

How to Fill Out an Air Permit Application

WVDEP Division of Air Quality Small Business Assistance Program



General Permits

- General Permit application attachments can be found using the link
<https://dep.wv.gov/daq/permitting/Pages/airgeneralpermit.aspx>
- The following General Permits can be used:
 - Coal Preparation Plant G10-D
 - Hot Mix Asphalt Plant G20-C
 - Nonmetallic Minerals Processing Plant G40-C
 - Concrete Batch Plant G50-C
 - Emergency Generator Class II G60-D
 - Emergency Generator Class I G65-D
- Use the applicable instructions for your General Permit Type



ESS System

- All General Permits must be submitted through the ESS System. Use the following link to login
https://apps.dep.wv.gov/webapp/_dep/securearea/Login/Login.cfm?myurl=%2Fwebapp%2F%5Fdep%2Fsecurearea%2FApplication%2Fappstart%2Ecfm
- Use the following link to request a user login if you do not already have one:
https://apps.dep.wv.gov/webapp/_dep/LoginRequest/index.cfm?prog=7
- Click Enter after inputting new information in each box.
- Click submit at the end of the page once all information has been entered.



Application for NSR Permit

- Application forms can be found using the following link:
<https://dep.wv.gov/daq/permitting/Pages/nsr-forms.aspx>
 - Under heading 45CSR13 on the right-hand side of the page.
Select the document title “Application for NSR Permits and/or Title V Operating Permit Revision (Word)”
- NSR Permitting requirements:
 - Prevention of Significant Deterioration
 - Nonattainment NSR permits
 - Minor source permits



Application for NSR Permit

- Application forms can be found using the following link:
<https://dep.wv.gov/daq/permitting/Pages/nsr-forms.aspx>
- Under heading 45CSR13 on the right-hand side of the page. Select the document title “Application for NSR Permits and/or Title V Operating Permit Revision (Word)”

Section 1. General Steps 1-5

Section I. General	
1. Name of applicant (as registered with the WV Secretary of State's Office): <input type="text"/>	2. Federal Employer ID No. (FEIN): <input type="text"/>
3. Name of facility (if different from above): <input type="text"/>	4. The applicant is the: <input type="checkbox"/> OWNER <input type="checkbox"/> OPERATOR <input type="checkbox"/> BOTH
5A. Applicant's mailing address: <input type="text"/> <input type="text"/>	5B. Facility's present physical address: <input type="text"/> <input type="text"/>

- 1. Type the name of your company, **as it is registered with the WV Secretary of State Office.**
- 2. Enter your FEIN tax number
- 3. Type the name of your facility if it does not match the information provided in question number 1.
- 4. Is the applicant the Owner, Operator, or Both?
- 5A. Enter your mailing address
- 5B. Enter the physical address of the facility.



General: Step 6 WV Business Registration

Attachment A

6. **West Virginia Business Registration.** Is the applicant a resident of the State of West Virginia? ☐ **YES** ☐ **NO**

⇒ If **YES**, provide a copy of the **Certificate of Incorporation/Organization/Limited Partnership** (one page) including any name change amendments or other Business Registration Certificate as **Attachment A**.

⇒ If **NO**, provide a copy of the **Certificate of Authority/Authority of L.L.C./Registration** (one page) including any name change amendments or other Business Certificate as **Attachment A**.

- 6.) Is the Applicant a resident of WV?
 - If **YES**, attach a copy of your Certificate of Incorporation/Organization/Limited Partnership and label it as Attachment A.
 - If **NO**, attach a copy of your Certificate of Authority/Authority of LLC/Registration (or other Business Certificate) and label it as Attachment A.



**WEST VIRGINIA
STATE TAX DEPARTMENT
BUSINESS REGISTRATION
CERTIFICATE**

ISSUED TO:
**EASTERN PANHANDLE ORGANIZATION OF HOMEOWNERS
ASSOCIATIONS, INC.
1000 COUNTRY CLUB DR
HARPERS FERRY, WV 25425-6797**

BUSINESS REGISTRATION ACCOUNT NUMBER: **2230-3336**

This certificate is issued on: **07/7/2011**

*This certificate is issued by
the West Virginia State Tax Commissioner
in accordance with Chapter 11, Article 12, of the West Virginia Code*

*The person or organization identified on this certificate is registered
to conduct business in the State of West Virginia at the location above.*

This certificate is not transferrable and must be displayed at the location for which issued.
This certificate shall be permanent until cessation of the business for which the certificate of registration
was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.

Change in name or change of location shall be considered a cessation of the business and a new
certificate shall be required.

TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of
this certificate displayed at every job site within West Virginia.

Attachment A: Business Certificate Example

Attachment A

State of West Virginia

Certificate

I, Ken Hechler, Secretary of State of the
State of West Virginia, hereby certify that

originals of the Articles of Amendment to the Articles of Incorporation of

are filed in my office, signed and verified, as required by the provisions of West Virginia Code
§31-1-31 and conform to law. Therefore, I issue this

**CERTIFICATE OF AMENDMENT TO THE
ARTICLES OF INCORPORATION**

changing the name of the corporation to


and I attach to this certificate a duplicate original of the Articles of Amendment.

Given under my hand and the
Great Seal of the State of
West Virginia on this day of
August 1, 2000

Ken Hechler
Secretary of State

Recorded in Show Book and Page
06/11/2000 01:16:10 PM
Ken T. King
County Clerk
Letcher County, WV

2000 330 246



General Steps 7-11

7. If applicant is a subsidiary corporation, please provide the name of parent corporation:	
8. Does the applicant own, lease, have an option to buy or otherwise have control of the <i>proposed site</i> ? <input type="checkbox"/> YES <input type="checkbox"/> NO	
⇒ If YES, please explain: <input type="text"/>	
⇒ If NO, you are not eligible for a permit for this source.	
9. Type of plant or facility (stationary source) to be constructed, modified, relocated, administratively updated or temporarily permitted (e.g., coal preparation plant, primary crusher, etc.): <input type="text"/>	10. North American Industry Classification System (NAICS) code for the facility: <input type="text"/>
11A. DAQ Plant ID No. (for existing facilities only): <input type="text"/> - <input type="text"/>	11B. List all current 45CSR13 and 45CSR30 (Title V) permit numbers associated with this process (for existing facilities only): <input type="text"/>
All of the required forms and additional information can be found under the Permitting Section of DAQ's website , or requested by phone.	

- 7. Please provide the name of your parent corporation, if one exists
- 8. To be eligible to apply for a permit, the applicant must own, lease, or have an option to buy or otherwise control the proposed site. Check Yes if this is true, then provided an explanation.
- 9. What type of plant/facility is this application for?
- 10. Insert your NAICS Code (See Slide 11 for more information)
- 11A. Only insert your DAQ Plant ID if you have had one issued to you from the WVDEP. If you DO NOT have one, leave 11A. blank.
- 11B. List all 45 CSR13 and Title V permit number associated with this application if one (or more) exist. If not, leave it blank.



