

# NOT TO BE USED FOR NEW APPLICATIONS PLEASE USE FORM 100-306 INSTEAD



## MINOR SOURCE GENERAL PERMIT for OIL & GAS FACILITIES (GP-OGF)

### APPLICATION FORMS & INSTRUCTIONS PACKET #100-305

#### AIR QUALITY DIVISION

P.O. Box 1677, Oklahoma City, Oklahoma 73101-1677

[www.deq.state.ok.us](http://www.deq.state.ok.us)

#### INTRODUCTION

This package contains the General Permit Application to Construct and/or Operate minor Oil and Gas Facilities. An applicant should read the definitions of terms used in this application and permit (page 4) before filling out the forms. These terms are written with initial capital letters (e.g., Emissions Limited Engine). An applicant should answer all applicable questions by checking the appropriate box or filling in a response (e.g., NA--not applicable). An original signature from a responsible official is required for certifications.

#### ELIGIBILITY

Eligible facilities are those designed and operated for the production, gathering, processing, storage, or transportation of crude oil, refined petroleum products, natural gas, and natural gas liquids (NGL), including condensate. Typical facilities include oil and gas production sites, compressor stations, small gas processing plants, crude oil and refined petroleum pipeline stations, petroleum bulk stations and terminals, crude oil tank batteries and trucking stations, and wholesale distributors of refined petroleum products. The permit includes requirements for storage tanks, loading facilities, combustion equipment (engines, turbines, heaters, and boilers), glycol dehydration units, fugitive emission sources, and associated control equipment. Facilities with other emissions units are not eligible for this permit, unless qualified as a de minimis activity under OAC 252:100, Appendix H, or unless an individual minor source construction permit is first obtained to establish appropriate permit conditions for the other emission units.

Facilities owned or operated by applicants that have not paid all monies owed to the DEQ or that are not in substantial compliance with the Environmental Quality Code, rules of the Board, or the terms of any existing DEQ permits and orders are not eligible for this permit unless they submit an approvable compliance plan to be included in an Authorization issued under this permit.

Some facilities may not be eligible for an Authorization to Construct, but may obtain an Authorization to Operate after first obtaining an individual minor source construction permit. Form 100-305-A, Checklist for Eligibility - Authorization to Construct, may be used for making that determination.

#### PERMIT CONTINUUM

This general permit has been developed to include requirements for all oil and gas facilities with emissions less than major source levels. Eligible facilities can sequentially obtain an Authorization to Construct and then an Authorization to Operate under the permit; or obtain an individual minor source construction permit and then an Authorization to Operate under the permit; or existing minor facilities may obtain an Authorization to Operate under the permit. Site-specific requirements from a previously issued construction permit or operating permit may be included in an Authorization to Operate. However, such requirements must be equivalent to, or more stringent than, requirements established in the general permit. Section IV of the General Permit lists the various application options and requirements for obtaining an Authorization to Construct and/or an Authorization to Operate.

Coverage under this permit is effective, and the permittee may commence construction, upon DEQ's receipt of a Notice of Intent (NOI). The earliest of (1) a legible dated U.S. Postal Service postmark (private metered postmarks are not acceptable); (2) a dated receipt from a commercial carrier or the U.S. Postal Service; or (3) a DEQ date stamped application, is acceptable documentation of receipt of the NOI. The Authorization to Construct is issued by the DEQ after confirming that the application is administratively complete, the proper fee has been received, and that the facility is eligible for coverage under the permit. An application for an Authorization to Operate must be submitted within 60 days of facility start-up.

### **EMISSION LIMITATIONS**

Emission limitations are established in Authorizations issued under this permit as a facility-wide cap on emissions, not to equal or exceed major source levels, e.g., 100 TPY of any regulated pollutant, 10 TPY of any single HAP or 25 TPY of all HAP. These limitations are generally established from specific conditions given in the general permit, or may be incorporated into an Authorization from previously issued permits for the facility so long as they are equivalent or more stringent than those established in the general permit. Thus, minor facilities, for which the permit is valid for the life of the facility, will typically only need a new Authorization when they add a piece of equipment or a process subject to NSPS other than those addressed by Subparts A, Dc, K, Ka, Kb, GG, KKK, IIII, JJJJ or KKKK; or add a piece of equipment or a process subject to NESHAP other than TEG units subject to Subpart HH, ZZZZ, or BBBBBB. Facilities may replace, remove, modify, or add any eligible emission sources, including Engines, as long as the modified facility will not exceed the facility-wide cap on emissions or any lb/hr limitations for an Emissions Limited Engine. A Notice of Modification (Form 100-305-E) is required for certain modifications as listed in the definition of Notice of Modification. Any other change only requires that the facility not exceed the facility-wide cap on emissions and keep records of all the changes made to the facility.

### **EMISSION ESTIMATES**

Potential emissions of criteria pollutants and hazardous air pollutants (HAP) should be calculated for any emission source that is not qualified as a de minimis activity under OAC 252:100, Appendix H. Potential to emit calculations should follow guidance outlined in the DEQ "Potential to Emit Fact Sheet." Flash emissions of VOC should be calculated using the procedures outlined in the DEQ Fact Sheet "Calculation of Flashing Losses/VOC Emissions from Hydrocarbon Storage Tanks." The application forms for storage tanks and loading facilities include conservative "default" emission factors for VOC and HAP emissions that smaller facilities may choose to use instead of making rigorous emissions calculations. Emissions from engines must be calculated as the potential to emit in accordance with AQD policy, unless lb/hr limits on NO<sub>x</sub> and CO emissions are placed on the engine (Emissions Limited Engine). In that case, the applicant may use manufacturer's data, EPA reference tests, or AP-42 factors for estimating the emissions and lb/hr limits for the engine, since the engines will be subject to periodic emission tests to demonstrate compliance with the lb/hr limits.

### **ENGINE EMISSION TESTS**

An initial test for NO<sub>x</sub> and CO emissions is required for all engines, except for Emergency Use Engines, and any natural gas-fired engine that has been certified to an emission standard under NSPS Subpart JJJJ. A copy of the initial emissions test must be sent to AQD with an Application for an NOI to Operate, or within 60 days of engine start-up for a modification. A periodic emissions test is also required for certain engines. See Table A for specific requirements.

