

Guidance Document for General Construction Permit GCP-4

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1. Introduction

The Air Quality Bureau of the New Mexico Environment Department (Department), under Section 220 - General Permits of 20.2.72 New Mexico Administrative Code (NMAC) - Construction Permits, has issued Air Quality General Construction Permit GCP-4 for Combustion sources and related equipment. GCP-4 is available to all sources that meet the requirements in the permit. These sources can include minor-source oil and gas facilities with or without controls, such as facilities that qualify for GCP-1 and/or Level 1 Streamline provisions under 20.2.72 NMAC, dehydration facilities, and tank farms. Facilities that are registered under a general construction permit are subject to the terms and conditions of that GCP.

This document includes a description of the process for registering under GCP-4, and for revising registration information in the event that there are changes at the registered facility. Section 5 summarizes the permit requirements that are triggered for specific activities related to the facility. In addition, detailed instructions are provided for each of the forms used in the various GCP-4 submittals. In all cases, bracketed cites refer to portions of GCP-4.

This document is not intended as a substitute for reading the permit. Although these instructions are based on the conditions of GCP-4 and every effort has been made to ensure accuracy, if there are any discrepancies between this document and the provisions of GCP-4, the provisions of GCP-4 prevail. In addition, the permit contains requirements to which the owner/operator is subject but that are not reflected in this document. Owners and operators are strongly encouraged to read GCP-4 and become familiar with its conditions.

Questions regarding this general construction permit can be directed to the Permitting Section of the Air Quality Bureau of the Environment Department. Additional information is available on the Department's website, www.nmenv.state.nm.us

2. Registration under GCP-4

GCP-4 includes a stepped registration process that provides more flexibility to the applicant while continuing to provide notification to the public. Persons that wish to register and operate under GCP-4 must perform public notice, as well as send the Department all of the following submittals. These submittals may be provided to the Department separately or all at once:

- **Initial Registration Application** (consists of GCP-4 Submittal Form (Form A) and the permit fee. Please do not submit \$500 as a filing fee with the registration, expecting to be billed for the balance. This method presents a problem in that if a registration form is received with a \$500 filing fee and the balance is not received before the application is reviewed, the application will be denied, in which case 20.2.75.12.A. NMAC does not provide the Department the option of returning the filing fee.
- **Notification that Construction is to Begin** (consists of GCP-4 Submittal Form (Form A) and Notification that Construction is to Begin Form (Form B) and its attachments)
- **Notification that Operation is to Begin** (consists of GCP-4 Submittal Form (Form A))
- **Siting Registration Application** (consists of GCP-4 Submittal Form (Form A) and Siting Registration Application Form (Form C) and its attachments)

All submittals under GCP-4 shall include the GCP-4 Submittal Form. Each Submittal Form (Form A) shall be independent of its predecessor in regards to any changing data and the required signatures. . Line-by-line and field-by-field instructions for filling out these forms are provided below.

Copies of GCP-4 forms on paper or diskette may be obtained by submitting a written request or visiting us at the following address:

New Mexico Environment Department
Air Quality Bureau
1301 Siler Road, Building B
Santa Fe, NM 87507-3113

Electronic copies may be obtained on the Department's web address.

Submit an original, completed, signed and notarized version of GCP-4 forms to the New Mexico Environment Department. It is preferred that a computer or typewriter be used to complete the form, however, a hand-written application may be submitted if the writing is legible.

If something on the application form does not apply to your operation, note that it is "Not Applicable" or use the abbreviation "N/A"

If you have difficulty finding some of the information required by the application form, you may call or write to the Air Quality Bureau. You may also request a pre-application meeting to answer questions about the permit application process.

3. Permit Fees

Registration under GCP-4 is subject to permit fees. Permit fees are due with the Initial Registration Application and, if applicable, with submittals to revise an existing registration. The fee is based on a point system in which each point is equal to a certain dollar value. For GCP-4, the AQB charges each applicant the same number of fee points (currently 10 points). The dollar value of a fee point is changed on Jan 1 of each year to reflect the change in the consumer price index. To see the current value of a fee point, go to: <http://www.nmenv.state.nm.us/aqb/forms/Fee-CPI-Adjustment-Method.pdf>. Due to the brief 30-day registration review period, the permit fee is required to be submitted with the application for registration.