Permit Classification Criteria

	Criteria	Application Type
Administrative Update (Class I)	Decrease in emissions OR permanent removal of equipment OR more stringent requirements OR change in MRR that is equivalent or superior	Written Request OR Permit Determination Form OR Application for Permit
Administrative Update (Class II)	Less than modification	Permit Determination Form OR Application for Permit
Construction Permit	6 pph AND 10 tpy of any regulated air pollutant OR 144 ppd of any regulated air pollutant OR 2 pph OR 5 tpy of aggregated HAP OR 45CSR27 TAP (10% increase if above BAT triggers an increase to BAT triggers) OR subject to applicable standard or rule	Application for Permit
Modification Permit	Same as construction	Application for Permit
Relocation Permit	No emissions increase or change in facility design or equipment	Application for Permit
Temporary Permit	Same as construction, but for limited period of time (6 months initially, but can be extended up to 12 additional months by written request)	Application for Permit



How to Find your NAICS Code

- Use the following link to start determining your NAICS code: <https://www.naics.com/search/>
- Select your industry type.
- Select your title. The title should describe what your facility does.
- Determine which code is appropriate for your facility
- SIC to NAICS crosswalk: <https://www.naics.com/sic-naics-crosswalk-search-results/>



- 2 Application for NSR Permit
- 3 Section 1. General Steps 1-5
- 4 General Step 6 WV Business Registration
- 5 General Steps 7-11
- 6 How to Find your NAICS Code

How to Find your NAICS Code

- Use the following link to start determining your NAICS code:
<https://www.naics.com/search/>
- Select your industry type.
- Select your title. The title should describe what your facility does.
- Determine which code is appropriate for your facility

General Steps 12A-12D

12A.

- ⇒ For **Modifications, Administrative Updates** or **Temporary permits** at an existing facility, please provide directions to the *present location* of the facility from the nearest state road.
- ⇒ For **Construction** or **Relocation permits**, please provide directions to the *proposed new site location* from the nearest state road. Include a **MAP** as **Attachment B**.

12.B. New site address (if applicable):

12C. Nearest city or town:

12D. County:



Attachment B: Maps

- Required for Construction and Relocation permit applications.
- Using Google Earth, take a screenshot of your facility
- Located on 12.a of Section I of the application



General Steps 12E-12G

12.E. <u>UTM Northing</u> (KM): <input type="text"/>	12F. UTM Easting (KM): <input type="text"/>	12G. UTM Zone: <input type="text"/>
--	---	-------------------------------------

- Use Google Earth to get the longitude and latitude of your facility.
 - Compass app on iPhone can show you Degrees Minutes Seconds
- Use the following link to convert the longitude and latitude to UTM:
<https://tagis.dep.wv.gov/convert/>
- Divide the results of the UTM Northing and Easting by 1,000 to convert the values from meters to kilometers
- Insert the values into 12E and 12F. Look under the output coordinate box and insert the UTM zone into 12G



input coordinates

enter comma delimited coordinates. examples:
38 15 30.1, -81 25 15.2 (lat, lon as degrees minutes seconds)
38.123456, -81.123456 (lat, lon as decimal degrees)
500000, 4100000 (UTM as easting, northing)
1987654.32, 364123.45 (WV state plane as easting, northing)

Lat/Lon WGS 1984

Convert

output coordinates

UTM NAD83 Zone 17N

view on Google Maps

options

☒ display output as degrees/minutes/seconds

☒ zoom to point

history (copy/paste)

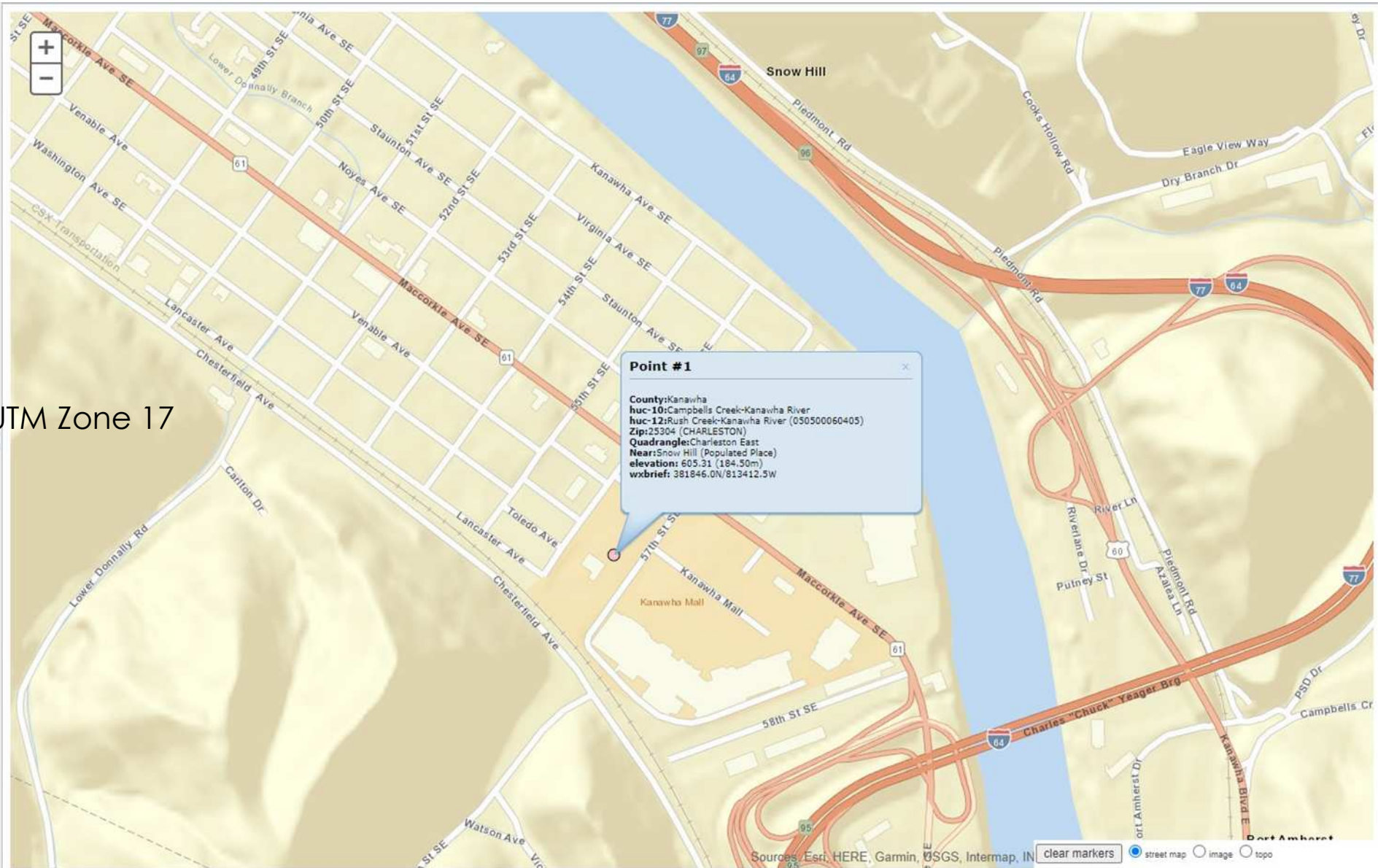
1,38.3127680,-81.5701500,LL,WGS84(G1674),450155.82,4240671.12,UTM17N,NAD83(2011)

notes about datum conversions

1. *Conversions between NAD27 and NAD83.* This converts between NAD27 and NAD83(1986) using the NADCON transformation. Newer realizations of NAD83, such as NAD83(CORS96) and NAD83(2011) can differ from NAD83(1986) by a meter or so. This conversion uses the Esri transformation NAD_1927_To_NAD_1983_NADCON.

