NOTICE OF WORKSHOP

FOR DISCUSSION OF PROPOSED AMENDMENTS TO
DISTRICT RULE 11 - EXEMPTIONS FROM RULE 10 PERMIT REQUIREMENTS
AND
DISTRICT RULE 12 - REGISTRATION OF SPECIFIED EQUIPMENT

The San Diego County Air Pollution Control District will hold a public meeting to consider comments concerning proposed amendments to Rule 11 and Rule 12. Comments concerning the proposed amendments may be submitted in writing before, or made at, the workshop, which is scheduled as follows:

DATE: Thursday, August 24, 2000
TIME: 9 a.m. – 11 a.m.
PLACE: San Diego Air Pollution Control District
9150 Chesapeake Drive
San Diego, CA 92123
Conference Room 139

In conjunction with the development of District Rule 69.4.1 - Best Available Retrofit Control Technology for Stationary Reciprocating Internal Combustion Engines, the District must revise certain portions of Rule 11 and Rule 12 related to engines. The proposed amendments incorporate the necessary revisions and provide consistency between the three rules.

Rule 11 specifies the types and sizes of equipment exempted from permitting requirements. The proposed amendments to Rule 11 will:

- Remove the exemption for any engine or group of engines with a combined rating of 200 bhp or less, excluding engines with a rating of less than 50 bhp. These engines will be subject to the requirements of Rule 69.4.1, and will be required to submit a permit application within one year of the rule adoption.

For purposes of this workshop, the District is seeking comments only on this single proposed revision. The District will hold a general Rule 11 workshop early next year to address other...
Workshop Notice
Rule 11 and Rule 12

proposed revisions to Rule 11. If you have information and/or comments regarding future Rule 11 amendments, please provide them in writing to Laura Yannayon at the above address by October 16, 2000.

Rule 12 specifies the requirements and procedures for registering certain types of equipment. The proposed amendments to Rule 12 will:

- Delete from registration eligibility:
  - New emergency standby engines;
  - engines with a rating of less than 500 bhp installed before April 5, 1983;
  - aircraft auxiliary power units with a rating of 200 bhp or less; and,
  - aircraft air start units with a rating of 500 bhp or less.

- Allow existing engines rated at 200 bhp or less and operated less than 200 hours per calendar year to be registered.

- Require diesel-fired engines to use only California Diesel Fuel.

- Require periodic maintenance be performed on all engines at least annually.

- Revise various recordkeeping requirements to assure consistency with proposed Rule 69.4.1.

- Replace outdated language regarding application fees with a reference to Rule 40 - Permit and Other Fees. Rule 40 now contains the applicable, current fees for registered equipment.

If you would like a copy of the proposed amendments to Rule 11 and Rule 12, please contact Luann Serbesku at (858) 495-5208, or access the District’s Web Site at www.sdapcd.co.san-diego.ca.us under Rules and Regulations, Workshop Notices.

For questions regarding the proposed amendments, please contact Laura Yannayon at (858) 694-3326 or Camqui Nguyen at (858) 694-3316.

RICHARD J. SMITH
Assistant Director

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PROPOSED AMENDED RULE 11

Proposed amendments to Rule 11 (d)(2) are to read as follows:

RULE 11. EXEMPTIONS FROM RULE 10 PERMIT REQUIREMENTS

(a) APPLICABILITY . . .

(b) RESERVED

(c) DEFINITIONS . . .

(d) EQUIPMENT, OPERATIONS OR PROCESSES NOT REQUIRING A PERMIT TO OPERATE

Any equipment, operation or process that is listed below in Subsections (1) through (20), and that meets the stated exemption provision, parameter, requirement or limitation, is exempt from the requirements of Rule 10. Any person claiming such an exemption shall provide documentation sufficient to substantiate the applicability of the stated exemption provision, parameter, requirement or limitation at the request of the Air Pollution Control Officer.

(1) MOBILE SOURCES . . .

(2) COMBUSTION AND HEAT TRANSFER EQUIPMENT

(i) Any piston-type internal combustion engine with a manufacturer’s output rating of less than 50 brake horsepower.

(ii) RESERVED Piston-type stationary internal combustion engines, each with a manufacturer’s output rating of 50 brake horsepower or greater, whose total combined manufacturer’s rating is 200 brake horsepower or less, and which are all located at a single stationary source. This exemption does not apply to engines located at a major stationary source of NO\textsubscript{x} emissions, as defined in Rule 2.

