



State of Oregon  
Department of  
Environmental  
Quality

# Instructions for Using Air Contaminant Discharge Permit (ACDP) Application Forms

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**PURPOSE**

These instructions are provided to the owner/operator of a facility seeking an initial Air Contaminant Discharge Permit (ACDP), renewal of existing ACDP, or modification to an existing ACDP. These instructions identify the application forms and describe how the forms are to be used to prepare an application. Specific instructions for completing the forms are included with each of the individual forms.

**PERMIT TYPES**

Decide is which type of ACDP is the right permit for the facility. Provided below is a list of the types of permits that may be required for a facility. In some cases, more than one type of permit may be acceptable so the applicant will have to decide which type is the right type of permit for the facility. A description of each of the permit types is provided after the table.

Permit Type	Source Categories	Permit Term	Plant Site Emission Limits (PSEL)	Netting basis	Typical Actual Emissions (tons/yr)	Initial Permitting Fees	Annual Fees <sup>1</sup>
Short Term Activity	Any short term unexpected or emergency activity	60 days, no extensions	No	No	NA <sup>2</sup>	\$300	NA
Basic	OAR 340-216-0020, Table 1, Part A	10 years	No	No	<10	\$120	\$360
General	OAR 340-216-0050(5)	10 years	Yes, Generic PSEL	No	<SER <sup>3</sup>	\$1,200 <sup>4</sup>	\$120, \$240, \$360, \$720, \$1,296, \$1,872
General Attachment	OAR 340-216-0050(5)	10 years	Yes, Generic PSEL	No	<SER	\$0	\$120
Simple	OAR 340-216-0020, Table 1, Part B	5 years	Yes, Generic PSEL	No	<SER	\$6,000	\$1,920, \$3,840
Standard	OAR 340-216-0020, Table 1, Part B or C	5 years	Yes, Source Specific PSEL	Yes	<100	\$12,000, \$42,000 (NSR/PSD)	\$7,680
Construction	OAR 340-216-0020, Table 1, Part B or C	5 years	Yes	Yes	NA	\$9,600	NA

<sup>1</sup>OAR 340-216-0020, Table 2, Part 2, adopted October 18, 2007.

<sup>2</sup> NA stands for "not applicable".

<sup>3</sup> SER stands for "significant emission rate" as described in the Glossary of Terms section of these instructions.

<sup>4</sup> DEQ may waive the assignment fee for an existing source requesting to be assigned to a General ACDP because the source is subject to a newly adopted area source NESHAP as long as the existing source requests assignment within 90 days of notification by DEQ.

Short Term Activity ACDP: A Short Term Activity ACDP is a letter permit that authorizes the activity and includes any conditions placed upon the method or methods of operation of the activity. DEQ may issue a Short Term Activity ACDP for unexpected or emergency activities, operations, or emissions. A Short Term Activity ACDP automatically terminates 60 days from the date of issuance and may not be renewed.

Basic ACDP: A Basic ACDP is a permit that authorizes the operation of sources and activities listed below. A Basic ACDP is the minimum permit required for these sources and activities, but the applicant may obtain a Simple or Standard ACDP in place of the Basic ACDP. A Basic ACDP contains only the most significant and relevant rules applicable to the source and it does not contain Plant Site Emission Limits. A Basic ACDP may be issued for a period not to exceed ten years.

1. \*\* Autobody Repair or Painting Shops painting more than 25 automobiles in a year.
2. Concrete Manufacturing including Redimix and CTB more than 5,000 but less than 25,000 cubic yards per year output.
3. Crematory and Pathological Waste Incinerators with less than 20 tons/yr. material input.
4. Natural Gas and Propane Fired Boilers (with or without #2 diesel oil back-up\*\*) of 10 or more MMBTU but less than 30 MMBTU/hr heat input constructed after June 9, 1989.
5. Prepared feeds for animals and fowl and associated grain elevators more than 1,000 tons/yr. but less than 10,000 tons per year throughput.
6. Rock, Concrete or Asphalt Crushing both portable and stationary more than 5,000 tons/yr. but less than 25,000 tons/yr. crushed.
7. Surface coating operations whose actual or expected usage of coating materials is greater than 250 gallons per month, excluding sources that exclusively use non-VOC and non-HAP containing coatings (e.g. powder coating operations).

General ACDP: A General ACDP is a permit that authorizes operation of the sources and activities listed below. General ACDPs are issued by order for a period of ten years and then individual sources are assigned to the General ACDP if they meet the qualifications. One significant qualification is that the actual emissions from the source must be less than the Generic PSELs contained in the General ACDP. (Generic PSELs are shown in the glossary of terms section of this document.) Any source that does not meet the qualifications would have to obtain either a Simple or Standard ACDP.

