

**AIR POLLUTION CONTROL DISTRICT
COUNTY OF SAN DIEGO**

INSTRUCTIONS FOR TITLE V APPLICATION PACKAGE

INTRODUCTION

This application package contains the instructions and forms to apply for a Title V permit. All The application must be submitted with a nonrefundable processing fee of \$95 and a deposit of \$20,000 for permit evaluation and issuance.

The following forms are required for each application:

Stationary Source Summary [Forms 1401-A1 and 1401-A2]
Insignificant Activity List [Form 1401-G]
Applicable Requirements Summary Check List [Form 1401-H1]
List of Permits by Equipment Category [Form 1401-H2]
Certification Statement [Form 1401-I]
Compliance Certification Schedule [Form 1401-K]
Abatement Devices [Form 1401-M]

The following form may also be required:

Schedule of Compliance [Form 1401-L]

The following forms are optional:

Alternative Operating Scenario [Form 1401-N]
Multiple Applicable Requirements Streamlining [Form 1401-O]
Outdated SIP Requirement Streamlining [Form 1401-P]
Permit Shield [Form 1401-Q]

EPA requires that you submit “information related to emissions sufficient to verify which requirements are applicable to the source” and the calculations which form the basis for this information. Generally, this means that facilities should submit emission unit-specific forms for each source. However, the District has already gathered most of the necessary information to calculate these emissions. EPA application streamlining guidance allows the applicant to reference the calculations of emissions for permitted emission units. Emission information is only required when the District would need to verify emissions levels and monitoring approaches for the following:

1. The facility proposes Plantwide Allowable Limits (PALs) or other plantwide emissions limits; or

2. The facility claims an exemption from an emissions-based applicable requirement for a single emission unit or multiple emission units and expects a permit shield to be granted by the District from this otherwise applicable requirement.

To avoid duplication of data, the applicant should only submit emission unit-specific forms where there is more recent data that differs from data previously submitted to the District. For information on emission unit-specific forms contact the District.

To avoid duplication of the data submitted, the District will send to the facilities a copy of the permit descriptions, permit content, a permit applicable rules list, and variance activity, and the dates of most recent inspection and source test that the District currently has in its database. If the information is correct and complete, the facility may return this information to the District.

Use the following forms if any part of the data is incorrect or missing:

Combustion Emission Unit	Form 1401-B
Coating/Solvent Emission Unit	Form 1401-C
Organic Liquid Storage	Form 1401-D
General Emission Unit	Form 1401-E
Emission Control Unit	Form 1401-F

The District will require emissions data only if there is no data on record at the District. It is the facility's responsibility to submit correct emissions data.

Each of these forms are available on diskette or CD. Two paper copies of the application are required. However, a facility may also submit a copy on diskette or CD. Computer generated lists may be attached to the Applicable Requirements Summary Check List, Insignificant Activity List, and Compliance Certification Schedule forms in lieu of entering data on these forms, if the data is in the same format.

An applicant submitting "Trade Secret" information must supply in writing a "justification for this designation" pursuant to District Rule 176. The written justification is public record.

THE FOLLOWING ARE INSTRUCTIONS FOR FILLING OUT EACH FORM

FORM 1401-A1 STATIONARY SOURCE SUMMARY

This form is the basic facility application form and part of the Application Summary. The District will send this form together with the emissions summary of Form 1401-A2 to EPA instead of the text of the entire application. EPA does have the right to request the entire application from any facility. ***Please keep one copy of your entire application in case a copy is requested by EPA.*** The District will expect you to submit a copy to EPA if they request it. Please note that EPA uses the term "source" to mean plant or facility. Only one Stationary Source Summary form is required per facility.

Items I.1, and I.3 through I.5 are self-explanatory.

Item I.2, the SIC code, is a “Standard Industrial Classification” code. Use the SIC code that most closely describes your facility.

Item I.6, UTM coordinates, are Universal Transverse Mercator coordinates. These coordinates are used to define the location of your plant precisely. The District will enter the data on this line.

Item I.7, Source located within 50 miles of a state line, refers to other states and tribal lands. The District will provide a list of tribal lands and their location and has determined all sources are located within 50 miles of tribal lands.