(iii) Any engine mounted on, within or incorporated into any motor vehicle, train, ship, boat or barge, that is used exclusively to load or unload cargo. For the purposes of this exemption, cargo shall not include the removal or relocation of sand, rock, silt, soil or other materials from dredging operations.

(iv) Any gas turbine engine which has:

(A) an output power rating of less than 0.3 megawatt (MW), or
(B) a maximum gross heat input rating at ISO Standard Day Conditions of less than 1 million BTU per hour.

(v) Any boiler, process heater or steam generator with a manufacturer’s maximum gross heat input rating of less than:

(A) 1 million BTU per hour, and which is fired with any fuel, or

(B) 5 million BTU per hour and which is fired exclusively with natural gas and/or liquefied petroleum gas.

This exemption does not apply to piston-type internal combustion or gas turbine engines.

(vi) Combustion equipment with a manufacturer’s maximum gross heat input rating of less than 20 million BTU per hour and which is fired exclusively with natural gas and/or liquefied petroleum gas. This exemption does not apply to any boiler, process heater, steam generator, piston-type internal combustion engine or gas turbine engine.

(vii) Portable pile drivers and construction cranes that are routinely dismantled and transported to non-contiguous locations for temporary use. This exemption does not apply to diesel pile driving hammers.

(viii) Portable aircraft engine test stands which were constructed before November 4, 1976.

(ix) Back-pack power blowers.

(x) Orchard or citrus grove heaters.

(xi) Any oven having an internal volume of 27 cubic feet (0.765 cubic meter) or less.

(xii) Curing or baking ovens in which no volatile organic solvents or materials containing volatile organic solvents are introduced.

(xiii) Any oven used exclusively for the curing, softening or annealing of plastics.

(xiv) Any oven which is an integral part of a process for which a Permit to Operate is not required pursuant to this rule.

(xv) Any portable internal combustion engine or gas turbine engine used exclusively in conjunction with military tactical support equipment. Such engines shall not be subject to the limitations of Subsections (a)(3) or (a)(4) of this rule. For
the purposes of this subsection, portable means carried or moved from one location within a stationary source to another location within the same stationary source, or from one stationary source to another stationary source, in the normal course of operations. Indicia of portability shall include, but are not limited to, wheels, skids, carrying handles, or a dolly, trailer or vessel. This exemption shall not apply to engines used to propel nonroad equipment or a motor vehicle of any kind, including but not limited to, a heavy duty vehicle.

(xvi) Internal combustion engines used exclusively for purposes of educating students in the operation, maintenance, repair and rebuilding of such engines.

(3) **STRUCTURES AND STRUCTURAL MODIFICATIONS** . . .

. . .
Proposed amendments to Rule 12 are to read as follows:

**RULE 12. REGISTRATION OF SPECIFIED EQUIPMENT**

(a) **APPLICABILITY**

(1) This rule applies to the following emission units:

   (i) **Existing internal combustion** emergency standby engines.

   (ii) **Existing stationary internal combustion engines rated at 200 brake horsepower or less** which operate less than 200 hours per calendar year.

   (ii) **Stationary internal combustion engines not located at a major stationary source of nitrogen oxides (NOx) emissions**, with a manufacturer’s rating of less than 500 brake horsepower and for which installation commenced at its current location before April 5, 1983.

   (iii) Asphalt roofing kettles and asphalt roofing day tankers.

   (iv) Rock drills. This does not include any associated power units.

   (v) **Aircraft auxiliary power units with a manufacturer's rating of 200 brake horsepower or less**.

   (vi) **Aircraft air start units with a manufacturer's rating of 500 brake horsepower or less**.

(2) This rule does not mandate the registration of any emission unit listed in Subsection (a)(1).

(3) Any emission unit registered under this rule shall be exempt from the requirements of Rule 10 - Permits Required and from the requirements of New Source Review Rules 20.1 through 20.10, inclusive.

(4) Registration under this rule or under District Rule 12.1 (Portable Equipment Registration), or by the California Air Resources Board pursuant to Health and Safety Code Section 41752, may be used in lieu of permitting. Any emission unit registered under this rule shall be precluded from simultaneously obtaining a Permit to Operate.
(5) Except as provided in Subsection (a)(3), compliance with this rule shall not exempt any emission unit specified in Subsection (a)(1) from meeting all other applicable requirements of these Rules and Regulations.

