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.asp](https://dep.wv.gov/daq/permitting/Pages/airgeneralpermit.asp)

- 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](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](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](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 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

- 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.
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: 07/07/2011

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 transferable 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 canceled by the Tax Commissioner.

Changes in name or changes 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, TIMBERLOGGING OPERATIONS: Must have a copy of
this certificate displayed at every job site within West Virginia.

Attachment A: Business Certificate Example
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 proposed site? [ ] YES [ ] NO
   - If YES, please explain:
   - 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.):

10. North American Industry Classification System (NAICS) code for the facility:

11A. DAQ Plant ID No. (for existing facilities only):

11B. List all current 45CSR13 and 45CSR30 (Title V) permit numbers associated with this process (for existing facilities only):

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 provide 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.
<table>
<thead>
<tr>
<th>Permit Classification Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Update</strong></td>
</tr>
<tr>
<td><strong>(Class I)</strong></td>
</tr>
<tr>
<td>Criteria</td>
</tr>
<tr>
<td>Decrease in emissions OR permanent removal of equipment OR more stringent requirements OR change in MRR that is equivalent or superior</td>
</tr>
<tr>
<td><strong>Administrative Update</strong></td>
</tr>
<tr>
<td><strong>(Class II)</strong></td>
</tr>
<tr>
<td>Criteria</td>
</tr>
<tr>
<td>Less than modification</td>
</tr>
<tr>
<td><strong>Construction Permit</strong></td>
</tr>
<tr>
<td>Criteria</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td><strong>Modification Permit</strong></td>
</tr>
<tr>
<td>Criteria</td>
</tr>
<tr>
<td>Same as construction</td>
</tr>
<tr>
<td><strong>Relocation Permit</strong></td>
</tr>
<tr>
<td>Criteria</td>
</tr>
<tr>
<td>No emissions increase or change in facility design or equipment</td>
</tr>
<tr>
<td><strong>Temporary Permit</strong></td>
</tr>
<tr>
<td>Criteria</td>
</tr>
<tr>
<td>Same as construction, but for limited period of time (6 months initially, but can be extended up to 12 additional months by written request)</td>
</tr>
</tbody>
</table>
How to Find your NAICS Code

- Use the following link to start determining your NAICS code: [https://www.naics.com/search/](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/](https://www.naics.com/sic-naics-crosswalk-search-results/)
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.

12B. 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

- 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
12G UTM Zone 17
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>13.</strong> Briefly describe the proposed change(s) at the facility:</td>
<td></td>
</tr>
<tr>
<td><strong>14A.</strong> Provide the date of anticipated installation or change:</td>
<td></td>
</tr>
<tr>
<td>(If this is an <em>After-The-Fact</em> permit application, provide the date upon which the proposed change did happen:</td>
<td></td>
</tr>
<tr>
<td><strong>14B.</strong> Date of anticipated Start-Up if a permit is granted:</td>
<td></td>
</tr>
<tr>
<td><strong>14C.</strong> Provide a <strong>Schedule</strong> of the planned <strong>Installation</strong> of/Change to and <strong>Start-Up</strong> of each of the units proposed in this permit application as <strong>Attachment C</strong> (if more than one unit is involved):</td>
<td></td>
</tr>
<tr>
<td><strong>15.</strong> Provide maximum projected <strong>Operating Schedule</strong> of activity/activities outlined in this application:</td>
<td></td>
</tr>
<tr>
<td>Hours Per Day</td>
<td>Days Per Week</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>16.</strong> Is demolition or physical renovation at an existing facility involved?</td>
<td></td>
</tr>
</tbody>
</table>
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.
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.**