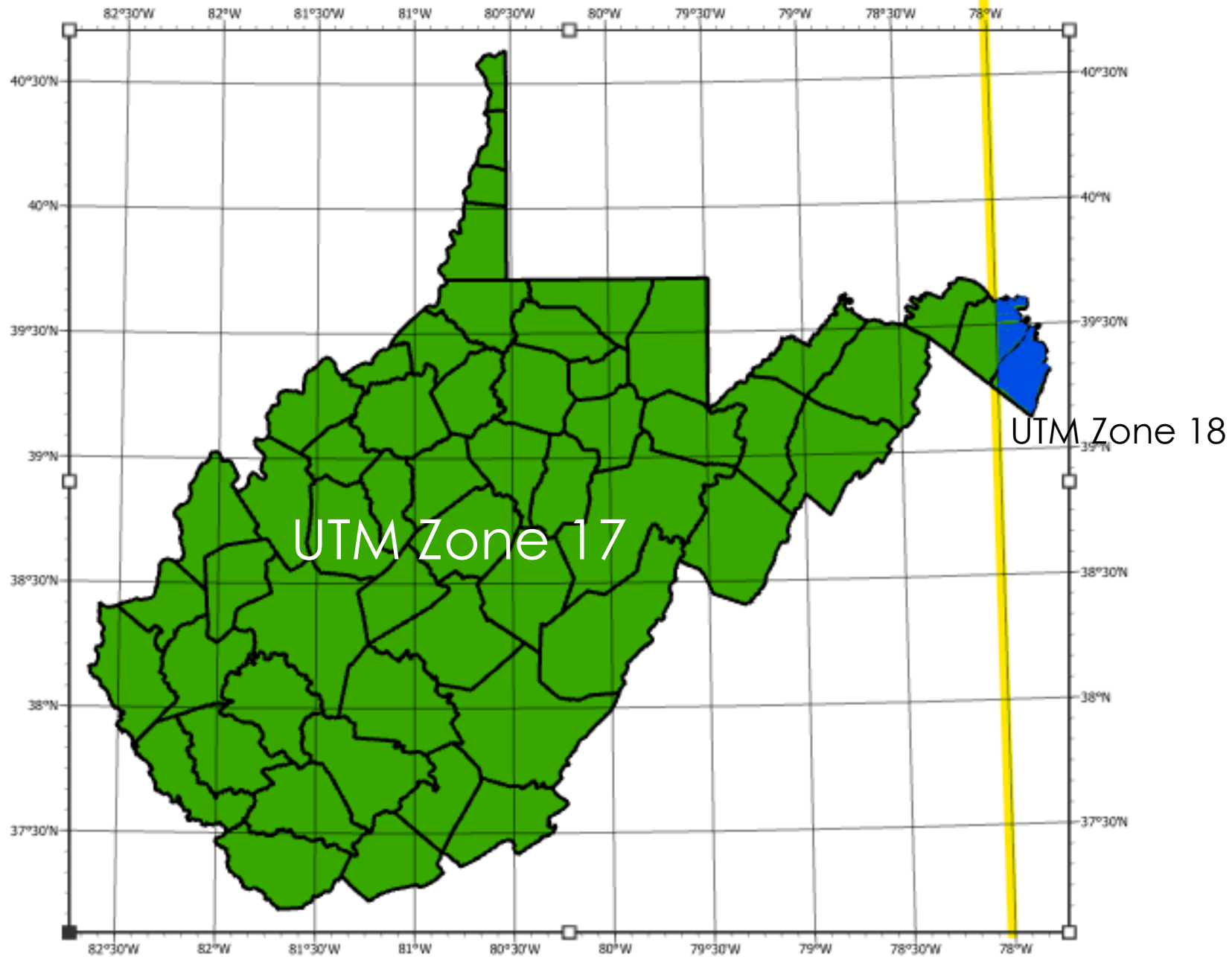
2. *Conversions between NAD27 and WGS84.* Basically this just applies the NADCON transformation from NAD27 to NAD83(1986). NAD83(1986) is the original realization of NAD83, which is practically identical to the original WGS84. The difference between the current realization of WGS84 used by GPS and the original realization of WGS84 typically is on the order of 1 meter. This conversion uses the Esri transformation NAD_1927_To_WGS_1984_79_CONUS.

3. *Conversions between NAD83 and WGS84.* This converts between NAD83(2011) and WGS84(G1674), which is equivalent to ITRF08. This conversion uses the Esri transformation WGS_1984_(ITRF08)_To_NAD_1983_2011.



12G UTM Zone 17





General Steps 13-16

13. Briefly describe the proposed change(s) at the facility: <input type="text"/>		
14A. Provide the date of anticipated installation or change: <input type="text"/> / <input type="text"/> / <input type="text"/> ⇒ If this is an After-The-Fact permit application, provide the date upon which the proposed change did happen: <input type="text"/> / <input type="text"/> / <input type="text"/>		14B. Date of anticipated Start-Up if a permit is granted: <input type="text"/> / <input type="text"/> / <input type="text"/>
14C. Provide a Schedule of the planned Installation of/ Change to and Start-Up of each of the units proposed in this permit application as Attachment C (if more than one unit is involved).		
15. Provide maximum projected Operating Schedule of activity/activities outlined in this application: Hours Per Day <input type="text"/> Days Per Week <input type="text"/> Weeks Per Year <input type="text"/>		
16. Is demolition or physical renovation at an existing facility involved? <input type="checkbox"/> YES <input type="checkbox"/> NO		



Attachment C: Description of Fugitive Emissions

- Step 14C
- Provide a detailed written description of all potential sources of fugitive particulate emissions such as stockpiles, haul roads, and vehicle traffic from work areas
- Describe methods and fugitive dust control equipment which will be utilized for each potential source of fugitive emissions
- Outline fugitive dust control measures or best management practices to be employed on haul roads, stockpiles, and work areas
- Provide the application rate of water, or if using solution, mix ratio and type used at sprays and the frequency of use
- Describe methods employed to winterize sprays.
- Indicate type of haul road surface(s) that will be maintained such as asphalt pavement, concrete, dirt, coarse gravel, etc.
- Describe fugitive dust control methods and related equipment for any highwall truck or conveyor dump.



General Steps 17-18

17. Risk Management Plans. If this facility is subject to 112(r) of the 1990 CAAA, or will become subject due to proposed changes (for applicability help see www.epa.gov/ceppo), submit your **Risk Management Plan (RMP)** to U. S. EPA Region III.

18. Regulatory Discussion. List all Federal and State air pollution control regulations that you believe are applicable to the proposed process (*if known*). A list of possible applicable requirements is also included in Attachment S of this application (Title V Permit Revision Information). Discuss applicability and proposed demonstration(s) of compliance (*if known*). Provide this information as **Attachment D**.



Attachment D: Regulatory Discussion

- Step 18
- List all Federal and State air pollution control devices that are applicable to the proposed process
- Discuss applicability and proposed demonstrations of compliance



Section II Additional Attachments and Supporting Documents: Steps 19-23

Section II. Additional attachments and supporting documents.

19. Include a check payable to WVDEP – Division of Air Quality with the appropriate **application fee** (per 45CSR22 and 45CSR13).