(b) RESERVED

(c) DEFINITIONS

For the purposes of this rule, the following definitions shall apply:

(1) "Aircraft Auxiliary Power Unit" means an electric generator with a piston-type internal combustion engine and used to supply electrical power to an aircraft during embarking and disembarking of crew and passengers and during loading and unloading of cargo. This unit is also referred to as a Ground Power Unit (GPU).

(2) "Aircraft Air Start Unit" means a compressor with a piston-type internal combustion engine used to supply pneumatic power to an aircraft during startup of the aircraft.

(3) "California Diesel Fuel" means any fuel that is commonly or commercially known, sold or represented as diesel fuel No. 1-D or No. 2-D, and which meets the requirements specified in Title 13, California Code of Regulations Sections 2281 and 2282.

(4) "Certificate of Compliance" means a statement in a specified format which is completed by an applicant, and which contains prohibitory rules and conditions of operation applicable to the operation of a registered emission unit.

(5) "Certificate of Registration" or "Certificate" means a written document issued by the Air Pollution Control Officer, granting authority to operate an emission unit in lieu of a Permit to Operate.

(6) "Emergency Situation" means any one of the following:

(i) An unforeseen electrical power failure from the serving utility or on-site electrical transmission equipment.

(ii) An unforeseen flood or fire or a life-threatening situation.

(iii) Operation of emergency generators for Federal Aviation Administration licensed airports for the purpose of providing power in anticipation of a power failure due to severe storm activity.

An emergency situation shall not include operation for purposes of supplying power for distribution to an electrical grid, operation for training purposes, or other foreseeable events.
"Emergency Standby Engine" means an engine used exclusively in emergency situations to drive an electrical generator, an air compressor or a water pump, except for operations up to 52 hours per calendar year for testing and maintenance purposes.

"Emission Unit" means the same as defined in Rule 2.

"Existing Engine" means an engine which commenced operation in San Diego County on or before (date of Rule 69.4.1 adoption).

"Major Stationary Source" means the same as defined in Rule 2.

"Portable Emission Unit" means an emission unit that is designed to be and capable of being carried or moved from one location to another. Indicia of portability include, but are not limited to, wheels, skids, carrying handles, dolly, trailer or platform. For the purposes of this rule, dredge engines on a boat or barge are considered portable. An emission unit is not portable if any of the following apply:

(i) The unit, or its replacement, is attached to a foundation or, if not so attached, will reside at the same location for more than 12-consecutive months. Any portable emission unit such as a backup or standby unit that replaces a portable emission unit at a location and is intended to perform the same function as the unit being replaced will be included in calculating the consecutive time period. In that case, the cumulative time of all units, including the time between the removal of the original unit(s) and installation of the replacement unit(s), will be counted toward the consecutive time period; or

(ii) The emission unit remains or will reside at a location for less than 12-consecutive months if the unit is located at a seasonal source and operates during the full annual operating period of the seasonal source. A seasonal source is a stationary source that remains in a single location on a permanent basis (i.e., at least two years) and operates at that single location at least three months each year, or

(iii) The emission unit is moved from one location to another in an attempt to circumvent the portable emission unit residence time requirements.

Days when a portable emission unit is stored in a designated holding or storage area shall not be counted towards the above time limits, provided the emission unit was not operated on that calendar day except for maintenance and was in the designated holding or storage area the entire calendar day.

"Registered Emission Unit" means an emission unit that has a valid Certificate of Registration.
"Registration" means the process of obtaining a Certificate of Registration for an emission unit. Registration is the same as "permit" as used in Division 26 of the California Health and Safety Code, Part 3, Chapter 8 and Part 4, Chapter 4, Articles 2 and 4, respectively entitled Hearing Boards, Variances, and Orders of Abatement. The Air Pollution Control Officer and the Hearing Board shall have the same authority concerning registration as with permits, and the owner or operator of registered equipment shall be entitled to the same privileges and rights granted to a permittee.

"Rental Emission Unit" means an emission unit temporarily rented or leased to operators other than the owner(s) of the unit.

"Stationary Source" or "Source" means the same as defined in Rule 2.

"Stationary Internal Combustion Engine" means a spark or compression ignited, reciprocating internal combustion engine which is not a portable emission unit.

(d) REQUIREMENTS

Emission units registered under this rule shall comply with these rules and regulations and the following requirements, as applicable:

(1) An internal combustion emergency standby engine shall be operated only during emergency situations and for not more than 52 hours per calendar year for testing and maintenance purposes. Non-emergency purposes. Testing operations of more than 52 hours, but not more than 100 hours per calendar year, may be allowed, with written authorization from the Air Pollution Control Officer, where the applicant must demonstrate to the satisfaction of the Air Pollution Control Officer that such additional operation is needed for maintenance or for demonstration of operational readiness.