Items I.8 through I.10 are self-explanatory.

If an agent or contractor operates the source (facility), please fill in item I.11.

Item I.12, the responsible official, is defined in Regulation XIV, Rule 1401. The responsible official must sign the application and attachments where noted. This person is responsible for all statements in the application.

Items I.13 and I.15 are self-explanatory.

Item I.14, Application Contact, is the name of the contact person for this application.

Items I.16 requires description of processes and products at the facility. Include process flow diagrams if necessary for clarity.

The Federal Risk Management Plan referred to in Item I.17 is a plan that must be filed by facilities that store certain amounts of certain hazardous compounds. The compounds and amounts are listed in Part 68 of Section 40 of the Code of Federal Regulations (CFR). These facilities will be required to have a risk management plan that is registered with the appropriate agency. The District will not review the plan, but the existence of a RMP will have to be documented in the application and permit. Applications submitted before the requirements are final will be accepted without verification that RMPs are registered with appropriate agencies.

Item II requires the type of permit action: This application form will be used for initial applications and subsequent modifications. Please check the type of application or permit action.

Item III requires description of the permit action. The appropriate items should be checked.

The applicant should list all supplemental attachments submitted with this application under Item IV. The District forms themselves are not considered attachments but any attachments to the forms must be listed. Attach an additional sheet if necessary.

If an applicant stipulates that it is a major source and subject to specific applicable requirements, it need not provide additional information in its application to demonstrate applicability with respect to those requirements. No emission information is required if the applicant stipulates the facility is a major source. No emission information is required if the applicant stipulates the facility is subject to specific applicable requirements.

Please check the major source threshold emissions which apply for the facility.

There is space allotted to reference emission inventory submittals to the District. Reference the inventory by name and the inventory year.

Note: The applicant only needs to submit annual potential emissions data if the facility is new and there is no facility emissions inventory on file with the District. If this is the case the applicant should check the box indicating emissions calculations have been provided and attach them to the application.

FORM 1401-G INSIGNIFICANT ACTIVITY LIST

Use this form as a checklist for all insignificant activities included in Regulation XIV, Appendix A based on size or production rate. Regulation XIV, Appendix A, has the required criteria to make this determination. Checking activities identified at the facility is all that is required.

Any activity which is subject to an applicable requirement other than District Rules 50 and 51 cannot be considered an insignificant activity and must not be included in this listing.

FORM 1401-H1 APPLICABLE REQUIREMENTS SUMMARY CHECK LIST

This form is intended to list requirements. Applicable requirements which apply to an entire facility are listed first. The applicant should fill in equipment categories at the top of a column as needed. The applicant should then check appropriate boxes for applicable requirements on the form and attach emission unit permit number lists for specific equipment categories where necessary. Each column heading represents an equipment category with a unique set of applicable requirements and the applicant needs to provide a list of the permits for each of the equipment categories specified. The column "Future Effective Date" should also be completed. Where streamlining is employed note on this form and complete Form 1401-O [Multiple Applicable Requirements Streamlining], Form 1401-P [Outdated SIP Requirement Streamlining], and Form 1401-Q [Permit Shield], as needed. An example completed form for some specific equipment categories is available from the District.

The applicant is encouraged to make use of application streamlining processes for applicable requirements in completing this form. Not all the processes listed may be applicable to a specific facility. Examples of streamlining are included in the appendix to these instructions. The application streamlining processes are:

A. Multiple Applicable Requirements

The applicant can propose to combine multiple requirements. An applicant proposing to streamline multiple requirements applicable to the facility or emission unit must take the following actions to combine multiple requirements:

Step One - Provide a side-by-side comparison of all requirements that are currently applicable and effective for the specific emissions units of a source. Distinguish between requirements which are emission and/or work practice standards, and monitoring and compliance provisions.

Step Two - Determine the most stringent emission and/or performance standard (or any hybrid or alternative limits as appropriate) consistent with the streamlining principles and provide the corresponding supporting documentation relied upon to make this determination. This process should be repeated for each emissions unit and each pollutant combination subject to multiple applicable requirements for which the applicant is proposing a streamlined requirement.