1. Hard chrome platers, AQGP-001;
2. Decorative chrome platers, AQGP-002;
3. Halogenated solvent degreasers - batch cold, AQGP-003;
4. Halogenated solvent degreasers - batch vapor and in-line, AQGP-004;
5. Halogenated solvent degreasers - batch cold, batch vapor, and in-line, AQGP-005;
6. Dry cleaners, AQGP-006;
7. Asphalt plants, AQGP-007
8. Rock crushers (>25,000 tons of rock crushed per year), AQGP-008;
9. Ready-mix concrete (>25,000 yards of concrete produced per year), AQGP-009;
10. Sawmills, planing mills, millwork, plywood manufacturing and veneer drying (>25,000 board feet per 8-hour shift), AQGP-010;
11. Boilers (>10 million Btu/hr heat input for oil fuels and >30 million Btu/hr heat input for natural gas and propane fuels), AQGP-011;
12. Crematories (>20 tons of material incinerator per year), AQGP-012;
13. Grain elevators (>10,000 tons of material throughput per year), AQGP-013;
14. Prepared feeds, flour, and cereal (>10,000 tons of material throughput per year), AQGP-014;
15. Seed cleaning (>5,000 tons of material throughput per year), AQGP-015;
16. Coffee roasters (>30 tons of coffee roasted per year), AQGP-016;
17. Bulk gasoline plants, AQGP-017;
18. Electric power generators, AQGP-018;
19. Clay manufacturing > 50 tpy, AQGP-019;
20. Hospital ethylene oxide sterilizers, AQGP-020;
21. Gasoline dispensing facilities - Stage I, AQGP-022;
22. Gasoline dispensing facilities - Stage II, AQGP-023;
23. Wood preserving, AQGP-024;

24. Large metal fabrication and finishing operations, AQGP-025;
25. Plating and polishing, AQGP-026;
26. Surface coating, AQGP-027;
27. Paint stripping, AQGP-028; and
28. Small metal fabrication operations, AQGP-029.

General ACDP Attachments: If you are required to obtain more than one General ACDP, you may be assigned to one General ACDP and one or more General ACDP Attachments, as long as the General ACDP and General ACDP Attachment(s) contain all requirements applicable to the source. This would allow a source to avoid having to obtain a more costly Simple or Standard ACDP if there are no General ACDPs that contain all requirements applicable to the source. If all activities at a source cannot be addressed by a General ACDP and General ACDP Attachments, the owner or operator of the source must apply for a Simple or Standards ACDP. The annual fee for each General ACDP Attachment is \$120.

A source may not be assigned to a General ACDP Attachment for a source category in a higher annual fee class than the General ACDP the source is currently assigned to. Instead a source must be reassigned to the General ACDP for the source category in the higher annual fee class and may be assigned to one or more General ACDP Attachments associated with source categories in an equal or lower annual fee class.

A General ACDP Attachment authorizes operation of the sources and activities listed below.

1. Electric Power Generators, AQGP-018a;
2. Hospital ethylene oxide sterilizers, AQGP-020a;
3. Gasoline dispensing facilities - stage I, AQGP-022a;
4. Gasoline dispensing facilities - stage II, AQGP-023a;
5. Wood Preserving, AQGP-024a;
6. Large metal fabrication and finishing operations, AQGP-025a;
7. Plating and polishing, AQGP-026a;
8. Surface coating, AQGP-027a;
9. Paint stripping, AQGP-028a; and
10. Small metal fabrication operations, AQGP-029a.

Simple ACDP: A Simple ACDP authorizes operation of the sources and activities listed below. A Simple ACDP is required for these sources and activities, unless there is a General ACDP available for the source and the source meets the General ACDP qualifications. In addition, the applicant may request a Standard ACDP in place of the Simple ACDP if the annual emissions are greater than the Generic PSEL or the applicant wants to maintain a netting basis. A Simple ACDP contains all relevant applicable requirements, Generic PSELS, and testing, monitoring, recordkeeping and reporting requirements sufficient to determine compliance with the emissions limits and standards. The Simple ACDP is issued for a period of 5 years.

1. Aerospace or Aerospace Parts Manufacturing
2. Aluminum, Copper, and Other Nonferrous Foundries subject to an Area Source NESHAP
3. Aluminum Production - Primary
4. Ammonia Manufacturing
5. Animal Rendering and Animal Reduction Facilities
6. Asphalt Blowing Plants
7. Asphalt Felts or Coating
8. Asphaltic Concrete Paving Plants both stationary and portable
9. Bakeries, Commercial over 10 tons of VOC emissions per year
10. Battery Separator Manufacturing
11. Battery Manufacturing and Re-manufacturing
12. Beet Sugar Manufacturing
13. Boilers and other Fuel Burning Equipment over 10 MMBTU/hr. heat input, except exclusively Natural Gas and Propane fired units (with or without #2 diesel backup) under 30 MMBTU/hr. heat input
14. Building paper and Buildingboard Mills
15. Calcium Carbide Manufacturing