Note that an annual fee will also be assessed by AQB, as required under 20.2.75 NMAC. This fee is also adjusted annually based on the change in the consumer price index and its current value can also be found at the above link.

A permit fee calculator is available on the Air Quality Permit Section webpage of the Department's website, at www.nmenv.state.nm.us/aqb/app_form. See also the regulation 20.2.75 NMAC – *Permit Fees* for details. Please ensure that the proposed facility meets all of the requirements of GCP-4 and all submittals are complete because the permit fee is non refundable.

4. Public Notice Requirements

The applicant is required to notify the public of his or her intention to construct and operate a Facility under GCP-4. Public notice includes posting at the site and publishing a legal ad and display ad in the newspaper. The display ad must be published “in a location [in the newspaper] calculated to give the public the most effective notice.” Templates for each of these notices are available on the Department's website. Proof that these notices were published and posted is required as part of Form B. The template for the display ad assumes that it will be published in the same paper on the same day as the legal ad. In the event that one of the ads is not published on the same day, each publication must contain all the information contained in the legal notice template.

Construction may not begin until at least 15 days after public notice has begun. If more than 60 days have passed since public notice was published, and construction has not begun, the notice must be republished at least 15 days prior to beginning construction.

5. Constructing and Operating Under GCP-4

The following table summarizes the owner's/operator's requirements for constructing and operating under GCP-4. See also the permit conditions. Hours of operation are not limited under GCP-4.

Activity	Relevant GCP-4 Requirements
Planning	<p>When planning a facility to be registered under GCP-4, note the allowable equipment (Conditions V.1, VII), registration restrictions (Condition I.3), required setback distances (Conditions III.1-4), allowable emissions (Conditions III.5-16, V.2), and allowable fuels (Condition V.4) under GCP-4.</p>
	<p>Submit the Initial Registration Application (Conditions II.1.a, IV.b). Application includes <u>GCP-4 Submittal Form</u> (company information) and GCP Permit Fee. The Department has 30 days to issue or deny the Initial Registration (Condition II.2), and construction cannot occur during this time (Condition VI.1.a).</p>
	<p>Publish and post Public Notice for the Facility (Condition II.5). Notice includes posting at the site and newspaper publication (legal ad and display ad). The company may perform public notice for more than one site, if several sites are being considered (once the notice that construction is to begin, an Initial Registration will be limited to that site). Construction of the Facility may not begin until at least 15 (and not more than 60) calendar days after public notice has begun. The posting at the site must remain until the Siting Registration is issued.</p>
Construction of the Facility	<p>Notify the Department at least one working day prior to beginning construction (Conditions II.1.c, IV column d, VI.1.a). The notification shall include <u>GCP-4 Submittal Form</u> (Form A) and the Notification That Construction is to Begin Form (<u>Form B</u>) and its required attachments. Copy the notification to the Department district or field office nearest to facility (Condition IV).</p>
	<p>Construct in accordance with GCP-4 (Condition VI.1.a,c). All equipment must meet the specifications set out in GCP-4 (Conditions VI.2, VII, IX.4). Construction must begin within two years of Initial Registration.</p>
Initial Operation of Facility	<p>Notify the Department at least one working day prior to beginning operation at the facility (Conditions II.1.e, IV column e, VI.1.b). Notification includes <u>GCP-4 Submittal Form</u> (Form A).</p>
	<p>Submit the Siting Registration Application (<u>GCP-4 Submittal Form</u> and <u>Form SR</u>) to the Department within 10 calendar days after beginning operation (Conditions II.1.f, IV column f), and copy the Department district or field office nearest to the facility (Condition IV). The Department has 30 days to issue or deny the Siting Registration (Condition II.2). Operation may continue during this time.</p>