Step Three - Propose one set of permit terms and conditions (i.e., the streamlined requirements) to include the most stringent emission limitations and/or standards, appropriate monitoring and associated recordkeeping and reporting, and such other conditions as are necessary to assure compliance with applicable requirements.

Step Four - The applicant must certify compliance with applicable requirements. If a source is certifying compliance only with the streamlined limit this should be indicated in an attachment to the certification, so that it is clear that the certification is being made with respect to a set of terms and conditions that the source believes “assure compliance” with all applicable requirements. In any event, a source may only certify compliance with a streamlined limit if there is information on which to base such a certification.

Step Five - Develop a compliance schedule (Form 1401-L) to implement any new monitoring/compliance approach relevant to the streamlined limit if the source is unable to comply with it, upon permit issuance. The monitoring, recordkeeping, and reporting requirements of the applicable requirements being subsumed continue to apply in the permit until the new streamlined compliance approach is operative.

Step Six - Indicate on the application forms (Forms 1401-O and 1401-Q) that streamlining of the listed applicable requirements under a permit shield is being proposed and propose that a permit shield would be in effect stating that compliance with the streamlined limit assure compliance with the listed applicable requirements. All emission and/or performance standards not subsumed by the streamlined requirements must be separately addressed in the Title V permit application.

The applicant must demonstrate the adequacy of the proposed streamlined requirements guided by the following principles:

- a. The most stringent of applicable emissions limitations for a specific regulated air pollutant on a particular emission unit must be determined taking into account:

- Emission limitation formats (emission limits in different forms must be converted to a common format and/or units of measure or a correlation established among different formats prior to comparisons);
 - Averaging times; and
 - Test methods prescribed in the applicable requirement.
- b. Work practice requirements in streamlining procedures will be treated as follows:
- A work practice requirement directly supporting an emission limit (i.e., applying to the same emissions covered by the emission limit) shall be considered inseparable from the emission limit for the purposes of streamlining emission limits. The proposed streamlined emission limit must include its directly associated supporting work practices, but need not include any work practice standards that are associated with and directly support the subsumed limit(s);
 - Where two or more analogous work practice requirements apply to the same emissions or emission point(s) but do not directly support an emission limit, they may be streamlined, as can multiple emission limits for the same emissions or emission point(s) (e.g., different leak detection and repair programs);
 - When multiple work practice requirements apply to different emissions or emission points, the multiple work practice requirements cannot be streamlined.
- c. Monitoring, recordkeeping, and reporting requirements should not be used to determine the relative stringency of the applicable requirements to which they are applicable.
- d. Facilities, where the preceding guidance does not allow sufficient streamlining, may at their option perform the following to justify additional or different streamlining:
- Construct an alternative or hybrid emission limit that is at least as stringent or more stringent as any applicable requirement, where it is difficult to determine a single most stringent applicable emissions limit by comparing all the applicable emission limits with each other;
 - Use a “State-only or District-only” requirement as the streamlined requirement (except that this streamlining is not allowed for a proposed District MACT standard) when it is more stringent than any applicable Federal requirement (the State-only or District-only requirement would then become federally enforceable in the Title V permit);
 - Use a more accurate and precise test method than the one applicable (except that this streamlining is not allowed for a proposed District MACT standard) to eliminate doubt in the stringency determination; and
 - Conduct detailed correlations to prove the relative stringency of each applicable requirement.

- e. The monitoring, recordkeeping, and reporting requirements associated with the most stringent emission requirement are presumed appropriate, unless reliance on that monitoring would diminish the ability to assure compliance with the streamlined requirements. To evaluate this presumption, compare whether the monitoring proposed would assure compliance with the streamlined limit to the same degree of confidence as would the monitoring applicable to each subsumed limit. If not, and if the monitoring associated with the subsumed limit is also relevant to and technically feasible for the streamlined limit, then monitoring associated with the subsumed limit (or other qualifying monitoring) would be included in the permit. The recordkeeping and reporting associated with the selected monitoring approach may be presumed to be relevant only to the monitoring with which it is associated.

