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**APPLICATION FORMS / INSTRUCTIONS**

**FOR OIL & GAS FACILITIES GENERAL PERMIT (GP-OGF)**

**DATED DECEMBER 1, 2023**

**DEQ FORM # 100-306**

**OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY**

**AIR** **QUALITY DIVISION**

**707 N. Robinson Avenue, P.O. Box 1677, Oklahoma City, Oklahoma 73101-1677** [*www.deq.ok.gov*](http://www.deq.ok.gov)

**INTRODUCTION**

This package (DEQ Form # 100-306) contains the General Permit (GP) Application Forms to Construct and/or Operate minor Oil and Gas Facilities (OGF) under the GP-OGF, originally dated July 1, 2022. It revises the GP-OGF application package (# 100-306) dated July 19, 2022, which replaced the previous GP-OGF application package (# 100-305) dated March 1, 2012. An applicant should read the definitions of terms (page 5) used in this application and permit before filling out the forms. 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 company representative is required for certifications. If there is any discrepancy between these forms and the GP-OGF, the GP-OGF prevails.

**TRANSITION FROM OLD GP-OGF (12/2008) TO NEW GP-OGF, DATED JULY 1, 2022**

The transition period indicated below will continue to apply. The revisions from the July 1, 2022, version to the December 1, 2023, version of the GP-OGF were not considered substantial changes that would require an additional transition period.

Existing sources operating under any previous GP-OGF (issued prior to July 1, 2022) will be required to transition to the July 1, 2022 GP-OGF within the 24-month transition period which ends on July 1, 2024. During the 24-month transition period, (1) any facility constructing or operating under any previous GP-OGF and existing Authorization must comply with the standards set forth therein; (2) the Notice of Modification (NOM) for the 2008 GP-OGF (# 100-305-E) may be used for those facilities wanting to maintain coverage under the 2008 GP-OGF; (3) using the NOM from the GP-OGF, dated December 1, 2023 (or July 1, 2022), (# 100-306-D) automatically subjects the facility to the December 1, 2023 GP-OGF upon submittal. For facilities that have conditions in their current authorization that conflict with the requirements with the GP-OGF, dated December 1, 2023, those facilities must obtain an individual minor source construction permit and then incorporate those conditions into a subsequently issued Authorization to Operate within the 24-month transition period. All facilities constructing or operating under any previous GP-OGF will become subject to and must comply with the GP-OGF, dated July 1, 2022 (as updated effective December 1, 2023), within 24 months of its issuance date (i.e., by July 1, 2024), and all facilities will automatically be authorized as Class II facilities (see definitions).

**ELIGIBILITY**

Eligible facilities are those designed and operated for the production, gathering, processing, storage, or transportation of crude oil, natural gas, and natural gas liquids (NGL), including condensate. Typical facilities include oil and gas production sites, compressor stations, gas processing plants, crude oil and refined petroleum pipeline stations, petroleum bulk stations and terminals, and crude oil tank batteries and trucking stations. The permit includes requirements for storage tanks, loading facilities, combustion equipment (engines, turbines, heaters, boilers, and flares), glycol dehydration units, amine treating units, fugitive emission sources, other process sources, MSS, and associated control equipment.

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, DEQ rules, and/or the terms of any existing DEQ permits and orders, are not eligible for 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 100-306-A, Checklist for Eligibility – Authorization to Construct, may be used for making that determination.

**PERMIT COVERAGE**

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. For any conditions contained in an individual construction or operating permit that was issued prior to September 15, 2021, and which will be incorporated into an Authorization to Operate will require the Authorization to Operate to go through public review on DEQ’s public website. Eligible facilities that apply for an individual minor source operating permit after receiving an Authorization to Construct must pay the additional fees required for the individual permit application (i.e., operating permit and construction permit). Part I, 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.

An applicant proposing to construct a new facility that meets all the eligibility requirements may apply for an Authorization to Construct by submitting a complete Notice of Intent (NOI) to Construct application that includes the appropriate forms and fees for an OGF General Permit. Coverage under this permit is effective, and the permittee may commence construction, upon receipt by the DEQ of the NOI to Construct and fees or confirmation of fees received (a receipt) by the DEQ. 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; (3) a DEQ date stamped application; or (4) a date of receipt of a digital copy of an application is acceptable documentation of receipt of the NOI to Construct. A confirmation letter 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 this permit. An application for anAuthorization to Operate must be submitted within 180 days of commencement of operational start-up.