### **TIER DETERMINATION**

DEQ's "Uniform Permitting" system, under OAC 252 Chapter 4, categorizes applications as Tier I, Tier II, or Tier III, depending on their complexity and the amount of public interest. All Authorizations under a minor facility general permit are issued as Tier I. Tier I applications only require landowner notification. Public notice is not required for filing the application or for issuance of an Authorization.

### **PERMIT FEES**

For applicable fees, please complete Form 100-815, which is included in this packet.

### **APPLICATION CHECKLIST. A complete application package must include the following:**

Form 100-810 (DEQ Landowner Notification Affidavit)
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Form 100-815 (AQ Application Classification Fees)
Form 100-305-B or C (NOI to Construct or NOI to Operate)
Form 100-305-D (General Facility Information)
Form 100-305-F (Emission Units List)
Form 100-305-G (Facility-Wide Potential Emissions Summary)
Any applicable source emissions forms (Forms 100-305-H thru M)
A Simple Facility Plot Plan
A Simple Process Flow Diagram (label emissions units as identified in the application forms)
Appropriate fees (check payable to DEQ Air Quality Division)

**SUBMIT TWO COPIES OF A COMPLETED APPLICATION TO:**

DEPARTMENT OF ENVIRONMENTAL QUALITY

AIR QUALITY DIVISION

P.O. BOX 1677

OKLAHOMA CITY, OK 73101-1677

**ASSISTANCE AVAILABLE**

DEQ CUSTOMER ASSISTANCE: 1- (800) 869-1400

AIR QUALITY DIVISIONS: (405) 702-4100

WEB PAGE ADDRESS: <http://www.deq.ok.state.us>

**Table A. Summary of Engine Emissions Tests Requirements**

Engine Classification	One Time Initial Emissions Test?	Hourly Emission Limits?	Quarterly Emissions Tests?
All Emergency Use Engines, and any natural gas-fired engine that has been certified to an emission standard under NSPS Subpart JJJJ, and any non-certified engine less than 100 HP.	No	No	No
Uncontrolled Engines at a True Minor Facility	Yes	No	No. Must keep maintenance records for the engine.
All Other Uncontrolled Engines	Yes	Yes	Yes, initially. May go to semi-annual and then to annual upon consecutive tests demonstrating compliance.
All Controlled Emissions Limited Engines	Yes	Yes	Yes, plus monthly assurance monitoring (MAM) for rich-burn engines per Section IV.E of the specific conditions.

## DEFINITIONS

**“Engine”** means any reciprocating internal combustion engine or any gas-fired turbine.

**“Emergency Use Engine”** means any engine that drives an emergency power generator, peaking power generator, firewater pump, or other emergency use equipment, and operates less than or equal to 500 hours per year.

**“Emissions Limited Engine”** means any engine that has lb/hr emissions limitations specified under the conditions of an Authorization.

**“Maximum Rated Horsepower”** means an engine’s maximum horsepower at ISO or manufacturer’s standard conditions and maximum RPM, or an engine’s maximum horsepower at engine site conditions and maximum RPM.

**“Notice of Modification”** means a written notice informing AQD of: (1) any modification or change of operations at the facility that would add a piece of equipment or a process that is subject to NSPS or NESHAP, or that would modify a piece of equipment or a process such that it becomes subject to NSPS or NESHAP, or that would change its facility classification (either from or to a True Minor Facility); or (2) any modification to add a storage tank with a capacity of 400 gallons or more storing VOC, a VOC Loading Operation, any combustion equipment, or any dehydration unit; (3) any modification to change the hourly emissions limitations of an Emissions Limited Engine; or (4) any modification to add, modify, reconstruct, or replace an engine. Such notice shall contain calculations of the facility’s new facility-wide potential to emit; the change in the facility’s classification, if any; and the engine’s potential to emit (g/hp-hr, lb/hr, and TPY) for all engines at the facility. Any emission limits for NO<sub>x</sub> and CO (lb/hr) cited in the latest Notice of Modification, for any Emissions Limited Engine, become permit limitations for that engine and an enforceable part of the existing Authorization to Operate. The permittee shall attach a copy of the latest Notice of Modification to a copy of the Authorization to Operate kept either on site, at a nearby manned facility, or at the nearest field office.

**“Representative Extended Wet Gas Analysis”** means an extended analysis (using GPA 2286 or similar approved methods) that provides speciated data for HAP components benzene, toluene, ethyl benzene, xylenes, and n-hexane. The sample must be representative of the maximum expected HAP content for normal operations of the glycol dehydrator.

**“True Minor Facility”** means a facility that has the potential to emit less than or equal to 80 TPY each of NO<sub>x</sub> and CO.

**“Uncontrolled Engine”** means an engine, with or without an Air to Fuel Ratio Controller, that has no catalytic or oxidation catalyst control.

**“VOC Loading Operation”** means loading liquid VOC into a tank truck or trailer for transportation offsite or unloading of liquid VOC from a tank truck or trailer to a storage tank onsite. A VOC Loading Operation does not have the physical equipment (loading arm and pump) to conduct the type of loading regulated by OAC 252:100-37-16 and 100-39-41 for VOC loading facilities, even though it may or may not use tank trucks or trailers that meet the requirements for delivery vessels in OAC:252-100-39-41(d).

