



## ORCAA AOP RENEWAL APPLICATION General Instructions and Checklist

Air operating permits (AOPs) are issued for a term of five years. After five years, the AOP must be reissued or "renewed."

**IMPORTANT: ORCAA must receive a complete application by the due date listed in your current permit.**

Upon receiving an application, ORCAA has 60 days to determine whether it is complete. If ORCAA determines that an application is not complete within 60 days of receiving the application, ORCAA will notify the source in writing. Any notification of incompleteness will specify what information is needed to make the application complete, and give a reasonable time frame for the applicant to respond. **ORCAA recommends that you submit your renewal application 90 days prior to the due date to assure that a complete application is received by the due date.** ORCAA has 18 months from receipt of your renewal application to issue a renewal permit. Submitting a timely and complete renewal application will give you an "application shield" to allow you to operate under your current permit (even after it's expired) until a final permit is issued. To maintain the "application shield" the applicant must also submit any requested additional information by the deadline specified by ORCAA.

### Submit a complete application to ORCAA and send a copy to EPA.

**ORCAA**

2940 Limited Lane NW  
Olympia, WA 98502

**U.S. EPA Region 10**

1200 Sixth Avenue, Suite 900  
Seattle, WA 98101

**Your AOP Renewal Application should include the following<sup>1</sup>:**

- Form A: General Information
- Form B: Emission Units
- Form C: Emissions
- Emission calculations used to complete Form C.
- Form D: Applicability Determinations

The following, if identified in Form C:

- CAM Plan

The following, if identified in Form D:

- Form E: NOC Approval Orders
- Form F: Off-Permit/502(b)(10) Changes
- Form G: NOC Not Required
- Form H: New Requirements
- Form I: Requested Changes
- Compliance plan

Note: If the application contains any confidential business information, please complete a Request of Confidentiality of Records ([www.orcaa.org/forms](http://www.orcaa.org/forms)). Confidentiality can be claimed for information unique to the applicant and/or likely to adversely affect the competitive position of the applicant if released to the public or a competitor.

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<sup>1</sup> Specific instructions for each item are listed in the Instructions sections at the end of this document.

**OLYMPIC REGION CLEAN AIR AGENCY**

2940 Limited Lane NW - Olympia, Washington 98502 - 360-539-7610 – Fax 360-491-6308

**AIR OPERATING PERMIT (AOP)  
RENEWAL APPLICATION  
Form A: General Information**

Company Name:		<b>For ORCAA use only</b>	
Plant Name:		File No:	
Physical Address:		County No:	
Mailing Address (if different from above):		Source No:	
Current AOP Number:		Application No:	
Issuance Date:		Date Received:	
Expiration Date:			
Owner's name and agent:			
Plant site manager/contact:			
Title:		Phone:	Email:
<b>RESPONSIBLE OFFICIAL CERTIFICATION</b> I certify that I am the responsible official, as defined in WAC 173-401-200(27) for this facility. I further certify as required by WAC 173-401-520, that, based on information and belief formed after reasonable inquiry, the statements and information in this application are true, accurate, and complete.			
Responsible Official:			
Title:		Phone:	Email:
Address:			
Signature:		Date:	





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**AIR OPERATING PERMIT (AOP) RENEWAL APPLICATION**  
**Form D: Applicability Determinations**

**Facility Changes**

Are/were there any...		If yes...
Notice of Construction Approval Orders that have been issued but not incorporated into the Air Operating Permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete Form E for each Approval Order
Off-permit changes according to WAC 173-401-724?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete Form F
Section 502(b)(10) changes according to WAC 173-401-722(2)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete Form F
New sources or modifications that did not require a Notice of Construction?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete Form G

**New Applicable Requirements**

		If yes...
Are there any new applicable requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete Form H
Are there any inapplicable requirements for which the source would like to request to extend the permit shield?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the accidental release prevention regulation apply to the facility? (40 CFR Part 68)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attach a list of the regulated substances present in processes at the facility and identify the applicable program

**Current Compliance**

		If no...
Is the source in compliance with all of the conditions of the current permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attach a compliance plan.