An applicant proposing to obtain coverage under this permit for an existing, previously permitted facility, need only submit an application for an Authorization to Operate if the facility meets all of the eligibility requirements. Under this scenario, facilities that have not obtained authorization under an NOI to Construct, coverage under the GP-OGF is not effective until the issuance of the Authorization to Operate.

**EMISSION LIMITATIONS**

Emission limitations are established in the GP-OGF as a facility-wide emissions cap. A facility can comply with either the Class I facility-wide cap which limits emissions to less than 80% of major source levels or the Class II facility-wide cap which limits emissions to less than 100% of major source levels. A facility covered by the GP-OGF would specify in the application or the NOM which facility-wide emission cap it will comply with. Both Class I and Class II limits are based on 12-month rolling totals.

Facilities may replace, remove, modify, or add any eligible emission sources as long as the modified facility will not exceed the applicable facility-wide cap on emissions. A Notice of Modification (Form # 100-306-D) is required for certain modifications as listed in the definition of Notice of Modification (e.g., add equipment subject to NSPS, change a facility’s classification, or add a federally enforceable limit (FEL)). 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 as detailed in the GP-OGF.

In addition to the facility-wide cap limits, the GP-OGF establishes enforceable VOC emission limits of 5.9 TPY for individual storage tanks to avoid applicability of NSPS, Subparts OOOO and OOOOa. A facility can request coverage of this FEL (Form # 100-306-F) to specific storage vessels located at the facility in the application or NOM. FELs are based on 12-month rolling totals.

Short-term (lb/hr) emission limits for NOX, CO, and VOC are required to be established in an application or NOM for each engine at a facility covered under the GP-OGF unless the engine is an Emergency Use Engine or an engine rated less than or equal to 250-hp. These emission limits along with periodic testing will help ensure compliance with the facility-wide cap and demonstrate on-going compliance with other applicable requirements.

Other limitations from previously issued permits may be incorporated into an Authorization to Operate if the requested limits ensure compliance with all applicable rules and regulations. For any conditions contained in an individual construction or operating permit that was issued prior to September 15, 2021, and which will be incorporated into an Authorization to Operate will require the Authorization to Operate to go through public review on DEQ’s public website.

**DEVELOPMENT OF EMISSION FACTORS**

The applicant shall certify the emission factors and calculation methodologies used to demonstrate compliance with the cap that are included in the application or NOM. Any changes in methodology must follow current agency guidance and any other changes must submit a new application or NOM. All supporting documentation must be submitted as part of the application or NOM.

For these target HAPs (benzene, toluene, ethylbenzene, xylene, n-hexane, and formaldehyde), provide an emission factor or calculated short-term emission rate for any individual emission unit with target HAP emissions estimated to be greater than 0.01 TPY. This information shall be provided in the forms for each emission unit or include as an attachment.

The following table provides a reference to the emission calculations methodologies for demonstrating compliance with the facility-wide emissions caps and individual tank limits for the GP-OGF. Additionally, this table lists the required forms to be submitted.

| **EUG** | **Specific Condition** | **Description** | **Required Forms** |
| --- | --- | --- | --- |
| Emissions Limitations | Part 2.I. A-D | Facility-wide Emissions Cap | None |
| Part 2.I .E | Emissions Calculations | None |
| Storage Tanks | Part 2.II. A | VOC/HAP Emission Calculations | None |
| Part 2.II. B | Individual Tank Limits | Form 100-306-F |
| Part 2.II. J-K | Recordkeeping | None |
| VOC Loading Operations | Part 2.III. A-C | VOC/HAP Emission Calculations | None |
| Combustion Equipment | Part 2.IV. A-C | NOX, CO, VOC, & H2CO Emission Calculations | Form 100-306-G/H |
| Part 2.IV. D-G | Engine Testing and Maintenance Requirements | None |
| Part 2.IV H | Engine, Addition, Modification, Reconstruction, or Replacement | Form 100-306-G |
| Glycol Dehydration Unit Process Vents | Part 2.V. A-B | VOC/HAP Emissions | None |
| Amine Vents | Part 2.VI. A | VOC/HAP Emission Calculations | None |
| Part 2.VI. B | Testing Requirements | None |
| Fugitive Emission Sources | Part 2.VII. A | VOC Emissions | None |
| Other Process Equipment | Part 2. VIII. A | VOC/HAP Emissions | None |
| MSS | Part 2.IX. A | VOC Emissions | None |

Additional guidance on calculating emissions is found on the DEQ website at <https://www.deq.ok.gov/air-quality-division/air-permits/permit-guidance/>.