B. Outdated SIP Requirements

An applicant proposing to submit its Title V permit application based on a District rule that has been submitted for EPA approval rather than the current SIP version may take one of two courses of actions to streamline the application:

The first type of action is appropriate for District rules that (1) have been previously demonstrated to EPA's satisfaction to be at least as stringent as the approved SIP rule so as to assure compliance with it for all subject sources or (2) have been specifically identified in a formal agreement between the District and EPA for expeditious SIP processing. The latter category typically involves District rules pending SIP approval which do or could represent full or partial relaxations of the current SIP. The District and EPA have an up-to-date list of District rules which meet either of these criteria.

In preparing initial Title V permit applications with respect to such District rules:

Step One - The applicant must list or cross reference in its application all requirements from District rules which are eligible for this approach and refer to the list established and maintained for this purpose by the District.

Step Two - The applicant must identify in the permit application the current SIP requirements that the pending SIP revision would replace.

Step Three - The applicant may choose to certify compliance with all the requirement(s) of the local rule in lieu of the current SIP if there is sufficient information on which to base such a certification.

Step Four - The applicant may propose that a permit shield would be in effect upon permit issuance. For those listed District rules which are recognized by EPA as being able to assure compliance with the current SIP rule, the applicant would indicate in the application that a permit shield is being proposed to be incorporated into the permit to confirm this understanding. The permit shield request should be noted in Form 1401-Q [Permit Shield].

The second type of action is appropriate where a District rule has not been demonstrated to EPA's satisfaction to assure compliance with the existing SIP or has not been included in the formal

agreement as described above. An applicant may still propose to base its initial Title V application on other District rules pending SIP approval, provided it can show that compliance with the District rule would assure compliance with the current SIP (i.e., make an adequate demonstration consistent with the demonstration of the adequacy of the proposed streamlined requirements detailed under streamlining multiple requirements above in section A).

Step One - The applicant must list in its application both the applicable requirement of the current SIP and of the District rule and indicate that it has opted for streamlining approach. The applicant must develop and submit with its application sufficient documentation that demonstrates the District rule assures compliance with the applicable SIP. Guidance that sets forth the necessary elements and guiding principles are detailed above in Section A.

Step Two - The applicant may choose to certify compliance with the proposed requirements of the District rule if there is sufficient information on which to base such a certification.

Step Three - The applicant may propose a permit shield or similar permit language which would confirm that compliance with the District rule assures compliance with the relevant requirements of the current SIP.

The applicant should note streamlining of this type in Form 1401-P [Outdated SIP Requirement Streamlining].

C. Generic Requirements

The requirement to identify all applicable requirements, including those for insignificant emission units, can be addressed by standard or generic permit conditions with minimal or no reference to any specific emissions unit or activity. Different generic permit tables may be necessary to cover the situation of a particular type of insignificant emission unit which is governed by different applicable requirements (e.g., one to cover units subject to the SIP and one to cover units also subject to NSR).

If the source is operating out of compliance with an applicable requirement, please use the Schedule of Compliance form (Form 1401-N) to submit a proposal for achieving compliance. If the facility is operating under an abatement order, judicial consent decree, or administration order, please include the details in the Schedule of Compliance form.

The applicant needs to attach emissions information to this form for some specific requests. The applicant needs to supply the facility-wide annual emissions when the level of emission of a pollutant is to be used by the District in granting a shield relative to a decision of non-applicability where a source is claiming an exemption based on an emissions level cutoff in a standard that has been issued for the category to which the emissions unit potentially belongs. The emissions of a pollutant must also be provided if there is a Plantwide Allowable Limit (PAL) or other plantwide emissions limit proposed for the Title V permit.

FORM 1401-H2 LIST OF PERMITS BY EQUIPMENT CATEGORY

The applicant must list the permitted emission units on the form by equipment category for equipment categories listed on the Applicable Requirements Summary Check List [Form 1401-H1]. List the equipment category in the same order as Form 1401-H1 along with the associated emission units by permit number (or application numbers where applicable). Mark under the column “status” whether the emission unit is “O”, operational, “N”, non-operational, or “S”, new equipment without a permit operating under startup authorization (only to be used with an application number).

