



Department of Environmental Protection

Division of Air Resources Management

APPLICATION FOR NON-TITLE V AIR PERMIT RENEWAL

See Instructions for Form No. 62-210.900(4)

I. APPLICATION INFORMATION

Identification of Facility

1. Facility Owner/Company Name:	
2. Site Name:	
3. Facility Identification Number:	4. Facility Status Code:

Application Contact

1. Name and Title of Application Contact:			
2. Application Contact Mailing Address:			
Organization/Firm:			
Street Address:			
City:	State:	Zip Code:	
3. Application Contact Telephone Numbers:			
Telephone: () -		Fax: () -	

Application Processing Information (DEP Use)

1. Date of Receipt of Application:	
2. Permit Number:	

Owner/Authorized Representative

1. Name and Title of Owner/Authorized Representative:
2. Owner/Authorized Representative Mailing Address: Organization/Firm: Street Address: City: State: Zip Code:
3. Owner/Authorized Representative Telephone Numbers: Telephone: () - Fax: () -
4. Owner/Authorized Representative Statement: <i>I, the undersigned, am the owner or authorized representative* of the facility addressed in this Application for Air Permit. I hereby certify, based on information and belief formed after reasonable inquiry, that the statements made in this application are true, accurate and complete and that, to the best of my knowledge, any estimates of emissions reported in this application are based upon reasonable techniques for calculating emissions. Further, I agree to operate and maintain the air pollutant emissions units and air pollution control equipment described in this application so as to comply with all applicable standards for control of air pollutant emissions found in the statutes of the State of Florida and rules of the Department of Environmental Protection and revisions thereof. I understand that a permit, if granted by the Department, cannot be transferred without authorization from the Department, and I will promptly notify the Department upon sale or legal transfer of any permitted emissions unit.</i> _____ Signature Date

* Attach letter of authorization if not currently on file.

Scope of Application

Emissions Unit ID	Description of Emissions Unit	Permit Type	Processing Fee

Application Processing Fee

Check one: [] Attached - Amount: \$_____ [] Not Applicable.

Application Comment

Emissions Unit ID _____

III. EMISSIONS UNIT INFORMATION

A separate Emissions Unit Information Section must be completed for each emissions unit addressed in this Application for Non-Title V Air Permit Renewal. If submitting the form in hard copy, indicate, in the space provided at the top of each page, the Emissions Unit ID of the emissions unit addressed on the page, as given in the unit's most current air operation permit.

Emissions Unit Description and Status

1. Description of Emissions Unit Addressed in This Section (limit to 60 characters):	
2. Emissions Unit Status Code:	3. Long-Term Reserve Shutdown Date:
4. Control Equipment Method/Description (limit to 200 characters per device or method):	

Emissions Unit Operating Capacity and Schedule

1. Maximum Heat Input Rate:		mmBtu/hr
2. Maximum Incineration Rate:	lb/hr	tons/day
3. Maximum Process or Throughput Rate:		
4. Maximum Production Rate:		
5. Requested Maximum Operating Schedule:		
	hours/day	days/week
	weeks/year	hours/year

Department of Environmental Protection Division of Air Resources Management

INSTRUCTIONS FOR DEP FORM NO. 62-210.900(4) APPLICATION FOR NON-TITLE V AIR PERMIT RENEWAL

GENERAL INSTRUCTIONS

USE OF THIS FORM

The **Application for Non-Title V Air Permit Renewal** is to be used for all air operation permit renewal applications for non-Title V sources. The form, including these instructions, has been adopted by the Department of Environmental Protection (DEP) as Rule 62-210.900(4), F.A.C., and is available as a hard-copy or word processing document, or as an executable program for electronic submission on computer diskette. Copies of the form and instructions may be obtained from any DEP air permitting office or from the Division of Air Resources Management (DARM) through its website at www.dep.state.fl.us/air.