# 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):	
	<input type="checkbox"/> Landowner(s)	<input type="checkbox"/> Lessor or Administrator or Executor of the land
METHOD OF DELIVERY (check one):		
	<input type="checkbox"/> Actual notice, for which I have a signed and dated receipt	
	<input type="checkbox"/> Service by Sheriff or private process server, for which I have an affidavit	
	<input type="checkbox"/> Service by certified mail, restricted delivery, for which I have a signed return receipt	
	<input type="checkbox"/> Legal publication, for which I have an affidavit of publication from the newspaper, because the landowners could not be located through due diligence	

LANDOWNER AFFIDAVIT CERTIFICATION			
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: _____

**CHECKLIST FOR ELIGIBILITY – AUTHORIZATION TO CONSTRUCT  
MINOR SOURCE GP-OGF**

No.	Will the facility?	Yes	No
1	Combust gaseous fuel with maximum total sulfur content above 20 grains/100 scf @ 68°F (343 ppmvd)?		
2	Combust fuel oil with maximum total sulfur content above 0.6 % by weight?		
3	Contain combustion equipment, other than engines and flares, with a total heat rate above 50 MMBtu/hr?		
4	Use an incinerator, thermal oxidizer, regenerative or non regenerative carbon absorbers, or a catalytic system to control emissions of H <sub>2</sub> S, VOC, or HAP, other than from the exhaust of an engine? For this permit, flares and heater fireboxes are not considered incinerators or thermal oxidizers.		
5	Have any vapor-recovery /vapor disposal system, or other equipment of equal efficiency, to control VOC emissions from a storage tank with a capacity above 40,000 gallons that is not subject to the control standards of NSPS Subpart K, Ka, or Kb?		
6	Have a VOC loading facility with a throughput greater than 40,000 gallons per day? This does not apply if located at a drilling or production facility.		
7	Have point source emissions of H <sub>2</sub> S from any petroleum or natural gas process equipment that will exceed 0.3 lb/hr for a two hour average?		
8	Have any fuel combustion equipment with a rated heat input above 50 MMBtu/hr?		
9	Have any effluent water separator that receives effluent water containing 200 gallons per day or more VOC?		
10	Have any emission unit that is subject to an NSPS standard other than Subparts A (flares), Dc (steam generating unit above 10 MMBtu/hr), Subpart K, Ka, or Kb (storage tanks), GG (gas turbines), KKK (natural gas plants), IIII (diesel engines), JJJJ (spark ignition), or KKKK (gas turbines).		
11	Have any emissions unit that is subject to NESHAP Part 61?		
12	Have any emission units that are subject to NESHAP Part 63, other than a triethylene glycol dehydration unit at an area source (Subpart HH), or Subparts ZZZZ or BBBB?		
13	Have selective catalytic reduction (SCR) or selective non-catalytic reduction (SNCR) control system on any engine or other combustion source? These systems require ammonia injection and do not include a 3-way catalyst (NSCR) or oxidation catalyst.		
14	Have a glycol dehydration unit that requires a control device, other than a condenser or a flare, to remain a minor source of HAP? Recycling of vapors from a rich-glycol flash tank or glycol still vent back to the process is not a considered a control device.		
15	Be located in an area federally designated as non-attainment?		
16	Be requesting an Alternative Emissions Reduction Authorization per OAC 252:100-11?		

<b>Answer the following questions only if the facility will store or distribute crude oil.</b>			
17	Will there be less than 800 feet from the vent for any storage tank containing sour crude oil to terrain where the ground level is higher than the storage tank vent?		
18	Will there be less than 100 feet from the vent for any storage tank containing sour crude oil to the property fence-line?		
19	Will the vent height be less than 20 feet for any storage tank containing sour crude oil?		
20	Will the maximum H <sub>2</sub> S concentration of any category of crude oil stored at the facility exceed 135 ppmw?		

**If the answer to any of the above questions (1-20) is “yes”, then the facility is not eligible to obtain an Authorization to Construct and must apply for an individual minor source construction permit.**

<b>NOTICE OF INTENT TO CONSTRUCT MINOR SOURCE GP-OGF</b>
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Complete this form for construction of a proposed (new) facility. Coverage under the general permit is effective upon receipt of this form by the AQD along with the DEQ Landowner Notification Affidavit (Form 100-810), General Facility Information (Form 100-305-D), Emission Units List (Form 100-303-F), Facility-Wide Potential Emissions Summary (Form 100-305-G), and any applicable source emission forms (Forms 100-305-H thru M). The earliest of (1) a legible dated U.S. Postal Service postmark (private metered postmarks are not acceptable); (2) a dated receipt from a commercial carrier or the U.S. Postal Service; or (3) a DEQ date stamped application, is acceptable documentation of receipt of the NOI. Notification under any applicable NSPS and NESHAP should also be submitted according to the schedules specified in the corresponding Federal rules.

1	COMPANY INFORMATION	Name				
	Mailing Address					
	City		State		Zip	

2	FACILITY INFORMATION	Name				
	Legal Description	Section	Township	Range		

3	CONSTRUCTION DATES	Is the facility a Drilling or Production Facility?	Yes	No	
	Estimated Date of Construction	Start:		Completion:	

4	CONFIDENTIAL INFORMATION INCLUDED	Yes	No	
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5	FEES SUBMITTED	\$	Check #	Date	
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6	List all current air quality permits for the facility, if any.

7	NOTICE OF INTENT CERTIFICATION				
<b>This application has been submitted as required by OAC 252:100-7-15(c). I understand that I am responsible for assuring construction of the above facility in accordance with this application and OAC 252:100.</b>					
	Responsible Official (signature)				
	Responsible Official (typed)		Date		
	Responsible Official Title		Phone		

**NOTICE OF INTENT TO OPERATE (for a new facility)  
MINOR SOURCE GP-OGF**

Complete this form to obtain an Authorization to Operate for a new facility. Submit this form along with the DEQ Landowner Notification Affidavit (Form 100-810), General Facility Information (Form 100-305-D), Emission Units List (Form 100-303-F), Facility-Wide Potential Emissions Summary (Form 100-305-G), and any applicable source emission forms (Forms 100-305-H thru M) within 60 days of start-up of a new facility. **Include initial engine stack test results for all engines other than an Emergency Use Engine, or natural gas-fired engine certified to meet a standard under NSPS Subpart JJJJ.**

Company Name					
Mailing Address					
City		State		Zip	
Facility Name					
Legal Description	Section		Township		Range
Fees Submitted	\$	Check #		Date	
Current Authorization Number or Permit Number					
<b>REQUEST TO OPERATE and NOTICE OF CHANGE (check one)</b>					
<input type="checkbox"/>	I hereby make application for an Authorization to Operate under the General Permit. I also certify that the facility has been constructed in compliance with all applicable requirements and the requirements and conditions of the previously issued Authorization to Construct or Minor Source Construction Permit.				
<input type="checkbox"/>	I hereby make application for an Authorization to Operate under the General Permit. I also provide notification of a change in construction or operation from the previously issued Authorization to Construct or from the Minor Source Construction Permit. Describe the change and any requested change in permit conditions. Attach a summary if needed.				
Type of Change:					
Reason for Change:					
Requested Permit Condition:					
Any applicable NSPS or NESHAP?	No		Yes. Which subpart(s)?		

