

# **AIR DIVISION**

## **AIR REGISTRATION INSTRUCTIONS AND GENERAL INFORMATION**

August 2010

## INTRODUCTION

These instructions are for completing an Air Permit Registration as required by Regulation 18.315. 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 have to submit a Regulation 18.315 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 an Air Permit instead of a Registration?*

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 an 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).

**Mailing Instructions**

Mail one (1) complete application to:

Mail permit registrations 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
Telephone Numbers:	Phone Number (501) 682-0744 Fax Number (501) 682-0753
Our Email Address is:	AirPermits@adeq.state.ar.us

## INSTRUCTIONS FOR COMPLETING THE REGISTRATION FORM

The top of the minor source air registration application asks for the AFIN Number and “date.” 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.adeq.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 “date” is the date of the submission of the registration.

The remaining application items are discussed below:

**Facility Physical Location:** 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, ZIP section.

**UTM Coordinates of Center of Plant:** Indicate the UTM zone also (15 or 16). Indicate to the nearest meter the UTM coordinates of the center of plant.

**NAICS (North American Industry Classification System) 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.

**Facility Contact Mailing Information:** The address in this table is where ADEQ will mail correspondence to the registrant. 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.

**Invoice Mailing Information:** The address in this table is where ADEQ will mail the annual registration fee invoice. If blank, ADEQ will send the invoices to the Facility Mailing Information address.

## 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. **Registration Options:** Check the appropriate box, indicating the type of application submitted. To aid in determining the necessary registration action, the table below summarizes the options:

New Facility	New facility registration means a facility under construction or starting operation.
Existing Facility	Existing facility registration means a facility currently operating but just now registering.
Existing Facility with an Air Permit	Existing facility registration means a facility currently operating under an air permit, for facilities that have existing permits, the permit will be terminated when the facility receives the registration.
Modification of Current Registration	Modification of current registration means the facility is updating the information submitted in a previous active registration. There is no requirement for regular updates of a registration. However, the registration on record should accurately reflect operations and emissions from the facility and processes.

5. Provide a brief description of the facility overall and processes at the facility. The description should contain a process flow diagram and a list of emission points.

**PROCESS DESCRIPTION** - A written description of the process 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 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.

An emission source is any point at a facility emitting, or is capable of emitting, PM, PM<sub>10</sub>, SO<sub>2</sub>, VOC, CO, NO<sub>x</sub> or HAPs to the atmosphere.

A process flow diagram is not required but is helpful.

6. The applicant must calculate all PM, PM<sub>10</sub>, SO<sub>2</sub>, VOC, CO, NO<sub>x</sub>, Single HAP, and Combination HAPs emissions. Denote the total tons per year for each pollutant. Round this value up to the nearest tenth or report two significant digits for criteria pollutants.
7. Provide an explanation of how the emissions estimate was determined e.g. AP-42, test information, etc. The applicant must identify and quantify all PM, PM<sub>10</sub>, SO<sub>2</sub>, VOC, CO, NO<sub>x</sub>, Single HAP, and Combination HAPs from the facility. 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 table. The registration 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.

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.

**Publicly held Companies** - A publicly held company that is 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.

**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. The disclosure form can be obtained at [http://www.adeq.state.ar.us/disclosure\\_stmt.pdf](http://www.adeq.state.ar.us/disclosure_stmt.pdf).

9. Indicate if you want to be added to the Email list. The service will include information related to air permitting such as regulation updates, important information/guidance, upcoming events, etc.

## INSTRUCTIONS FOR COMPLETING CERTIFICATION OF APPLICATION FORM

**“Responsible Official”** means one of the following:

- 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:
  - A) the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1990 dollars); or
  - B) 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).