ELECTRONIC SUBMISSION

The Department encourages air permit applications to be submitted electronically using the DARM's permit application software. The electronic application is designed to save work for the applicant while helping the Department maintain an accurate database of permitted facilities. For example, rather than entering all the of information required on the form, applicants may import information currently stored in the Department's Air Resources Management (ARMS) database into the electronic product and simply correct any inaccuracies that are found. The electronic permit application form may be obtained from the DARM through its website at www.dep.state.fl.us/air or by calling the Electronic Products Help Line at (850) 717-9000.

SMALL BUSINESS TECHNICAL AND COMPLIANCE ASSISTANCE

The Department of Environmental Protection has established a small-business technical and environmental compliance assistance program in the Division of Air Resources Management. This program has responsibility to assist small-business stationary sources of air pollution in determining applicable permit requirements, collect and disseminate information concerning compliance methods and technologies, and provide information regarding pollution prevention and accidental release detection and prevention. Small businesses requiring assistance may contact the program office by calling 1-800-SBAP-HLP (1-800-722-7457).

DEFINITIONS

Definitions of terms used throughout these instructions are as set forth in Rule 62-210.200, F.A.C., including the terms "facility," "Title V source," and "emissions unit." The terms "DEP" and "Department" are meant to be inclusive of all local air programs which have been delegated permitting authority.

APPLICATION PROCEDURES

Permits Required

As set forth in Rule 62-210.300, F.A.C., the owner or operator of any emissions unit which emits or can reasonably be expected to emit any air pollutant shall obtain an appropriate permit from the Department of Environmental Protection prior to beginning construction, modification, or initial or continued operation of the emissions unit unless exempted pursuant to rule or statute.

As set forth in Rule 62-4.090, F.A.C., a timely and sufficient application for an air operation permit renewal shall be submitted by the owner or operator of any facility or emissions unit prior to continuing the operation of the facility or emissions unit beyond the permit expiration date. For non-Title V air operation permits, the permittee shall apply for renewal of an air operation permit prior to 60 days before the expiration date of such permit.

Duty to Submit Application

The applicant for an air operation permit renewal for a non-Title V source shall submit an **Application for Non-Title V Air Permit Renewal** to the appropriate district office of the Department of Environmental Protection or local air pollution control agency to which the DEP has delegated permitting authority. The application should be submitted to the DEP district office or delegated local air program office having permitting jurisdiction over the county in which the facility is located. Information regarding local air pollution control agencies which have been delegated permitting authority may be obtained from the DEP district air sections.

The **Application for Non-Title V Air Permit Renewal** does not necessarily provide all the information needed by the Department to process a permit renewal application. In some cases, the applicant may need to supplement the application form with other information requested on the form or otherwise required by rule or statute; for example, a compliance test report..

In accordance with the provisions of Section 403.111, Florida Statutes, the applicant may request that certain information be kept confidential. Any information submitted to the DEP under a claim of confidentiality should be submitted separately from the application form.

The **Application for Non-Title V Air Permit Renewal** and all required supplemental information must be filed with the Department in quadruplicate (if submitted in hard-copy) and in accordance with all other applicable provisions of Chapter 62-4, F.A.C. If the application is submitted using the Department's electronic permit application software, only one copy of the application diskette is required along with one hard copy of Section I of the form containing the applicant's signature.

Application Processing Fee

Each permit application shall be accompanied by the appropriate processing fee as set forth in Rule 62-4.050, F.A.C.

In general, a separate air permit application fee is required for each emissions unit at a non-Title V source. However, in accordance with Rule 62-4.050(4)(a)3., F.A.C., where new or existing multiple emissions units located at the same facility are substantially similar in nature, the applicant may submit a single application and permit fee for construction or operation of the similar emissions units at the facility. To be considered substantially similar, each of the emissions units must be substantially similar in regard to each of the following: nominal description or type of emissions unit; type of fuel burned; type of material processed, stored, or handled; type of air pollution control equipment; pollutants emitted; applicable emissions standards; and applicable regulatory control criteria.

The fee for a non-Title V air operation permit renewal for a group of similar emissions units at the same facility, submitted under the same application and with the same emissions testing or

monitoring requirements, shall be the fee that would apply to any emissions unit in the group if each emissions unit were being permitted singly. If any two emissions units would be subject to different operation permit processing fees if they were being permitted singly, they are clearly not subject to the same air regulatory requirements and, therefore, cannot be considered similar.