20. Include a **Table of Contents** as the first page of your application package.

21. Provide a **Plot Plan**, e.g. scaled map(s) and/or sketch(es) showing the location of the property on which the stationary source(s) is or is to be located as **Attachment E** (Refer to **Plot Plan Guidance**) .

⇒ Indicate the location of the nearest occupied structure (e.g. church, school, business, residence).

22. Provide a **Detailed Process Flow Diagram(s)** showing each proposed or modified emissions unit, emission point and control device as **Attachment F**.

23. Provide a **Process Description** as **Attachment G**.

⇒ Also describe and quantify to the extent possible all changes made to the facility since the last permit review (if applicable).

All of the required forms and additional information can be found under the Permitting Section of DAQ's website, or requested by phone.



Question 19

- **Do Not Include Confidential Business Information (CBI) or Copies of Checks**
- CBI and checks must be mailed separately to:
 - **WVDEP - DAQ - Permitting**
Attn: NSR Permitting Secretary
601 57th Street SE
Charleston, WV 25304
 - Additional instructions and tips can be found using the following link: <https://dep.wv.gov/daq/permitting/Pages/nsr-forms.aspx>



Application Fee Amount

- Pay the application fee. The fees are as follows:

Application Type	Application Fee
Permit Determination	None
Administrative Update (Class I)	None
Administrative Update (Class II)	\$300 + 45CSR22 fees
Construction Permit	\$1,000 + 45CSR22 fees
Modification Permit	\$1,000 + 45CSR22 fees
Relocation Permit	\$1,000 + 45CSR22 fees
Temporary Permit	\$1,000 + 45CSR22 fees
General Permit (Class I)	\$250
General Permit (Class II)	\$500 + 45CSR22 fees

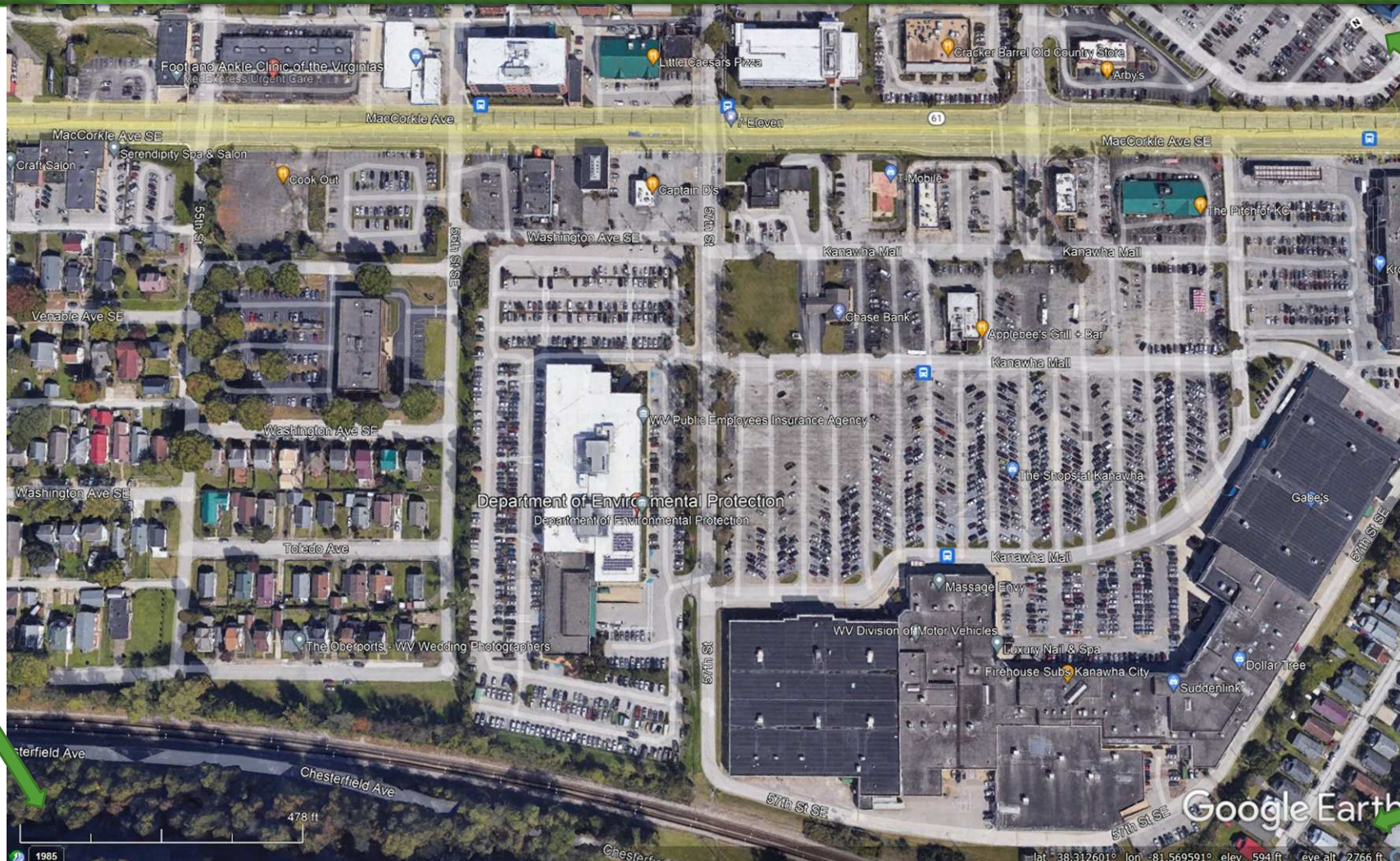


Attachment E: Plot Plan

- Step 21
- Show all equipment, affected facilities, enclosures, buildings and plant entrances and exits from the nearest public road(s) as appropriate. Note height, width and length of proposed or existing buildings and structures.
- Your Plot Plan **MUST** have:
 - Operation, plant or facility name
 - Company name
 - Facility ID number
 - Plot scale, north arrow, date drawn, and submittal date.
 - Fence lines
 - Property lines
 - Base elevation
 - UTM reference coordinates from the Area Map and corresponding reference point elevation
 - **Location of all sources labeled with proper and consistent Source Identification numbers**