**TIER DETERMINATION**

DEQ's “Uniform Permitting” system, under OAC 252, Chapter 4, Subchapter 7 categorizes applications as Tier I, Tier II, or Tier III, depending on their complexity and the amount of public interest. Authorizations under a minor facility general permit are processed under Tier I requirements. In accordance with OAC 252:4-7-13(g)(10), AQD does not require public review on the agency’s website of Authorizations to Construct and Operate under the GP-OGF. However, public notice is required for a facility transitioning from a Title V permit to an Authorization under this GP-OGF in accordance with OAC 252:4-7-33(a)(2) Tier II requirements. For any conditions contained in an individual construction or operating permit that was issued prior to September 15, 2021, and which will be incorporated into an Authorization to Operate, the Authorization to Operate will be required to go through public review on the agency’s website in accordance with OAC 252:4-7-13(g)(9) Tier I requirements.

**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) |
|  | Form 100-306-A (Checklist for Eligibility – Authorization to Construct) |
|  | Form 100-815 (Tier Classification of AQ Permit Applications and Application Fees) |
|  | Form 100-884 (General Facility Information) |
|  | Form 100-306-B or C (NOI to Construct or NOI to Operate) |
|  | Form 100-306-D (Notice of Modification) |
|  | Form 100-306-E (Equipment Units List) |
|  | Any applicable source emissions forms (Forms 100-306-F thru H) |
|  | 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 or Electronic Payments) |

**SUBMIT ONE COMPLETED APPLICATION TO:**

Oklahoma Department of Environmental Quality
Air Quality Division

707 N. Robinson, Suite 4100

P.O. Box 1677

Oklahoma City, OK 73101-1677

**Or Submit online to:**

<https://www.deq.ok.gov/air-quality-division/contact-richard-kienlen-and-phillip-fielder/>

**ASSISTANCE AVAILABLE:**

AIR QUALITY DIVISION: (405) 702-4100

WEB PAGE ADDRESS: [www.deq.ok.gov](http://www.deq.ok.gov)

**ELECTRONIC PAYMENTS:**

For Accounts Receivable:

Phone: (405) 702-1130

ARHelpdesk@deq.ok.gov

**DEFINITIONS**

The following definitions apply to this memorandum and general permit.

**“Affected Facility”** as defined in 40 CFR §60.2 of the General Provisions means with reference to a stationary source, any apparatus to which a standard is applicable. Each NSPS standard defines the affected facility.

**“Affected Source”** as defined in 40 CFR §63.2 of the General Provisions means the stationary source, the group of stationary sources, or the portion of a stationary source that is regulated by a relevant standard or other requirement established pursuant to Section 112 of the Clean Air Act. Each MACT standard defines the affected source.

**“Appendix H Activities”** means certain equipment or activities on the De Minimis Facilities list under OAC 252:100 Appendix H which warrant inclusion in the facility’s emissions calculations if located at a permitted facility. AQD evaluated the De Minimis Facilities list and determined the equipment or activities that need to be included for oil and natural gas facilities (Part 2 Section I, E).

**“Certified Engine”** means any engine that has been certified by the EPA to meet emissions standards for the purposes of meeting an NSPS or NESHAP.

**“Class I”** means a facility that has an enforceable limit less than 80% of major source levels for each regulated air pollutant.

**“Class II”** means a facility that has an enforceable limit of less than 100% of major source levels for each regulated air pollutant and is not a Class I facility.

**“Controlled Engine”** means an engine, with or without an Air to Fuel Ratio Controller, that uses catalytic or oxidation catalyst control.

**“Commencement of Operation”** means the owner or operator of the stationary source has begun, or caused to begin, emitting a regulated air pollutant from any activity for which the stationary source is designed and/or permitted.

**“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 no more than 500 hours per year.

**“Extended Gas Analysis”** means an extended analysis (using GPA 2286 or similar approved methods) that provides speciated data for HAP components benzene, toluene, ethylbenzene, xylenes, and n-hexane.

