



AIR OPERATING PERMIT RENEWAL APPLICATION

General Instructions and Checklist

Air operating permits (AOPs) are issued for a term of five years. After five years, the AOP must be reissued or "renewed." A complete renewal application must be received by the Puget Sound Clean Air Agency (PSCAA) by the date listed in your current permit. Your assigned PSCAA engineer will review your application for completeness within 60 days of receipt. If incomplete, your assigned PSCAA engineer will provide written notification of incompleteness and specify the information needed to make the application complete. PSCAA recommends submittal of your renewal application 90 days prior to the due date in the current permit to ensure a complete application is received by the due date.

You will be provided with written notification when a complete application is received. Submitting a timely and complete renewal application will give you an "application shield" to allow you to operate under your current permit (even after it's expired) until a final permit is issued.

In some cases, a prior submittal to PSCAA may include information requested below. If you would like to refer PSCAA to that information rather than provide the information here, please note this in your response. It is also acceptable to attach relevant portions of your current Air Operating Permit if the information therein provides an adequate response to an information request in this application.

AIR OPERATING PERMIT RENEWAL APPLICATION

General Instructions and Checklist

Your AOP Renewal Application should include the following:

- Form A: General Information
- Form B: Emission Units
- Form C: Emissions
 - Emission calculations used to complete Form C.
- Form D: Applicability Determinations

The following, if identified in Form C:

- CAM Plan

The following, if identified in Form D:

- Form E: NOC Approval Orders
- Form F: Off-Permit/502(b)(10) Changes
- Form G: NOC Not Required
- Form H: New Requirements
- Form I: Requested Changes
- Compliance Plan

Submit a complete application to the Agency and send a copy to EPA.

Puget Sound Clean Air Agency

Attn: Operating Permit Certification
1904 3rd Ave, Suite 105
Seattle, WA 98101

EPA Region 10, Mail Stop OAQ-107

Attn: Air Operating Permit
1200 Sixth Ave
Seattle, WA 98101

AIR OPERATING PERMIT RENEWAL APPLICATION

Form A: General Information

FACILITY INFORMATION

Company Name	Site Name		
Site Address	City	State	Zip
Title V Air Operating Permit No.	Expiration Date of Title V Operating Permit		
SIC Code	NAICS Code		

RESPONSIBLE OFFICIAL

Name	Title		
Phone	Email		
Address (if different from site address)	City	State	Zip

FACILITY CONTACT INFORMATION

Name	Title		
Phone	Email		
Address (if different from site address)	City	State	Zip

STATEMENT OF CERTIFICATION

Responsible Official Statement:

I, the undersigned, certify that I am the responsible official, as defined in WAC 173-401-200, of the Title V source addressed in this application. I further certify, based on information and belief formed after reasonable inquiry, that the statements and information in this application are true, accurate and complete.

_____	_____
Printed Name of Responsible Official	Title of Responsible Official
_____	_____
Signature	Date

AIR OPERATING PERMIT RENEWAL APPLICATION

Form B: Emissions Units

The purpose of Form B is to record information about your facility and its emission units.

Emissions Unit Number: This is a unique number that identifies the emission unit in question. For existing emission units, please refer to your current AOP for assigned emissions unit numbers.

Emissions Unit Name & Description: Provide the name and description of all emissions units at the facility.

Air Pollution Control Equipment: Please list any air pollution control equipment that exists for each emissions unit.

Fuel(s) Used: Please list all fuel(s) used for each emission unit, as applicable.

Significant or Insignificant: For each emission unit, please check if it is a significant (S) or insignificant (I) emission units as described and defined in WAC 173-401-530 through -533. For insignificant emissions units, please state the basis for the determination (e.g., for a small propane storage tank, the basis would be WAC 173-401-533(2)(d)). Note that emissions units subject to a federally enforceable applicable requirement cannot be considered insignificant even if they are listed in WAC 173-401-530 through -533 (see WAC 173-401-530(2)(a)) (e.g., emergency generators subject to 40 CFR Part 63 Subpart ZZZZ would not be considered an insignificant emission unit.)

AIR OPERATING PERMIT RENEWAL APPLICATION

Form C: Emissions

The purpose of Form C is to record information about the amount of emissions emitted from your facility.