Scope of Application

An **Application for Non-Title V Air Permit Renewal** may address a single emissions unit or multiple emissions units at a facility. If the owner or operator of a facility is submitting an air permit renewal application addressing more than one emissions unit within the facility, a separate Emissions Unit Information Section (Section III of the form) must be completed for each such emissions unit.

INSTRUCTIONS TO FORM

I. APPLICATION INFORMATION

Identification of Facility

1. **Facility Owner/Company Name** - Enter the name of the corporation, business, governmental entity, or individual that has ownership or control of the facility addressed in this application for an air permit renewal. Common abbreviations should be used with blanks left between each word to insure readable entries (e.g., Fla. Electric Co., U.S. Pulp, Inc., Dept. of Health, etc.).
2. **Site Name** - Enter the common name, if any, of the facility site addressed in this application (e.g., Okeechobee Plant, Fernandina Mill, Fla. State Hospital, etc.). Also use this field to enter any alias name under which the corporate owner of the facility is doing business. This field is optional and may be left blank.
3. **Facility Identification Number** - Enter the facility identification number as given in the facility's most current air operation permit.
4. **Facility Status Code** - Confirm the facility status code that would be valid as of issuance of this permit renewal by entering "A."

<u>Code</u>	<u>Status</u>
A	Active - One or more emissions units in operation, on standby status, temporarily shut down (including any shutdown while undergoing modification), or on long-term reserve shutdown. This code indicates an existing facility which has not been permanently shut down, though it may not be operating at the time of, or immediately subsequent to, permit renewal.

Application Contact

1. **Name and Title of Application Contact** - Enter the name and title of the person the Department may contact regarding any information contained in this application.
2. **Application Contact Mailing Address** - Enter the complete mailing address of the application contact named in Field 1.
3. **Application Contact Telephone Numbers** - Enter the telephone number and FAX number, if available, of the application contact.

Application Processing Information (DEP Use)

The purpose of this part of the Application for Non-Title V Air Permit Renewal is to provide hard-copy documentation of the ARMS tracking record created for this application.

1. **Date of Receipt of Application** - Record the date of receipt by the Department of this application for air permit renewal, as entered into ARMS.
2. **Permit Number** - Record the permit number assigned by ARMS to this application.

Owner/Authorized Representative

1. **Name and Title of Owner/Authorized Representative** - Enter the name and title of the individual owner or authorized representative of the corporate or governmental owner of

the facility addressed in this Application for Non-Title V Air Permit Renewal. This must be the person who signs this application and is authorized to sign any permit-required reports and otherwise act in an official capacity on all matters related to any permit issued pursuant to this application. Furthermore, this is the person to whom the Department will direct official mailings such as notifications of permit renewals.

Note: If the authorized representative of the facility addressed in this application is not the individual owner of the facility, an officer of the corporation that owns or operates the facility, or an elected official of the governmental unit that owns or operates the facility, a letter of authorization from such owner, officer, or elected official designating the person named in this field as the authorized representative must be submitted. If such a letter is on file with the Department, it need not be resubmitted.

2. **Owner/Authorized Representative Mailing Address** - Enter the complete mailing address of the owner or authorized representative of the owner named in Field 1, including the nine-digit postal zip code. This is the address to which the Department will direct all official correspondence such as notifications of permit renewals. It must be an address to which certified mail may be delivered and its receipt acknowledged.
3. **Owner/Authorized Representative Telephone Numbers** - Enter the telephone number and FAX number, if available, of the owner or authorized representative of the owner named in Field 1.
4. **Owner/Authorized Representative Statement** - This statement must be signed and dated by the person named in Field 1.