	<p>Maintain copies of GCP-4, the Initial and Siting Registration Applications, and Notifications of beginning construction and operation, at the Facility or nearest operations office (Condition VI.11).</p> <p>Perform required compliance tests (Conditions VI.7, VIII column d, IX)</p>
If the Siting Registration is denied by the Department	Cease operation at the Facility within 24 hours of notification that a Siting Registration has been denied (Condition VI.1.e(2)).
Ongoing Operation of the Facility	Operate the Facility in accordance with GCP-4 (Condition VI.1.d). The Facility must also comply with applicable NSPS, NESHAP, MACT and NMAC requirements (Condition VI.10).
	Maintain equipment in good working order (Condition VI.4).
	Various monitoring, recordkeeping, and reporting requirements apply (Conditions VI.5, VIII).
	Allow the Department access to the site (Condition VI.8).
	Submit annual emissions inventory reports (Condition VI.6).
Start-ups, shut-downs and upsets	Follow the requirements in 20.2.7 NMAC (Condition VI.9).
Making Changes at the Facility	Do not make changes that would prevent compliance with GCP-4, or relocate the facility registered under GCP-4 (Condition X.5).
	For changes to owner/operator information , notify the Department within 10 days of the change (Condition X.2).
	For changing only a serial number , notify the Department within 10 days of the change (Condition X.2). Note that Such change in serial number must be the result of the replacement of the unit with one that is identical to the original unit, such that all other information in the existing registration is not altered, including but not limited to manufacturer, model number, emissions, and control equipment.
	For a change of Operating Scenario , the owner/operator must redo the Public Notice, Notices that Construction and Operation are to Begin, and the Siting Registration Application (Condition X.3). See above for details and further cites.
	For any other change that would alter the information in the Siting Registration Application, the owner/operator must redo the Notice that Construction is to Begin, and the Siting Registration Application (Condition X.4). See above for details and further cites.
	Pay the applicable permit fee for the revision within 30 days of invoice by the Department (Condition VI.1.e(3)).
Suspending Operation at the Facility	Notify the Department within 1 year of suspension of operation, and within 10 working days of re-start of operations (Condition X.1).

6. Making Changes At A Registered Facility

Whenever a permittee wishes to make a change at a registered facility that would alter the information on the registration form(s), the permittee must inform the Department of the change. When submitting changes to an existing permit, please include a cover letter with the following information: indicate that the change is to an existing GCP-4 registration and include the existing GCP-4 registration number, provide a brief description of the change (i.e. unit X is replacing unit Y), and cite the GCP-4 permit condition under which the change is sought. Such changes fall into 3 categories under GCP-4, and each is subject to different requirements.

They are:

Condition X.2 Changes to owner/operator information such (as the name, address or telephone number of the owner, operator, or permit contact person for the facility) or a change to the serial number of registered equipment. Inform the Department of such change within 10 working days, using the GCP-4 Submittal Form (Form A). Note that such change in serial number must be the result of the replacement of the unit with one that is identical to the original unit, such that all other information in the existing registration cannot be altered under this condition, including but not limited to manufacturer, model number, emissions, and control equipment.

Condition X.3 Any change that includes a change of Operating Scenario at the facility (see Conditions II.3 and III for more information about Operating Scenarios). Such a change requires Public Notice (see Condition II.5) as well as permit modification fee (see 20.2.75 NMAC – *Permit Fees*) and re-submittal of revised GCP-4 Submittal Form (Form A), Notification that Construction is to Begin (Form B), Site Registration Application (Form C) and any attachments that are affected by the change. Note that the entire form must be submitted, not just the page that is changed. **A \$500 filing fee should be submitted with the notification of these types of revisions.**

Condition X.4 All other changes at the registered facility that would alter the information on the GCP-4 Submittal Form (Form A), Notification that Construction is to Begin (Form B), Site Registration Application (Form C) or any of their attachments. Such changes require re-submittal of the affected form(s) and attachments. Note that the entire form must be submitted, not just the page that is changed. **A \$500 filing fee should be submitted with the notification of these types of revisions.**

A permit fee will be assessed for revisions to registrations under Conditions X.3. and/or X.4. of the GCP4 permit. These permit reviews are a “technical review of an existing permit (20.2.75.7.G. NMAC) and will be assessed a permit fee according to 20.2.75.11.A.1. An invoice for the balance of the permit fee (less the filing fee) will be submitted with the Department’s determination and due within 30 days of invoicing (20.2.75.12.C NMAC).

7. Instructions for Filling Out GCP-4 Submittal Form (Form A)

This form serves as the vehicle for all submittals under GCP-4 and as a result must be included in all submittals. Instructions for filling out this form are as follows:

- Line 1 Fill in the name of the company that is applying for registration of a facility under GCP-4. On the right, fill in the date on which the certification (described below) was signed and, if required, notarized.
- Line 2 If available, fill in the name of the facility to be registered, and the GCP-4 registration number, if issued. The Department issues the registration number when the Initial Registration is approved. On the right, fill in the SIC and NAIC codes for the facility. (See text box for more information about SIC and NAIC codes.)