(2) An internal combustion engine of the type specified in Subsection (a)(1)(ii) of this rule shall not emit more than three pounds in any day of lead nor more than 100 pounds in any day of any of the following criteria air pollutants: nitrogen oxides, particulate matter (PM10), volatile organic compounds, sulfur oxides or carbon monoxide.

(3) An engine operating on diesel fuel shall use only California Diesel Fuel.

(4) An engine shall have a non-resettable hour or fuel meter installed that measures elapsed operating time or fuel usage, respectively.

(4) An owner or operator of an engine shall conduct periodic maintenance of the engine as recommended by the engine manufacturer or as specified by any other...
maintenance procedures approved in writing by the Air Pollution Control Officer. The periodic maintenance shall be conducted at least once each calendar year.

(3)-(5) An asphalt roofing kettle or asphalt day tanker shall have an identification tag or serial number stamped, welded or engraved in a visible, accessible location on the kettle or tanker; shall not be operated above 525°F (274°C) and shall be equipped with a functional temperature gauge, temperature control thermostat, and a lid which shall be closed at all times when the unit is operating except for loading asphalt.

(4)-(6) A rock drill shall use water injection at all times when operating.

(5) An aircraft auxiliary power unit engine shall not be operated for more than 750 hours in any calendar year.

(6) An aircraft air start unit engine shall not be operated for more than 100 hours in any calendar year.

(e) REGISTRATION OF EMISSION UNITS

(1) Application for Certificate of Registration

To apply for a Certificate of Registration, an owner or operator shall submit to the District, a completed Permit/Registration application form, a Certificate of Compliance, and any additional information determined by the Air Pollution Control Officer as necessary to demonstrate eligibility for registration. The applicable fees specified in Rule 40 Subsection (h)(1) of this rule shall also be paid. No application for registration shall be considered received unless accompanied by a Certificate of Compliance and the appropriate fees. A separate application is required for each emission unit.

(2) Action on Applications

(i) The Air Pollution Control Officer shall inform the applicant in writing, within 30 days of receipt of an application for registration, if the application is complete or incomplete. If incomplete, the written notice shall specify the additional information necessary to complete the application. When the additional information is received and the application is determined complete, the applicant shall be so notified.

(ii) An application for registration shall be canceled if additional information necessary to complete the application is not furnished within 90 days of such request, or if the Air Pollution Control Officer determines that the emission unit is not eligible to be registered under this rule.
(iii) An application for registration shall be withdrawn if the applicant requests such action in writing to the Air Pollution Control Officer. An application that is withdrawn by the applicant shall subsequently be canceled.

(iv) An application for registration shall be denied if the Air Pollution Control Officer finds that the emission unit will not comply with the applicable requirements of Section (d) of this rule, or other applicable District Rules and Regulations.

(v) The Air Pollution Control Officer shall issue a Certificate of Registration within a maximum of 90 days after an application for registration is deemed complete if the emission unit meets all applicable requirements of Section (d) of this rule.

(vi) Notice of any action taken shall be deemed to have been given when written notification has been delivered to the applicant or the applicant's representative.

(3) **Conditions on Certificate of Registration**

The Air Pollution Control Officer may issue a Certificate subject to temporary or permanent conditions which ensure compliance with these Rules and Regulations and applicable state laws and regulations. Operating a registered emission unit constitutes acceptance of all conditions specified on the Certificate.

(4) **Maintenance of Certificate of Registration**

An owner or operator whose emission unit has been issued a Certificate shall:

(i) Comply with all conditions listed on the Certificate;

(ii) Renew the Certificate annually pursuant to Subsection (f)(1) of this rule;

(iii) Maintain records, as applicable, in accordance with the requirements of Section (g) of this rule;

(iv) Display the current Certificate or a copy of the current Certificate in a clearly visible and accessible place within 25 feet of the emission unit. If the unit is so constructed or operated that the Certificate cannot be so placed, it shall be kept on the premises and be made readily available to the District at all times; and

(v) Not willfully deface, alter, forge, counterfeit or falsify any Certificate issued under this rule.

(f) **ADMINISTRATION OF CERTIFICATE OF REGISTRATION**
(1) **Renewal of Certificate of Registration**

(i) **Current Certificate of Registration**

Any person who holds a valid Certificate and who desires to maintain the Certificate after the expiration date shall, prior to the expiration date, pay the applicable renewal and processing fees specified in Rule 40 Subsection (h)(1) of this rule. Any Certificate not renewed within six months of the expiration date will be retired.

