

## **Instructions**

These instructions specify which parts of the Representative Sample Information Form (Form 100-702) need to be completed for different types of permit actions and facilities under the [Representative Sample Guidance \(RSG\)](#).

### **Initial Construction Permit**

For applicants seeking to construct new facilities that are applying for a Notice of Intent (NOI) to construct for a general permit, an NOI registration to construct under a permit-by-rule (PBR) including a NOI registration for combined construction/operating PBR, or an individual construction permit, the applicant will need to fill out boxes 1, 2, & 3 and attach the sample lab analysis for each sample used in the application.

### **Initial Operating Permit**

#### Using a representative sample

For applicants seeking continued operation of facilities that are applying for an initial individual operating permit, an authorization to operate under a general permit, or a NOI registration to operate under a PBR, and following the requirements of **RSG**, the applicant will need to fill out boxes 1, 2, 3, 4, Considerations 1-5b, the considerations for the type of facility (example: Wellsite should fill out 6a, 7a, 8a, 9a, & 10a) and attach the sample lab analysis for each sample used in the application.

#### Using a facility-specific sample

For applicants seeking continued operation of facilities that are applying for an initial individual operating permit, an authorization to operate under a general permit, or a registration to operate under a PBR, and using a facility-specific sample, the applicant will need to fill out boxes 1, 3, 4, Consideration 1 and attach the sample lab analysis for each sample used in the application.

#### Requesting a case-by-case determination

For applicants seeking continued operation of facilities that are applying for an initial individual operating permit, an authorization to operate under a general permit, or a registration to operate under a PBR, and using a sample which requires a case-by-case determination, the applicant will need to fill out boxes 1, 2 (if using a representative sample), 3, 4, and the Additional Justification on Page 3.

### **Modifications of Construction or Operating Permit**

Different modifications can have different effects on a facility process. Some modifications may result in changes to the facility such that historical facility operating data is no longer relevant, while other changes will not affect the relevance of historical facility operating data. Therefore, compliance with the RSG depends on the specific “modification.” The Representative Sample Guidance Q & A Document provides several examples identifying various considerations for select modifications; however, the examples presented are not inclusive of all of the potential types of modifications.

### Pre-Construction/Pre-Modification

For applicants seeking a modified permit which qualify for the pre-construction/pre-modification option under the RSG, the applicant will need to fill out boxes 1, 2, and 3 and attach the sample lab analysis for each sample used in the application. See the Representative Sample Guidance Q & A Document for clarification on what may qualify for the pre-construction/pre-modification option.

### Using a representative sample

For applicants seeking a modified permit which does not qualify for the pre-construction/pre-modification option under the RSG, and using a representative sample the applicant will need to fill out boxes 1, 2, 3, 4, Considerations 1-5b, the considerations for the type of facility (example: Wellsite should fill out 6a, 7a, 8a, 9a, & 10a) and attach the sample lab analysis for each sample used in the application.

### Using a facility-specific sample

For applicants seeking a modified permit which does not qualify for the pre-construction/pre-modification option under the RSG, and using a facility-specific sample, the applicant will need to fill out boxes 1, 3, 4, Consideration 1 and attach the sample lab analysis for each sample used in the application.

### Requesting a case-by-case determination

For applicants seeking a modified permit which does not qualify for the pre-construction/pre-modification option under the RSG, and using a sample which requires a case-by-case determination, the applicant will need to fill out boxes 1, 2 (if using a representative sample), 3, 4, and the Additional Justification section.

## **Do you need a separate sample for each piece of equipment?**

Form 100-702, with attached sample analysis, is required to be submitted with each individual sample used to estimate emissions at a facility. If one sample is used to estimate emissions for an entire facility, a single sample analysis attached with Form 100-702 must be submitted. However, if multiple samples are used to estimate emissions from different pieces of equipment at a facility, separate Form 100-702 and sample analysis must be submitted for each sample used. Several examples are listed following:

If a sample is taken from the inlet separator to estimate emissions for storage tanks, glycol dehydrators, amine units, and fugitive components, only one form and sample is required to be submitted with the application. Generally, this method will require a complex process simulator.

If a facility is using a pressurized condensate sample to estimate emissions from storage tanks and an extended gas analysis to estimate emissions from glycol dehydrator and fugitive components, two separate forms and sample analyses are required to be submitted.

If a facility is using a pressurized condensate sample to estimate emissions from storage tanks, an extended gas analysis to estimate emissions from glycol dehydrator, and a simple gas analysis to estimate emissions from fugitive components, three separate forms and sample analysis are required to be submitted.

# OIL & GAS REPRESENTATIVE SAMPLE INFORMATION FORM

Please complete this form for each sample used to estimate emissions at the facility and attach to sample lab analysis.

Sample Follows Representative Sampling Guidance Document	OR	Requesting a Case-By-Case Determination*
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\* - Please fill out Additional Justification on Page 3.

<b>1</b>	<b>ACTUAL FACILITY INFORMATION</b>				
Company Name					
Facility Name					
Latitude / Longitude (to 5 decimal places)		Latitude		Longitude	
List All Current Air Quality Permit Numbers At This Facility					
Please select the Facility Type:					
	Well Site		Natural Gas Compressor Station (Gathering)		Natural Gas Compressor Station (Transmission)      Natural Gas Processing Plant
Permit Action					
	Construction*		Modification*		Operation

\* - If application is submitted prior to new construction or modification, Box 4 (Facility-Specific Operating Data) and considerations following (Pages 2-3) may be left blank.