**“Maintenance, Startup, and Shutdown (MSS)”** include air emissions resulting from the maintenance, startup, or shutdown of equipment or facilities at a site and may include activities such as routine maintenance and other activities such as equipment blowdowns, pipeline pigging, or tank de-gassing.

[Note: MSS emissions are part of normal operation of a source and should be accounted for in planning, design, and implementation of operating procedures for process and control equipment. As such, MSS emissions should be included in Potential to Emit (PTE) calculations and are subject to applicable permitting requirements. Facility shall estimate MSS emissions to the extent that they are predictable and quantifiable.]

**“Maintenance”** means the planned routine repair and upkeep of equipment.

**“Malfunction”** means a sudden and unavoidable breakdown of process or control equipment.

**“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 (NOM)”** means a written notice informing AQD of: (1) any modification or change of operations at the facility that would construct a piece of equipment or a process that is subject to NSPS or NESHAP, or that would modify or reconstruct a piece of equipment or a process such that it becomes subject to NSPS or NESHAP; (2) that would change its facility classification (either from a Class I facility to a Class II facility or a Class II facility to a Class I facility); (3) any modification to add or replace a storage tank with a capacity of 400 gallons or more storing VOC, a VOC Loading Operation, any combustion equipment, any amine unit, or any dehydration unit; (4) any modification to change emissions factors relied on in an application or a previous NOM; or (5) any modification to add or remove a federally enforceable limit (FEL) (e.g., 6 TPY limit on storage tanks). Such notice shall contain all information required in the NOM form. Any emissions limits requested in an NOM become an enforceable upon submittal.

**“Shutdown”** means, generally, the cessation of operation of a source for any reason.

**“Startup”** means, generally, the setting in operation of a source for any reason.

**“Synthetic Minor Facility”** means a facility that has the potential to emit over major source levels of any regulated air pollutant but with controlled actual emissions below major source levels.

**“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.**

|  |  |
| --- | --- |
| A | 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** | 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 |

|  |
| --- |
| 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 162 ppmvd? |  |  |
| 2 | Combust fuel oil with maximum total sulfur content above 0.05 % by weight?\* |  |  |
| 3 | Engines combusting diesel with a total sulfur content greater than 15 ppmw? |  |  |
| 4 | Not be able to demonstrate a maximum H2S concentration of 6 ppmw for all categories of crude oil stored at the facility? |  |  |
| 5 | Use incinerators, regenerative or non-regenerative carbon absorbers, or catalytic systems to control emissions of H2S? (For this permit, flares and heater fireboxes are not considered incinerators or thermal oxidizers.) |  |  |
| 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 a glycol dehydration unit that processes natural gas with an H2S content greater than 4 ppmv? |  |  |
| 8 | Have more than one amine unit? |  |  |
| 9 | Have an amine unit that operates under the following conditions: (1) processes natural gas with an H2S content greater than 4 ppmv; or (2) does not control emissions from the rich amine flash tank and amine regeneration vent? |  |  |
| 10 | Have an amine unit that processes more than 0.1276 long ton per day (LTPD) of sulfur? |  |  |
| 11 | Have “new fuel-burning equipment,” as that term is defined in OAC 252:100-33, with a rated heat input of 50 MMBtu/hr or greater?  |  |  |
| 12 | Have selective catalytic reduction (SCR) or selective non-catalytic reduction (SNCR) control system on any engine or other combustion source?  |  |  |
| 13 | Require a specific limitation(s) not otherwise addressed in order to maintain compliance with the cap? |  |  |
| 14 | Be located in an area federally designated as non-attainment? |  |  |
| 15 | Be requesting an Alternative Emissions Reduction Authorization per OAC 252:100-11? |  |  |
| 16 | Request control efficiencies above the levels allowed in Appendix A of the GP-OGF? |  |  |
| 17 | Request unit specific limits not allowed or required under the general permit? |  |  |

\* The requirement to submit a fuel oil compositional analysis of Part 2, Section I.K. for an Authorization to Operate is satisfied with the submittal of this form and maintaining fuel records.