Attachment E: Example



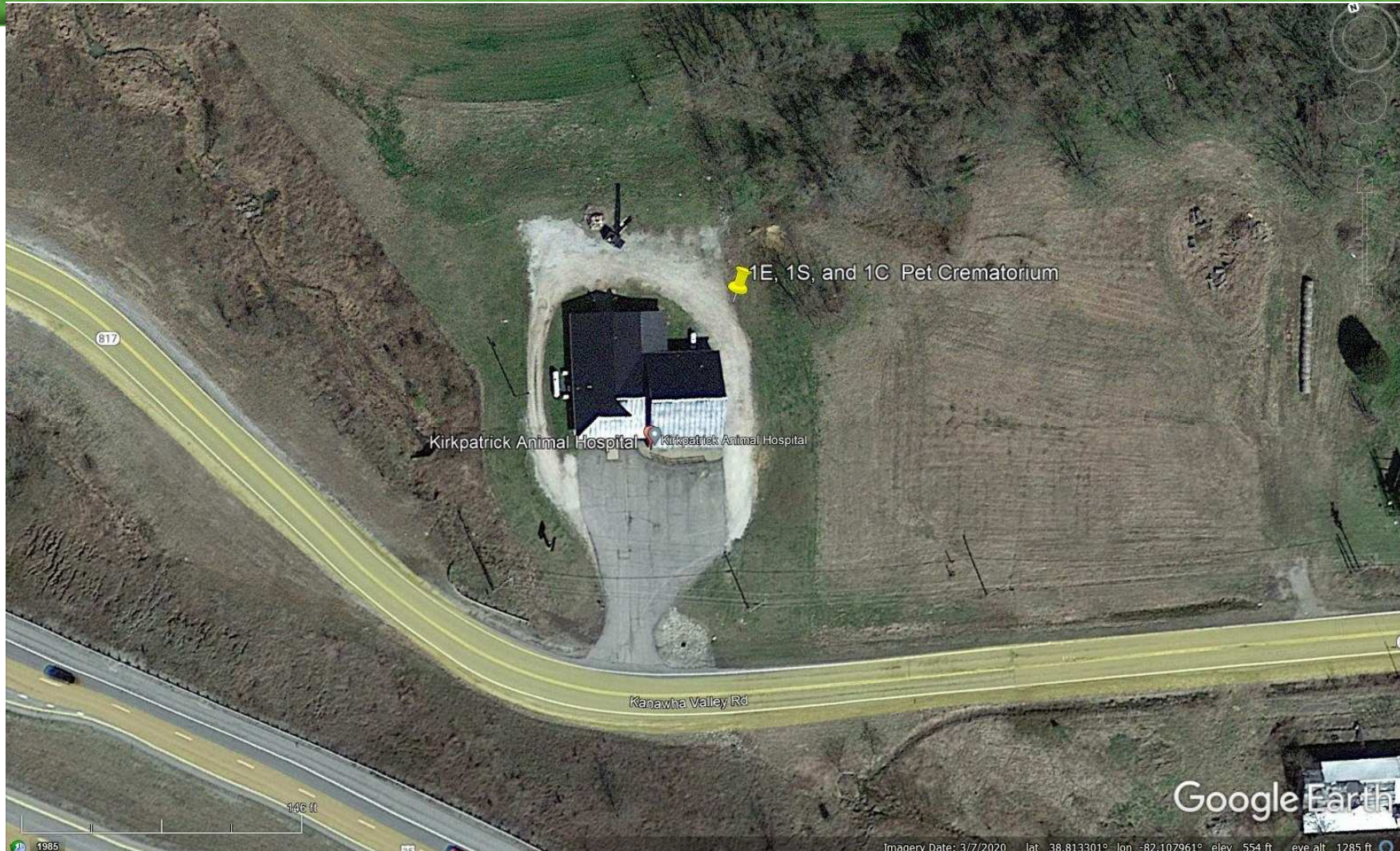
North

Scale

Elevation,
Long, and Lat



Attachment E Example 2

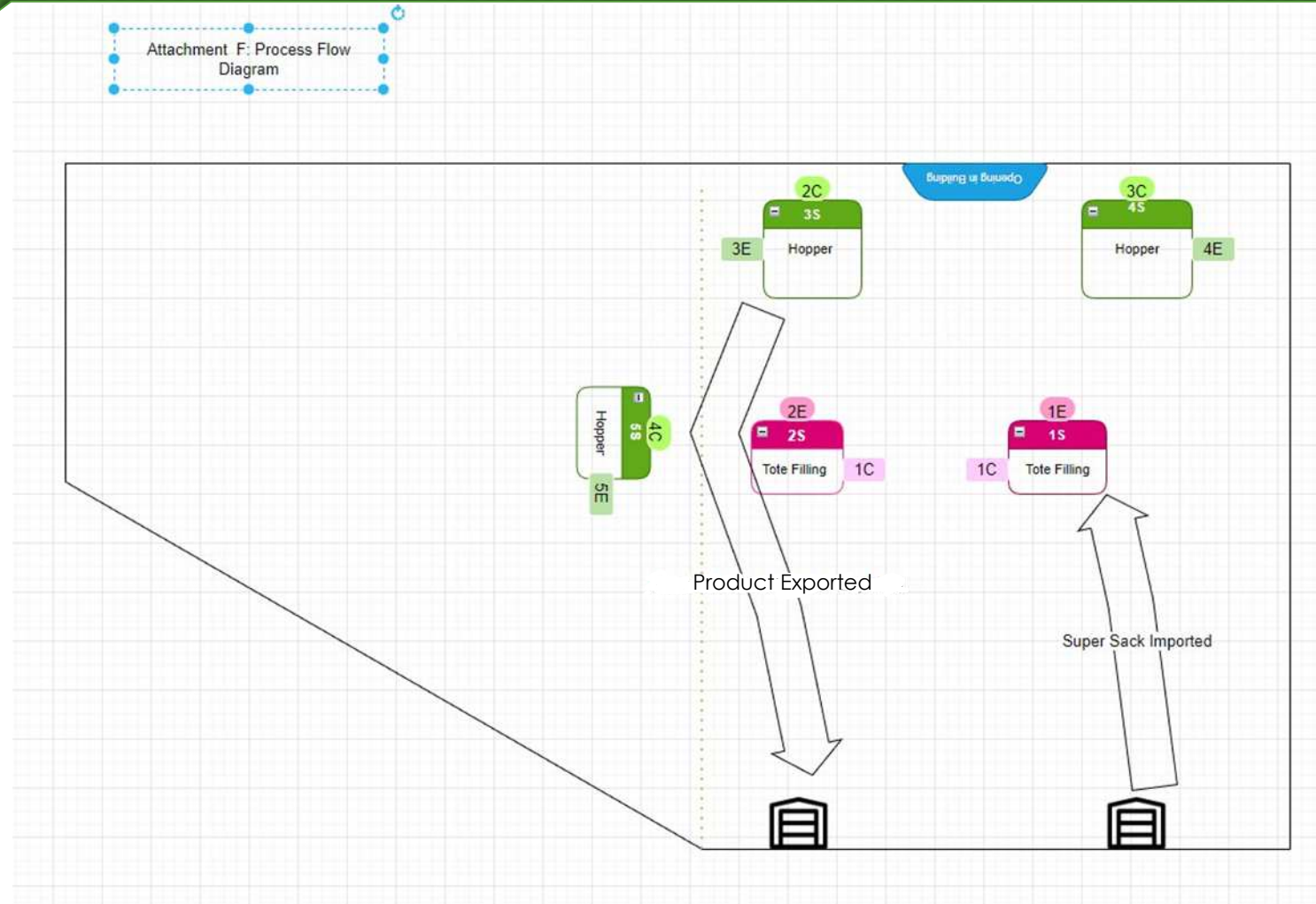


Attachment F: Process Flow Diagram

- Step 22
- Provide a diagram depicting the process description of the operation or plant
- Show all sources, components or facets of the operation or plant in an understandable line sequence of operation
- The Process Flow Diagram shall logically follow the entire process from beginning to end.
- Identify each source, air pollution control device and transfer point with proper and consistent Source Identification Numbers, Control Device Identification Numbers and Transfer Point Identification Numbers.
- Include material handling rates for all lines of the Process Flow Diagram. If applicable, include pre- and post-modification material handling rates and identify accordingly.



Attachment F: Example



Add sequential line

Attachment G: Process Description

- Step 23
- Detail your operating processes
- Describe and quantify to the extent possible all changes made to the facility since the last permit review (if applicable)



Steps 24-27

24. Provide **Material Safety Data Sheets (MSDS)** for all materials processed, used or produced as **Attachment H**.

⇒ For chemical processes, provide a MSDS for each compound emitted to the air.

