have air permit. This applies to newly constructed facilities.
Initial Permit for Existing Facility:	Applies to unpermitted existing facilities.
Significant Modification:	Significant Modification applies to facilities that have current air permits and propose to make modifications that do not qualify as De Minimis or administrative amendments.
De Minimis Modification:	This applies to facilities having a current air permits and proposing to make modifications meeting the criteria outlined in Regulation 18 §18.307 paragraph (C).
Administrative Amendment:	This applies to facilities having a current Minor Source Permits and proposing to make permit amendments that meet the criteria outlined in Regulation 18 §18.307 paragraph (A).
Name change:	This applies to a name change <b><u>without</u></b> a change of ownership.
Transfer of Ownership:	This applies to a change of ownership with or without name change.

8. **Construction, Reconstruction, or Operation Dates:** If the facility is a new facility or the modifications to the facility involve construction of new emission units or reconstruction, enter the proposed construction or reconstruction and operation dates. If a modification does not involve construction of new emission units or reconstruction, enter “N/A” or “Not Applicable” for this item. [Note: Permits are generally required before any construction may commence. Contact the Department for more information and exceptions.]
9. **NESHAP and NSPS:** Indicate if the facility is subject to any of the rules found in 40 CFR Parts 60, 61 or 63. If yes, indicate which specific subparts.
10. **Email List:** Indicate if you wish to be added. The service will include information related to air permitting such as regulation updates, important information/guidance, upcoming events, etc.

## **INSTRUCTIONS FOR COMPLETING ORGANIZATIONAL STATUS OF APPLICANT FORM**

1. The facility must properly identify legal organization of the applicant.
2. Indicate if the corporation is a domestic (Arkansas) corporation or a foreign (chartered outside of Arkansas) corporation.
3. Indicate if the corporation is currently registered to do business with the Arkansas Secretary of State.
4. List all the partners' names and addresses of all partners involved.
5. List all the joint venture principles' names and addresses of all principles involved.

## INSTRUCTIONS FOR COMPLETING EMISSION RATE TABLE

The applicant must complete an Emission Rate Table form and provide calculations for each significant air pollutant emission source located at a facility. An emission source is any point at a facility emitting, or is capable of emitting, an air contaminant into the atmosphere. ADEQ defines an air contaminant as any emission except water vapor, carbon dioxide, oxygen, or nitrogen. Complete a separate emission rate table for each proposed operating scenario, using the same Source Number (SN) for each emission source.

On a case-by-case basis, facilities with greater than 50 emission sources may submit the information required on an emission rate table, in an alternative format. The facility must propose a format to ADEQ and obtain ADEQ's approval before submitting information in any alternative format. The applicant must make the request for an alternative format at least 120 days before the required submittal date of the application.

1. **STACK DATA** - The stack data is critical since computer modeling uses the stack data. The applicant should ensure that this information is accurate.
  - a. **Emission Source No. (SN)** - Point and Non-Point sources of air emissions should be given a two or three digit number preceded by "SN" (SN-01, SN-02... SN-999). Maintain the source numbers, if feasible, from the existing permit to identify the same sources in the new application.
  - b. **Date Installed or Date of Last Reconstruction** - Denote the initial year of installation of the equipment in question, or the date of the last reconstruction of the equipment.

"Reconstruction" means the replacement of components of an existing facility to such an extent that the fixed capital cost of the new components exceeds 50 percent of the fixed capital cost that would be required to construct a comparable new unit. (This definition is not used to determine whether a permit modification is required, only to determine the date of installation or modification for NSPS applicability determinations.)
  - c. **Process Description** - Describe the process unit, which generates the emissions in the space provided (ex. Boiler, natural gas fired - 150 MMBtu/hr). The applicant will describe control equipment in a separate section of the table.
  - d. **SCC8 Code:** - The SCC8 code is a code used in inventory reports. To obtain a code, please go to <http://www.adeg.state.ar.us/home/pdssql/pds.asp>.
  - e. **Stack Height** - Denote the stack's height above the ground in feet to the nearest foot. If the emissions do not exit a stack (i.e., the emissions are non-point source or fugitive) indicate the height, above ground, where the emissions enter the atmosphere.
  - f. **Stack Dimensions** - Denote the inside stack diameter in feet (for example, 3.25 ft. instead of 3' - 3"). For non-circular stacks and area sources, report the dimensions in feet (for example, 2.5' x 1.0'). For non-point source or fugitive emissions, mark this item "Not Applicable" or "N/A."
  - g. **Stack Gas Temperature** - Report the average temperature in degree Fahrenheit (°F) of the stack gas as it enters the atmosphere. If the emissions are at ambient temperature, enter "ambient" or "amb." Do not enter a numeric estimate of the ambient temperature.
  - h. **Stack Gas Velocity** - Report the stack gas exit velocity in feet per second at the exit point of the stack. For non-point source or fugitive emissions, mark this item "Not Applicable" or "N/A."
  - i. **Stack UTM Coordinates** - Report the Universal Transverse Mercator (UTM) zone and coordinates of the Stack to the nearest meter using the WGS84 datum. The correct UTM Coordinates are critical for modeling purposes.
2. **CRITICAL OPERATING RATES** - The critical operating rates define the parameters used in drafting the permit. Listed parameters should be relevant to air emissions.
  - a. **Maximum Operating Hours** - Enter the proposed maximum operating hours per day, hours per month, and hours per year for the emission point. ADEQ defines "MAXIMUM Operating

