

**MINOR SOURCE PERMIT APPLICATION**  
**for a**  
**ROCK CRUSHING FACILITY**  
**or a**  
**SAND & GRAVEL OPERATION**

**FORMS & INSTRUCTIONS**



**AIR QUALITY DIVISION**

**STATE OF OKLAHOMA**  
**DEPARTMENT OF ENVIRONMENTAL QUALITY**

**707 N. ROBINSON AVE., SUITE 4100**  
**P.O. BOX 1677**  
**OKLAHOMA CITY, OK 73101-1677**

**PHONE: (405) 702-4100**  
**FAX: (405) 702-4101**

**REVISED AUGUST 28, 1997**

# MINOR SOURCE APPLICATION INSTRUCTIONS

## ROCK CRUSHING FACILITIES

### SAND & GRAVEL OPERATIONS

**ASSISTANCE AVAILABLE**  
DEQ Customer Assistance: (800) 869-1400  
Air Quality Division: (405) 702-4100

#### INTRODUCTION

This package contains the State of Oklahoma Air Quality Permit Application for a Minor Source. Please read all the directions carefully before you fill it out. Answer all questions by checking the appropriate box or filling in a response. Original signature from a responsible official is required on Form 884. Please note that delays in processing your application may occur if an incomplete application is submitted. It is the applicant's responsibility to submit a complete application well in advance of anticipated commencement of construction, start up dates, or the effective date of operating permit program requirements to allow sufficient time for proper application review and permit issuance.

#### BACKGROUND

Oklahoma operates a dual air quality permit system under Oklahoma Administrative Code (OAC) 252:100. A *construction permit* is to be obtained prior to the commencement of construction, installation or modification of any source which will increase the amount of air contaminant emissions by more than the de minimis levels given in OAC 252:100-7-2. After construction is completed, application for an *operating permit* must be submitted within 60 days after start up. If you are uncertain whether a permit is required, a request for an applicability determination may be submitted to DEQ and a written determination will be made based on the data submitted. An applicability determination can also be performed to determine whether a facility is a major or minor source.

#### DEFINITIONS

**Criteria Pollutant:** Oxides of Nitrogen (NO<sub>x</sub>), Sulfur Dioxide (SO<sub>2</sub>), Lead (Pb), Ozone (O<sub>3</sub>, i.e., regulated as non-methane hydrocarbon or NMHC as a precursor to O<sub>3</sub>), Particulate Matter less than 10 microns (PM<sub>10</sub>), Carbon Monoxide (CO).

**Minor Source:** A source that has the potential to emit less than 100 tons/year of a criteria pollutant, less than 10 tons/year of any single hazardous air pollutant, and less than 25 tons/year total hazardous air pollutants in the aggregate. These sources are classified as Tier I sources and follow the simplest type of application process.

**Synthetic Minor Source:** A source which has the potential under maximum operating conditions to emit at the Major Source level but which has a permit which restricts emissions to the minor source level. Such restrictions may include any of the following: hours of operation, emission control devices, and throughput. Applications for minor source permits are classified as either Tier I or Tier II, depending on several factors.

**Major Source:** A source that has the potential to emit more than 100 tons/year for criteria pollutants, 25 tons/year of hazardous air pollutants, or 10 tons/year of any single hazardous air pollutant. Additionally, a Major Source will not have permit requirements which restrict all actual criteria pollutant and hazardous air pollutant emissions to less than these levels. These sources are complex in their potential impact and are subject to the Tier II or Tier III application process.

#### TIER DETERMINATION

DEQ's "Uniform Permitting" system, under OAC 252:002, categorizes applications as Tier I, II, or III, depending on their complexity and the amount of public interest. The main effect of a Tier classification is the amount of public review given the application. For Air Quality permits, Tier I basically includes minor sources and most synthetic minor sources. Tier II covers major sources, and Tier III covers only very large sources such as those requiring PSD review. **This packet is designed (only) to meet the application requirements for most Rock Crushing Facilities and Sand & Gravel Operations which are minor sources or synthetic minor sources and qualify as Tier I applications.** Other facilities, including those with emission units not covered in this application packet and those that need emissions modeling assistance, should contact Air Quality for information or additional forms and/or worksheets.

#### PERMIT FEES

Applicants must attach a check or money order (no cash will be accepted) payable to the DEQ Air Quality Division in accordance with Form 100-815, which is included in this packet.