<b>2</b>	<b>REPRESENTATIVE FACILITY INFORMATION</b>				
Company Name					
Facility Name					
Latitude / Longitude (to 5 decimal places)		Latitude		Longitude	
List All Current Air Quality Permit Numbers At This Facility					
Please select the Facility Type:					
	Well Site		Natural Gas Compressor Station (Gathering)		Natural Gas Compressor Station (Transmission)      Natural Gas Processing Plant

<b>3</b>	<b>SAMPLE INFORMATION</b>				
Sample Being Utilized		Facility-Specific Sample		Representative Facility Sample	
Sample is Used to Estimate Emissions for Which Units					
Sample Date		Sample Name or Number			
Sample Point		Type of Sample			
Sample Conditions		Pressure (psig)		Temperature (°F)	
Please Select and Specify the Sampling Method:					
	ASTM		GPA		Other      Specify Method:

<b>4</b>	<b>FACILITY-SPECIFIC OPERATING DATA</b>				
Operating Conditions		Pressure (psig)		Temperature (°F)	
API Gravity of Sales Oil		Type of Control & Efficiency			
Mark the Following That Apply (Based on Calculated Emission Estimates):					
	Facility-Wide VOC Emissions > 80 TPY		Facility-Wide VOC Emissions > 200 TPY		Tank and Loading VOC emissions > 50% Total VOC Emissions      Storage Tanks, w/o control, with VOC Emissions > 4 TPY per Tank
Is Facility-Wide Throughput:					
	< 10 bbl/day		< 1,200 bbl/day and controlled by > 95%		> 10 bbl/day and uncontrolled      > 1,200 bbl/day

**If requesting a case-by-case determination, the following considerations are not required.**

No.	All Sample Considerations	Yes	No
1	Is sample more than three (3) calendar years old?		
If the above answer is yes, a new sample is required or the sample shall be evaluated on a case-by-case basis.			

**Only fill out the following tables when using a representative sample.**

No.	Calculated Emission Considerations	Yes	No
2a	For true minor and synthetic minor facilities, are VOC emissions more than 80 TPY and then do storage tank and truck loading VOC emissions account for more than 50% of facility-wide VOC emissions?		
2b	For major facilities, are VOC emissions more than 200 TPY?		
3	Are individual storage tank emissions, not controlled by a combustion device, more than 4 TPY VOC?		
4	Are facility-wide emissions of a single HAP greater than 8 TPY or are total HAP emissions greater than 20 TPY? (Excluding HAP emissions from engines)		
If any of the above answers are yes, a facility-specific sample is required.			

No.	Throughput Considerations	Yes	No
5a	Is facility-wide throughput less than 10 bbl/day? <sup>1</sup>		
5b	Is facility-wide throughput less than 1,200 bbl/day and controlled by more than 95% with a VRU and/or combustion device? <sup>2</sup>		
If either of the above answers are yes, the representative sample does not have to meet the requirements of distance, sampling point and operating parameters.			

**Only fill out the following tables for the facility type being represented.**

No.	Well Site Considerations	Yes	No
6a	Is Representative Facility less than 10 miles from the Actual Facility and produced in the same formation?		
7a	Is the sample point of the Representative Facility within $\pm 20^{\circ}\text{C}$ ( $36^{\circ}\text{F}$ ) of the Actual Facility?		
8a	Is the sample point of the Representative Facility within $\pm 20$ psig of the Actual Facility if greater than 30 psig or is the sample pressure greater than half that of the actual facility if the actual facility operates at less than 30 psig.		
9a	Is the sales oil of the Representative Facility within $\pm 5^{\circ}$ API gravity of the Actual Facility?		
10a	Was the representative sample taken at or before the last stage of separation of the actual facility, comparatively?		
If any of the above answers are no, a facility-specific sample is required.			

<sup>1</sup> – This applies to Well Sites and Natural Gas Compressor Stations (Gathering and Transmissions);

<sup>2</sup> – This applies to Well Sites and Natural Gas Compressor Station (Gathering).

No.	Natural Gas Compressor Station (Gathering) Considerations	Yes	No
6b	Is Representative Facility less than 10 miles from the Actual Facility?		
7b	Is the sample point of the Representative Facility within $\pm 20^{\circ}\text{C}$ ( $36^{\circ}\text{F}$ ) of the Actual Facility?		
8b	Is the sample point of the Representative Facility within $\pm 20$ psig of the Actual Facility if greater than 30 psig or is the sample pressure greater than half that of the actual facility if the actual facility operates at less than 30 psig.		
9b	Is the sales oil of the Representative Facility within $\pm 5^{\circ}$ API gravity of the Actual Facility?		
10b	Was the representative sample taken at or before the last stage of separation of the actual facility, comparatively?		
If any of the above answers are no, a facility-specific sample is required. <sup>3</sup>			

No.	Natural Gas Compressor Station (Transmission) Considerations	Yes	No
6c	Is Representative Facility upstream from the Actual Facility and on the same pipeline?		
If any of the above answers are no, a facility-specific sample is required.			

No.	Natural Gas Processing Plant Considerations	Yes	No
6d	Is the condensate treated in a condensate stabilizer prior to entering storage tanks or are storage tanks controlled by greater than 95% with a VRU and/or combustion device?		
If any of the above answers are no, a facility-specific sample is required.			

Additional Justification: \_\_\_\_\_

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<sup>3</sup> - A representative sample may be use if all the criteria identified above are met except that the representative facility is located at a distance greater than 10 miles from the actual facility, provided a strong written justification is given for the specific instances where no representative facility that meets the above criteria may exist.