(ii) **Expired Certificate of Registration**

An expired Certificate may be reinstated within the first six months following the expiration date by paying the applicable renewal and processing fees specified in Subsection (h)(1) and the appropriate late fees specified in Rule 40, pursuant to Subsection (h)(2) of this rule.

(2) **Change of Status for Certificate of Registration**

(i) **Conversion to Inactive Status**

Any person who holds a valid Certificate and chooses not to operate the emission unit, may apply to the Air Pollution Control Officer for a revised Certificate indicating the unit is to be registered in an inactive status. The application shall be accompanied by the applicable application and renewal fees specified in Rule 40 Subsection (h)(1) of this rule. Operation of an emission unit registered in an inactive status shall constitute a violation of Subsection (e)(4)(i) of this rule. Any portable emission unit registered in an inactive status shall be stored at a fixed address provided to the Air Pollution Control Officer. All Certificates for emission units in inactive status shall be renewed annually.

(ii) **Removal of Inactive Status**

Any person who holds a valid Certificate for an emission unit in an inactive status and chooses to operate the unit shall first apply for and obtain a revised
Certificate indicating the unit is now in an active status. The application shall be accompanied by the applicable application and renewal fees, administrative fee specified in Rule 40, Subsection (h)(1) of this rule and the appropriate renewal fee.

(3) **Change of Location**

Any person who holds a valid Certificate and who desires to change the location of the registered emission unit shall first apply for and obtain a revised Certificate from the Air Pollution Control Officer. The application shall be accompanied by the applicable application and processing fees, administrative fee specified in Rule 40, Subsection (h)(1) of this rule. This provision shall not apply to any change of location within a stationary source or any change of location for a portable emission unit.

(4) **Transfer of Ownership**

The ownership of a valid Certificate may be transferred by applying for and obtaining a revised Certificate from the Air Pollution Control Officer. The application shall include a completed Permit/Registration application form and a Certificate of Compliance. Such application shall be deemed a temporary Certificate if accompanied by the applicable application fees, administrative fee specified in Rule 40, Subsection (h)(1) of this rule. The temporary Certificate shall be subject to all the terms and conditions of the current Certificate and shall expire upon receipt of a revised Certificate. An application for transfer of ownership shall not be deemed a temporary Certificate if the emission unit is in an inactive status. A new application shall be required if the emission unit has been modified.

(5) **Transfer of Ownership with Change of Location**

The ownership of a valid Certificate may be transferred along with a change of location by applying for and obtaining a revised Certificate from the Air Pollution Control Officer. The application shall include a completed application form and a Certificate of Compliance. Such application shall be deemed a temporary Certificate if accompanied by the administrative fee specified in Subsection (h)(1) of this rule. The temporary Certificate shall be subject to all the terms and conditions of the current Certificate and shall expire upon receipt of a revised Certificate. The application shall not be deemed a temporary Certificate if the emission unit is in an inactive status unless the application also includes a request for removal of inactive status pursuant to Subsection (f)(2)(ii).
new application for Certificate of Registration shall be required if the emission unit has been modified.

(g) RECORDKEEPING

(1) The owner or operator of a registered emission unit shall maintain the applicable records listed below. The records shall be retained on-site for at least three years and be made available to the District upon request. The records shall include the following information:

(1) An owner or operator of an engine shall maintain the following records:

(i) an operating log, which at a minimum, includes the following:

(A) The dates and times of engine operation. If applicable, indicate whether the operation was for non-emergency purposes or during emergency situations and the nature of any emergency, if available. Engine operation records are not required if total engine operation for any purpose, including emergency situations, does not exceed 52 hours in a calendar year.

(B) The total cumulative hours of operation per calendar year, based on actual readings of the engine hour or fuel meter.

(C) Records of periodic engine maintenance including each date maintenance was performed.

(ii) California Diesel Fuel certifications, if fueled with diesel fuel.

(iii) A manual of the most recent recommended maintenance procedures as provided by the engine manufacturer, or other maintenance procedures as approved in writing by the Air Pollution Control Officer.

(i) For Internal Combustion Emergency Standby Engines:

(A) an operating log containing the dates of engine operation, hours operated per day, and total hours operated during each calendar month. Each-
entry must specify if operation was for non-emergency or emergency purposes and the nature of the emergency if applicable; and

(B) the type and source of fuel consumed by each engine.