Compliance demonstrations must be attached to this NOI for any emissions unit constructed/operated under this permit for which a compliance demonstration is specified in the Authorization to Construct or the Minor Source Construction Permit. Typically, this will only apply to engine emission test requirements.

<b>COMPLIANCE DEMONSTRATION (check those emission units for which compliance demonstrations are attached)</b>					
Engine	<input type="checkbox"/>	Storage Tank	<input type="checkbox"/>	Condenser	<input type="checkbox"/>
Other (Specify):					

<b>NOTICE OF INTENT CERTIFICATION</b>			
<b>This application has been submitted as required by OAC 252:100-7-15(c). I understand that I am responsible for assuring operation of the above facility in accordance with this application and OAC 252:100.</b>			
Responsible Official (signature)			
Responsible Official (typed)		Date	
Responsible Official Title		Phone	



**NOTICE OF INTENT TO OPERATE (for an existing permitted facility)  
MINOR SOURCE GP-OGF**

Complete this form to obtain an Authorization to Operate for an existing permitted facility. Submit this form along with the DEQ Landowner Notification Affidavit (Form 100-810), General Facility Information (Form 100-305-D), a copy of the current operating permit for the facility, and any applicable source emission forms (Forms 100-305-H thru M) for any equipment not in the current permit. You may mark up the current permit with any requested changes to the current equipment list or emissions limits for engines. **Include initial engine stack test results for all engines other than an Emergency Use Engine, or natural gas-fired engine certified to meet a standard under NSPS Subpart JJJJ.** You may use the most recent engine test for currently permitted engines.

Company Name					
Mailing Address					
City		State		Zip	
Facility Name					
Legal Description	Section		Township		Range
Fees Submitted	\$		Check #		Date
Current Authorization Number or Permit Number					
<b>REQUEST TO OPERATE and NOTICE OF CHANGE (check one)</b>					
<input type="checkbox"/>	I hereby make application for an Authorization to Operate under the General Permit. I also certify that the facility has been operating in compliance with all applicable requirements and the requirements and conditions of the previously issued Minor Source Operating Permit.				
<input type="checkbox"/>	I hereby make application for an Authorization to Operate under the General Permit. I also certify that the facility has been operating in compliance with all applicable requirements and the requirements and conditions of the previously issued Minor Source Operating Permit. I also request a change from the previously issued Minor Source Operating Permit. Describe the change and any requested change in permit conditions below <u>or</u> mark-up a copy of the current permit.				
Type of Change:					
Reason for Change:					
Requested Permit Condition:					
Any applicable NSPS or NESHAP?	No	<input type="checkbox"/>	Yes. Which subpart(s)?		

Compliance demonstrations must be attached to this NOI for any emissions unit constructed/operated under this permit for which a compliance demonstration is specified in the current Minor Source Operating Permit. Typically, this will only apply to engine emissions test requirements.

<b>COMPLIANCE DEMONSTRATION (check those emission units for which compliance demonstrations are attached)</b>					
Engine	<input type="checkbox"/>	Storage Tank	<input type="checkbox"/>	Condenser	<input type="checkbox"/>
Other (Specify):					

<b>NOTICE OF INTENT CERTIFICATION</b>			
<b>This application has been submitted as required by OAC 252:100-7-15(c). I understand that I am responsible for assuring operation of the above facility in accordance with this application and OAC 252:100.</b>			
Responsible Official (signature)			
Responsible Official (typed)		Date	
Responsible Official Title		Phone	

**NOTICE OF INTENT TO OPERATE (for an existing un-permitted facility)  
MINOR SOURCE GP-OGF**

Complete this form to obtain an Authorization to Operate for an existing un-permitted facility. Submit this form along with the DEQ Landowner Notification Affidavit (Form 100-810), General Facility Information (Form 100-305-D), Emission Units List (Form 100-303-F), Facility-Wide Potential Emissions Summary (Form 100-305-G), and any applicable source emission forms (Forms 100-305-H thru M). **Include initial engine stack test results for all engines other than an Emergency Use Engine, or natural gas-fired engine certified to meet a standard under NSPS Subpart JJJJ.**

Company Name					
Mailing Address					
City		State		Zip	
Facility Name					
Legal Description	Section		Township		Range
Fees Submitted	\$	Check #		Date	
Date facility first began operations					
<b>REQUEST TO OPERATE and NOTICE OF SELF DISCLOSURE (check one)</b>					
<input type="checkbox"/>	I hereby make application for an Authorization to Operate under the General Permit. I also certify that the facility was previously exempt from permitting requirements in accordance with OAC 252:100 rules.				
<input type="checkbox"/>	I hereby make application for an Authorization to Operate under the General Permit. I also certify that I have submitted a Self Disclosure to AQD for operation of an un-permitted facility for which a permit is required under OAC 252:100 rules.				
Requested Permit Condition:					
Any applicable NSPS or NESHAP?	No		Yes. Which subpart(s)?		

Compliance demonstrations must be attached to this NOI for any emissions unit for which a compliance demonstration will be specified in the Authorization to Operate. Typically, this will only apply to engine emissions test requirements.