## Form D: Applicability Determinations, Page 2

### Requested Changes

Are there any requested changes to...		If yes...
Testing conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete Form I
Monitoring conditions (other than those being replaced by CAM)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Recordkeeping conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Reporting conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Non-applicable conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Any conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Other Changes/Corrections

Are there any...		If yes...
Changes to the Process Descriptions in the current Technical Support Document?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please attach details or marked up copy of current permit.
Changes to the Emission Unit Summary in the current Technical Support Document?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Changes to the Regulatory Determinations in the current Technical Support Document?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Changes to the Insignificant Emission Units listed in the current Technical Support Document?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Changes to the current Statement of Basis in the current Technical Support Document?	<input type="checkbox"/> Yes <input type="checkbox"/> No	



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**AIR OPERATING PERMIT (AOP) RENEWAL APPLICATION**  
**Form F: Off-Permit/502(b)(10) Changes**

Complete this form for each off-permit change per WAC 173-401-724 and each Section 502(b)(10) change per WAC 173-401-722(2).

<b>Type of Change</b>	<b>Date notification submitted</b>	<b>Describe change</b>	<b>Integrate changes into the permit?</b>	<b>Explain</b>
<input type="checkbox"/> Off-permit <input type="checkbox"/> 502(b)(10)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Off-permit <input type="checkbox"/> 502(b)(10)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Off-permit <input type="checkbox"/> 502(b)(10)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Off-permit <input type="checkbox"/> 502(b)(10)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Off-permit <input type="checkbox"/> 502(b)(10)			<input type="checkbox"/> Yes <input type="checkbox"/> No	



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**AIR OPERATING PERMIT (AOP) RENEWAL APPLICATION**  
**Form G: NOC Not Required**

Complete this form for each unit which was constructed or modified without a Notice of Construction.

<b>Date constructed or modified</b>	<b>Description of new unit or modification (including size, capacity, etc)</b>	<b>Citation for exemption per ORCAA Rule 6.1</b>	<b>Unit was identified in Table B of this application as a:</b>	<b>New applicable requirements</b>
			<input type="checkbox"/> Significant EU <input type="checkbox"/> Insignificant EU	
			<input type="checkbox"/> Significant EU <input type="checkbox"/> Insignificant EU	
			<input type="checkbox"/> Significant EU <input type="checkbox"/> Insignificant EU	
			<input type="checkbox"/> Significant EU <input type="checkbox"/> Insignificant EU	





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### AIR OPERATING PERMIT RENEWAL APPLICATIONS INSTRUCTIONS

**NOTE:** In some cases, a prior submittal to ORCAA (e.g., the annual emissions inventory) may include information requested below. If you would like to refer ORCAA to that information rather than provide the information here, please note this in your response. Any submittal to which ORCAA is referred will become part of your renewal application. It is also acceptable to attach relevant portions of your current Air Operating Permit if the information therein provides an adequate response to an information request in this application.

**Duty to Correction Application:** An applicant has the duty to supplement or correct an application. Any applicant who fails to submit any relevant facts or who has submitted incorrect information in a permit application must, upon becoming aware of such failure or incorrect submittal, promptly submit supplementary factors or corrected information. In addition, an applicant must provide additional information as necessary to address any requirements that become applicable to the source after the date it filed a complete application but prior to release of a draft permit.

#### Form A: General Information

The purpose of Form A is to record general information for the facility and to obtain signatures from the Responsible Official verifying that the information provided is accurate and complete.

**Responsible Official Certification:** Renewal applications must be signed by a responsible official as defined in WAC 173-401-200:

- Corporations: President, secretary, treasurer or vice-president or other duly authorized person as allowed by WAC 173-401-200(29)(a);
- Partnership: General partner;
- Sole proprietorship: Proprietor;
- Public agency: Principal executive officer or ranking elected official.

In addition to submitting the application to ORCAA, a copy shall also be submitted directly to the USEPA. Such information will be treated in accordance with the provisions of 40 CFR Part 2.

## Form B: Emissions Units

The purpose of Form B is to record information about your facility and its emission units.

**Emissions Unit Number:** This is a unique number that identifies the emission unit in question. For existing emission units, please refer to your current AOP for assigned emissions unit numbers.

**Emissions Unit Name & Description:** Provide the name and description of all emissions units at the facility.

**Air Pollution Control Equipment:** Please list any air pollution control equipment that exists for each emissions unit.