25. Fill out the **Emission Units Table** and provide it as **Attachment I**.

26. Fill out the **Emission Points Data Summary Sheet (Table 1 and Table 2)** and provide it as **Attachment J**.

27. Fill out the **Fugitive Emissions Data Summary Sheet** and provide it as **Attachment K**.



Attachment H: Material Safety Data Sheet Example

ThermoFisher SCIENTIFIC	
Material Safety Data Sheet	
Creation Date 29-Dec-2009	Revision Date 29-Dec-2009
Revision Number 1	
1. PRODUCT AND COMPANY IDENTIFICATION	
Product Name	Deionized Water
Cat No.	290-065, 23-290-065, 751-610, 23-751-610, 751-628, 23-751-628, 25065A
Synonyms	No information available.
Recommended Use	In vitro diagnostic
Company	Emergency Telephone Number
Fisher Diagnostics	Chemtec US: (800) 424-9300
A Division of Fisher Scientific Company, LLC	Chemtec EU: (202) 483-7619
A Part of Thermo Fisher Scientific, Inc.	
8365 Valley Pike	
Middletown, VA 22645-1905	
Tel: (800) 528-0494	
2. HAZARDS IDENTIFICATION	
Emergency Overview	
The product contains no substances which at their given concentration are considered to be hazardous to health	
Appearance Colorless	Physical State Liquid
Odor odorless	
Target Organs	None known.
Potential Health Effects	
Acute Effects	
Principle Routes of Exposure	
Eyes	No hazard from product as supplied.
Skin	No hazard from product as supplied.
Inhalation	Low hazard for usual industrial or commercial handling.
Ingestion	Low hazard for usual industrial or commercial handling.
Chronic Effects	None known.
See Section 11 for additional Toxicological information.	
Aggravated Medical Conditions	No information available.



Attachment I:

- Step 25
- Using the link <https://dep.wv.gov/daq/permitting/Pages/nsr-forms.aspx>, under 45CSR13 Attachment I to find this document
- Your Emission Unit ID should be your source, label it 1S, 2S, 3S, etc.
- Your Emission Point ID should be the point where pollutants are emitted, label it 1E, 2E, 3E, etc.
- For your Control Devices, label them 1C, 2C, 3C, etc.
- All Emission Unit IDs, Emission Point IDs, and Control Device IDs should match the IDs on the plot plan

[illegible]

Attachment J

- Step 26
- Using the link <https://dep.wv.gov/daq/permitting/Pages/nsr-forms.aspx>, under 45CSR13 Attachment J to find this document
- Use the same Emission Point ID as before
- Use the same Emission Unit ID as before
- Fill out the maximum potential for uncontrolled and controlled emissions for each pollutant. Determine the pounds per hour (PPH) and tons per year (TPY) of pollutants emitted
- Follow additional instructions in the footnotes of the document



Attachment K: Fugitive Emissions Data Summary Sheet

- Step 27
- Using the link <https://dep.wv.gov/daq/permitting/Pages/nsr-forms.aspx>, under 45CSR13 Attachment K to find the Fugitive Emissions Data Summary Sheet
- Answer the questions on the sheet and report your fugitive emissions on page 2



Step 28

28. Check all applicable **Emissions Unit Data Sheets** listed below:

- | | | |
|--|--|--|
| <input type="checkbox"/> Bulk Liquid Transfer Operations | <input type="checkbox"/> Haul Road Emissions | <input type="checkbox"/> Quarry |
| <input type="checkbox"/> Chemical Processes | <input type="checkbox"/> Hot Mix Asphalt Plant | <input type="checkbox"/> Solid Materials Sizing, Handling and Storage Facilities |
| <input type="checkbox"/> Concrete Batch Plant | <input type="checkbox"/> Incinerator | <input type="checkbox"/> Storage Tanks |
| <input type="checkbox"/> Grey Iron and Steel Foundry | <input type="checkbox"/> Indirect Heat Exchanger | |
| <input type="checkbox"/> General Emission Unit, specify <input type="text"/> | | |

Fill out and provide the **Emissions Unit Data Sheet(s)** as **Attachment L**.

- Using the link <https://dep.wv.gov/daq/permitting/Pages/nsr-forms.aspx>, under the Attachment L heading. Select the appropriate Emissions Unit Data Sheet. It should be labeled Attachment L.



Attachment L: Emissions Unit Data Sheet

- Using the link <https://dep.wv.gov/daq/permitting/Pages/nsr-forms.aspx>, under the Attachment L heading. Select the appropriate Emissions Unit Data Sheet. It should be labeled Attachment L.
- Attachment L Sheets include sheets for:
 - Bulk Liquid Transfer
 - Chemical Process
 - Haul Roads
 - Incinerator
 - Indirect Heat Exchanger
 - Nonmetallic Mineral Processing
 - Storage Tanks
 - General EUDS
 - Natural Gas Compressor Station Equipment
- If your machine is not represented in the list above, use the most similar or use the General EUDS sheet.
- Overall, you will need your pollution emission rates and information on the emitting machine



Step 29

29. Check all applicable Air Pollution Control Device Sheets listed below:		
<input type="checkbox"/> Absorption Systems	<input type="checkbox"/> Baghouse	<input type="checkbox"/> Flare
<input type="checkbox"/> Adsorption Systems	<input type="checkbox"/> Condenser	<input type="checkbox"/> Mechanical Collector
<input type="checkbox"/> Afterburner	<input type="checkbox"/> Electrostatic Precipitator	<input type="checkbox"/> Wet Collecting System
<input type="checkbox"/> Other Collectors, specify <input type="text"/>		
Fill out and provide the Air Pollution Control Device Sheet(s) as Attachment M.		

- Check the Air Pollution Control Device(s) the machinery you are trying to permit has. Using the link <https://dep.wv.gov/daq/permitting/Pages/nsr-forms.aspx>, under 45CSR13 Attachment M, download the applicable Attachment M document.



Attachment M: Air Pollution Control Device Sheet

- Step 29
- Using the link <https://dep.wv.gov/dag/permitting/Pages/nsr-forms.aspx>, under 45CSR13 tab find the Attachment M heading. Select the appropriate Air Pollution Control Device Sheet. It should be labeled Attachment M.
- Attachment M Sheets include sheets for:
 - Absorption
 - Afterburner
 - Baghouses
 - Condensers
 - Electrostatic Precipitator CDS
 - Flare,
 - Mechanical Collector CDS
 - Other Collectors CDS
 - Wet Collecting System- Scrubber CDS
- If your control device is not represented in the list above, use the most similar or use the Other Collectors CDS sheet
- Fill out the specific information for your control device. Each control device has different requirements, so make sure you select the correct control device sheet.



Steps 30-32

30. Provide all **Supporting Emissions Calculations** as **Attachment N**, or attach the calculations directly to the forms listed in Items 28 through 31.

31. **Monitoring, Recordkeeping, Reporting and Testing Plans.** Attach proposed monitoring, recordkeeping, reporting and testing plans in order to demonstrate compliance with the proposed emissions limits and operating parameters in this permit application. Provide this information as **Attachment O**.