<b>COMPLIANCE DEMONSTRATION (check those emission units for which compliance demonstrations are attached)</b>					
Engine	<input type="checkbox"/>	Storage Tank	<input type="checkbox"/>	Condenser	<input type="checkbox"/>
Other (Specify):					

<b>NOTICE OF INTENT CERTIFICATION</b>			
<b>This application has been submitted as required by OAC 252:100-7-15(c). I understand that I am responsible for assuring operation of the above facility in accordance with this application and OAC 252:100.</b>			
Responsible Official (signature)			
Responsible Official (typed)		Date	
Responsible Official Title		Phone	

**GENERAL FACILITY INFORMATION  
MINOR SOURCE GP-OGF**

1	COMPANY INFORMATION	Name				
Mailing Address						
City		State			Zip	

2	FACILITY INFORMATION	Name				
Description						
SIC Code(s)		NAICS				
Contact Person		Title			Phone	
Legal Description		Section	Township	Range		
Latitude / Longitude (to 3 decimal places) *		Latitude			Longitude	
Physical Address or Driving Directions						
City or Nearest Town		County			ZIP Code	

\* At location of facility or location of first gate of lease property.

3	TECHNICAL CONTACT	Name			Phone
E-mail address		Fax			
Company Name					
Street Address					
City		State			Zip

4	Describe Any Residence, Park, School, etc. within ¼ mile				

5	Sketch simple plot plan and process flow diagram here or attach if necessary.

<b>NOTICE OF MODIFICATION MINOR SOURCE GP-OGF</b>
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Complete this form when making any facility modification described in the definition of Notice of Modification. Attach this form to the facility's Authorization to Operate along with updated Emission Units List (Form 100-305-F), Facility-Wide Potential Emissions Summary (Form 100-305-G), and any applicable source emission forms for the new or modified equipment (Forms 100-305-H thru M). For any new, modified, reconstructed, or replacement Engine, other than an Emergency Use Engine, submit this form to DEQ within 10 days of engine start-up, along with updated Emission Units List (Form 100-305-F), Facility-Wide Potential Emissions Summary (Form 100-305-G), and any applicable engine information (Form 100-305-I). **A copy of an initial engine stack test for any new, modified, reconstructed, or replacement Engine other than an Emergency Use Engine, or natural gas-fired engine certified to meet a standard under NSPS Subpart JJJJ, must be submitted to AQD within 60 days of start-up.**

<b>Date of Modification</b>		<b>Any new, modified, reconstructed, or replacement engines?</b>		Yes		No	
<b>Any change in the facility's classification as a True Minor Facility?</b>				Yes		No	
Facility <u>is</u> a True Minor Facility			Facility <u>is not</u> a True Minor Facility				
Company Name							
Mailing Address							
City			State		Zip		
Facility Name							
Legal Description		Section		Township		Range	
Current Authorization Number or Permit Number							
<b>Notice of Modification</b>							
I hereby provide notice of a modification of this facility. I also certify that the facility has been constructed and operated in accordance with all applicable requirements and the requirements and conditions of the existing Authorization to Operate.							
Type of Change:							
Reason for Change:							
New Permit Condition:							
Any applicable NSPS or NESHAP?		No		Yes, which subparts?			

<b>NOTICE OF MODIFICATION CERTIFICATION</b>			
<b>This Notice of Modification has been made in accordance with the Authorization to Operate. I understand that any new limits on emissions become an enforceable part of the existing Authorization to Operate.</b>			
Responsible Official (signature)			
Responsible Official (typed)		Date	
Responsible Official Title		Phone	

<b>EMISSION UNITS LIST</b> <b>MINOR SOURCE GP-OGF</b>
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For each emission source, give a unique identifier (e.g. facility numbering system or emissions inventory ID#), a description (include contents for storage tanks; e.g., crude oil, gasoline, condensate), the date the equipment was manufactured or modified, the installation date (actual or projected), the type and efficiency of any control equipment (e.g. condenser on dehydration unit still vent), indicate whether the source is subject to an NSPS or NESHAP, and indicate whether the source is considered a “De Minimis” activity as listed in Appendix H of OAC 252:100 (e.g. lube oil or seal oil storage tanks, gasoline tanks for vehicle fueling, etc.).

Emission Unit ID#	Description	Manufacture or Modification Date	Installed Date	Control Equipment (if any)		Subject to NSPS or NESHAP?		De Minimis Activity?	
				Type	Efficiency (Weight %)	No	If Yes, specify Subpart	Yes	No

**FACILITY-WIDE POTENTIAL EMISSIONS SUMMARY  
MINOR SOURCE GP-OGF**

An emissions summary of pollutants emitted from all emission units at the facility, unless qualified as a de minimis activity under OAC 252:100, Appendix H, must be provided as part of an application for an Authorization or as part of a Notice of Modification. The basis for these emission estimates must be fully justified with calculations or other documentation including manufacturer’s information and/or operating data, etc. Data may be summarized if it cannot be presented in its entirety in a few pages. For an application for an Authorization, submit the emission calculations with the application. For a Notice of Modification, keep the emission calculations in accordance with the recordkeeping requirements of the general permit. Please only show emissions to a precision of 0.1 TPY. B-benzene, T-toluene, E-ethyl benzene, X-xylene, n-H-normal hexane, CH<sub>2</sub>O-formaldehyde.

FACILITY-WIDE POTENTIAL EMISSIONS SUMMARY		Criteria Pollutants <sup>1</sup>				Hazardous Air Pollutants <sup>2</sup>						
		NO <sub>x</sub>	CO	VOC	SO <sub>2</sub>	B	T	E	X	n-H	H <sub>2</sub> CO	Total
Emission Unit ID#	Description	TPY	TPY	TPY	TYP	TYP	TYP	TYP	TYP	TPY	TPY	TYP
<b>TOTAL</b>												

1. SO<sub>2</sub> emission estimates are only required for a facility with a sweetening unit.  
2. Speciation of HAP is only required if the facility has vent emissions from a glycol dehydration unit; otherwise show formaldehyde and total HAP only.

<b>EMISSION UNITS - STORAGE TANKS</b>
<b>MINOR SOURCE GP-OGF</b>

Provide applicable information for each piece of equipment. Data submitted for construction permits should be a best estimate. The values may be modified following the actual construction and/or subsequent operation or testing.