SIC Codes and NAIC Codes

SIC Code means Standard Industrial Classification code, and it is likely to be eventually replaced by the *NAIC Code*, which is still under development and means North American Industrial Classification Code. The federal government maintains both systems to establish a standard way to classify all industrial, manufacturing, and commercial activities. SIC Codes use a four-digit number, and NAIC Codes use six-digit numbers.

The SIC code for your operation can be found in the *Standard Industrial Classification Manual* prepared by the Office of Management and Budget. It is available in many libraries. The Occupational Safety and Health Administration (OSHA) maintains a web page (www.osha.gov/oshstats/sicser) that allows the user to search the 1987 version of the manual by keyword to access descriptive information for specific four-digit SICs.

More information regarding NAIC codes may be found at the following website: www.census.gov/epcd/naics02

- Line 3 Enter the company's mailing address.
- Line 4 Enter the name of the contact person for this submittal and his or her title (position) at the company.
- Line 5 Enter telephone number of the contact person, including area code, as well as fax number and e-mail address. If you do not have a fax number or e-mail address, enter "N/A" in those spaces.
- Line 6 If this submittal is an *Initial Registration Application*, check box and attach a certified check or money order for the permit fees (see above regarding permit

fees). *Note: The Initial Registration Application is not complete unless the permit fee is included.*

- Line 7 If this submittal is a *Notification that Construction is to Begin*, check box and attach Notification that construction is to begin (Form B) and its attachments (see below for instructions regarding Form B).
- Line 8 If this submittal is a *Notification that Operation is to Begin*, check box and enter the anticipated startup date in the space provided. No additional attachments are required for this submittal. Note, however, that the Siting Registration Application (see below) is due to the Department within 10 days of commencing operation at the facility.
- Line 9 If this submittal is a *Siting Registration Application*, check box and attach Siting Registration Application (Form C) and its attachments (see below for instructions regarding Form C).
- Line 10 Check this box if this submittal is to inform the Department of a change to permittee information such as the name, address or telephone number of the owner, operator or permit contact person of a registered facility. This category of changes is not subject to permit fees.
- Line 11 Check this box if this submittal is to inform the Department of a change to the serial number of equipment at a registered facility as a result of the replacement of the unit with one that is identical to the original unit. Insert old and new serial numbers. Note that for this category of change all other information in the existing registration for the equipment must remain the same, including but not limited to the manufacturer, model number, emissions, process rate, and control equipment. This category of change is not subject to permit fees.
- Line 12 Check this box if this submittal is to inform the Department of changes at the registered facility that include a change of Operating Scenario. Include in this submittal the permit fee (as required under 20.2.72 – *Permit Fees*), the full text of the revised Notification that Construction is to begin (Form B) (if affected), the full text of the revised Application Registration Application Form C (if affected), and the revised versions of all attachments to those forms that are affected by the change. Note that relocations are not allowed under this GCP.
- Line 13 Check this box if this submittal is to inform the Department of changes at the registered facility that alter the information on the GCP-4 Submittal Form (Form A), Notification that Construction is to Begin (Form B), Site Registration Application (Form C), or any of their attachments, but are not included in Lines 10, 11 or 12. Include in this submittal the permit fee (as required under 20.2.72 – *Permit Fees*), the full text of the revised Form B (if affected), the full text of the revised Form C (if affected), and the revised versions of all attachments to

those forms that are affected by the change. Note that relocations are not allowed under this GCP.

Line 14 Check this box to verify that the certification (see below) is included in the submittal.

Certification New Mexico Administrative Code requires the applicant to certify that the information provided in the permit application form is accurate and true. Fill in the information required by the certification page of the application, and include it with the submittal. If this submittal is an Initial Registration Application or a Siting Registration Application, have the certification notarized. Note that the submittal will be determined to be incomplete if the certification page is missing or not complete.

8. Instructions for Filling Out Form B

For each Notification that Construction is to Begin, this form (and its attachments) must be attached to the GCP-4 Submittal Form (Form A). Copy the Department district or field office nearest to facility. Instructions for filling out this form are as follows:

Line 1 Insert name of Company and date of certification; this information should match the name and date listed in the GCP-4 Submittal Form.