16. \*\*\* Can or Drum Coating
17. Cement Manufacturing
18. \* Cereal Preparations and Associated Grain Elevators 10,000 or more tons/yr. throughput
19. Charcoal Manufacturing
20. Chlorine and Alkalies Manufacturing
21. Chrome Plating
22. Clay Ceramics Manufacturing subject to an Area Source NESHAP
23. Coffee Roasting (roasting 30 or more tons per year)
24. Concrete Manufacturing including Redimix and CTB 25,000 or more cubic yards per year output
25. Crematory and Pathological Waste Incinerators 20 or more tons/yr. material input
26. Degreasers (halogenated solvents subject to a NESHAP)
27. Electrical Power Generation from combustion (excluding units used exclusively as emergency generators and units less than 500 kW)
28. Commercial Ethylene Oxide Sterilization, excluding facilities using less than 1 ton of ethylene oxide within all consecutive 12-month periods after December 6, 1996
29. Ferroalloy Production Facilities subject to an Area Source NESHAP
30. \*\*\* Flatwood Coating regulated by Division 232
31. \*\*\* Flexographic or Rotogravure Printing subject to RACT
32. \* Flour, Blended and/or Prepared and Associated Grain Elevators 10,000 or more tons/yr. throughput
33. Galvanizing and Pipe Coating (except galvanizing operations that use less than 100 tons of zinc/yr.)
34. Gasoline Bulk Plants, Bulk Terminals, and Pipeline Facilities
35. Gasoline dispensing facilities, excluding gasoline dispensing facilities with monthly throughput of less than 10,000 gallons of gasoline per month
36. Glass and Glass Container Manufacturing
37. \* Grain Elevators used for intermediate storage 10,000 or more tons/yr. throughput
38. Grain terminal elevators
39. Gray iron and steel foundries, malleable iron foundries, steel investment foundries, steel foundries 100 or more tons/yr. metal charged (not elsewhere identified)
40. Gypsum Products Manufacturing
41. Hardboard Manufacturing (including fiberboard)
42. Hospital sterilization operations subject to an Area Source NESHAP
43. Incinerators with two or more ton per day capacity
44. Lime Manufacturing
45. \*\*\* Liquid Storage Tanks subject to OAR Division 232
46. Magnetic Tape Manufacturing
47. Manufactured and Mobile Home Manufacturing
48. Marine Vessel Petroleum Loading and Unloading
49. Metal Fabrication and Finishing Operations subject to an Area Source NESHAP, excluding facilities that meet all the following:
  - a. Do not perform any of the operations listed in OAR 340-216-0060(2)(b)(Y)(i) and (iii);
  - b. Do not perform shielded metal arc welding (SMAW) using metal fabrication and finishing hazardous air pollutant (MFHAP) containing wire or rod; and
  - c. Use less than 100 pounds of MFHAP containing welding wire and rod per year
50. Millwork (including kitchen cabinets and structural wood members) 25,000 or more bd. ft./maximum 8 hr. input
51. Molded Container
52. Motor Coach Manufacturing
53. Motor Vehicle and Mobile Equipment Surface Coating Operations subject to an Area Source NESHAP, excluding motor vehicle surface coating operations painting less than 10 vehicles per year or using less than 20 gallons of coating per year and motor vehicle surface coating operations registered pursuant to OAR 340-210-0100(2)
54. Natural Gas and Oil Production and Processing and associated fuel burning equipment
55. Nitric Acid Manufacturing
56. Non-Ferrous Metal Foundries 100 or more tons/yr. of metal charged

57. Organic or Inorganic Chemical Manufacturing and Distribution with 1/2 or more tons per year emissions of any one criteria pollutant (sources in this category with less than 1/2 ton/yr. of each criteria pollutant are not required to have an ACDP)
58. Paint and Allied Products Manufacturing subject to an Area Source NESHAP
59. Paint Stripping and Miscellaneous Surface Coating Operations subject to an Area Source NESHAP
60. \*\*\* Paper or other Substrate Coating
61. Particleboard Manufacturing (including strandboard, flakeboard, and waferboard)
62. Perchloroethylene Dry Cleaning Operations subject to an Area Source NESHAP, excluding perchloroethylene dry cleaning operations registered pursuant to OAR 340-210-0100(2)
63. Pesticide Manufacturing 5,000 or more tons/yr. annual production
64. Petroleum Refining and Re-refining of Lubricating Oils and Greases including Asphalt Production by Distillation and the reprocessing of oils and/or solvents for fuels
65. Plating and Polishing Operations subject to an Area Source NESHAP
66. Plywood Manufacturing and/or Veneer Drying
67. Prepared feeds for animals and fowl and associated grain elevators 10,000 or more tons per year throughput
68. Primary Smelting and/or Refining of Ferrous and Non-Ferrous Metals
69. Pulp, Paper and Paperboard Mills
70. Rock, Concrete or Asphalt Crushing both portable and stationary 25,000 or more tons/yr. crushed
71. Sawmills and/or Planing Mills 25,000 or more bd. ft./maximum 8 hr. finished product
72. Secondary Nonferrous Metals Processing subject to an Area Source NESHAP
73. Secondary Smelting and/or Refining of Ferrous and Non-Ferrous Metals
74. \* Seed Cleaning and Associated Grain Elevators 5,000 or more tons/yr. throughput
75. Sewage Treatment Facilities employing internal combustion for digester gasses
76. Soil Remediation Facilities stationary or portables
77. Steel Works, Rolling and Finishing Mills
78. \*\*\* Surface Coating in Manufacturing subject to RACT
79. Surface Coating Operations with actual emissions of VOCs before add on controls of 10 or more tons/yr
80. Synthetic Resin Manufacturing
81. Tire Manufacturing
82. Wood Furniture and Fixtures 25,000 or more bd. ft./maximum 8 hr. input
83. Wood Preserving (excluding waterborne)
84. All Other Sources not listed herein that DEQ determines an air quality concern exists or one which would emit significant malodorous emissions
85. All Other Sources not listed herein which would have actual emissions, if the source were to operate uncontrolled, of 5 or more tons a year of direct PM<sub>2.5</sub> or PM<sub>10</sub> if located in a PM<sub>2.5</sub> or PM<sub>10</sub> non-attainment or maintenance area, or 10 or more tons of any single criteria pollutant in any part of the state