Hours” as 24-hrs/day, 730 hrs/mo, and 8760 hrs/yr. Using this Maximum Op Hrs to calculate the Potential to Emit (PTE) for all sources is not required BUT it will reduce the facility/source recordkeeping requirements. If the applicant limits the hours of operation as a means of limiting potential to emit, the permit will limit the hours of operation by permit conditions. Monthly hours of operation may provide maximum flexibility for seasonal type operations or for back-up equipment.

- b. **PTE Limited by Hours of Operation** - Indicate if the emission calculations use the hours of operation to limit the annual potential emission. Mark “yes” or “no” in the appropriate box.
- c. **Maximum Heat Input Capacity** - Denote all heat input from fuel fired equipment associated with this process, if applicable.
- d. **Fuel Heat Value** - For each fuel, list the average heat value, as fired, in Btu per unit, if applicable.
- e. **Fuel % Sulfur** - For processes that utilize fuels (except for pipeline quality natural gas), list the maximum sulfur content. If applicable, identify the maximum sulfur content in the process description. The permit may limit the fuel sulfur content by permit conditions.

### 3. **Maximum Production/Operation Rates**

- a. Using a separate line for each intermediate and/or finished product removed from the process, list the maximum production rates proposed for the source. Using a separate line for each intermediate or raw material, and each solid, liquid, or gaseous fuel, list the maximum feed rates (process weight rates) proposed for the source. Use the same units (gallons, pounds, cubic feet, etc.) for annual as for hourly operating rates. If the permittee uses an operation or production rate below the maximum capability of the equipment to limit the potential to emit, the permit will limit operation to these operating rates by permit conditions. These rates should be in the units normally used by the facility to quantify usage (i.e. paint measured in gallons). Hourly throughput maximums are rates that are never to be exceeded. The applicant must provide the rates even if the permittee is not proposing to limit potential to emit through production/throughput limitations; however, if the applicant adequately demonstrates the production/throughput rates have not been relied upon to limit potential to emit, these rates will not be reflected as permit conditions.
- b. **Emission Rates Limited by Maximum Production/Throughput Rates** - Indicate if the hourly or annual emission rates are limited by the proposed maximum hourly or annual production/throughput rates by answering "yes" or "no".

### 4. **AIR EMISSIONS INFORMATION** - This information deals directly with the emissions of air pollutants. The applicant must identify and quantify all regulated air pollutants emitted in significant quantities from the source. (The general information supplement to the application package contains a list of insignificant emission rates.) AP-42 or other EPA recognized documents contain the types of pollutants and approximate emission factors for many types of sources. The applicant must provide supporting calculations for the numbers listed in this section with the emission rate table. The permit application must contain an explanation of the method used to calculate the emission rates. Calculations should reference the source of all data used to determine air emissions. The applicant should provide a manufacturer Material Safety Data Sheet or other manufacturer/vendor data, which indicates the volatile organic compounds (VOC) or hazardous air pollutant (HAP) content in weight percent, and which supports the emission rate calculations, for each material that contains VOCs or HAPs.

- a. **Pollutants** - The applicant must list all regulated air pollutants emitted from the source in this column. The most common pollutants are particulate matter (PM), particulate matter less than 10 microns in diameter (PM<sub>10</sub>), sulfur dioxide (SO<sub>2</sub>), volatile organic compounds (VOCs), carbon monoxide (CO), and nitrogen oxides (NO<sub>x</sub>). The applicant should list methane separately from non-methane VOCs. If the applicant emits other air contaminants from the source, such as

acetone, ammonia, the applicant must identify and quantify each air contaminant. Designate air contaminants as state regulated pollutants. Do not denote water vapor, carbon dioxide, oxygen, and nitrogen.