Working and breathing losses of VOC and HAP should be calculated for any storage tank that (1) stores a VOC with a vapor pressure of 1.5 psia or greater at actual storage conditions, and (2) is not qualified as a de minimis activity under OAC 252:100, Appendix H. Flash emissions of VOC and HAP should be calculated using the procedures outlined in the DEQ Fact Sheet "Calculation of Flashing Losses/VOC Emissions from Hydrocarbon Storage Tanks." For tanks storing crude oil, slop oil, or oily water (condensate excluded), a default VOC emissions rate of 1.0 TPY per barrel of throughput for hydrocarbon liquids with an API gravity less than or equal to 40°, or a default VOC emission rate of 2.0 TPY per barrel of throughput for hydrocarbon liquids with an API gravity of less than or equal to 60°, may be used for total VOC emissions from a storage tank. The following default HAP speciation factors (weight percent of total VOC emissions) may be used to estimate HAP emissions from storage tanks storing crude oil, slop oil, or oily water (condensate excluded): total HAP 10%, benzene 3.0%, toluene 2.0%, ethyl benzene 1.0%, xylenes 1.0%, and n-hexane 3.0%. (Note that use of these speciated emissions is only necessary if the facility also has HAP emissions from a glycol dehydrator unit). Attach copies of hand or spreadsheet calculations, or the printout of any software programs used to calculate emissions, e.g., AP-42 equations, GOR spreadsheets, E&P TANKS, EPA's TANKS 4.0, or process simulators (HYSIM®, HYSIS®, WINSIM®, PROSIM®, etc.).

<b>STORAGE TANK</b>		Emission Unit ID #		Submerged Fill Pipe Provided?		Yes	No
Tank Height (ft)		Tank Diameter (ft)		Tank Capacity (gallons)			
Maximum Throughput (gallons/year)			Construction or Modification Date:				
Type of Liquid Stored:	Condensate	Crude Oil	Methanol	Other (Specify):			
Average Liquid Bulk Temp (°F)		True Vapor Pressure @ Average Liquid Bulk Temp (psia)					
Shell Type:	Vertical	Horizontal	Fixed Roof	IFR	EFR		
Control Device:	Flare	Vapor Recovery Unit		Other (Specify):			
	Control Device Efficiency (Weight %)						
Emissions:	VOC (lb/hr)		Total HAP (lb/hr)				
	VOC (TPY)		Total HAP (TPY)				
Subject to NSPS?	Yes	No	If yes which subpart?				
Comments:							

<b>STORAGE TANK</b>		Emission Unit ID #		Submerged Fill Pipe Provided?		Yes	No
Tank Height (ft)		Tank Diameter (ft)		Tank Capacity (gallons)			
Maximum Throughput (gallons/year)			Construction or Modification Date:				
Type of Liquid Stored:	Condensate	Crude Oil	Methanol	Other (Specify):			
Average Liquid Bulk Temp (°F)		True Vapor Pressure @ Average Liquid Bulk Temp (psia)					
Shell Type:	Vertical	Horizontal	Fixed Roof	IFR	EFR		
Control Device:	Flare	Vapor Recovery Unit		Other (Specify):			
	Control Device Efficiency (Weight %)						
Emissions:	VOC (lb/hr)		Total HAP (lb/hr)				
	VOC (TPY)		Total HAP (TPY)				
Subject to NSPS?	Yes	No	If yes which subpart?				
Comments:							

**EMISSION UNITS - ENGINES  
MINOR SOURCE GP-OGF**

Provide applicable information for each engine. Potential to emit (PTE) must be based on continuous operation, the engine's Maximum Rated Horsepower, and the highest manufacturers' emission factors for any of the settings at which the engine can be operated, e.g., NO<sub>x</sub> at "best economy" and CO at "best power," unless lb/hr limits are placed on the engine for the general permit, i.e., unless the engine is an Emissions Limited Engine. If manufacturers' emissions data is not available, then the most recent AP-42 factors for the type of engine may be considered as PTE. An applicant should contact AQD if there is a question about the appropriate emission factors to use for an engine's PTE. Associated equipment coupled to an engine, e.g., a natural gas compressor, may be considered an inherent limitation on the Maximum Rated Horsepower (for maximum RPM and/or horsepower) used to calculate PTE. Note any such limitations on the form. **For an application for an Authorization to Operate, fill out the initial stack test results form and attach any initial engine stack test data.**

<b>ENGINE DESIGN</b>	Engine		Turbine		Date of Construction	
Emission Unit ID#				Serial Number		
Engine / Turbine Make				Model Number		
Fuel Type				Total Sulfur Content (ppmw, ppmv, or gr/scf)		
Site Rated Horsepower				Equipped with Air Fuel Ratio Controller (AFRC)?	Yes	No
Type (check all that apply)	Lean-burn		Rich-burn		4-stroke	2-stroke
						Turbo
Control Equipment	None		NSCR		Oxidation Catalyst	Other: (specify)
<b>OPERATING DATA</b>						
Annual hours of operation	Default 8,760 hours (365 days at 24 hours/day)?				Other (Specify):	
Brake Specific Heat (Btu/bhp-hr)				Design Maximum RPM		
Stack Diameter (ft)				Stack Height (ft)		
Stack Flow (acfm)				Stack Temperature (°F)		
<b>PTE CALCULATIONS</b>	Maximum RPM			Maximum Rated Horsepower		
Emissions	NO <sub>x</sub>		CO		VOC	Formaldehyde
Factor, g/hp-hr <u>OR</u>						
Factor, lb/MMBtu						
lb/hr						
TPY						
<b>EMISSIONS DATA SOURCE</b>	Manufacturer's Data				AP-42 (Revision & Table No.	
Comments:						
<b>EMISSION LIMITS if necessary</b>						
			NO <sub>x</sub>		CO	
lb/hr						
Control Device Efficiency Assumed (Weight %)						
<b>Initial Stack Test Results</b>						
		NO <sub>x</sub>		CO		Date of Test
EPA or PEA? *						
lb/hr						

\* Note whether an EPA reference test or a Portable Engine Analyzer test was performed.



**EMISSION UNITS – HEATERS / BOILERS**  
**MINOR SOURCE GP-OGF**

Potential emissions from heaters and boilers must be estimated based on continuous operation, unless the permittee will be keeping records of fuel flow and heating value.