- Please be aware that all permits must be practically enforceable whether or not the applicant chooses to propose such measures. Additionally, the DAQ may not be able to accept all measures proposed by the applicant. If none of these plans are proposed by the applicant, DAQ will develop such plans and include them in the permit.

32. **Public Notice.** At the time that the application is submitted, place a **Class I Legal Advertisement** in a newspaper of general circulation in the area where the source is or will be located (See 45CSR§13-8.3 through 45CSR§13-8.5 and **Example Legal Advertisement** for details). Please submit the **Affidavit of Publication** as **Attachment P** immediately upon receipt.



Attachment N: Supporting Calculations

- Step 30
- Provide support for the Emission Calculations. This includes:
 - Manual Calculations
 - Calculations provided by the manufacturer
 - Emission Calculations Spreadsheets found using the following link:
<https://dep.wv.gov/daq/permitting/Pages/airgeneralpermit.aspx>. These excel documents should be filled in using your specific information and attached as Attachment N.



AP 42

<https://www.epa.gov/air-emissions-factors-and-quantification/ap-42-compilation-air-emissions-factors>

Chapter 1	External Combustion Sources
Chapter 2	Solid Waste Disposal
Chapter 3	Stationary Internal Combustion Sources
Chapter 4	Evaporation Loss Sources
Chapter 5	Petroleum Industry
Chapter 6	Organic Chemical Process Industry
Chapter 7	Liquid Storage Tanks
Chapter 8	Inorganic Chemical Industry
Chapter 9	Food and Agricultural Industries
Chapter 10	Wood Products Industry
Chapter 11	Mineral Products Industry
Chapter 12	Metallurgical Industry
Chapter 13	Miscellaneous Sources
Chapter 14	Greenhouse Gas Biogenic Sources
Chapter 15	Ordnance Detonation



Attachment N

$$Hp = 261.47^1$$

4-stroke rich burn engine

NO_x:

$$\frac{0.49^2 g}{hp-hr} * 261.47 Hp = 128.1 g/hr \div 454 g/lb = \mathbf{0.282 PPH of NO_x}$$

$$0.282 \text{ lbs/hr} * 500 \text{ hr/yr} = 141 \text{ lb/yr}$$

$$141 \text{ lb/yr} \div 2000 \text{ lb/ton} = \mathbf{0.0705 TPY of NO_x}$$

CO:

$$\frac{0.77 g}{hp-hr} * 261.47 Hp = 201.3 g/hr \div 454 g/lb = \mathbf{0.443 PPH of CO}$$

$$0.443 \text{ lbs/hr} * 500 \text{ hr/yr} = 221.5 \text{ lb/yr}$$

$$221.5 \text{ lb/yr} \div 2000 \text{ lb/ton} = \mathbf{0.111 TPY of CO}$$

VOC³:

$$\frac{0.12 g}{hp-hr} * 261.47 Hp = 31.4 g/hr \div 454 g/lb = \mathbf{0.0692 PPH of VOC}$$

$$0.0692 \text{ lbs/hr} * 500 \text{ hr/yr} = 34.6 \text{ lb/yr}$$

$$34.6 \text{ lb/yr} \div 2000 \text{ lb/ton} = \mathbf{0.0173 TPY of VOC}$$

PM⁴:

$$\frac{0.12 g}{hp-hr} * 261.47 Hp = 31.4 g/hr \div 454 g/lb = \mathbf{0.0692 PPH of PM}$$

$$0.0692 \text{ lbs/hr} * 500 \text{ hr/yr} = 34.6 \text{ lb/yr}$$

$$34.6 \text{ lb/yr} \div 2000 \text{ lb/ton} = \mathbf{0.0173 TPY of PM}$$

¹ Horsepower was provided in the PSI 8.8 Turbo Charge Air Cooled Stationary manual.

² Values from this section come from the PSI 8.8L Zero Emissions Permitting Data.

³ THC emission values were used in place of VOCs.

⁴ As recommended by Andrew Miller at Gillette Generators, VOC emission values were substituted for PM emission values.

SO₂:

$$\frac{0.659^5 \text{ MMBtu}}{hr} = \frac{\text{MMBtu}}{0.000588 \text{ lbs}} = \mathbf{0.000387 PPH of SO_2}$$

$$0.000387 \text{ lbs/hr} * 500 \text{ hr/yr} = 0.194 \text{ lb/yr}$$

$$0.194 \text{ lb/yr} \div 2000 \text{ lb/ton} = \mathbf{0.000097 TPY of SO_2}$$

⁵ Values in this section come from AP-42, a "Compilation of Air Pollutants Emissions Factors", Fifth Edition section 3.2 and 4-stroke, rich burn emission factors were used.



Attachment O: Monitoring/Recordkeeping/Reporting/Testing Plans

- Step 31
- Create a monitoring, recordkeeping, reporting, and testing plan and attach it as Attachment O.



Attachment P: Public Notice

- Step 32
- Using the link <https://dep.wv.gov/daq/permitting/Pages/nsr-forms.aspx>, under the Miscellaneous Information tab, find the “Example Legal Advertisement” document. Follow this example to create your legal advertisement.
- You **MUST** submit your Affidavit of Publication before the DAQ will consider the application complete!
- The comment periods are on the next slide



Comment Periods

Application Type	Public Notice	Review Period as per Rule
Permit Determination	None	30 working days
Administrative Update (Class I)	None	60 days
Administrative Update (Class II)	30 days (application)	60 days
Construction Permit	30 days (application) + 30 days DAQ*	90 days
Modification Permit	30 days (applicant) + 30 days DAQ*	90 days
Relocation Permit	30 days (applicant)	45 days
Temporary Permit	30 days (applicant)	45 days
General Permit (Class I)	None	45 days
General Permit (Class II)	30 days (applicant)	45 days



Attachment P Example

A picture of the
Legal Example is
provided to the
right

AIR QUALITY PERMIT NOTICE Notice of Application

Notice is given that (Applicant's Legal Name) has applied to the West Virginia Department of Environmental Protection, Division of Air Quality, for a (Construction Permit, Modification Permit, Relocation Permit, Temporary Permit, Class II Administrative Update, General Permit Registration) for a (Type of Operation) located on (Street Name, Road Number, etc.), (in/near City or Town), in (County Name) County, West Virginia. The latitude and longitude coordinates are: (Provide latitude and longitude in decimal format.)

The applicant estimates the (Increased, if modification application) potential to discharge the following Regulated Air Pollutants will be: (Pollutants and associated amounts in tons per year).

Startup of operation is planned to begin on or about the (Day) day of (Month), (Year). Written comments will be received by the West Virginia Department of Environmental Protection, Division of Air Quality, 601 57th Street, SE, Charleston, WV 25304, for at least 30 calendar days from the date of publication of this notice. Written comments will also be received via email at DEPAirQualityPermitting@WV.gov.

Any questions regarding this permit application should be directed to the DAQ at (304) 926-0499, extension 41281, during normal business hours.
Dated this the (Day) day of (Month), (Year).

By: (Applicant's Legal Name)
(Name of Responsible Official)
(Title of Responsible Official)
(Mailing Address)
(City, State and Zip Code)



Step 33: Business Confidentiality Claims

33. **Business Confidentiality Claims.** Does this application include confidential information (per 45CSR31)?

☐ YES ☐ NO

- If YES, identify each segment of information on each page that is submitted as confidential and provide justification for each segment claimed confidential, including the criteria under 45CSR§31-4.1, and in accordance with the DAQ's *"Precautionary Notice – Claims of Confidentiality"* guidance found in the *General Instructions* as Attachment Q.