Standard ACDP: A Standard ACDP permit authorizes operation of the sources and activities listed below. The applicant may also request a Standard ACDP for any source listed above. Standard ACDPs are issued for 5 years. The Standard ACDP includes all relevant requirements, including source specific PSEs, along with requirements for determining compliance with the emissions limits and standards.

1. Incinerators for PCBs and / or other hazardous wastes
2. All Sources that DEQ determines have emissions that constitute a nuisance
3. All Sources electing to maintain the source's baseline emission rate, or netting basis
4. All Sources subject to a RACT, BACT, LAER, NESHAP adopted in OAR 340-244-0220, NSPS, State MACT, or other significant Air Quality regulation(s), except:
  - a. Source categories for which a General ACDP has been issued.
  - b. Sources with less than 10 tons/yr. actual emissions that are subject to RACT, NSPS or a NESHAP adopted in OAR 340-244-0220 which qualify for a Simple ACDP.
  - c. Sources registered pursuant to OAR 340-210-0100(2).
  - d. Electrical power generation units used exclusively as emergency generators and units less than 500 kW.
  - e. Gasoline dispensing facilities, provided the gasoline dispensing facility has monthly throughput of less than 10,000 gallons of gasoline per month

- f. Motor vehicle surface coating operations painting less than 10 vehicles per year or using less than 20 gallons of coating per year.
- g. Commercial ethylene oxide sterilization operations using less than 1 ton of ethylene oxide within all consecutive 12-month periods after December 6, 1996.
- h. Metal fabrication and finishing operations that meet all the following:
  - A. Do not perform any of the operations listed in OAR 340-216-0060(2)(b)(Y)(i) and (iii);
  - B. Do not perform shielded metal arc welding (SMAW) using metal fabrication and finishing hazardous air pollutant (MFHAP) containing wire or rod; and
  - C. Use less than 100 pounds of MFHAP containing welding wire and rod per year
- 5. All sources having the potential to emit more than 100,000 tons CO<sub>2e</sub> of GHG emissions in a year.
- 6. All Sources having the Potential to Emit more than 100 tons of any regulated air contaminant in a year, other than GHGs and HAPs
- 7. All Sources having the Potential to Emit more than 10 tons of a single hazardous air pollutant in a year
- 8. All Sources having the Potential to Emit more than 25 tons of all hazardous air pollutants combined in a year

**Notes:**

- \* Applies only to Special Control Areas
- \*\* Portland AQMA only
- \*\*\* Portland AQMA, Medford-Ashland AQMA or Salem SKATS only
- \*\*\*\* “back-up” means less than 10,000 gallons of fuel per year

Construction ACDP: A Construction ACDP is a permit for approval of Type 3 construction or modification changes specified in OAR 340-210-0220. The Construction ACDP includes requirements for the construction or modification of stationary sources or air pollution control equipment at sources that are required to obtain a Standard ACDP or Oregon Title V Operating Permit. The Construction ACDP does not provide authorization to operate the new construction or modification. A new or modified Standard ACDP or Oregon Title V Operating Permit is required before operation of the new construction or modification. The Construction ACDP is optional for ACDP sources but is required for any source that has an Oregon Title V Operating Permit.

**ACDP APPLICATION FORMS**

Once you have determined the type of permit for the facility, complete the necessary application forms as follows:

Short Term Activity ACDP: Form AQSA is used to apply for a Short Term Activity ACDP. Instructions are provided with the form. Fees are required for Short Term Activity ACDPs in accordance with OAR 340-216-0020, Table 2, Part 1.

Basic ACDP: The application packet for a new Basic ACDP or renewal of an existing Basic ACDP consists of one of the following forms and a Land Use Compatibility Statement for new sources. The forms are self-explanatory so there are no additional instructions. Fees are required for new Basic ACDPs, but are not required for permit renewals. The fees are specified in OAR 340-216-0020, Table 2, Parts 1 and 2.