Scope of Application

List all emissions units covered by this application for permit renewal, each of which must be addressed in a separate Emissions Unit Information Section (Section III of the Application for Non-Title V Air Permit Renewal). For each such emissions unit, enter the emissions unit identification number, if known; a brief description of the emissions unit; the appropriate permit type code; and the corresponding application processing fee as given in Rule 62-4.050, F.A.C. Include any unit designations and other information helpful in describing the emissions unit and differentiating it from other emissions units at the facility. Example descriptions are given in the instructions for "Description of Emissions Unit" in Section III-A of the form. Enter from the list below the appropriate permit type code for each emissions unit addressed in the application. These codes correspond to the fee schedule in Rule 62-4.050, F.A.C., and allow calculation of the proper fee for this application.

<u>Code</u>	<u>Type</u>
AF2A	Federally enforceable state operation permit (FESOP) for emissions unit required to measure actual emissions by stack sampling
AF2B	Federally enforceable state operation permit (FESOP) for emissions unit required to measure actual emissions by any method other than stack sampling
AF2C	Federally enforceable state operation permit (FESOP) for emissions unit not required to measure actual emissions
AO2A	State operation permit (non- FESOP) for emissions unit required to measure actual emissions by stack sampling
AO2B	State operation permit (non- FESOP) for emissions unit required to measure actual emissions by any method other than stack sampling

Application Processing Fee

Check whether the appropriate permit application processing fee, or sum of fees, as set forth in Rule 62-4.050, F.A.C., has been attached, and indicate the amount paid. The total fee should equal the sum of the fees listed previously for each emissions unit. If no application fee is required, check "Not Applicable."

Application Comment

Enter any comment about this application or about the information given in this section of the Application for Non-Title V Air Permit Renewal form.

II. FACILITY INFORMATION**Facility Contact**

1. **Name and Title of Facility Contact** - Enter the name and title of the person to be contacted regarding day-to-day operations of the air pollutant emissions units at the facility. This is typically, but not necessarily, a person stationed at or in close proximity to the facility such as the plant manager or environmental coordinator. This is the person the Department will contact for access to the facility to conduct compliance inspections or stack tests.
2. **Facility Contact Mailing Address** - Enter the complete mailing address of the facility contact person named in Field 1.
3. **Facility Contact Telephone Numbers** - Enter the telephone number and FAX number, if available, of the facility contact person.

Facility Supplemental Requirements

This subsection of the Application for Non-Title V Air Permit Renewal form provides supplemental information related to the facility as a whole. (Supplemental information related to individual emissions units within the facility is provided in Subsection III-B of the form.) Supplemental information must be submitted as an attachment to each copy of the form, in hard-copy or computer-readable form. Entry of a "Document ID" for each attachment will aid the Department in determining the completeness of the application. Electronic submission of supplemental information is encouraged; applicants should contact the Department regarding acceptable formats for word processing, spreadsheet, and graphic files.

All supplemental information required pursuant to this subsection of the Application for Non-Title V Air Permit Renewal must be submitted to the Department along with the form in order for the application to be considered complete. If any item of supplemental information requested in this subsection has been submitted to the Department within the previous five years and would not be altered as a result of this permit application, it need not be resubmitted. Conversely, any item of information in the Department's files that is greater than five years old must be submitted unless the requirement to do so is waived by the Department at the applicant's request.

1. **Area Map Showing Facility Location** - Provide a scale map (e.g., the relevant portion of a USGS topographic or other commercially available map) showing the location of the

facility and points of air pollutant emissions in relation to residences, roads, and other features of the surrounding area.

2. **Facility Plot Plan** - Provide a plot plan of the facility showing the location of all manufacturing processes, control equipment, stacks, vents, identifiable sources of fugitive emissions and principal buildings.
3. **Process Flow Diagram(s)** - Provide a general process flow diagram or set of diagrams showing all emissions units at the facility. Give the operating rate of each emissions unit, and identify the pathways by which raw materials and products flow from unit to unit.
4. **Precautions to Prevent Emissions of Unconfined Particulate Matter** - Identify any unconfined particulate matter emissions that may result from operation of the facility and describe the precautions that will be taken to prevent or control such emissions. It is not necessary to quantify such emissions. Examples of reasonable precautions to control unconfined emissions of particulate matter are listed in Rule 62-296.320(4), F.A.C.