**If the answer to any of the above questions (1-15) is “yes”, then the facility is not eligible to obtain an Authorization to Construct and must apply for an individual minor source construction permit.**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 Construct |  | GP Authorization To Operate | GP Name: |  |
|  | Renewal |  | Modification |  | Relocation |  | PBR | PBR Type: |  |
| Permit Number(s) (If Applicable)  |  |  |  |
| Est. Date of Construction/Modification Start: |  | Operational Start-up:  |  |
| Construction Permit Public Review Process: |  | Traditional |  | Enhanced |
|  |
| 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 |  |
|  |
| 6 | TECHNICAL CONTACT | Name |  |
| Phone |  | 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) |  |
| REFERENCE POINT |  | Facility Entrance Point or First Gate of Lease Property (preferred above all other options) |
|  | Center of Facility |  | Other (Specify): |  |
|  |
| 9 | APPLICATION CERTIFICATION | **This application, including all attachments, has been submitted as required by OAC 252:100.** |
| **I certify that (a) I am the Responsible Official for this company as defined in OAC 252:100-1-3; and (b) based on information and belief formed after reasonable inquiry, the statements and information contained in this application are true, accurate, and complete.** |
| Responsible Official (name) |  | Title |  |
| Responsible Official (signature) |  | Date |  |
| Phone |  | Email Address |  |
| Street Address |  | City |  | State |  | Zip |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **AIR QUALITY DIVISION****CLASSIFICATION OF AQ PERMIT APPLICATIONS****& APPLICATION FEES** | Received Stamp(DEQ Use Only) | 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) |  |
| **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 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.

**No Public Notice Requirement, 45-Day EPA Review Requirement**

 (1) Minor modification to a Part 70 source operating permit where the facility obtained a prior construction permit for the modification as required by OAC 252:100-8-4(a)(1)(B)(iv). [Traditional NSR]

 (2) Minor modification under OAC 252:100-8-7.2(b)(1) to a Part 70 source operating permit that did not trigger an NSR permitting action.

**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 as required by OAC 252:100-8-4(a)(1)(B)(iv).

**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 or a modification of a Part 70 operating permit incorporating a Tier II construction permit that did not undergo the *Enhanced NSR Process*.

 (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).

 (10) A 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.

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| NOTICE OF INTENT TO CONSTRUCTMINOR SOURCE GP-OGF  |

* 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 100-884);
	+ Equipment Units List (Form 100-306-E);
	+ any applicable source emission forms (Forms 100-306 F thru H); and
	+ applicable fee.
* Notification under any applicable NSPS and NESHAP should also be submitted according to the schedules specified in the corresponding federal rules.

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| 1 | COMPANY INFORMATION | Name |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2 | FACILITY INFORMATION | Name |  |
| Facility is requesting coverage under the GP-GOF as a: | Class I |  | Class II |  |

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| --- | --- | --- | --- | --- | --- |
| 3 | ESTIMATED CONSTRUCTION DATE | Start: |  | Completion: |  |

|  |  |  |
| --- | --- | --- |
| 4 | API Number(s), if applicable |  |

|  |  |
| --- | --- |
| 5 | NOTICE OF INTENT CERTIFICATION |
| **This application, including all attachments, has been submitted as required by OAC 252:100-7. I understand that I am responsible for assuring construction and operation of the above facility in accordance with this application, the terms of the GP-OGF, and OAC 252:100. I certify, based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate, and complete.** |
| Company Official (signature) |  |
| Company Official (typed) |  | Date |  |
| Company Official Title |  | Phone |  |

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| **NOTICE OF INTENT TO OPERATE** **MINOR SOU****RCE GP-OGF** |

* Complete this form to obtain an Authorization to Operate.
* Submit this form within 180 days of commencement of operation along with:
	+ the DEQ Landowner Notification Affidavit (Form 100-810);
	+ General Facility Information (Form 100-884);
	+ Equipment Units List (Form 100-306-E);
	+ any applicable source emission forms (Forms 100-306-F thru H);
	+ any applicable RSG forms; and
	+ applicable fee.