Line 2 Insert Facility name, GCP-4 registration number, SIC and NAIC codes; this information should match the name and numbers listed the GCP-4 Submittal Form.

Line 3 List the anticipated date that construction will begin.

Line 4 Check the box that identifies the Scenario under which the facility will be registered. Note that the Scenario must be the one identified in the Public Notice. Two Scenarios are available; Scenario 1 is for larger (95 TPY or less) facilities, and Scenario 2 for smaller (40 TPY or less) facilities. Facilities operating under Scenario 1 are required to locate further away from terrain that is as high or higher than the top of the stack than facilities that operate under Scenario 2. These distances were established using dispersion models to assure that ambient air quality standards will be maintained. Conditions II.3 and III of the permit contain the requirements related to Operating Scenarios, including distances to neighboring houses, parks and other features, and emissions caps for various pollutants.

Lines 5-14 Verification of Applicability. Lines 5 through 14 set out yes-or-no questions that verify that the proposed facility will meet applicability requirements under GCP-4. If the answer to any of these questions is no, then the facility does not

qualify for registration under GCP-4. Note that the accuracy of these answers is certified as part of this submittal.

- Line 15 List the Section, Range, Township, and County in which the facility is to be located, and the Elevation (from sea level) at the facility. See text box below for more about coordinate systems.
- Line 16 List the UTM coordinates. See text box below for more about coordinate systems.
- Line 17 List the Longitude and Latitude of the facility, in degrees, minutes and seconds. See text box below for more about coordinate systems.

Determining the Location of the Facility

Lines 5-7 ask the applicant to list the facility's location in three different coordinate systems: Public Land Survey System (PLSS) of Section, Range, and Township; the Universal Transverse Mercator (UTM) system; and Latitude/Longitude. Generally, an applicant will determine the location using a GPS device, U.S. Geological Survey (USGS) topographic map, or the legal description of the property, and then translate the location information into coordinate systems as needed. A useful resource for converting from one coordinate system to another may be found at www.topozone.com.

The Public Land Survey System (PLSS) is a rectangular survey system that typically divides the land in the public domain into 6-mile square townships, which are further subdivided into 1-mile square sections. It was established in 1785 and is regulated by the Bureau of Land Management. It does not extend to lands excluded from the public domain, such as military installations, national parks, land grant areas (unless they pass into the public domain), and Indian Lands. Because these surveys form the basis of patents issued when public lands pass out of Federal ownership, legal descriptions often use this coordinate system, and may cite whether the legal description is based on a quarter or eighth of a section. USGS topographic maps (7.5 minute) also include section, range, and township.

Latitudes and Longitudes may be found using a GPS device or by use of any sufficiently detailed map.

The Universal Transverse Mercator (UTM) system is a system of vertical and horizontal coordinates that can also be used to pinpoint the location of the source. *UTM Zone* means the UTM zone the facility is located in. New Mexico has two zones. West of 108 degrees longitude is Zone 12 and east of this is Zone 13. *UTME* means the Easting UTM coordinate, and *UTMN* means the Northing UTM coordinate.

- Line 18 Check the box that describes the initial means by which the facility's location was established for the entries in Lines 5-7. See text box for more information.

If a map was used, note date of issuance and scale of the map [date of issuance indicates whether NAD83 (North American Datum as revised in 1983) or NAD27 was the basis for the map, and reflects its accuracy]. If the legal description of the location of the property is used, include the description, such as whether it is based on a quarter or eighth of a section [this reflects the precision of the description].