- b. **Emissions LBS/HR** - Denote the maximum (not average) lb/hr for each pollutant. Round up this value to the nearest tenth or report two significant digits for criteria pollutants and should not be rounded for other pollutants. Enter “0” if the pollutant is not emitted. This value must be consistent with the maximum proposed hourly operating rate. If the maximum is not used, additional record keeping may be required.
- c. **Emissions TPY** - Denote the total tons per year (tpy) for each pollutant (this value does not always correspond directly to the maximum hourly emission rates. In those cases where the two values do not directly correspond, the supporting calculations should clearly denote the reason for the discrepancy). Round this value up to the nearest tenth or report two significant digits for criteria pollutants. Do not round for other pollutants. This value may be limited by hours of operation limits or by throughput/production limits. If this value indicates less than continuous operation at maximum operating rates, the permittee should clearly denote in the supporting calculations the factors (i.e. production limits, or hour of operation limits, etc.) used to limit the emission rates. The permit will reflect the limits in the permit conditions. If the facility is proposing to operate on a continuous basis, the applicant should calculate the annual emissions based upon 8,760 hours per year of operation. Enter “0” if the pollutant is not emitted.
- d. **Regulations** - The following is a list of state and federal air pollution programs that may be applicable to a source.
  - i. Standards of Performance for New Stationary Sources (NSPS)
  - ii. National Emission Standards for Hazardous Air Pollutants (NESHAP)
  - iii. State Implementation Plan (SIP)
  - iv. Arkansas Air Pollution Control Code (Code)
  - v. Prevention of Serious Degradation (PSD)
  - vi. New Source Review (NSR)
  - vii. “N/A” if the pollutant is not emitted.
- e. **Control Equipment** - Describe any pollution control equipment (cyclone, baghouse, scrubber, afterburner, etc.). Also, indicate the critical operating parameters of the control equipment (minimum scrubbing liquor flow for scrubbers, minimum temperature for afterburner, etc.). Complete the control equipment operating parameters form for each control device.
  - i. **Manufacturer and Model Number** - The manufacturer's name and model number of the control equipment, must be included in the Emission Rate Table.
  - ii. **Percent Control Efficiency** - Indicate the control efficiency of the air pollution control equipment for the pollutant in question.

## INSTRUCTIONS FOR COMPLETING HAP EMISSION RATE TABLE

The applicant must complete a Hazardous Air Pollutant (HAP) Emission Rate Table form for each emission source capable of emitting a significant quantity of HAPs. The applicant must complete a separate HAP Emission Rate Table for each emission source. Some listed HAPs are general names for groups of compounds. In such case, list the actual emitted compound.

The emission source point number, the year installed or last modified, the process description and SCC8 should correspond to the information provided on the Emission Rate Table.

Provide the pollutant name, CAS number, and relative toxicity for each pollutant emitted from the source. The Title V instructions contain CAS numbers on the list of HAPs or in table for the relative toxicity in the General Information Supplement. List all HAPs separately.

Emissions lbs/hr	Denote the maximum (not average) emission rate in pounds per hour (lbs/hr) for each HAP. Do not round this value. List emission rates for each HAP separately. Provide supporting calculations for each emission rate. The General Information Supplement provides example calculations.
Emissions TPY	Denote the total tons per year emitted. Do not round this value. List emission rates for each HAP separately. The hours of operation limitations or throughput/production limitations can limit the emissions. If this value indicates less than continuous operation at maximum operating rates, the permittee should clearly denote in the supporting calculations the factors (i.e. production limits, or hour of operation limits, etc.) used to limit the emission rates. The permit will reflect these limits in the permit conditions.
Relative Toxicity	<p>Some compounds are not assigned a relative toxicity because of their acute toxicity or other special properties. If emitting one of these compounds, write “acute” or “special” in the relative toxicity column. A permittee may not increase the emissions of these compounds, or emit an unpermitted compound, without going through the appropriate permit modification procedure.</p> <p>The applicant can use relative toxicity value to determine appropriate reporting levels for HAPs emissions. The criterion for reporting is the product of multiplying the sum total pound per hour emission rate of the pollutant from all sources by 4.4. If this figure is greater than the relative toxicity rating, the facility should report the emission rate of that HAP from all sources at the facility. If the product is less than the relative toxicity, reporting is not required. The <i>GENERAL INFORMATION SUPPLEMENT FOR COMPLETING PERMIT APPLICATIONS</i> contains a list of all the HAPs and the relative toxicity of each.</p> <p>For compounds listed as “acute” or “special,” employ the same method described in the paragraph above to calculate a de minimis value.</p>
Regulations	Provide the regulation for pollutant and/or source.
Emission Control Equipment	<p>Describe any pollution control equipment (cyclone, baghouse, scrubber, afterburner, etc.). Also, indicate the critical operating parameters of the control equipment (minimum scrubbing liquor flow for scrubbers, minimum temperature for afterburner, etc.). Complete the control equipment operating parameters form for each control device.</p> <p>Percent Control Efficiency - Report the control efficiency of the air pollution control equipment for the pollutant in question.</p>