Table 1, Part A Category	Source Category	Form Number	Table 1, Part A Category	Source Category	Form Number
1	Autobody repair	AQB-001	5	Prepared Feeds	AQB-005
4	Boilers	AQB-002	6	Rock Crushers	AQB-006
2	Concrete Manufacturing	AQB-003	7	Surface Coating	AQB-007
3	Crematories	AQB-004			

General ACDP: The application packet for assignment or re-assignment to a General ACDP consists of form AQGP-100<sup>5</sup> and one of the following forms, along with a Land Use Compatibility Statement for new sources. Use the application package for assignment or re-assignment to a General ACDP to apply for assignment or reassignment to the corresponding General ACDP Attachment. The forms are self-explanatory so there are no additional instructions. Fees are required for initial assignment to a General ACDP<sup>6</sup>, but are not required for re-assignments. The fees are specified in OAR 340-216-0020, Table 2, Parts 1 and 2.

General ACDP #	Source Category	Form Number	General ACDP #	Source Category	Form Number
All	Required for all permits	AQGP-100	AQGP-014	Cereal, Flour, and Prepared Feeds	AQGP-114
All	Required for all permit renewals	AQGP-100R	AQGP-015	Seed Cleaning	AQGP-115
AQGP-001	Hard Chrome Platers	AQGP-101	AQGP-016	Coffee Roasters	AQGP-116
AQGP-002	Decorative Chrome Platers	AQGP-102	AQGP-017	Bulk Gasoline Plants	AQGP-117
AQGP-003	Degreasers - batch cold	AQGP-103	AQGP-018 AQGP-018a	Electric Power Generators	AQGP-118
AQGP-004	Degreasers - batch vapor and in-line	AQGP 104	AQGP-019	Clay Manufacturing	AQGP-119
AQGP-005	Degreasers - all	AQGP 105	AQGP-020 AQGP-020a	Hospital Sterilizers	AQGP-120
AQGP-006	Dry Cleaners	AQGP 106	AQGP-022 AQGP-022a	Gasoline Dispensing Facilities - Stage I	AQGP-122
AQGP-007	Asphalt Plants	AQGP 107	AQGP-023 AQGP-023a	Gasoline Dispensing Facilities - Stage II	AQGP-122
AQGP-008	Rock Crushers	AQGP 108	AQGP-024 AQGP-024a	Wood Preserving	AQGP-124
AQGP-009	Concrete Manufacturers	AQGP 109	AQGP-025 AQGP-025a	Metal Fabrication and Finishing	AQGP-125
AQGP-010	Wood Products Facilities	AQGP-110	AQGP-026 AQGP-026a	Plating and Polishing	AQGP-126
AQGP-011	Boilers	AQGP 111	AQGP-027 AQGP-027a	Surface Coating	AQGP-127
AQGP-012	Crematories	AQGP-112	AQGP-028 AQGP-028a	Paint Stripping	AQGP-128
AQGP-013	Grain Elevators	AQGP-113	AQGP-029 AQGP-029a	Metal Fabrication	AQGP-129

Simple and Standard ACDP: The application forms for Simple and Standard ACDPs have been organized into four "series" based on the types of information collected. These series are:

Form Series AQ100, Administrative Information and non-technical permit modifications: The forms in this series collect general information about the facility, such as the type of activity, the location, the name of a contact person,

<sup>5</sup> Dry cleaners and gasoline dispensing facilities are not required to submit form AQGP-100.

<sup>6</sup> DEQ may waive the assignment fee for an existing source requesting to be assigned to a General ACDP because the source is subject to a newly adopted area source NESHAP as long as the existing source requests assignment within 90 days of notification by DEQ.

etc. These forms help DEQ understand what the facility is, the industrial activities conducted at the facility, and the regulatory requirements that apply to the facility.

Form Number	Description
AQ101	Administrative Information
AQ102	Facility Description
AQ103	Transfer Application or Name Change
AQ105	Non-technical permit modifications

Form Series AQ200, (Pollutant-Emitting) Device/Process Forms: Each form in this series is intended to collect descriptive information about the pollutant-emitting devices (equipment) and processes at the facility. For example, one form should be used to describe a boiler and another form should be used to describe a seed handling operation. A "Miscellaneous" form is more general in nature for use in describing devices or processes not otherwise addressed by a specific form.

Form Number	Description
AQ201	<Reserved>
AQ202	Asphalt Plants
AQ203	Rock Crusher
AQ204	Ready-mix Concrete Plant
AQ205	Volatile Organic Liquid Storage Tanks
AQ206	Material Dryers/Ovens (For facilities other than wood products facilities)
AQ207	Coffee Roasters
AQ208	Boilers (other than hogged fuel boilers)
AQ209	Crematory Incinerator
AQ210	Internal Combustion Engines and Gas Turbines
AQ211	Surface Coating Operations
AQ212	Grain/Seed/Animal Feed
AQ213	Power Generators
AQ214	Solvent Usage
AQ216	Bakeries
AQ220	Wood Products Facility Data
AQ221	Veneer Dryers
AQ222	Wood Particle Dryers
AQ223	Wood Panel Presses
AQ224	Hogged Fuel Boilers
AQ225	Wood Drying Kilns
AQ226	Wood Product Process Cyclone
AQ230	Miscellaneous Device or Process
AQ231	Operation and Maintenance

Form Series AQ300, Pollution Management Forms: These forms are used to describe efforts to control and reduce (manage) air pollution by either pollution prevention measures or add-on control equipment.