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.*
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](https://dep.wv.gov/daq/permitting/Pages/nsr-forms.aspx)
Pay the application fee. The fees are as follows:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Determination</td>
<td>None</td>
</tr>
<tr>
<td>Administrative Update (Class I)</td>
<td>None</td>
</tr>
<tr>
<td>Administrative Update (Class II)</td>
<td>$300 + 45CSR22 fees</td>
</tr>
<tr>
<td>Construction Permit</td>
<td>$1,000 + 45CSR22 fees</td>
</tr>
<tr>
<td>Modification Permit</td>
<td>$1,000 + 45CSR22 fees</td>
</tr>
<tr>
<td>Relocation Permit</td>
<td>$1,000 + 45CSR22 fees</td>
</tr>
<tr>
<td>Temporary Permit</td>
<td>$1,000 + 45CSR22 fees</td>
</tr>
<tr>
<td>General Permit (Class I)</td>
<td>$250</td>
</tr>
<tr>
<td>General Permit (Class II)</td>
<td>$500 + 45CSR22 fees</td>
</tr>
</tbody>
</table>
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**
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)
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.</td>
<td>Provide Material Safety Data Sheets (MSDS) for all materials processed, used or produced as Attachment H.</td>
</tr>
<tr>
<td></td>
<td>For chemical processes, provide a MSDS for each compound emitted to the air.</td>
</tr>
<tr>
<td>25.</td>
<td>Fill out the Emission Units Table and provide it as Attachment I.</td>
</tr>
<tr>
<td>26.</td>
<td>Fill out the Emission Points Data Summary Sheet (Table 1 and Table 2) and provide it as Attachment J.</td>
</tr>
<tr>
<td>27.</td>
<td>Fill out the Fugitive Emissions Data Summary Sheet and provide it as Attachment K.</td>
</tr>
</tbody>
</table>
Attachment H: Material Safety Data Sheet Example

Step 25

Using the link [https://dep.wv.gov/daq/permitting/Pages/nsr-forms.aspx](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.

<table>
<thead>
<tr>
<th>Emission Unit ID</th>
<th>Emission Point ID</th>
<th>Emission Unit Description</th>
<th>Year Installed/Modified</th>
<th>Design Capacity</th>
<th>Type and Date of Change</th>
<th>Control Device</th>
</tr>
</thead>
</table>

1. For Emission Units (or Sources) use the following numbering system 1S, 2S, 3S... or other appropriate designation.
2. For Emission Points use the following numbering system 1E, 2E, 3E... or other appropriate designation.
4. For Control Devices use the following numbering system 1C, 2C, 3C... or other appropriate designation.
Step 26

Using the link https://dep.wv.gov/dag/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

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/dag/permitting/Pages/nsr-forms.aspx](https://dep.wv.gov/dag/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

- 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/daq/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.
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.
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](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.
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>External Combustion Sources</td>
</tr>
<tr>
<td>Chapter 2</td>
<td>Solid Waste Disposal</td>
</tr>
<tr>
<td>Chapter 3</td>
<td>Stationary Internal Combustion Sources</td>
</tr>
<tr>
<td>Chapter 4</td>
<td>Evaporation Loss Sources</td>
</tr>
<tr>
<td>Chapter 5</td>
<td>Petroleum Industry</td>
</tr>
<tr>
<td>Chapter 6</td>
<td>Organic Chemical Process Industry</td>
</tr>
<tr>
<td>Chapter 7</td>
<td>Liquid Storage Tanks</td>
</tr>
<tr>
<td>Chapter 8</td>
<td>Inorganic Chemical Industry</td>
</tr>
<tr>
<td>Chapter 9</td>
<td>Food and Agricultural Industries</td>
</tr>
<tr>
<td>Chapter 10</td>
<td>Wood Products Industry</td>
</tr>
<tr>
<td>Chapter 11</td>
<td>Mineral Products Industry</td>
</tr>
<tr>
<td>Chapter 12</td>
<td>Metallurgical Industry</td>
</tr>
<tr>
<td>Chapter 13</td>
<td>Miscellaneous Sources</td>
</tr>
<tr>
<td>Chapter 14</td>
<td>Greenhouse Gas Biogenic Sources</td>
</tr>
<tr>
<td>Chapter 15</td>
<td>Ordnance Detonation</td>
</tr>
</tbody>
</table>

H_p = 261.47

4-stroke rich burn engine

NO_x:
\[ \frac{0.46}{L_h} \times 261.47 \times H_p = 125.1 \text{ g/hr} = 454 \text{ g/lb} = 0.282 \text{ PPB of NO_x} \]
\[ 0.282 \text{ lb/lb} \times \frac{500 \text{ lb/hr}}{\text{yr}} = 141 \text{ lb/yr} \]
\[ 141 \text{ lb/yr} + 2000 \text{ lb/ton} = 0.0705 \text{ TPy of NO_x} \]