Facility Comment

Enter any comments about the facility addressed in this Application for Non-Title V Air Permit Renewal. In particular, provide justification for the non-applicability or requested waiver of any item of facility supplemental information.

III. EMISSIONS UNIT INFORMATION

A separate Emissions Unit Information Section must be completed for each emissions unit addressed in this Application for Non-Title V Air Permit Renewal. If submitting the form in hard copy, indicate, in the space provided at the top of each page, the Emissions Unit ID of the emissions unit addressed on the page, as given in the unit's most current air operation permit.

Note: An Emissions Unit Information Section may address, as an emissions unit, a single process/production unit or activity; a group of process/production units or activities regulated collectively; or one or more process/production units or activities having fugitive emissions only. The most appropriate breakdown of process and production operations, and other pollutant-emitting activities, at a facility into separate emissions units is determined through the permitting process and, once established, should be adhered to in completing subsequent air permit applications and any required reports such as annual operating reports. Any questions regarding the manner in which emissions units have been defined by the Department, or any proposed changes in such, should be discussed with the appropriate permitting office prior to submittal of any air permit application.

A. GENERAL EMISSIONS UNIT INFORMATION

Emissions Unit Description and Status

1. **Description of Emissions Unit Addressed in This Section** - Provide a brief description of the emissions unit addressed in this Emissions Unit Information Section. Include any unit designations and other information helpful in describing the emissions unit and differentiating it from the other emissions units at the facility. Example descriptions, by type of unit, are:

Single process/production unit or activity:

Power boiler No. 1

Unit No. 2 - Multiple-chamber incinerator

Collectively-regulated group of process/production units or activities:
Distillate/gas fired combustion turbine units 1-5; each 10 MW
Gasoline storage tanks A, B, and C; each 250,000 barrels, floating-roof

One or more process/production units or activities with fugitive emissions only:
Fugitive particulate emissions from coal pile
Fugitive VOC emissions from equipment leaks throughout facility

2. **Emissions Unit Status Code** - Confirm the emissions unit status code that would be valid as of issuance of this permit renewal by entering "A.":

<u>Code</u>	<u>Status</u>
A	Active - Emissions unit in operation, on standby status, temporarily shut down (including any shutdown while undergoing modification), or on long-term reserve shutdown. This code indicates an existing emissions unit which has not been permanently shut down, though it may be not be operating at the time of, or immediately subsequent to, permit renewal.

3. **Long-term Reserve Shutdown Date** - If this application is submitted to obtain an air operation permit renewal for an emissions unit that has been shut down and placed on long-term reserve shutdown, enter the shutdown date. If the emissions unit has been shut down for six months or more prior to the expiration date of the current air operation permit, provide all information as required in Rule 62-210.300(2)(a)3., F.A.C. Do not enter, as a long-term reserve shutdown date, the date on which an emissions unit ceased operations for a planned temporary shutdown period or unplanned outage.

DEP Note: If an emissions unit on long-term reserve shutdown ultimately fails to renew its air operation permit, the long-term reserve shutdown date becomes the permanent shutdown date and should be entered into ARMS as such.

4. **Control Equipment/Method Description** - Enter a brief description of each emission control device or method associated with the emissions unit addressed in this Emissions Unit Information Section (e.g., centrifugal wet scrubber, type N roto-clone, etc.) and note any change in control device or method since the time of last application. Only control devices and methods installed for the express purpose of reducing the uncontrolled emissions associated with the emissions unit should be reported. Control methods installed for reasons other than emission control (e.g., low NOx burners installed to improve combustion efficiency) need not be reported unless a control efficiency is known or can be calculated. Also, do not report equipment that is a normal part of the emissions unit, even though a quantity of some pollutant emission may be reduced as a result of it.