(ii) For Internal Combustion Engines specified in Subsection (a)(1)(ii):

(A) the hours of engine operation during each calendar month; and

(B) the type and source of fuel consumed by each engine.

(iii) For Aircraft Auxiliary Power Units and Aircraft Air Start Units:

(A) the hours of unit operation during each calendar month; and

(B) the type and source of fuel consumed by each unit.

(2) An owner or operator of any emission unit specified in Subsection (a)(1) which is operated as a rental emission unit shall maintain the following records, as applicable:

(i) The owner of a rental emission unit shall provide the operator with a copy of the Certificate and the recordkeeping requirements specified in Subsection (g)(1) as part of the emission unit rental agreement. The owner shall maintain written acknowledgment by the operator of receiving the above information.

(ii) During the duration of a rental agreement or contract, the operator of a rental emission unit shall be responsible for compliance with the recordkeeping requirements of this rule and the terms and conditions on the Certificate applicable to operation of the unit. The operator shall furnish the records specified in Subsection (g)(1), to the owner of the rental emission unit upon return of the unit.

(h) COMPLIANCE SCHEDULE

(1) Any engine registered pursuant to the provisions of Rule 12 as it existed prior to (date of adoption), but which no longer qualifies for registration as a result of the amendments to Rule 12 adopted (date of adoption) and not as a result of a change in the method of operation or physical change to the engine, shall submit an application for a Permit to Operate in accordance with the requirements of Rule 69.4.1. The applicable requirements of Rule 12 as it existed prior to (date of adoption), including the renewal and fee requirements, shall remain in effect until a Permit to Operate is issued for the registered engine or a replacement engine.
(2) All engines registered after (date of adoption) shall comply with all applicable requirements of this rule upon startup.

(3) Any engine registered pursuant to Rule 12 prior to (date of adoption) and which remains eligible for registration pursuant to Subsections (a)(1)(i) or (a)(1)(ii), shall comply with the requirements of Subsection (d)(2) by (six months after date of adoption), and shall comply with the requirements of Subsections (d)(3) and (d)(4) by (one year after date of adoption).

(h) FEES

(Note: all requirements pertaining to fees have been moved to Rule 40)

(1) Every person who applies for a Certificate of Registration, renews a Certificate of Registration, or is subject to an administrative fee pursuant to Section (f) of this rule shall pay the applicable fee, for each emission unit, specified in the following table:

<table>
<thead>
<tr>
<th>Application for registration (including first year-renewal)</th>
<th>Internal combustion-engines, GPU, or aircraft air start units</th>
<th>Rock drills, asphalt-roofing-kettles or asphalt roofing tankers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emission unit with valid Permit to Operate</td>
<td>$274</td>
<td>$142</td>
</tr>
<tr>
<td>New emission unit with no previous permit</td>
<td>$322</td>
<td>$166</td>
</tr>
<tr>
<td>Annual renewal of active Certificate of Registration</td>
<td>$104</td>
<td>$44</td>
</tr>
<tr>
<td>Annual renewal of inactive Certificate of Registration</td>
<td>$31</td>
<td>$31</td>
</tr>
<tr>
<td>Administrative fee for each Section (f) activity</td>
<td>$31</td>
<td>$31</td>
</tr>
</tbody>
</table>

(2) Renewal of Expired Certificate of Registration

(i) A Certificate may be renewed within the first calendar month after the expiration date by paying the applicable annual renewal fee specified in Subsection (h)(1) of this rule.

(ii) A Certificate may be renewed after the first calendar month beyond the expiration date by paying the applicable annual renewal fee specified in Subsection (h)(1) of this rule, plus the following late fees:

(A) 30 percent of the annual renewal fee, and
(B) 10 percent of the annual renewal fee for each additional calendar month, or portion thereof, beginning with the calendar month following the Certificate expiration date, until the date the renewal fee is received by the District.

(3) **Fee for Duplicate Certificate of Registration**

A fee of $11 shall be charged for a duplicate Certificate.

(4) **Refunds**

   (i) If an applicant withdraws an application for registration before an evaluation has been started or within seven calendar days from the date of receipt, whichever comes first, a full refund less a $37 processing and handling fee, shall be made available to the applicant.

   (ii) If an application for registration is denied or canceled, or if the applicant withdraws the application after an evaluation has been started or after seven calendar days from the date of receipt, only the annual renewal fee portion shall be refunded.

   (iii) If an applicant has not applied for a refund within six months after notification has been made of eligibility for a refund, all rights to such refund shall be forfeited.