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| --- | --- |
| Company Name |  |
| Facility Name |  |
| Facility is requesting coverage under the GP-GOF as a: | Class I |  | Class II |  |
| Fees Submitted | $ | Check # |  | Date |  |
| Current Authorization Number or Permit Number |  |
| Date facility first began operations |  |
| API Number(s), if applicable |  |
| **REQUEST TO OPERATE and NOTICE OF CHANGE (**check applicable) |
|  | I hereby submit this application for an Authorization to Operate under the GP-OGF.  |
|  | I certify that the facility was constructed in compliance with all applicable rules and regulations and the requirements and conditions of the previously submitted application to construct under the GP-OGF or individual minor facility construction permit. |
|  | I am providing notification of a change in construction from the previously submitted NOI to Construct under the GP-OGF, as indicated in subsequentially submitted NOMs or other changes. Describe any requested change from the NOI to Construct application that needs to be incorporated into the Authorization. Attach a summary if needed. |
|  | I am providing notification of an allowed modification to an individual minor facility construction permit. Describe the change and any requested change in permit conditions. Attach a summary if needed. |
|  | I certify that I have submitted a self-disclosure to AQD for operation of an un-permitted facility for which a permit was required under OAC 252:100. |
| Type of Change:  |  |
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| Reason for Change: |  |
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| Condition Requested to be Incorporated into Authorization: |  |
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| NOTICE OF INTENT CERTIFICATION |
| **This application, including all attachments, has been submitted as required by OAC 252:100-7. I understand that I am responsible for assuring construction and operation of the above facility in accordance with this application, the terms of the GP-OGF, and OAC 252:100. I certify, based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate, and complete.** |
| Company Official (signature) |  |
| Company Official (typed) |  | Date |  |
| Company Official Title |  | Phone |  |

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| NOTICE OF MODIFICATION**MINOR SOURCE GP-OGF**  |

* Complete this form (Form 100-306-D) when making any facility modification described in the definition of Notice of Modification (NOM) and include the following:
	+ updated Equipment Units List (Form 100-306-E) and
	+ any applicable source emission forms for the new or modified equipment (Forms 100-306-F thru H).
* Facilities converting from the 2008 GP-OGF to the 2022 GP-OGF, complete this form (Form 100-306-D) and include the following:
	+ updated Equipment Units List (Form 100-306-E) and
	+ forms for any new, modified, or existing equipment (Forms 100-306-F thru H).
* An NOM is required to be submitted to AQD within 15 days following startup of the equipment.
* Changes in classification occur upon submittal of the NOM.
* The NOM may be submitted on-line at: AQDPermitsOGGPandOGPBRNotifications@deq.ok.gov
* Maintain a copy of the NOM at the facility with either the Notice of Intent to Construct application or the Authorization to Operate.

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| Requesting to change facility classification | Yes |  | No |  |
| Requesting coverage under the GP-OGF as | Class I |  | Class II |  |
| Requesting transfer of coverage from former GP-OGF | Yes |  | No |  |
| Requesting to add or remove FELs for storage tanks | Yes |  | No |  |
| Using NOM for NSPS notification requirements | Yes |  | No |  |

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| Company Name |  |
| Facility Name |  |
| Current Authorization Number |  |
| NOM involves a new well, list API Number |  |

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| Description of Change |  |
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| NOTICE OF MODIFICATION CERTIFICATION |
| **This application, including all attachments, has been submitted as required by OAC 252:100-7. I understand that I am responsible for assuring construction and operation of the above facility in accordance with this application, the terms of the GP-OGF, and OAC 252:100. I certify, based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate, and complete. I understand that any new limits on emissions become enforceable on submittal of this NOM.** |
| Company Official (signature) |  |
| Company Official (typed) |  | Date |  |
| Company Official Title |  | Phone |  |

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| **EQUIPMENT UNITS LIST****MINOR SOURCE GP-OGF** |

* For each affected source (please see definition of “affected source”) listed in the GP-OGF, provide the information requested in the table below.
* For any control equipment listed here, provide supporting documentation of the control efficiency relied on.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Emission****Unit****ID#** | Description | ManufactureorModificationDate | InstalledDate | Control Equipment(if any) | Subject to NSPS or NESHAP? | De Minimis Activity? |
| Type | Efficiency (Weight %) | No | If Yes, specify Subpart | Yes | No |
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| **EMISSION UNITS - STORAGE TANKS****MINOR SOURCE GP-OGF** |

Complete the tables below to specify which tanks are requesting enforceable limits under Part 2, Section II(B).