<b>HEATER / BOILER</b>		Service / Type			
Emission Unit ID#		Serial Number		Construction Date	
Fuel Type		Total Sulfur Content (ppmw, ppmv, or gr/scf)			
Rated Heat Input (MMBtu/hr, HHV)					
<b>OPERATING DATA</b>					
Annual hours of operation	Default 8,760 hours (365 days at 24 hours/day)			Other (Specify):	
Stack Diameter (ft)			Stack Height (ft)		
Stack Flow (acfm)			Stack Temperature (°F)		
<b>EMISSIONS</b>	<b>NO<sub>x</sub></b>		<b>CO</b>		<b>VOC</b>
Factor, lb/MMBtu					
lb/hr					
TPY					
Emissions Data Source	Manufacturer's Data			AP-42 (Revision & Table No.)	
	Stack Test		Other (Specify):		
Comments:					

<b>HEATER / BOILER</b>		Service / Type			
Emission Unit ID#		Serial Number		Construction Date	
Fuel Type		Total Sulfur Content (ppmw, ppmv, or gr/scf)			
Rated Heat Input (MMBtu/hr, HHV)					
<b>OPERATING DATA</b>					
Annual hours of operation	Default 8,760 hours (365 days at 24 hours/day)			Other (Specify):	
Stack Diameter (ft)			Stack Height (ft)		
Stack Flow (acfm)			Stack Temperature (°F)		
<b>EMISSIONS</b>	<b>NO<sub>x</sub></b>		<b>CO</b>		<b>VOC</b>
Factor, lb/MMBtu					
lb/hr					
TPY					
Emissions Data Source	Manufacturer's Data			AP-42 (Revision & Table No.)	
	Stack Test		Other (Specify):		
Comments:					

**EMISSION UNITS – GLYCOL DEHYDRATORS  
MINOR SOURCE GP-OGF**

Glycol regenerator still vents and rich-glycol flash tank vents emit VOC and HAP, including benzene, toluene, ethyl benzene, xylene, and n-hexane. Estimates of emissions of VOC and HAP from any still vents or flash tank vents should be calculated using either the GRI-GLYCalc program (Version 4.0 or later), the GRI-HAPCalc program (Version 3.0 or later), a process simulator program, or the Atmospheric Rich/Lean (ARL) Method. The emission calculations must be based on the potential to emit by assuming continuous operation; using (1) the maximum design wet gas rate for the dehydrator unit, or (2) the maximum facility wet gas rate based on an inherent process limitation such as compressor horsepower or capacity limitations, or (3) the maximum facility wet gas rate based on an inherent limit on gas production, or (4) the average wet gas rate for the last 2 years plus a 20% safety factor; a Representative Extended Wet Gas Analysis; the normal process operating temperature and pressure; the expected removal efficiency of any glycol still vent condenser at its maximum design temperature; and the maximum pump rate of the lean glycol circulation pump. Attach a copy of the software program printout or other supportive calculations.

<b>GLYCOL DEHYDRATOR</b>		Emission Unit		Construction Date		
Is The Unit Subject To The Area Source MACT Requirements of NESHAP Subpart HH?					Yes	No
Type:	Triethylene Glycol	Ethylene Glycol	Other (specify):			
Maximum Throughput	Operating Pressure (psig)		Temperature (°F)			
Maximum Throughput based on?						
Glycol Pump: Make	Model Number					
Maximum Capacity of Glycol Circulation Pump (gpm)	Electric	Gas				
Rich Glycol Flash Tank?	No	Yes, controlled by?				
Still Vent Controlled?	No	Yes, controlled by?				
For the condenser:	Control Efficiency (Weight %)		At Maximum Temperature of (°F)			
Comments:						

Potential Emissions						
Hazardous Air Pollutants						VOC
B	T	E	X	n-H	Total HAP	
TYP	TYP	TYP	TYP	TPY	TPY	TYP

B-benzene, T-toluene, E-ethyl benzene, X-xylene, n-H-normal hexane

**EMISSION UNITS – LOADING FACILITIES  
MINOR SOURCE GP-OGF**

VOC and HAP emissions from loading facilities should be calculated using procedures in the latest version of AP-42 “Compilation of Air Pollution Emission Factors,” e.g., Chapter 5.2, equation 1. For crude oil, slop oil, oily water, and condensate loading, a default VOC loading loss rate of 15 lb/1000 gallons loaded may be used. The following default HAP speciation factors (weight percent of total VOC emissions) may be used to estimate HAP emissions when loading crude oil, slop oil, or oily water (condensate excluded): total HAP 10%, benzene 3.0%, toluene 2.0%, ethyl benzene 1.0%, xylenes 1.0%, and n-hexane 3.0%. HAP emissions need to be speciated only if the facility has vent emissions from a glycol dehydrator unit. Attach hand or spreadsheet calculations or use the space provided for emission calculations.

<b>LOADING FACILITY</b>		Emission Unit ID#		Type of Liquid	
Cargo Carrier	Tank Truck		Rail Car		Other (Specify):
Loading Method	Splash Loading		Submerged Fill		Other (Specify):
Tank Condition	Dedicated Service		Cleaned		Other (Specify):
Bulk Liquid Temperature (°F)				True Vapor Pressure (psia)	
Submergence Factor (S) used in calculations				Calculated Loading Loss (lb/1000 gallon)	
Annual Throughput (gallons/yr)					
Any control device?	No		Yes, Efficiency (weight %)		
Describe device					
Comments:					

Potential Emissions						
Hazardous Air Pollutants						VOC
B	T	E	X	n-H	Total HAP	VOC
TYP	TYP	TYP	TYP	TPY	TPY	

B-benzene, T-toluene, E-ethyl benzene, X-xylene, n-H-normal hexane

Emission Calculations	

**EMISSIONS UNITS – FUGITIVE EMISSION SOURCES  
MINOR SOURCE GP-OGF**

Fugitive VOC emissions need to be calculated for any facility with a storage tank subject to, or grandfathered from, NSPS Subpart K or Ka. Provide the following information on equipment components that contain greater than 20 % (by weight) VOC. Separate tables may be necessary for controlled and uncontrolled sources. The emission factors shown are the Oil and Gas Production Operations factors from the “Protocol for Equipment Leak Emission Estimates” EPA-453/R-95-017. Other factors may be used, if applicable, such as the TCEQ emission factors for Crude Oil Pipeline Facilities. Any form or spreadsheet containing the same relevant information may be substituted for this form.