## **INSTRUCTIONS FOR COMPLETING CERTIFICATION OF APPLICATION FORM**

A “Responsible Official” must certify the application. A “Responsible Official” means:

- 1) For a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either:
  - (i) the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or
  - (ii) the delegation of authority to such representative is approved in advance by the permitting authority;
- (2) For a partnership or sole proprietorship: a general partner or the proprietor, respectively;
- (3) For a municipality, State, Federal, or other public agency: either a principal executive officer or ranking elected official. For the purposes of this part, a principal executive officer of a Federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of EPA).

The preparer of the application must also sign the certification of application form. Include the preparer's name, firm, address, and telephone number.

### **Insignificant Activities List**

Complete the tables for the insignificant activities at your facility. For the insignificant activities categories that have a maximum emission, the tpy sum cannot exceed the maximum emission rate. In the cell named "**Emission Factor Source**", enter the source of the emission factor (AP 42, Mass balance, etc.)

**INSTRUCTIONS FOR COMPLETING CONTROL EQUIPMENT OPERATING PARAMETERS  
FORM:**

- 1.** Identify the emission source number with which the control equipment is associated. This number should correspond to the emission source number provided on the emission rate table.
- 2.** Provide the information requested for each baghouse, electrostatic precipitator, mechanical collector, or scrubber located at the facility.
- 3.** Provide a separate form for each piece of control equipment.
- 4.** Provide manufacturer information to support the information provided. This includes not only the physical piece of control equipment, but also the manufacturer information on parameters such as scrubber media, required media flow rate, etc.
- 5.** For control equipment not listed on the Control Equipment Operating Parameters Form, provide any information deemed relevant to the proper operation of the control equipment and provide manufacturer information associated with the control equipment.
- 6.** The applicant may supply additional information proposing appropriate monitoring parameters for the subject control equipment. This information is in addition to the required information. ADEQ will consider the information during the technical review, but the Department will make the final determination for parameters to monitor control equipment based on all information submitted.

**INSTRUCTION FOR COMPLETING STORAGE TANK INFORMATION FORM:**

Complete the Storage Tank Information Form for all storage tanks emitting regulated pollutants that are not on the Insignificant Activities List.

Provide the information requested on the Storage Tank Information Form.

## INSTRUCTIONS FOR SUBMITTING APPLICATION FORM ATTACHMENTS

Use the check list at the end of this section to provide a description of the information the applicant must submit with each type of attachment:

1. **PROCESS FLOW DIAGRAM** - The process flow diagram must be in sufficient detail to understand the general process. The process flow diagram must clearly identify all relevant processes or pieces of equipment. All points where raw materials and/or chemicals are introduced into the process and all points where intermediate and/or finished products are removed from the process must be clearly identified with quantities of materials shown. The process flow diagram should show material flow between processes (if any) and the applicant should identify the source number (SN) on the diagram.
2. **PROCESS DESCRIPTION** - A written description of the process by NAICS number must accompany each application. This must include a description of each relevant piece of equipment and process. The description must be in sufficient detail to provide the permit engineer an understanding of the process. The applicant should place special emphasis on any process or equipment with the potential to emit any pollutants to the atmosphere. The process description should describe material flow between processes (if any) and the stack (SN) to which each process is vented should be identified in the narrative. The applicant should describe any work practice standards used to control emissions
3. **USGS MAP & LEGAL DESCRIPTION** - Please submit one original U.S. Geological Survey topographic map (7.5-minute series) with the location of the facility indicated. The applicant may obtain maps from the US Geological Survey, Denver, CO 80225 or the Arkansas Geological Commission, 3515 West Roosevelt Road, Little Rock, AR 72204, (501) 663-9741. A legal description of the property must accompany the area map.
4. **PLOT PLAN** - Show the property, to scale, indicate the location of the property boundaries with the applicable scale, the location of all sources of any air pollutants (identified by source number), true north direction, and any other information deemed relevant by the applicant.
5. **OPERATING SCENARIOS** - Describe all alternate operating scenarios the applicant desires for this emission source. Submit a complete set of attachments (i.e. process flow diagrams, process description, emissions calculations, emission rate tables, etc.) for each desired operating scenario. Note: The permittee may implement any alternative operating scenarios allowed by the permit without incurring a permit modification, thus minimizing delays in production. The permit will allow only those operating scenarios specifically described in the application. Alternate operating scenarios may include the desire to permit two fuels, such as natural gas and No. 2 fuel oil, for a boiler or it may involve the option to produce product X or product Y from the same manufacturing line.
6. **EQUIPMENT SPECIFICATIONS** - Include engineering drawings, operating parameters, manufacturer's specifications, and other information as requested for each piece of equipment directly related to the emission of pollutants to the atmosphere. It is not necessary to submit specifications for equipment not relevant to air pollution.
7. **ADDITIONAL INFORMATION** - Provide the requested additional information concerning current facility operations.
  - a. **Continuous Emissions Monitoring Systems:** List all Continuous Emissions Monitoring Systems (CEMS) currently used for determining compliance with regulatory requirements. Additionally, list all existing periodic testing requirements currently used or proposed for determining compliance with regulatory requirements (for example, EPA Method 7E to be used for testing NO<sub>x</sub> emissions annually). This list should contain the appropriate source number for which the CEMS and/or periodic testing requirements pertain, the pollutant(s) for which the requirement is applicable, the required testing frequency or reporting frequency, and any other information deemed relevant should be provided.