Emissions Unit Number: Please include each emission unit number from Form B for significant emission units. You do not need to include insignificant emission units on this form.

Pollutants: For each emission unit, include all regulated pollutants emitted including greenhouse gases. You will have more than one record for each emissions unit.

Emissions:

Annual Potential Emissions: Provide the potential annual emissions or “potential to emit” for each regulated pollutant. “Potential to emit” means the maximum capacity of a stationary source to emit air pollutants under its physical and operational design. Any physical or operational limitation on the capacity of a source to emit an air pollutant, including restrictions on hours of operation or on the type or amount of materials combusted, stored, or processed, shall be treated as part of its design if the limitation is federally enforceable.

Actual Emissions for Calendar Year: Provide actual emissions of regulated pollutants for the most recent calendar year. Actual emissions should be expressed in terms of tons/year. In addition to completing Form C, please attach a copy of the supporting emission calculations.

CAM Applicability:

The applicant should indicate whether or not an emissions unit is subject to the Compliance Assurance Monitoring (CAM) Rule (Title 40 Code of Federal Regulations Part 64). Units not subject to CAM will be subject to periodic monitoring. The applicability determination for this rule can be found in 40 CFR § 64.2. This determination needs to be made for each pollutant. It is probable that for a particular emission unit, one pollutant would be subject to periodic monitoring and another pollutant would be subject to CAM. If the emission unit is subject to CAM, the application should follow the submittal requirements in 40 CFR 64.4 which includes monitoring to assure continuous compliance with emission limitations or standards for the anticipated range of operations at a pollutant-specific emission unit.

AIR OPERATING PERMIT RENEWAL APPLICATION

Form C: Emissions

Emissions Unit Number (from Form B)	Pollutants (all regulated pollutants including greenhouse gases)	Emissions			CAM Applicability	
		Annual Potential Emissions (for each regulated air pollutant)	Have Potential Emissions changed since submittal of most recent AOP Application?	Actual Emissions for Calendar Year _____	Annual Potential Emissions without regard to Control Device	CAM needed? If yes, submit a CAM Plan
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No

AIR OPERATING PERMIT RENEWAL APPLICATION

Form D: Applicability Determinations

The purpose of Form D is to identify any changes or new applicable requirements to your facility and identify additional forms or information that needs to be submitted.

Facility Changes: Identify if there have been any changes to equipment or processes at the facility. If yes, please complete the identified form(s).

New Applicable Requirements: Identify if there have been any new applicable (or inapplicable) requirements (state, local, or federal) that have been promulgated since the last permit renewal. These requirements may include, but are not limited to, New Source Performance Standards (NSPS) and National Emission Standards for Hazardous Air Pollutants (NESHAPs).

Current Compliance: The applicant must determine the compliance status of each emission unit and each applicable requirement based on information and belief formed after reasonable inquiry including but not limited to comparing actual emissions with allowable limits. Requirements that a source is not complying with should be identified in the compliance plan. For those requirements, the applicant must include a schedule of measures to achieve compliance with the applicable requirement in the compliance plan required under WAC 173-401-510(2)(h).

Requested Changes: Please identify if you would like to request any changes to any conditions in the current permit and complete Form I.

Other Changes/Corrections: Please review the Statement of Basis and identify if there are any other changes that need to be made to the process descriptions, raw materials used, fuels used, etc. If so, please attach details or a marked up copy of the current permit.

AIR OPERATING PERMIT RENEWAL APPLICATION

Form D: Applicability Determinations

FACILITY CHANGES		
Are/were there any...		If yes...
Notice of Construction Approval Orders that have been issued but not incorporated into the Air Operating Permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete Form E for each Approval Order
Off-permit changes according to WAC 173-401-724?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete Form F
Section 502(b)(10) changes according to WAC 173-401-722(2)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete Form F
New sources or modifications that did not require a Notice of Construction?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete Form G

NEW APPLICABLE REQUIREMENTS		
		If yes...
Are there any new applicable requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete Form H
Are there any inapplicable requirements for which the source would like to request to extend the permit shield?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete Form H
Does the accidental release prevention regulation apply to the facility? (40 CFR Part 68)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attach a list of the regulated substances present in processes at the facility and identify the applicable program

CURRENT COMPLIANCE		
		If yes...
Is the source in compliance with all of the conditions of the current permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attach a compliance plan in accordance with WAC 173-401-710(h).