#### APPLICATION MUST INCLUDE:

1. DEQ Form # 100-884 (General Facility Information Form)
2. DEQ Form # 100-110 (Emission Units information for each unit on site)
3. DEQ Form # 100-810 (Landowner Affidavit)
4. DEQ Form # 100-815 (AQ Application Classification Fees)
5. Appropriate fees (check payable to DEQ Air Quality Division)
6. Facility Plot Plan & Process Flow Diagram

#### SUBMIT 3 COPIES OF COMPLETED APPLICATION TO:

DEPARTMENT OF ENVIRONMENTAL QUALITY  
AIR QUALITY DIVISION  
707 N ROBINSON, SUITE 100  
P.O. Box 1677  
OKLAHOMA CITY, OK 73101-1677

# DEQ LANDOWNER NOTIFICATION AFFIDAVIT

Tier I, II, or III permit applicants must provide notice to the landowner(s). The basis for this requirement is Title 27A of the Oklahoma Statutes, Supplement 1996, § 2-14-103(9), as described in OAC 252:4-7-13 (b).

**Please note that you MUST fill out and return this affidavit even if you don't have to give any landowner notice.**

<b>A</b>	NOTICE TO THE LANDOWNER(S) IS NOT REQUIRED because: (check one)
	My application does not involve any land.
	My application involves only land owned by me (or applicant business).
	I have a current lease given to accomplish the permitted purpose.
	I have a current easement given to accomplish the permitted purpose.

**OR**

<b>B</b>	NOTICE TO THE LANDOWNER(S) IS REQUIRED because the land is owned by someone other than myself or the applicant business AND I HAVE NOTIFIED the following (check one):	
	Landowner(s)	Lessor or Administrator or Executor of the land
	METHOD OF DELIVERY (check one):	
	Actual notice, for which I have a signed and dated receipt	
	Service by Sheriff or private process server, for which I have an affidavit	
	Service by certified mail, restricted delivery, for which I have a signed return receipt	
	Legal publication, for which I have an affidavit of publication from the newspaper, because the landowners could not be located through due diligence	

<b>LANDOWNER AFFIDAVIT CERTIFICATION</b>			
I, as the applicant or an authorized representative of the applicant, hereby certify that I own the real property, have a current lease or easement which is given to accomplish the permitted purpose (per Option A above), or have provided legal notice to the landowner(s) (per Option B above) about the permit application for the facility described below.			
Company Name		Facility Name	
Facility Address or Legal Description.			
Responsible Official (signature)		Date Signed	
Responsible Official (typed)		Title	

If the landowner notice applies to your application (Option B above) you can send the following form to them as your notice:

**NOTICE TO LANDOWNER OF FILING**

Dear Landowner: (Name) \_\_\_\_\_

(Applicant name) \_\_\_\_\_ has filed a permit application with the Oklahoma Department of Environmental Quality for (Facility Name) \_\_\_\_\_ facility.

This application involves the land owned by you located at:

Address or Legal Description: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**AIR QUALITY PERMIT APPLICATION  
GENERAL FACILITY INFORMATION**

APPLICATION NUMBER  
(AQD Use Only)

1	COMPANY INFORMATION	Name								
	Mailing Address				City		State		Zip	

2	APPLICATION TYPE	Applicability Determination	Construction Permit	Operating Permit							
	GP Authorization To Operate	GP Authorization To Construct	GP Name:								
	Renewal	Modification	Relocation	PBR	PBR Type:						
	Permit Number(s) (If Applicable)										
	Est. Date of Construction/Modification Start:		Operational Start-up:		Completion:						

3	IS CONFIDENTIAL INFORMATION INCLUDED?	YES	NO								
By including confidential information, Applicant acknowledges that such information may be shared with the U.S. Environmental Protection Agency for purposes consistent with the Federal Clean Air Act, 42 U.S.C. §§ 4201 et. seq.											