**Fuel(s) Used:** Please list all fuel(s) used for each emission unit, as applicable.

**Significant or Insignificant:** For each emission unit, please check if it is a significant (S) or insignificant (I) emission units as described and defined in WAC 173-401-530 through -533. For insignificant emissions units please state the basis for the determination (e.g., for a small propane storage tank, the basis would be WAC 173-401-533(2)(d)). Note that emissions units subject to a federally enforceable applicable requirement cannot be considered insignificant even if they are listed in WAC 173-401-530 through -533 (see WAC 173-401-530(2)(a)) (e.g., emergency generators subject to 40 CFR Part 63 Subpart ZZZZ would not be considered an insignificant emission unit.)

## Form C: Emissions

The purpose of Form C is to record information about the amount of emissions emitted from your facility.

**Emissions Unit Number:** Please include each emission unit number from Form B for significant emission units. You do not need to include insignificant emission units on this form.

**Pollutants:** For each emission unit, include all regulated pollutants emitted including greenhouse gases. You will have more than one record for each emissions unit.

### Emissions:

Annual Potential Emissions: Provide the potential annual emissions or “potential to emit” for each regulated pollutant. “Potential to emit” means the maximum capacity of a stationary source to emit air pollutants under its physical and operational design. Any physical or operational limitation on the capacity of a source to emit an air pollutant, including restrictions on hours of operation or on the type or amount of materials combusted, stored, or processed, shall be treated as part of its design if the limitation is federally enforceable.

Emission rates or factors used in calculating annual potential emissions may be based on source test results, vendor guaranteed emission rates or concentrations, AP-42 emission factors, or other basis as approved by the Agency. All data, assumptions, and calculations used in

calculating potential emissions must be documented in the application. The following detailed instructions apply:

1. For emission rates based on source test information, please provide a one page summary including test results, the name of the testing firm, the test date, and reference to the methods used.
2. For emission estimates based on vendor guarantees, please provide a signed and dated copy of the guarantee from the vendor.
3. For calculated emission rates, please provide details of all assumptions, operational data, calculations, and other pertinent information used in calculating the annual emissions.
4. Additional applicability documentation, such as operational requirements, should be submitted in narrative form.

Actual Emissions for Calendar Year: Provide actual emissions of regulated pollutants for the most recent calendar year. Actual emissions should be expressed in terms of tons/year.

**CAM Applicability:**

The applicant should indicate whether or not an emissions unit is subject to the Compliance Assurance Monitoring (CAM) Rule (Title 40 Code of Federal Regulations Part 64). Units not subject to CAM will be subject to periodic monitoring.

The applicability determination for this rule starts with the question of what is the potential to emit for the unit if no control device were present? (40 CFR 64.2, Applicability, is copied below.) Please enter this amount for each pollutant into the fourth column. The last column is for indicating whether or not CAM is required for the unit. This determination needs to be made for each pollutant. It is probable that for a particular emissions unit, one pollutant would be subject to periodic monitoring and another pollutant would be subject to CAM. The applicability section of the CAM rule should be read carefully and be prepared to defend any determination you make.

**§ 64.2 CAM Applicability.**

- (a) *General applicability.* Except for backup utility units that are exempt under paragraph (b)(2) of this section, the requirements of this part shall apply to a pollutant-specific emissions unit at a major source that is required to obtain a part 70 or 71 permit if the unit satisfies all of the following criteria:
- (1) The unit is subject to an emission limitation or standard for the applicable regulated air pollutant (or a surrogate thereof), other than an emission limitation or standard that is exempt under paragraph (b)(1) of this section;
  - (2) The unit uses a control device to achieve compliance with any such emission limitation or standard; and
  - (3) The unit has potential pre-control device emissions of the applicable regulated air pollutant that are equal to or greater than 100 percent of the amount, in tons per year, required for a source to be classified as a major source. For purposes of this paragraph, “potential pre-control device emissions” shall have the same meaning as “potential to emit,” as defined in § 64.1, except that emission reductions achieved by the applicable control device shall not be taken into account.

(b) *Exemptions—*.