AIR OPERATING PERMIT RENEWAL APPLICATION

Form D: Applicability Determinations

REQUESTED CHANGES		
Are there any requested changes to...		If yes...
Testing conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete Form I
Monitoring conditions (other than those being replaced by CAM)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Recordkeeping conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Reporting conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Non-applicable conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Any conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

REQUESTED CHANGES		
Are there any...		If yes...
Changes to the Process Descriptions in the current Statement of Basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please attach details or marked up copy of current permit or Statement of Basis.
Changes to the Emission Unit Summary in the current Statement of Basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Changes to the Regulatory Determinations in the current Statement of Basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Changes to the Insignificant Emission Units listed in the current Statement of Basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

AIR OPERATING PERMIT RENEWAL APPLICATION

Form E: NOC Orders of Approval

For each NOC Order of Approval that was issued but conditions were not incorporated into the AOP, list each new applicable requirement (including approval order requirements, NSPS, NESHAPs, etc). Please complete a separate form for each NOC Order of Approval.

Order of Approval #	Date Issued
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Order of Approval Condition # or Citation of Regulation	Condition or Description of Applicable Requirement

AIR OPERATING PERMIT RENEWAL APPLICATION

Form F: Off-Permit/502(b)(10) Changes

Please complete this form if required by your answers to Form D. For each off-permit change per WAC 173-401-724 and each Section 502(b)(10) change per WAC 173-401-722(2) that occurred during the current permit term, state what type of change it was, the date a notification was submitted to PSCAA, a short description of the change, and whether or not the change needs to be incorporated into the renewal permit.

Type of Change	Date notification submitted	Describe change	Integrate changes into the permit?	Explain
<input type="checkbox"/> Off-Permit <input type="checkbox"/> 502(b)(10)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Off-Permit <input type="checkbox"/> 502(b)(10)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Off-Permit <input type="checkbox"/> 502(b)(10)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Off-Permit <input type="checkbox"/> 502(b)(10)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Off-Permit <input type="checkbox"/> 502(b)(10)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Off-Permit <input type="checkbox"/> 502(b)(10)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Off-Permit <input type="checkbox"/> 502(b)(10)			<input type="checkbox"/> Yes <input type="checkbox"/> No	

AIR OPERATING PERMIT RENEWAL APPLICATION

Form G: NOC Not Required

Please complete this form if required by your answers to Form D. For each unit that was constructed or modified without a Notice of Construction, state the date the unit was constructed or modified, a description of the new unit or modification (including size, capacity, etc.), the citation for exemption from new source review per Regulation I, Section 6.03, whether or not the unit is a significant or insignificant emission unit, and any new applicable requirements that apply.

Date Constructed or Modified	Description of New Unit or Modification <small>(including size, capacity, etc)</small>	Citation for exemption per Agency Reg. 1, Section 6.03	Unit was identified in Form B of this application as a:	New Applicable Requirements
			<input type="checkbox"/> Significant EU <input type="checkbox"/> Insignificant EU	
			<input type="checkbox"/> Significant EU <input type="checkbox"/> Insignificant EU	
			<input type="checkbox"/> Significant EU <input type="checkbox"/> Insignificant EU	
			<input type="checkbox"/> Significant EU <input type="checkbox"/> Insignificant EU	
			<input type="checkbox"/> Significant EU <input type="checkbox"/> Insignificant EU	
			<input type="checkbox"/> Significant EU <input type="checkbox"/> Insignificant EU	

AIR OPERATING PERMIT RENEWAL APPLICATION

Form H: New Requirements

Please complete this form if required by your answers to Form D. For each new requirement that might apply to your facility, list the requirement, the emission unit it might apply to, and the applicability determination.

New Requirement	Emission Unit	Applies?	Reason	For inapplicable requirements, request permit shield?	Monitoring?
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