- Line 19 List the name, zip code, distance to, and direction from, the nearest New Mexico town. [Note that detailed driving instructions are required in Attachment A to this Form.]
- Line 20 Check the box that describes the status of the land at the facility.
- Line 21 Determine the nearest state park, recreation area, school, private residence, office building, or other occupied structure that exists at the time that the Notification that Construction is to Begin is submitted to the Department. List the distance from the facility to the park, area or structure, and describe it.
- Line 22 Record the shortest distance from your facility's boundary to the boundary of the nearest Class I area. Class I Area means any international park, national wilderness (greater than 5,000 acres), national memorial park (greater than 5,000 acres), or national park (greater than 6,000 acres). A map of Class I areas may be found at <http://www.nmenv.state.nm.us/aqb/modeling/class1areas.html>. They are also listed in 20 NMAC 2.74, *Permits - Prevention of Significant Deterioration*.
- Line 23 List the shortest distance from the stack of an engine or turbine to any terrain that is at an elevation equal to or greater than the height of the stack.
- Line 24 List the shortest distance from the stack of an engine or turbine to any terrain that is at an elevation equal to or greater than 25 feet (7.6 meters) higher than the height of the stack.
- Line 25 Verify that there are no sources (not at the facility) with the potential to emit 25 TPY of NO_x or more with stacks within 0.5 miles of the stack of any engine or turbine. [Note that if there are such sources within that distance, the GCP-4 facility may not be sited at the proposed location.]
- Line 26 Verify that there are no sources (not at the facility) with the potential to emit 250 TPY of NO_x or more with stacks within 2.0 miles of the stack of any engine or turbine. [Note that if there are such sources within that distance, the GCP-4 facility may not be sited at the proposed location.]
- Line 27 List the date that public notice was posted at the facility. This posting must be visible from the nearest road, waterproofed (such as laminated or placed in a windowed enclosure), and legible, and consistent with the template provided by

the Department. Note that this notice must remain posted at the site until the Siting Registration is issued. Proof of this notice will be included in Attachment C to this form (Form B).

- Line 28 List the date that Public Notice was published in a newspaper that is in general circulation in the county or counties where the facility is or is proposed to be located. Notice must be published in both the legal section and as a display ad in a location calculated to give the public the most effective notice, and consistent with the template provided by the Department. Proof of publication (which will include the name of the newspaper) will be included in Attachment C to this form (Form B).
- Line 29 List the Department District of Field Office nearest to the facility location, and the date on which a copy of the Public Notice (as published in the legal section of the newspaper (see instructions for Line 16 above)) was sent to this office. Proof that the notice was sent will be included in Attachment C to this form (Form B). A listing of Department District and Field Offices may be found on the Department's website, at www.nmenv.state.nm.us/fod.
- Line 30 Indicate whether or not this facility at this location was ever issued a 'No Permit Required [under 20.2.72 NMAC – *Construction Permits*]' (NPR) notification and, if so, the number of the NPR.
- Line 31 Indicate whether or not this facility at this location was ever issued a Notice of Intent [To Construct, under 20.2.73 NMAC – *Notice of Intent and Emissions Inventory Requirements*] (NOI) and, if so, the number of the NOI.
- Line 32 Indicate whether or not this facility at this location was ever issued a Construction Permit under 20.2.72 NMAC – *Construction Permits* and, if so, the permit number.
- Line 33 If you checked 'yes' on Line 30, indicate whether the construction permit was for a stationary source or a portable source (this distinction will be indicated in the permit itself). Note that any stationary source construction permit will be cancelled and replaced by the GCP-4 registration. Any equipment for which a portable source permit has been issued will be subject to the conditions of GCP-4 (rather than the portable source permit) while the equipment is at the registered site. However, at such time as the equipment leaves the registered site, the portable source permit will again be in effect. See Condition II.4 of the GCP-4 for details.
- Line 34 Indicate whether or not this facility at this location was ever registered under GCP-1, and, if so, the permit registration number.
- Line 35 Indicate whether or not this facility at this location was ever issued an Operating Permit under 20.2.70 NMAC – *Operating Permits* and, if so, the permit number.

Note that, with registration under GCP-4, the facility will not be a major source, as defined under 20.2.70 NMAC – *Operating Permits*, Section 7.Q, paragraphs (1) or (2).

- Attachment A Attach (and label as such) detailed driving instructions from the nearest New Mexico town. Attach a road map if necessary.
- Attachment B Attach a map, as described in Form CO.
- Attachment C Attach (and label as such) proof that public notice was performed as described in Form CO.