- (1) *Exempt emission limitations or standards.* The requirements of this part shall not apply to any of the following emission limitations or standards:
  - (i) Emission limitations or standards proposed by the Administrator after November 15, 1990 pursuant to section 111 or 112 of the Act.
  - (ii) Stratospheric ozone protection requirements under title VI of the Act.
  - (iii) Acid Rain Program requirements pursuant to sections 404, 405, 406, 407(a), 407(b), or 410 of the Act.
  - (iv) Emission limitations or standards or other applicable requirements that apply solely under an emissions trading program approved or promulgated by the Administrator under the Act that allows for trading emissions within a source or between sources.
  - (v) An emissions cap that meets the requirements specified in § 70.4(b)(12) or § 71.6(a)(13)(iii) of this chapter.
  - (vi) Emission limitations or standards for which a part 70 or 71 permit specifies a continuous compliance determination method, as defined in § 64.1. The exemption provided in this paragraph (b)(1)(vi) shall not apply if the applicable compliance method includes an assumed control device emission reduction factor that could be affected by the actual operation and maintenance of the control device (such as a surface coating line controlled by an incinerator for which continuous compliance is determined by calculating emissions on the basis of coating records and an assumed control device efficiency factor based on an initial performance test; in this example, this part would apply to the control device and capture system, but not to the remaining elements of the coating line, such as raw material usage).
- (2) *Exemption for backup utility power emissions units.* The requirements of this part shall not apply to a utility unit, as defined in § 72.2 of this chapter, that is municipally-owned if the owner or operator provides documentation in a part 70 or 71 permit application that:
  - (i) The utility unit is exempt from all monitoring requirements in part 75 (including the appendices thereto) of this chapter;
  - (ii) The utility unit is operated for the sole purpose of providing electricity during periods of peak electrical demand or emergency situations and will be operated consistent with that purpose throughout the part 70 or 71 permit term. The owner or operator shall provide historical operating data and relevant contractual obligations to document that this criterion is satisfied; and
  - (iii) The actual emissions from the utility unit, based on the average annual emissions over the last three calendar years of operation (or such shorter time period that is available for units with fewer than three years of operation) are less than 50 percent of the amount in tons per year required for a source to be classified as a major source and are expected to remain so.

## **Form D: Applicability Determinations**

The purpose of Form D is to identify any changes or new applicable requirements to your facility and identify additional forms or information that needs to be submitted.

**Facility Changes:** Identify if there have been any changes to equipment or processes at the facility. If yes, please complete the identified form(s).

**New Applicable Requirements:** Identify if there have been any new applicable (or inapplicable) requirements (state, local, or federal) that have been promulgated since the last permit renewal. These requirements may include, but are not limited to, New Source Performance Standards (NSPS) and National Emission Standards for Hazardous Air Pollutants (NESHAPs).

**Current Compliance:** The applicant must determine the compliance status of each emission unit and each applicable requirement based on information and belief formed after reasonable inquiry including but not limited to comparing actual emissions with allowable limits. Requirements that a source is not complying with should be identified in the compliance plan. For those requirements, the applicant must include a schedule of measures to achieve compliance with the applicable requirement in the compliance plan required under WAC 173-401-510(2)(h).

**Requested Changes:** Please identify if you would like to request any changes to any conditions in the current permit and complete Form I.

**Other Changes/Corrections:** Please review the Technical Support Document and identify if there are any other changes that need to be made to the process descriptions, raw materials used, fuels used, etc. Please attach details or a marked up copy of the current permit.

## **Form E: NOC Approval Orders**

Please complete this form if required by your answers to Form D. Please complete a separate Form E for each Approval Order that has been issued but not incorporated into your Air Operating Permit. List each new applicable requirement (including approval order requirements, NSPS, NESHAPs, etc) associated with the NOC and a brief description of the requirement.

## **Form F: Off-Permit/502(b)(10) Changes**

Please complete this form if required by your answers to Form D. For each change that occurred during the current permit term state what type of change it was, the date a notification was submitted to ORCAA, a short description of the change, and whether or not the change needs to be incorporated into the renewal permit.

## **Form G: NOC Not Required**

Please complete this form if required by your answers to Form D. For each unit that constructed or modified without a Notice of Construction state the date the unit was constructed or modified, a



description of the new unit or modification (including size, capacity, etc), the citation for exemption from NSR per ORCAA Rule 6.1, whether or not the unit is a significant or insignificant emission unit, and any new applicable requirements that apply.

**Form H: New Requirements**

Please complete this form if required by your answers to Form D. For each new requirement that might apply to your facility, list the requirement, the emission unit it might apply to, and the applicability determination.

**Form I: Requested Changes**

Please complete this form if required by your answers to Form D. For each condition for which you would like to request a change to your current permit, please list the permit condition, requested change, and the reason for the change.