Form Number	Description
AQ301	Pollution Prevention
AQ302	Electrostatic Precipitator (ESP)
AQ303	Wet Scrubber
AQ304	Baghouse
AQ305	Cyclones/Multiclones
AQ306	Fume Incinerator
AQ307	Miscellaneous Control Device

Form Series AQ400, Emissions Data Forms: These forms collect information about the types and quantities of regulated air pollutants emitted by the different devices and processes at the facility.

Form Number	Description
AQ401	Plant Site Emissions Detail (Baseline year)
AQ402	Plant Site Emissions Detail (Current/Future Operations)
AQ403	Hazardous Air Pollutant Emissions Detail

DEQ needs to understand the types of activities conducted at the facility, the efforts to control emissions from the activities, and the quantities of emissions that result from the activities. The applicant will be asked to complete a number of different forms to provide adequate information such that DEQ can issue an ACDP. The applicant must submit fees with the application for new permits as required by OAR 340-2160020, Table 2, Parts 1 and 2.

Certain ACDP forms will need to be completed for all types of facilities. Other forms are specific to the types of activities conducted at the individual facility. The applicant should talk to a permit writer or permit coordinator at one of the regional offices listed below. Through this discussion, the permit writer or coordinator will identify which forms the applicant needs to complete. The permit writer or coordinator will also determine which fees are required to be submitted with the application. The permit coordinator will provide the applicant with a comprehensive package of forms, appropriate to the activities at the facility. The applicant needs to complete the materials and submit the application, with any required fees, to DEQ. When fees are required, submit the application to the DEQ Business Office. When fees are not required, submit the application to the appropriate regional office.

Department Offices:

Business Office 811 SW 6 <sup>th</sup> Avenue Portland, OR 97204	Western Region 750 Front Street NE, Suite 120 Salem, OR 97301-1039 (503) 378-5305
Eastern Region 475 NE Bellevue Dr., Suite 110 Bend, OR 97701 (541) 388-6146	Northwest Region 2020 SW 4 <sup>th</sup> Avenue, #400 Portland, OR 97201-4987 (503) 229-5554

The application package for a new ACDP will include forms from each of the four form series described above. If the applicant has not spoken to a permit writer about applying for an ACDP, the applicant should review the list of forms to get a sense of the types of information that they collect, relative to the type of facility to be permitted. This will help the applicant in discussing with the permit writer the application process and the forms needed. If the applicant has already spoken with a permit writer and received ACDP application forms, the applicant should review the forms received relative to the list of all ACDP forms to determine whether the applicant received all the appropriate forms for the facility. If additional forms are necessary, the applicant should contact the permit coordinator in the regional office to obtain the forms.

DEQ recommends the following process for preparing the ACDP application:

1. Catalog the usage of raw materials and fuels, production outputs, devices/processes, control devices, and monitoring systems associated with air pollutant emissions at the facility. Focus on those activities that relate to production at the facility, rather than activities relating to maintenance (e.g., paint booth at a manufacturing facility is production-oriented and must be permitted; whereas, doing touch-up painting of railings is maintenance-related and does not need to be permitted).

Gain a comprehensive understanding of the full range of activities at the facility by undertaking an inventory to identify:

- the raw materials used at the facility;
- the fuels used at the facility (not including fuel used for motor vehicles);

- the products produced at the facility;
- all regulated air pollutant-emitting devices and processes;
- the rates at which the devices and processes operate;
- all regulated air pollutants emitted by the devices and processes;
- all existing control devices and emissions control work practices (e.g., wet scrubbers, watering unpaved roads); and
- all existing monitoring systems (e.g., stack monitors, flow monitors, etc.)

By identifying all of the above initially, the applicant will obtain most of the information necessary to complete the ACDP application forms.

2. Prepare the forms from Form Series AQ100

Form AQ101, Administrative information, in addition to collecting name, address, location, and site contact information, also collects the owner/operator's signature certifying the information included in the application. This form will serve as the cover sheet for the permit application. The applicant must attach all other required forms to Form AQ101. Two copies of the completed application must be submitted to DEQ.

Form AQ102, Facility Description, collects general information about the facility, including a process flow diagram.

3. Prepare the appropriate forms from Form Series AQ200, Device/Process Forms, based on the types of regulated air pollutant-emitting devices and processes at the facility.

4. Prepare Form Series AQ300, Pollution Management Forms

Applicants seeking to take credit for pollution prevention measures should complete the optional Form AQ301, Pollution Prevention. Forms AQ302 through AQ307 should be used to describe any control devices at the facility.

5. Prepare Form Series AQ400, Emissions Data Forms, to describe the emissions from each device and process identified in Form Series AQ200. Base the annual emissions on the maximum projected operating rate during the permit term instead of the maximum capacity of the facility or the typical operating rate.