9. Instructions for Filling Out Siting Registration Application Form (Form C)

For each Siting Registration Application, this form (and its attachments) must be attached to the GCP-4 Submittal Form (Form A). Copy the Department district or field office nearest to facility. Instructions for filling out this form are as follows:

- Line 1 Insert name of Company and date of certification; this information should match the name and date listed in the GCP-4 Submittal Form (Form A).
- Line 2 Insert Facility name, GCP-4 registration number; this information should match the name and number listed in the GCP-4 Submittal Form (Form A).
- Line 3 List the actual date that operation began.
- Line 4 Check the box that identifies the Scenario under which the facility will be registered. Note that this Scenario must be the one identified in the Public Notice.
- Line 5 Check the appropriate box to indicate the facility’s permit status. *Note that submission of a Siting Registration Application for this facility constitutes a request that the Department cancel any stationary source permit previously issued for the facility and replace it with the GCP-4 Registration.*
- Lines 6-14 Verification of Applicability. Lines 6 through 14 set out yes-or-no questions that verify that the proposed facility will meet applicability requirements under GCP-4. If the answer to any of these questions is no, then the facility does not qualify for registration under GCP-4. Note that the accuracy of these answers is certified as part of this submittal.

Form C Tables 1-10

All equipment to be located at the facility must (unless exempted under 20.2.72.202.A or B) be listed in Tables 1 through 10 and must meet the specifications set out in Condition VII of GCP-4.

Each table lists (below it) the attachments that are required to document the information in that table. Most of the fields in Tables 1 through 10 are self-explanatory. Explanation is provided for the following fields:

Unit # Each unit at the facility should be assigned a number, and the unit numbers used in the tables should be consistent with those in the Process Flow Sheet that constitutes Attachment A to this form.

Portable Permit # (if applic.). See instructions for Form B, and Condition II.4 for details regarding portable permits.

SCC # The Source Classification Code (SCC number) is an eight digit number associated with a unique process from which air pollutants are emitted. The SCC number is used to speciate the type of emissions from each particular process. A complete of common SCC numbers list may be found in the following document:

Airs Facility Subsystem
Source Classification Codes and Emission
Factor Listing for Criteria Air Pollutants
Publication #EPA-450/4-90-003
(This document is also available through NTIS.)

Emissions Control (if applicable). This information should also be reflected in the Process Flow Sheet that constitutes Attachment A to this form.

Maximum Operational Emissions. Note that these emissions limits become conditions of the permit for this facility. List tons per year (TPY) and, if indicated, pounds per hour (#/hr). Include emissions of NOX, CO, PM10, SO2, H2S, Total HAPs, and/or VOC, as indicated. See Page 2 of GCP-4 for definitions of these acronyms, and Condition V.3 for calculation of annual emissions. A current Department-approved deration calculation may be used for engines and turbines. Include all calculations and supporting documentation, such as:

- If manufacturer data are used, include specifications for emissions units and control equipment.
- If test data are used, include a copy of the complete test report. If the test data are for an emissions unit other than the one being permitted, the emission units must be identical. Test data may not be used if any difference in operating conditions of the unit being permitted and the unit represented in the test report significantly effect emission rates.
- If the most current copy of AP-42 is used, reference the section and date located at the bottom of the page. Include a copy of the page containing the emissions factors, and clearly mark the factors used in the calculations.
- If an older version of AP-42 is used, include a complete copy of the section.
- If an EPA document or other material is referenced, include a complete copy.
- Fuel specifications sheet.

Sum of TPY emissions. Emissions sums for the equipment category should also be entered in Table 11.

Unit(s) Controlled by [this equipment]. This information should also be reflected in the Process Flow Sheet that constitutes Attachment A to this form.

Control Efficiency. Note that these control efficiencies become conditions of the permit for this facility.

Form SR Summary Tables

Table 11 This table sums up the annual emissions for the Facility. Enter the tons of emissions per year (TPY) for each pollutant from each equipment type (see Tables 1-10). Note that the annual emissions listed (and emitted) must not exceed the emissions limits in Condition III for the Scenario under which the Facility is registered.

Table 12 If the annual emissions for Hazardous Air Pollutants (HAPs) in Table 11 are greater than 8 TPY, list in Table 12 each of the individual HAPs emitted and the annual facility-wide emissions for each (see instructions for Maximum Operational Emissions above). Note that the annual emissions of any individual HAP may not exceed 8 TPY. Enter total annual emissions for all HAPs where indicated.

Additional Required Attachments. Form SR lists 7 attachments that are required, in addition to the attachments required in Tables 1-10, for the Siting Registration Application to be complete. These attachments are self-explanatory.