|  |
| --- |
| **Tanks Not Subject to Federally Enforceable Limits** |
|  | Emission Unit ID # |

|  |  |
| --- | --- |
| The listed tanks have PTE below 6 TPY and do not require a specific federally enforceable limit |  |
|  |

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| **Federally Enforceable Limits** |
|  | Emission Unit ID # |

|  |  |
| --- | --- |
| The listed tanks shall comply with Part 2 Section II(B) of the GP-OGF |  |
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| **Removal of Federally Enforceable Limits** |
|  | Emission Unit ID # |

|  |  |
| --- | --- |
| The listed tanks are no longer required to comply with Part 2 Section II(B) of the GP-OGF  |  |
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| **EMISSION UNITS – ENGINES** **& TURBINES****MINOR SOURCE GP-OGF** |

* Provide applicable information for each engine or turbine.
* For each engine or turbine, a short-term limit (lb/hr) shall be established for NOx, CO, VOC, and formaldehyde.
* The lb/hr emission rates established shall be used to calculate compliance with the cap in the GP-OGF.
* Provide documentation of the emission factors used to determine lb/hr emissions, unless AP-42 is used.
* Note any inherent limitations on HP, such as limits associated with the equipment coupled to an engine.
* If the facility-wide, uncontrolled, formaldehyde emissions are ≥ 10 TPY, the formaldehyde reduction efficiency must be less than or equal to the CO reduction efficiency. Formaldehyde reduction may not exceed 90%.

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| --- | --- | --- | --- | --- | --- | --- |
| **ENGINE DESIGN** | Engine  |  | Turbine |  | Date of Startup |  |
| Emission Unit ID# |  | Serial Number |  |
| Engine / Turbine Make |  | Model Number |  |
| Fuel Type  |  | Equipped with Air Fuel Ratio Controller (AFRC)? | Yes |  | No |  |
| Type (check all that apply) | Lean-burn |  | Rich-burn |  | 4-stroke |  | 2-stroke |  |
| Control Equipment | None |  | NSCR |  | Oxidation Catalyst |  | Other: (specify) |  |
| **LB/HR CALCULATIONS** |  Maximum Rated HP |  | Btu/bhp-hr |  |
| Pollutant | Factor (Units) | lb/hr | Source |
| NOX |  |  |  |
| CO |  |  |  |
| VOC |  |  |  |
| Formaldehyde |  |  |  |
| Comments: |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **ENGINE DESIGN** | Engine  |  | Turbine |  | Date of Startup |  |
| Emission Unit ID# |  | Serial Number |  |
| Engine / Turbine Make |  | Model Number |  |
| Fuel Type  |  | Equipped with Air Fuel Ratio Controller (AFRC)? | Yes |  | No |  |
| Type (check all that apply) | Lean-burn |  | Rich-burn |  | 4-stroke |  | 2-stroke |  |
| Control Equipment | None |  | NSCR |  | Oxidation Catalyst |  | Other: (specify) |  |
| **LB/HR CALCULATIONS** |  Maximum Rated HP |  | Btu/bhp-hr |  |
| Pollutant | Factor (Units) | lb/hr | Source |
| NOX |  |  |  |
| CO |  |  |  |
| VOC |  |  |  |
| Formaldehyde |  |  |  |
| Comments: |  |

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| **FUEL-BURNING EQUIPMENT****MINOR SOURCE GP-OGF** |  |

* Provide applicable information for each fuel-burning unit.
* For each fuel-burning unit, an emission factor shall be established for the listed pollutants.
* The emission factors established shall be used to calculate compliance with the cap in the GP-OGF.
* Provide documentation of the emission factors used, unless AP-42 is used.

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| **Emission Unit ID #** | **Heat Input (Units)** | **Fuel Burned** |
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| --- | --- |
| **Emission Unit ID(s) #** |  |
| **POLLUTANT** | **Emission Factor (Unit)** | **Emission Factor Source** | **Comments** |
| **NOX** |  |  |  |
| **CO** |  |  |  |
| **VOC** |  |  |  |
| **SO2** |  |  |  |
| **PM** |  |  |  |

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| **Emission Unit ID(s) #** |  |
| **POLLUTANT** | **Emission Factor (Unit)** | **Emission Factor Source** | **Comments** |
| **NOx** |  |  |  |
| **CO** |  |  |  |
| **VOC** |  |  |  |
| **SO2** |  |  |  |
| **PM** |  |  |  |