## **SIMPLE AND STANDARD PERMIT RENEWALS**

Permit renewal applications are due 60 days prior to the expiration date of the permit. The forms included in the renewal application will depend on whether there are any changes at the facility. If there are no changes the renewal application will simply consist of Form AQ101 and the permittee can identify minor revisions by including a marked up copy of the current permit and review report. If there are proposed changes, then form AQ102 will be required to describe the changes. If the changes include new or modified equipment, then the appropriate form(s) from series AQ200, Device/Process Forms will need to be included in the application. If the changes include new or modified control equipment or pollution prevention measures, then the appropriate form(s) from series AQ300, Pollution Management Forms, will need to be included in the application. If the changes will result in a change in pollutant emissions from individual devices or processes or from the facility as a whole, then form AQ402 will have to be included in the application. In most cases, form AQ401 will not be required because the baseline emissions should not change. In some cases, there may be new emissions information available and the baseline emission rate needs to be corrected. In those cases, form AQ401 would have to be included in the application. There are no fees for permit renewals, so the application should be sent directly to the regional office.

## **NON-TECHNICAL PERMIT MODIFICATIONS**

Non-technical permit modifications include, but are not limited to name changes, change of ownership and similar administrative changes. Form AQ103 is used for name changes and change of ownership. Form AQ105 is used for all

other non-technical permit modifications, such as changing a stationary source that is assigned to a General ACDP to a portable source.

### **SIMPLE AND STANDARD TECHNICAL PERMIT MODIFICATIONS**

An application for a permit modification is required if the permittee proposes to make changes to the facility that would result in an increase in the facility wide emissions or be subject to new requirements that are not included in the existing permit. Some changes do not require permit modifications and may be approved by the Notice of Construction (NC) procedures described later in this document. It is recommended that the permittee contact the permit writer to determine if a permit modification is required. An application for a permit modification must be submitted to DEQ at least 60 days prior to making the proposed change. It is recommended that the application be submitted far enough in advance to allow DEQ adequate time to process the application and issue the permit modification before making the proposed change(s).

At a minimum, the application for a permit modification will include forms AQ101 and AQ102 to describe the permit modification. If the modification includes new or modified devices, processes, or control equipment, the appropriate form(s) from series AQ200 and AQ300 will have to be included in the application. Most permit modifications will involve a change in pollutant emissions, so form AQ402 will also need to be included in the application. The applicant must submit fees with the application as required by OAR 340-216-0020, Table 2, Part 3.

### **NEW SOURCE REVIEW**

These instructions are provided to the owner/operator proposing to construct a major source or to undertake a major modification as defined in OAR 340-200-0020. If the construction/modification takes place in a non-attainment area or maintenance area, then the New Source Review (NSR) rules in OAR 340-224-0050 or 340-224-0060 are applicable. If the construction/modification takes place in an attainment area, then the Prevention of Significant Deterioration (PSD) rules in OAR 340-224-0070 are applicable. These instructions identify the types of information required for NSR/PSD and explain how the information may be provided to DEQ using the ACDP application forms. The applicant must submit fees with the application as required by OAR 340-216-0020.

New Source Review permits are complicated and may take up to a year to process. It is important that the correct information be provided in a timely manner. It is highly recommended that the applicant contact DEQ to discuss the permit process as early as possible. In accordance with OAR 340-224-0030, the following information is required in an NSR application:

Information	Submittal Format
A description of the nature, location, design capacity, and typical operating schedule of the source/modification, including specifications and drawings;	Forms AQ101, AQ102, and AQ200
An estimate of the maximum amount and type of regulated air pollutant emitted on a short-term basis (e.g., hourly or daily) and yearly, with calculations;	Form AQ402
Stack parameter data (height above ground, exit diameter, exit velocity, and exit temperature) for all existing and proposed emission points from the source or modification;	Forms AQ200
A detailed schedule for the construction/modification;	Supplemental information
A description of control devices and emissions reduction processes, and other information necessary to determine Best Available Control Technology (BACT) or Lowest Achievable Emissions Rate (LAER), technological and performance standards that apply to sources depending on whether they are located in attainment or non-attainment areas. [BACT is described in OAR 340-224-0070(1); LAER is described in OAR 340-224-0050(1).];	Form AQ300 plus supporting documentation
An analysis of air quality and visibility impact of the source or modification, including meteorological and topographical data, specific details of the models used, and other information necessary to estimate air quality impacts;	Supplemental Report
An analysis of air quality and visibility impacts, and the nature and extent of all commercial, residential, industrial, and other source emissions growth, that has	Supplemental Report

Information	Submittal Format
occurred since January 1, 1978 in the area of the source or modification would significantly impact;	
an indication of whether the owner/operator is requesting an enhanced permitting process; and	Statement in cover letter
a discussion of any cross-media impacts (i.e., the transfer of air pollutants to another environmental medium, such as waste) that DEQ should take into consideration in determining appropriate control requirements at the facility	Supplemental information

**NOTICE OF INTENT TO CONSTRUCT (NC)**

Some changes at a facility do not require a permit modification, but the permittee must still notify DEQ of the changes. Form AQ104 is used for Type 1 and 2 changes, as described below. If the PSEL will increase as a result of the proposed changes, the permittee must submit an application for a Construction ACDP or an application to modify or obtain a Standard ACDP instead of using the NC form. It is recommended that the permittee contact the permit writer to determine if a NC or permit modification is required.