4	TIER CLASSIFICATION	Tier I	Tier II	Tier III	N/A – AD only						
	FACILITY TYPE	Major	Minor	Synthetic Minor							

5	FEES SUBMITTED	\$	CHECK #	DATE							
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6	TECHNICAL CONTACT	Name									
	Phone	Fax	Email Address								
	Company Name										
	Street Address	City	State	Zip							

7	FACILITY INFORMATION	Name									
	SIC Code(s)	NAICS Code(s)									
	Contact Person	Title	Phone								
	LEGAL DESCRIPTION	Sub Section	Section	Township	Range						
	Physical Address or Driving Directions										
	City or Nearest Town	Zip	County								

8	GEOGRAPHIC COORDINATES	Latitude (to 5 Decimals)	Longitude (to 5 Decimals)								
	DATA SOURCE	GPS	DEQ Data Viewer	Web Viewer (Specify):							
	Center of Township & Range Section or relevant subsection			Street Address (Conversion Program):							
	Unknown	Other (Specify):									
	REFERENCE POINT	Facility Entrance Point or First Gate of Lease Property (preferred above all other options)									
	Center of Facility	Unknown	Other (Specify):								

9	APPLICATION CERTIFICATION	<b>This application, including all attachments, has been submitted as required by OAC 252:100.</b>									
<b>I certify that (a) I am the Responsible Official for this company as defined in OAC 252:100-3; and (b) based on information and belief formed after reasonable inquiry, the statements and information contained in this application are true, accurate, and complete.</b>											
	Responsible Official (name)	Title									
	Responsible Official (signature)	Date									
	Phone	Fax	Email Address								
	Street Address	City	State	Zip							



OTHER EQUIPMENT		Process Rate	Controls		Emission Factor (lb/ton)	
ID#	Equipment Type	(TPH)	Type	Efficiency	Controlled	Uncontrolled
STOCKPILES (Total Estimated Fugitives from Storage Piles)		Stockpile Area	Controls		Emission Factor (lb/acre/day)	
ID#	Stored Material	(Acres)	Type	Efficiency	Controlled	Uncontrolled
MATERIAL TRANSFER POINTS		Process Rate	Controls		Emission Factor (lb/ton)	
From (ID#)	To (ID#)	(TPH)	Type	Efficiency	Controlled	Uncontrolled
EMISSIONS DATA SOURCE		AP-42 (Jan. '95)	Other (Specify):			

CONTROL OF FUGITIVE DUST FROM VEHICLE TRAVEL					
Miles of Paved Facility Roads				Miles of Unpaved Facility Roads	
Road Dust Suppression Practices		Water Truck		Road Oiling	OCC Permit #:
		Other (Specify):			

Please provide the following information if organic liquid storage tanks (e.g., fuel, solvents) with capacity of 400 gallons or more are operated at the facility. Data submitted for construction permits should be a best estimate. The values may be modified following construction and/or subsequent testing. Applicants must fill out a complete table for each such tank which has a capacity of 400 gallons or more.

STORAGE TANKS		Tank ID #	Construction / Modification Date		
Type of Liquid Stored:	Gasoline	Diesel	Other (Specify):		
Tank Capacity (gallons)	Vapor Pressure (psia)				
Tank Height (ft)	Tank Diameter (ft)				
Maximum Throughput (gallons/year)	Tank Color				
Controls:	Submerged Fill Pipe	Vapor Recovery System	Other (Specify):		

<b>AIR QUALITY DIVISION CLASSIFICATION OF AQ PERMIT APPLICATIONS &amp; APPLICATION FEES</b>	<i>Received Stamp (DEQ Use Only)</i>	Application Number (AQD Use Only)	

Company Name							
Facility Name							
Mailing Address		City		State		Zip	

This form is used to document both a preliminary determination of the Tier classification and any associated Application Fee.

**Step 1: APPLICATION CLASSIFICATION AND TIER DETERMINATION**  
 DEQ's "Uniform Permitting" system, under OAC 252:004, categorizes different types of applications as Tier I, II, or III, depending on their complexity and the amount of public interest. The main effect of a Tier classification is the amount of public review given the application. For Air Quality permits, Tier I basically includes minor facilities and most synthetic minor facilities. Tier II covers major sources, and Tier III covers only very large sources such as those requiring PSD review. Additional information to make a preliminary determination of the Tier classification is provided on the next page. This determination will be verified before permit issuance.

Note that all Tier II and III applications require public notice of the application in one newspaper local to the site or facility as soon after the filing date as possible. Other public participation requirements, such as notice of draft and proposed permit, and notice of public meeting may also be required. Contact our office for more information on these requirements.

TIER CLASSIFICATION		Tier I		Tier II		Tier III		N/A – AD only
FACILITY TYPE		Major		Minor		Synthetic Minor		Confirmed/Corrected by: (AQD Use Only)

**Step 2: APPLICATION TYPE & FEE**  
 Application fee may be determined according to the following schedule. The emissions level is based on the single criteria pollutant with the highest emissions rate. Fees are subject to change – please refer to OAC 252:100-7-3 or 252:100-8-1.7 for the latest fee schedule.