Emissions Unit Operating Capacity and Schedule

The usual purpose of the operating capacity information requested in this portion of the form is to establish the required operating rate of an emissions unit at the time of emission testing. If the potential emissions of the emissions unit would increase as the result of any physical or operational increase in the unit's capacity, the information provided in this portion of the form may also be used to establish a permit limitation. If the operating capacity cannot be expressed in terms of one or more of the parameters given in this subsection, use the comment field to address the operating capacity of the emissions unit. Also use the comment field to identify any variations in capacity that may be associated with alternative methods of operating the emissions unit. For example, if the emissions unit uses multiple fuels where the maximum heat input rate varies with the choice of fuel, indicate in the comment field the fuel which corresponds to the

heat input rate given in Field 1, and list the additional fuel-type/heat-input rate relationships that apply to the unit.

1. **Maximum Heat Input Rate** - If the emissions unit is a combustion unit, enter the maximum heat input rate of which the unit is capable, in million Btu's per hour.
2. **Maximum Incineration Rate** - If the emissions unit is an incinerator, enter the maximum capacity of the incinerator in pounds per hour and tons per day.
3. **Maximum Process or Throughput Rate** - If the operating rate of the emissions unit is ordinarily expressed in terms of a process or throughput rate, enter the maximum process rate of which the unit is capable, including a description of the units of measurement.
4. **Maximum Production Rate** - If the operating rate of the emissions unit is ordinarily expressed in terms of a production rate, enter the maximum production rate of which the unit is capable, including a description of the units of measurement.
5. **Requested Maximum Operating Schedule** - Enter the requested maximum hours per day, days per week, weeks per year, and/or hours per year that the emissions unit be allowed to operate as a condition of its permit.

Emissions Unit Supplemental Requirements

This subsection of the Application for Non-Title V Air Permit Renewal provides supplemental information related to the emissions unit addressed in this Emissions Unit Information Section. Supplemental information must be submitted as an attachment to each copy of the form, in hard-copy or computer-readable form. Entry of a "Document ID" for each attachment will aid the Department in determining the completeness of the application. Electronic submission of supplemental information is encouraged; applicants should contact the Department regarding acceptable formats for word processing, spreadsheet, and graphic files.

All supplemental information required pursuant to this subsection of the Application for Non-Title V Air Permit Renewal must be submitted to the Department along with the form in order for the application to be considered complete. If any item of supplemental information requested in this section has been submitted to the Department within the previous five years and would not be altered as a result of this permit application, it need not be resubmitted. Conversely, any item of information in the Department's files that is greater than five years old must be submitted unless the requirement to do so is waived by the Department at the applicant's request.

1. **Fuel Analysis or Specification** - If the emissions unit is a fuel-combustion device (not an incinerator) or an incinerator which burns a supplemental fuel, provide a typical analysis or specification of each fuel that would be used. The analysis or fuel specification should give the density, heat value, and percent content by weight of sulfur, nitrogen, and ash. If the emissions unit would use a non-fossil fuel (e.g., pelletized wood or hazardous waste used as fuel), used oil, or a fuel additive, provide all information on the fuel or fuel-additive needed to provide the Department with reasonable assurance that the use of such fuel or fuel-additive would result in no violation of any air pollution statute of the State of Florida or rule of the Department of Environmental Protection.
2. **Compliance Test Report** - If a compliance test report is required with this application, provide the required test report. If the test report has been previously submitted, indicate such and enter the date of submittal.
3. **Procedures for Startup and Shutdown** - If excess emissions are possible during periods of startup or shutdown of the emissions unit, provide a brief, nonexclusive description of

the general procedures to be followed during such periods to ensure that the best operational practices to minimize emissions will be adhered to and that the duration of any excess emissions will be minimized.

4. **Operation and Maintenance Plan** - If the emissions unit is required to have an operation and maintenance plan, provide a current copy of the required plan.
5. **Other Information Required by Rule or Statute** - Provide other information related to the emissions unit addressed in this Emissions Unit Information Section as may be required by any applicable air pollution statute of the State of Florida or rule of the Department of Environmental Protection.

Emissions Unit Comment

Enter any comments about the emissions unit addressed in this section of the Application for Non-Title V Air Permit Renewal. In particular, provide justification for the non-applicability or requested waiver of any item of emissions unit supplemental information.