- b. Specific Information:** Give other specific information that may be necessary to implement and enforce other requirements of the Clean Air Act, or to determine the applicability of such requirements (i.e., if the permittee is aware of a requirement which applies to the facility operations, and the forms and information requested by this application do not directly request this information, the facility will provide this information to the Department as part of the Additional Information submittal).
  - c.** Give a detailed explanation, including a regulatory citation, for any proposed exemptions from otherwise applicable requirements.
- 8. DISCLOSURE STATEMENT** - Act 454 of 1991 requires that all permit applicants for a new facility or a transfer of ownership submit a disclosure statement. The disclosure statements should be submitted separately from any application package. The disclosure statement should be accompanied by a cover page which states in large letters, preferably in red: “DISCLOSURE STATEMENT – CONFIDENTIAL.” No other application documents except the cover page and the Disclosure Statement should be included.
  - a. Publicly held Companies** - A publicly held company required to file periodic reports under the Securities and Exchange Act of 1934, or a wholly-owned subsidiary of a publicly held company, shall submit the most recent annual and quarterly reports required by the Securities and Exchange Commission, which provide information regarding legal proceedings in which the applicant has been involved.
  - b. All Other Facilities** - All applicants that are not publicly-held companies or wholly-owned subsidiaries shall submit a written disclosure statement. Please contact the Department to obtain the disclosure statement form if the application is for a new facility or a transfer of ownership.

### Checklist

The following are required information for an application:	Initial Permit (New or Existing Facility)	Significant Modification	DeMinimis Modification	Administrative Amendment
General Information Forms	Yes	Yes	Yes	Yes
Emission Rate Tables	Yes	Yes	Yes	No
Insignificant Activities	Yes	Maybe	Maybe	Maybe
Calculations	Yes	Yes	Yes	Maybe
Control Equipment Operating Parameters	Yes	Yes	Yes	Not Applicable
Process Flow Diagram	Yes	Yes	Yes	No
Process Description	Yes	Yes	Yes	No
Area (USGS) Map & Legal Description	Yes	Maybe <sup>1</sup>	Maybe <sup>1</sup>	No
Plot Plan	Yes	Maybe <sup>1</sup>	Maybe <sup>1</sup>	No
Operating Scenarios	Yes	Yes	Yes	No
Equipment Specifications	Yes	Maybe <sup>1</sup>	Maybe <sup>1</sup>	No
Additional Information	Yes	Yes	Maybe <sup>3</sup>	No
List of Exempted Activities	Yes	Yes	Maybe <sup>3</sup>	No
Disclosure Statement	Maybe <sup>2</sup>	Maybe <sup>2</sup>	Maybe <sup>2</sup>	No

1. Modifications involving new construction or modification of the manner in which the current process operates will require this attachment. Modifications involving production increases, hour of operation increases, etc. (i.e. do not involve the addition of any new equipment units or modification of the manner in which the current process operates) will not require this attachment
2. Disclosure statements are required for all new facilities and all transfers of ownership. If a disclosure statement has been previously submitted to the Air Division or any other Division, it is not necessary to submit another one. The disclosure statements should be submitted separately from any application package. The disclosure statement should be accompanied by a cover page which states in large letters, preferably in red: "DISCLOSURE STATEMENT – CONFIDENTIAL." No other application documents except the cover page and the Disclosure Statement should be included.
3. Not always applicable depending on the source or modifications requested.