- Does the application include confidential information? Check yes or no.
 - If yes, then you will need to follow the General Instructions provided for Attachment Q.
 - If no, then you do not need an Attachment Q



Attachment Q: Business Confidential Claims

- If you checked “Yes” on question 33 of the permit application, you would need to supply Attachment Q. Otherwise, you do not need Attachment Q.
- Using the link <https://dep.wv.gov/daq/permitting/pages/nsr-forms.aspx>, scroll down the page until you see the “Instructions and Tips” heading. Open the “Precautionary Notice- Claim of Confidentiality” document. The font color should be orange.
- Follow the instructions on this document.
- The confidentiality claim MUST BE SIGNED IN BLUE INK.
- The confidentiality claim CANNOT be emailed and should instead be mailed to the following address:
WVDEP – DAQ – Permitting Attn:
NSR or Title V Permitting Secretary *
601 57th Street,
SE Charleston, WV 25304



Sample Cover Document Confidential Information

Company Name		Responsible Official			
Company Address		Confidential Information Designee in State of WV	Name		
			Title		
			Address		
Person/Title Submitting Confidential Information				Phone	
				Fax	

Reason for Submittal of Confidential Information:

Identification of Confidential Information	Rationale for Confidential Claim	Confidential Treatment Time Period
	Provide justification that the criteria set forth in § 45CSR31-4.1.a - e have been met.	

Responsible Official Signature:	
Responsible Official Title:	
Date Signed:	

NOTE: Must be signed and dated in **BLUE INK**.



Section III. Certification of Information and Attachment R

Section III. Certification of Information	
34. Authority/Delegation of Authority. Only required when someone other than the responsible official signs the application. Check applicable Authority Form below:	
<input type="checkbox"/> Authority of Corporation or Other Business Entity	<input type="checkbox"/> Authority of Partnership
<input type="checkbox"/> Authority of Governmental Agency	<input type="checkbox"/> Authority of Limited Partnership
Submit completed and signed Authority Form as Attachment R.	
<i>All of the required forms and additional information can be found under the Permitting Section of DAQ's website, or requested by phone.</i>	

- Check whether you are the authority of a corporation/other business entity, of a Partnership, of a Limited Partnership, or of a Governmental Agency. Using the link <https://dep.wv.gov/daq/permitting/Pages/nsr-forms.aspx>, under 45CSR13 Attachment R, print the applicable form and sign it.



Steps 35a-36e

35A. Certification of Information. To certify this permit application, a Responsible Official (per 45CSR§13-2.22 and 45CSR§30-2.28) or Authorized Representative shall check the appropriate box and sign below.

Certification of Truth, Accuracy, and Completeness

I, the undersigned ☐ **Responsible Official** / ☐ **Authorized Representative**, hereby certify that all information contained in this application and any supporting documents appended hereto, is true, accurate, and complete based on information and belief after reasonable inquiry I further agree to assume responsibility for the construction, modification and/or relocation and operation of the stationary source described herein in accordance with this application and any amendments thereto, as well as the Department of Environmental Protection, Division of Air Quality permit issued in accordance with this application, along with all applicable rules and regulations of the West Virginia Division of Air Quality and W.Va. Code § 22-5-1 et seq. (State Air Pollution Control Act). If the business or agency changes its Responsible Official or Authorized Representative, the Director of the Division of Air Quality will be notified in writing within 30 days of the official change.

Compliance Certification

Except for requirements identified in the Title V Application for which compliance is not achieved, I, the undersigned hereby certify that, based on information and belief formed after reasonable inquiry, all air contaminant sources identified in this application are in compliance with all applicable requirements.

SIGNATURE _____ DATE: _____
(Please use blue ink) (Please use blue ink)

35B. Printed name of signee: <input type="text"/>		35C. Title: <input type="text"/>
35D. E-mail: <input type="text"/>	36E. Phone: <input type="text"/>	36F. FAX: <input type="text"/>
36A. Printed name of contact person (if different from above): <input type="text"/>		36B. Title: <input type="text"/>
36C. E-mail: <input type="text"/>	36D. Phone: <input type="text"/>	36E. FAX: <input type="text"/>

- Fill out all required contact information and sign and date the application using blue ink



Check Applicable Attachments

PLEASE CHECK ALL APPLICABLE ATTACHMENTS INCLUDED WITH THIS PERMIT APPLICATION:	
<input type="checkbox"/> Attachment A: Business Certificate	<input type="checkbox"/> Attachment K: Fugitive Emissions Data Summary Sheet
<input type="checkbox"/> Attachment B: Map(s)	<input type="checkbox"/> Attachment L: Emissions Unit Data Sheet(s)
<input type="checkbox"/> Attachment C: Installation and Start Up Schedule	<input type="checkbox"/> Attachment M: Air Pollution Control Device Sheet(s)
<input type="checkbox"/> Attachment D: Regulatory Discussion	<input type="checkbox"/> Attachment N: Supporting Emissions Calculations
<input type="checkbox"/> Attachment E: Plot Plan	<input type="checkbox"/> Attachment O: Monitoring/Recordkeeping/Reporting/Testing Plans
<input type="checkbox"/> Attachment F: Detailed Process Flow Diagram(s)	<input type="checkbox"/> Attachment P: Public Notice
<input type="checkbox"/> Attachment G: Process Description	<input type="checkbox"/> Attachment Q: Business Confidential Claims
<input type="checkbox"/> Attachment H: Material Safety Data Sheets (MSDS)	<input type="checkbox"/> Attachment R: Authority Forms
<input type="checkbox"/> Attachment I: Emission Units Table	<input type="checkbox"/> Attachment S: Title V Permit Revision Information
<input type="checkbox"/> Attachment J: Emission Points Data Summary Sheet	<input type="checkbox"/> Application Fee

Please mail an original and three (3) copies of the complete permit application with the signature(s) to the DAQ, Permitting Section, at the address listed on the first page of this application. Please DO NOT fax permit applications.

- Check the Applicable Attachments. You will be required to have Attachments A, E, I, J, L, P, and R.
- You are also required to check the Application Fee box, as you must pay your fee.



Attachment S: Title V Permit Revision Information

- Using the link <https://dep.wv.gov/daq/permitting/Pages/nsr-forms.aspx>, under the Attachment S heading, open Title V Revision Information
- Fill out the form if a Title V revision is required



The Completed Application

- When everything is complete:
 - Number pages 1 of x, 2 of x, 3 of x, etc.,
 - Make a table of contents,
 - Then scan and submit to permitting via email to DEPAirQualityPermitting@wv.gov.
 - The subject line for your email should be headed: [Company Name; Facility Location]
 - If possible, applications should be scanned as ONE PDF file and attached to the email. Please scan the application with a medium resolution or as a compact PDF. If the application is still larger than 25MB, separate the application and send each section as a separate email and make a notation in the email subject line of the attached section number.
 - Attach the email cover letter available under the Resources heading on the following website <https://dep.wv.gov/daq/permitting/Pages/TitleVGuidanceandForms.aspx>



If you have any questions,
please contact the Small
Business Assistance Program at
the WVDEP

Gene Coccari SBAP Manager available at [\(304\) 926-0499](tel:(304)926-0499) x41251

Good Luck!