1. Type 1 changes include construction or modification of stationary sources or air pollution control equipment where such a change:
  - a. would not increase emissions above the Plant Site Emission Limit by more than the de minimis levels defined in OAR 340-200-0020 for sources required to have a permit;
  - b. would not increase emissions above the netting basis by more than or equal to the significant emissions rate;
  - c. would not increase emissions from any stationary source or combination of stationary sources by more than the de minimis levels defined in OAR 340-200-0020;
  - d. would not be used to establish a federally enforceable limit on the potential to emit; and
  - e. would not require a TACT determination under OAR 340-226-0130 or a MACT determination under OAR 340-244-0200.
2. Type 2 changes include construction or modification of stationary sources or air pollution control equipment where such a change:
  - a. would meet the criteria of a, b, d, and e for Type 1 changes; and
  - b. would not increase emissions from any stationary source or combination of stationary sources by more than or equal to the significant emission rate;

**GLOSSARY OF TERMS**

Carbon dioxide equivalent or CO<sub>2</sub>e means an amount of a greenhouse gas or gases expressed as the equivalent amount of carbon dioxide, and shall be computed by multiplying the mass of each of the greenhouse gases by the global warming potential published for each gas at 40 CFR Part 98, subpart A, Table A-1—Global Warming Potentials, and adding the resulting value for each greenhouse gas to compute the total equivalent amount of carbon dioxide.

Baseline Emission Rate means the average actual emission rate during the baseline period. Baseline emission rate does not include increases due to voluntary fuel switches or increased hours of operation that have occurred after the baseline period.

Baseline Period means any consecutive 12 calendar month period during the calendar years 1977 or 1978 except for greenhouse gases. The baseline period for greenhouse gases is any consecutive 12 calendar month period during the calendar years 2000 through 2010. DEQ may allow the use of a prior time period upon a determination that it is more representative of normal source operation except for greenhouse gases.

De minimis Emission Level means:

Pollutant (refer to OAR 340-200-0020 for other pollutants)	De minimis (tons/year, except as noted)
Greenhouse Gases (GHG)	2,756 CO <sub>2</sub> e

Pollutant (refer to OAR 340-200-0020 for other pollutants)	De minimis (tons/year, except as noted)
Carbon monoxide (CO)	1
Nitrogen oxides (NO <sub>x</sub> )	1
Sulfur dioxide (SO <sub>2</sub> )	1
Volatile organic compounds (VOC)	1
Particulate matter (PM)	1
Particulate matter with an aerodynamic diameter less than or equal to a nominal 10 micrometers (PM <sub>10</sub> ) - except Medford AQMA	1
PM <sub>10</sub> (Medford AQMA)	0.5 (5.0 lbs/day)
PM <sub>2.5</sub>	1

Generic Plant Site Emission Level (PSEL) means:

Pollutant (refer to OAR 340-200-0020 for other pollutants)	Generic PSEL (tons/year)
Greenhouse Gases (GHG)	74,000 CO <sub>2</sub> e
Carbon monoxide (CO)	99
Nitrogen oxides (NO <sub>x</sub> )	39
Sulfur dioxide (SO <sub>2</sub> )	39
Volatile organic compounds (VOC)	39
Particulate matter (PM)	24
Particulate matter with an aerodynamic diameter less than or equal to a nominal 10 micrometers (PM <sub>10</sub> ) - except Medford AQMA	14
PM <sub>10</sub> (Medford AQMA)	4.5 (49 lbs/day)
PM <sub>2.5</sub>	9

Netting Basis means the baseline emission rate MINUS any emission reductions required by rule, orders, or permit conditions required by the State Implementation Plan (SIP) or used to avoid SIP requirements, MINUS any unassigned emissions that are reduced from allowable under OAR 340-222-0045, MINUS any emission reduction credits transferred off site, PLUS any emission increases approved through the New Source Review regulations in OAR 340 division 224 MINUS any emissions reductions required for sources whose permits are issued after May 1, 2011 under New Source Review regulations in OAR 340 division 224, and where the netting basis initially equaled the potential to emit for a new or modified source, the netting basis will be reduced in accordance with the definition of actual emissions. .

Significant Emission Rate (SER) means:

Pollutant (refer to OAR 340-200-0020 for other pollutants)	SER (tons/year)
Greenhouse Gases (GHG)	75,000 CO <sub>2</sub> e
Carbon monoxide (CO)	100
Nitrogen oxides (NO <sub>x</sub> )	40
Sulfur dioxide (SO <sub>2</sub> )	40
Volatile organic compounds (VOC)	40
Particulate matter (PM)	25
Particulate matter with an aerodynamic diameter less than or equal to a nominal 10 micrometers (PM <sub>10</sub> ) - except Medford AQMA	15
PM <sub>10</sub> (Medford AQMA)	5 (50 lbs/day)
PM <sub>2.5</sub>	10

Unassigned Emissions means the amount of emissions that are in excess of the PSEL but less than the Netting Basis.