CO:
\[ \frac{0.57}{L_h} \times 261.47 \times H_p = 201.3 \text{ g/hr} = 454 \text{ g/lb} = 0.443 \text{ PPB of CO} \]
\[ 0.443 \text{ lb/lb} \times \frac{500 \text{ lb/hr}}{\text{yr}} = 221.5 \text{ lb/yr} \]
\[ 221.5 \text{ lb/yr} + 2000 \text{ lb/ton} = 0.111 \text{ TPy of CO} \]

VOC:
\[ \frac{0.17}{L_h} \times 261.47 \times H_p = 31.4 \text{ g/hr} = 454 \text{ g/lb} = 0.0692 \text{ PPB of VOC} \]
\[ 0.0692 \text{ lb/lb} \times \frac{500 \text{ lb/hr}}{\text{yr}} = 34.6 \text{ lb/yr} \]
\[ 34.6 \text{ lb/yr} + 2000 \text{ lb/ton} = 0.0173 \text{ TPy of VOC} \]

PM:
\[ \frac{0.03}{L_h} \times 261.47 \times H_p = 31.4 \text{ g/hr} = 454 \text{ g/lb} = 0.0692 \text{ PPB of PM} \]
\[ 0.0692 \text{ lb/lb} \times \frac{500 \text{ lb/hr}}{\text{yr}} = 34.6 \text{ lb/yr} \]
\[ 34.6 \text{ lb/yr} + 2000 \text{ lb/ton} = 0.0173 \text{ TPy of PM} \]

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SO_x:
\[ \frac{0.391 \text{ ft/hr}}{L_h} \times \frac{\text{HMTu}}{0.005544 \text{ lb}} = 0.000387 \text{ PPB of SO_x} \]
\[ 0.000387 \text{ lb/lb} \times \frac{500 \text{ lb/hr}}{\text{yr}} = 0.194 \text{ lb/yr} \]
\[ 0.194 \text{ lb/yr} + 2000 \text{ lb/ton} = 0.000097 \text{ TPy of SO_x} \]

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1. Horsepower was provided in the PSI 8-18 Turbo Charge Air Cooled Stationary manual.
2. 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.

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.
Attachment O: Monitoring/Recordkeeping/Reporting/Testing Plans

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

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Public Notice</th>
<th>Review Period as per Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Determination</td>
<td>None</td>
<td>30 working days</td>
</tr>
<tr>
<td>Administrative Update (Class I)</td>
<td>None</td>
<td>60 days</td>
</tr>
<tr>
<td>Administrative Update (Class III)</td>
<td>30 days (application)</td>
<td>60 days</td>
</tr>
<tr>
<td>Construction Permit</td>
<td>30 days (application) + 30 days DAQ*</td>
<td>90 days</td>
</tr>
<tr>
<td>Modification Permit</td>
<td>30 days (applicant) + 30 days DAQ*</td>
<td>90 days</td>
</tr>
<tr>
<td>Relocation Permit</td>
<td>30 days (applicant)</td>
<td>45 days</td>
</tr>
<tr>
<td>Temporary Permit</td>
<td>30 days (applicant)</td>
<td>45 days</td>
</tr>
<tr>
<td>General Permit (Class I)</td>
<td>None</td>
<td>45 days</td>
</tr>
<tr>
<td>General Permit (Class III)</td>
<td>30 days (applicant)</td>
<td>45 days</td>
</tr>
</tbody>
</table>
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

- 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.
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

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Responsible Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Address</td>
<td>Confidential Information Designee in State of WV</td>
</tr>
<tr>
<td>Person/Title Submitting Confidential Information</td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td>Title</td>
</tr>
<tr>
<td></td>
<td>Address</td>
</tr>
<tr>
<td></td>
<td>Phone</td>
</tr>
<tr>
<td></td>
<td>Fax</td>
</tr>
</tbody>
</table>

Reason for Submittal of Confidential Information:

Identification of Confidential Information

<table>
<thead>
<tr>
<th>Rationale for Confidential Claim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide justification that the criteria set forth in § 45CSR51-4.1.a - e have been met.</td>
</tr>
</tbody>
</table>

Confidential Treatment Time Period

<table>
<thead>
<tr>
<th>Responsible Official Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Official Title:</td>
</tr>
<tr>
<td>Date Signed:</td>
</tr>
</tbody>
</table>

NOTE: Must be signed and dated in BLUE INK.
Section III. Certification of Information and Attachment R

- 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

- Fill out all required contact information and sign and date the application using blue ink.
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.
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 x41251
Good Luck!