FORM 1401-I CERTIFICATION STATEMENT

Check the boxes in front of the statements that are true for your facility and have the responsible official sign the certification statement.

FORM 1401-K COMPLIANCE CERTIFICATION SCHEDULE

Compliance certifications must be submitted to the District periodically. This schedule shows how often this certification must be submitted for each emission unit and applicable requirement. For example, a facility may have a source for which monitoring data is required every month. The default frequency, in the absence of other requirements, is once per year. If an emission unit is not explicitly listed the default frequency is assumed. The rule reference should be listed under the heading “Applicable Requirements”.

A compliance certification is a certification by the responsible official that a source or facility is in compliance with an applicable requirement. Reports of recordkeeping or monitoring may be required to be submitted with the certification if so stated in the underlying requirement.

The Applicable Requirement Summary Check List and the Certification Statement Forms will be used for these certifications.

FORM 1401-M ABATEMENT DEVICES

Please list the permit number for the equipment associated with the abatement device, the abatement device description, and the sources or operations abated by the device. Abatement devices should be listed which are associated with processes subject to applicable requirements such as a scrubber or thermal oxidizer installed on a process to meet a RACT rule or NSPS requirement or which are separately subject to applicable requirements such as a RACT rule or NSPS requirement. Some equipment should not be listed as abatement devices on this form. Some examples are a mist eliminator installed on a tank containing water to eliminate, for safety purposes, water droplets generated or a muffler on a lawn mower which abates noise but also reduces particulate matter emission. Control equipment installed on insignificant activities such as welding operations should not be listed. Measures such as low NO_x burners, injection timing retard, and the use of high volume low pressure coating application equipment should also not be listed.

FORM 1401-L SCHEDULE OF COMPLIANCE

For each non-complying source, describe how the emission unit will achieve compliance. Propose a schedule to correct the deficiencies. Include a schedule for progress reports. Reports must be submitted at least every six months. If the source is operating under a judicial consent decree or administrative order, the Schedule of Compliance must be at least as stringent. The rule reference should be listed under the heading “Applicable Requirements”. Please enter the attachment identifier, e.g., Attachment A, under the heading “Compliance Schedule Attachment”. Please attach any associated Hearing Board Order. The attachments should be numbered, L1, L2, etc.

FORM 1401-N ALTERNATIVE OPERATING SCENARIOS

This form can be used by facilities that wish to describe alternative operating scenarios. If desired, an alternate operating scenario with the maximum allowable throughput can be described for the District’s review. Examples of alternative operating scenarios are included in the appendix to these instructions.

FORM 1401-O MULTIPLE APPLICABLE REQUIREMENTS STREAMLINING

This form can be used by facilities that wish to streamline multiple applicable requirements. The applicant should list the multiple applicable requirements and identify the streamlined requirement. The detailed analysis including the permit shield proposed for the streamlining should be attached. The process for streamlining multiple applicable requirements includes proposing a permit shield. The process by which a facility would determine a streamlined requirement and identify requirements to be considered under a permit shield are discussed under the instruction for Form 1401-H. The detailed analyses should be referenced on this form and numbered as Attachment O1, O2, etc. Examples of streamlining are included in the appendix to these instructions.

FORM 1401-P OUTDATED SIP REQUIREMENT STREAMLINING

This form can be used by facilities that wish to submit a Title V permit application based on more recently adopted District rule requirements rather than the current SIP rule. The applicant should list the outdated SIP rule and identify the current District rule and include the District rule revision date. The applicant should indicate if a permit shield is proposed. The detailed analysis including any permit shield proposed should be attached. The detailed analyses should be referenced on this form and numbered as Attachment P1, P2, etc.

FORM 1401-Q PERMIT SHIELD

This form must be used by facilities that are requesting a permit shield. Identify the emission unit(s), the requirements to be shielded and the basis for the shield. If the basis for the shield doesn't fit in the space provided attach an additional sheet. These additional sheets should be referenced on this form and numbered as Attachment Q1, Q2, etc.