MAJOR SOURCE		Fee	MINOR OR SYNTHETIC MINOR SOURCE		Fee
	Applicability Determination (100734)	\$500		Applicability Determination (100922)	\$500
	GP- Authorization to Construct (100778)	\$900		PBR – Construct (100985)	\$250
	GP- Authorization to Operate (100788)	\$900		PBR – Operate (100989)	\$100
	Part 70 Construction (100150)	\$7,500		GP – Authorization to Construct (100826)	\$500
	Part 70 Construction Modification (100779)	\$5,000		GP – Authorization to Operate (100827)	\$500
	Part 70 Operation (100733)	\$7,500		Construction (100829)	\$2,000
	Part 70 Minor Modification (100781)	\$3,000		Permit Amendment – no emission increase (100830)	\$500
	Part 70 Significant Modification (100786)	\$6,000		Operating Permit (100831)	\$750
	Part 70 Renewal (100787)	\$7,500		Operating Permit Modification (100833)	\$750
	Part 70 Relocation (100782)	\$500		Relocation (100834)	\$250

Application Type Confirmed – (AQD Use Only)

GP or PBR Name (If Applicable):		Existing Permit Number (If Applicable)	
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**PAYMENT INFORMATION**  
 Please choose one payment type, and attach payment – payable to the Department of Environmental Quality (no cash can be accepted). Please reference the facility name (or existing permit or Authorization number) on the check or money order.

Payment Type		Check		Money order		Amount/ Receipt Confirmed by: (DEQ Use Only)	
Amount:	\$	Check or Money Order Number:				Date:	

**TIER DETERMINATION INFORMATION**

OAC 252:004-7 categorizes different types of Air Quality applications as Tier I, II, or III, depending on their complexity and the amount of public interest under DEQ's "Uniform Permitting" system. The Tier classification affects the amount of public review given the application. Applicants may use the following format as a checklist for determining Tier classification.

**OAC 252:4-7-32. Air quality applications - Tier I**

- \_\_\_\_\_ (1) New construction, operating and relocation permit for a minor facility.
- \_\_\_\_\_ (2) Modification of a construction permit for a minor facility that will remain minor after the modification.
- \_\_\_\_\_ (3) Modification of an operating permit that will not change the facility's classification from minor to major.
- \_\_\_\_\_ (4) Extension of expiration date of a minor facility construction permit.
- \_\_\_\_\_ (5) New construction permit for an existing Part 70 source for any facility change considered minor under OAC 252:100-8-7.2(b)(1).
- \_\_\_\_\_ (6) New operating permit for a Part 70 source that is based on a construction permit that was processed under Tier II or III, 252:100-8-8 and has conditions which do not differ from the construction permit's operating conditions in any way considered significant under OAC 252:100-8-7.2(b)(2).
- \_\_\_\_\_ (7) Modification of any Part 70 source operating permit condition that is based on the operating conditions of a construction permit that was processed under Tier II or Tier III and OAC 252:100-8-8, and does not differ from those construction permit conditions in any way considered significant under OAC 252:100-8-7.2(b)(2).
- \_\_\_\_\_ (8) A construction or operating permit modification that is minor under OAC 252:100-8-7.2(b)(1).
- \_\_\_\_\_ (9) Extension of expiration date of a Part 70 source's construction permit with no or minor modifications.
- \_\_\_\_\_ (10) New, modified and renewed individual authorizations under general operating permits for which a schedule of compliance is not required by OAC 252:100-8-5(e)(8)(B)(i).
- \_\_\_\_\_ (11) Burn approvals.
- \_\_\_\_\_ (12) Administrative amendments of all air quality permits and other authorizations.