FUGITIVE EMISSION SOURCES			Emission Unit ID#		VOC Emissions		Type of Control
Source Type	Service <sup>1</sup>	Number of Sources	Emissions Factor, lb/hr/source	Weight % VOC	lb/hr	TPY	
Valves	Gas		0.0099				
	Light Oil		0.0055				
	Heavy Oil		0.000019				
	Water/Oil		0.00022				
Pump Seals	Gas		0.0053				
	Light Oil		0.029				
	Heavy Oil <sup>3</sup>		0.0011				
	Water/Oil		0.000053				
Connectors	Gas		0.00044				
	Light Oil		0.00046				
	Heavy Oil		0.000017				
	Water/Oil		0.00024				
Flanges	Gas		0.00086				
	Light Oil		0.00024				
	Heavy Oil		0.00000086				
	Water/Oil		0.0000064				
Open-ended lines	Gas		0.0044				
	Light Oil		0.0031				
	Heavy Oil		0.00031				
	Water/Oil		0.00055				
Other <sup>2</sup>	Gas		0.019				
	Light Oil		0.017				
	Heavy Oil		0.00007				
	Water/Oil		0.031				
					<b>TOTAL</b>		

- Notes: 1. Heavy oil has an API gravity of less than 20°. Water/oil is any water stream in oil service with water content greater than 50% up to water content of 99%. Above 99% water, emissions are negligible.  
2. The “Other” equipment type includes compressors, pressure relief valves, relief valves, diaphragms, drains, dump arms, hatches, instruments, meters, polished rods, and vents. This “Other” equipment type should be applied for any equipment type other than connectors, flanges, open-ended lines, pumps, or valves.  
3. No EF for pumps in heavy oil service was provided in the EPA document as no data was collected in the API study. This is a suggested factor from a January 10, 1996, TCEQ memorandum.

<b>NOTICE OF MALFUNCTION MINOR SOURCE GP-OGF</b>
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Complete and send this form to AQD when an Emissions Limited Engine has experienced a malfunction such that the engine could not be tested for a calendar quarter. **“Malfunction”** means any sudden, infrequent, and not reasonably preventable failure of air pollution control equipment, process equipment, or a process to operate in a normal or usual manner. Failures that are caused in part by poor maintenance or careless operation are not malfunctions. The malfunction must have prevented operation of the engine for at least 3 of the last 10 days of that quarter. This form must be received by AQD within 30 days of the end of the quarter. **Note: This notice is not used for any excess emissions reporting requirements.**

Company Name					
Mailing Address					
City		State		Zip	
Facility Name					
Legal Description	Section		Township		Range
Current Authorization Number or Permit Number					
Emission Unit ID #		Serial Number			
Engine / Turbine Make		Model			
<b>Notice of Malfunction</b>					
	I hereby provide notice of a malfunction for this engine such that a quarterly stack test could not be performed. I certify that reasonable efforts were made to repair the engine and schedule a stack test before the end of the quarter.				
Start of Downtime: Day and Time					
End of Downtime: Day and Time					
Will the engine be permanently removed from service or replaced?			Yes		No
If not, when will, or when was, the engine restarted? Date					
Explain the cause of the malfunction					

<b>NOTICE OF MALFUNCTION CERTIFICATION</b>			
<b>I certify, based on information and belief formed after reasonable inquiry, the statements and information in this document are true, accurate, and complete.</b>			
Responsible Official (signature)			
Responsible Official (typed)		Date	
Responsible Official Title		Phone	

<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)	
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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  
No Public Notice Requirement**

- (1) Relocation permit for a minor facility.
- (2) Modification of an existing FESOP that is based on the operating conditions of a construction permit that was processed under Tier I and completed the web-based public notice requirement and does not differ from those construction permit conditions in any way considered significant. [FESOP Enhanced NSR]
- (3) Extension of expiration date of a minor facility construction permit.
- (4) 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 I (with web-based public notice), 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). [Enhanced NSR]
- (5) Extension of expiration date of a Part 70 source's construction permit.
- (6) New, modified, and renewed individual authorizations under general permits for which a schedule of compliance is not required by OAC 252:100-8-5(e)(8)(B)(i).
- (7) Burn approvals.
- (8) Administrative amendments of all air quality permits and other authorizations.

**Web-based Public Notice Requirement**

- (1) New minor NSR construction permit for a minor facility.
- (2) Initial operating permit for a new minor facility.
- (3) Modification of a construction permit for a minor facility.
- (4) Modification of an existing minor operating permit that was issued prior to September 15, 2021, and that will now become a FESOP.
- (5) Modification of a minor operating permit that did not undergo the *FESOP Enhanced NSR Process*. [Traditional NSR]
- (6) Construction permit for an existing Part 70 source for any facility change considered to be a minor modification under OAC 252:100-8-7.2(b)(1).

**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) Any permit application for a Part 70 source that would result, on issuance, with the facility being covered by a FESOP (PBR, GP, or individual facility operating permit).
- (3) Construction permit for a new Part 70 source not classified under Tier III.
- (4) 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.
- (5) Initial operating permit for a Part 70 source.
- (6) Acid rain permit that is independent of a Part 70 permit application.
- (7) 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 did not undergo the *Enhanced NSR Process*. [Traditional NSR]
- (9) Modification of a Part 70 operating permit when the conditions proposed for modification differ from the underlying construction permit's operating conditions in any way considered significant under OAC 252:100-8-7.2(b)(2). [Traditional NSR]
- (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 permits.
- (13) Individual authorizations under any general permit for which a schedule of compliance is required by OAC 252:100-8-5(e)(8)(B)(i).
- (14) Plant-wide emission plan approval under OAC 252:100-37-25(b) or OAC 252:100-39-46(j).

**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.