**OAC 252:4-7-33. Air quality applications - Tier II**

- \_\_\_\_\_ (1) A minor facility seeking a permit for a facility modification that when completed would turn it into a Part 70 source.
- \_\_\_\_\_ (2) New construction permit for a new Part 70 source not classified under Tier III.
- \_\_\_\_\_ (3) New construction permit for an existing Part 70 source for any facility change considered significant under OAC 252:100-8-7.2(b)(2) and which is not classified under Tier III.
- \_\_\_\_\_ (4) New operating permit for a Part 70 source that did not have an underlying construction permit processed under Tier II or Tier III, and OAC 252:100-8-8.
- \_\_\_\_\_ (5) New operating permit for a Part 70 source with one or more conditions that differ from the underlying Tier II or Tier III construction permit's operating conditions in a way considered significant under OAC 252:100-8-7.2(b)(2).
- \_\_\_\_\_ (6) New acid rain permit that is independent of a Part 70 permit application.
- \_\_\_\_\_ (7) New temporary source permit under OAC 252:100-8-6.2.
- \_\_\_\_\_ (8) Significant modification, as described in OAC 252:100-8-7.2(b)(2), of a Part 70 operating permit that is not based on an underlying construction permit processed under Tier II or Tier III, and OAC 52:100-8-8.
- \_\_\_\_\_ (9) Modification of a Part 70 operating permit when the conditions proposed for modification differ from the underlying construction permit's operating conditions in a way considered significant under OAC 252:100-8-7.2(b)(2).
- \_\_\_\_\_ (10) A Part 70 construction permit modification considered significant under OAC 252:100-8-7.2(b)(2) and which is not classified under Tier III.
- \_\_\_\_\_ (11) Renewals of operating permits for Part 70 sources.
- \_\_\_\_\_ (12) New, modified and renewed general operating permits.
- \_\_\_\_\_ (13) Individual authorizations under any general operating permit for which a schedule of compliance is required by OAC 252:100-8-5(c)(8)(B)(i).
- \_\_\_\_\_ (14) Plant-wide emission plan approval under OAC 252:100-37-25(b) or OAC 252:100-39-46(j).
- \_\_\_\_\_ (15) Alternative emissions reduction authorizations.

**OAC 252:4-7-34. Air quality applications - Tier III**

(a) A construction permit for any new major stationary source listed in this subsection requires a Tier III application. For purposes of this section, "Major stationary source" means:

- \_\_\_\_\_ (1) Any of the following sources of air pollutants which emits, or has the PTE, 100 TPY or more of any pollutant subject to regulation:
  - \_\_\_\_\_ (A) carbon black plants (furnace process),
  - \_\_\_\_\_ (B) charcoal production plants,
  - \_\_\_\_\_ (C) chemical process plants,
  - \_\_\_\_\_ (D) coal cleaning plants (with thermal dryers),
  - \_\_\_\_\_ (E) coke oven batteries,
  - \_\_\_\_\_ (F) fossil-fuel boilers (or combustion thereof), totaling more than 250 million BTU per hour heat input,
  - \_\_\_\_\_ (G) fossil fuel-fired steam electric plants of more than 250 million BTU per hour heat input,
  - \_\_\_\_\_ (H) fuel conversion plants,
  - \_\_\_\_\_ (I) glass fiber processing plants,
  - \_\_\_\_\_ (J) hydrofluoric, sulfuric or nitric acid plants,
  - \_\_\_\_\_ (K) iron and steel mill plants,
  - \_\_\_\_\_ (L) kraft pulp mills,
  - \_\_\_\_\_ (M) lime plants,
  - \_\_\_\_\_ (N) incinerators, except where used exclusively as air pollution control devices,
  - \_\_\_\_\_ (O) petroleum refineries,
  - \_\_\_\_\_ (P) petroleum storage and transfer units with a total storage capacity exceeding 300,000 barrels,
  - \_\_\_\_\_ (Q) phosphate rock processing plant,
  - \_\_\_\_\_ (R) portland cement plants,
  - \_\_\_\_\_ (S) primary aluminum ore reduction plants,
  - \_\_\_\_\_ (T) primary copper smelters,
  - \_\_\_\_\_ (U) primary lead smelters,
  - \_\_\_\_\_ (V) primary zinc smelters,
  - \_\_\_\_\_ (W) secondary metal production plants,
  - \_\_\_\_\_ (X) sintering plants,
  - \_\_\_\_\_ (Y) sulfur recovery plants, or
  - \_\_\_\_\_ (Z) taconite ore processing plants, and

- \_\_\_\_\_ (2) Any other source not specified in paragraph (1) of this definition which emits, or has the PTE, 250 TPY or more of any pollutant subject to regulation.
- \_\_\_\_\_ (b) Existing incinerators. An application for any change in emissions or potential to emit, or any change in any permit condition, that would have caused an incinerator to be defined as a major stationary source when originally permitted shall require a Tier III application.
- (c) Potential to emit. For purposes of this section, "potential to emit" means emissions resulting from the application of all enforceable permit limitations as defined in OAC 252:100-1-3.