



**Connecticut Department of  
Energy & Environmental Protection**  
Bureau of Air Management  
Engineering & Enforcement Division

## **Instructions for Completing the Application for a New Title V Permit or the Renewal of an Existing Title V Permit**

*Use these instructions to: 1) complete the Title V Permit Application Form, (DEEP-TV-APP-100); 2) prepare supporting documents; and 3) publish the notice of permit application. These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws prior to completing this application. Remember, it is your responsibility to comply with all applicable laws.*

This form is to be used for a new Title V permit or the renewal of an existing Title V permit only.

A completed application must be submitted for each facility subject to section 22a-174-33 of the Regulations of Connecticut State Agencies (RCSA) in accordance with section 22a-174 of the Connecticut General Statutes (CGS) and RCSA section 22a-174-33 and certified in accordance with RCSA section 22a-174-2a(a).

Note: If you are applying for a *revision*, *minor modification* or a *non-minor modification* to an existing Title V permit, please complete the appropriate form:

- *Revision Application for an Existing Title V or Title IV Permit* (DEEP-TV-APP-100R);
- *Minor Modification Application for an Existing Title V Permit* (DEEP-TV-APP-100MM); or
- *Non-Minor Modification Application for an Existing Title V Permit* (DEEP-TV-APP-100NMM).

Questions? Visit the [Air Permitting](#) web page or contact the Air Permitting Engineer of the Day at 860-424-4152 (between 8:30 AM and 4:30 PM, Monday through Friday).

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### **Introduction**

The Clean Air Act Amendments of 1990 (CAAA) requires that each state develop a Title V Operating Permit Program to *permit* major sources of air pollution and other sources subject to federal Clean Air Act requirements. The Department of Energy and Environmental Protection (DEEP) has established the Title V Operating Permit Program, RCSA section 22a-174-33, to meet this federal requirement.

A Title V operating permit:

1. is a facility-wide permit;
2. brings all applicable air pollution control requirements together into a single document;
3. provides a means of implementing federal maximum achievable control technologies (MACT) standards and acid rain requirements;
4. after permit issuance, requires record keeping and monitoring to assure compliance with all applicable requirements; in addition to the information required for this application, there are requirements in RCSA section 22a-174-33 for monitoring and compliance reporting once the Title V permit is issued. (See RCSA sections 22a-174-33(o), (p) and (q)); and
5. will have a permit term of up to five years.

## Who Needs a Permit?

The Title V permit program applies to owners or operators of any of the following:

1. any facility which includes any emissions unit subject to Title 40 of the Code of Federal Regulations (40 CFR) Part 60, 61, 62, 63, 68, or Parts 70, 72 through 78, inclusive;
2. any facility which includes any emissions unit subject to CAAA section 129(e), the permitting of solid waste incineration units;
3. any facility which includes one or more stationary sources, which are located on one or more contiguous or adjacent properties under common control of the same person or persons and which emit, or have the potential to emit, including fugitive emissions to the extent quantifiable, in the aggregate ten tons per year (TPY) or more of any one hazardous air pollutant (HAP) listed in CAAA section 112(b), except hydrogen sulfide; or 25 TPY or more of any combination of HAPs listed in CAAA section 112(b), except hydrogen sulfide, or the quantity established by the Administrator pursuant to 40 CFR Part 63; or
4. any facility which includes one or more stationary sources, which are located on one or more contiguous or adjacent properties under common control of the same person or persons and which belong to the same two-digit Standard Industrial Classification (SIC) code, as published by the United States Office of Management and Budget in the standard Industrial Classification Manual and which emit, or have the potential to emit, including fugitive emissions from those categories of sources listed in (2)(i) through (xxvii) of the definition of “major source” in 40 CFR Part 70.2:
  - a. 100 TPY or more of any regulated air pollutant;
  - b. 50 TPY or more of volatile organic compounds (VOCs) or nitrogen oxides (NO<sub>x</sub>) in a serious ozone non-attainment area;

- c. 25 TPY or more of VOCs or NO<sub>x</sub> in a severe ozone non-attainment area; or
- d. 100,000 TPY or more of GHG (CO<sub>2</sub>e basis) and 100 TPY or more of GHG (mass basis).

If the potential emissions of any pollutant at the premises are above the corresponding Title V threshold, however the actual emissions are below such thresholds, the premises may be eligible to operate under the *General Permit to Limit Potential to Emit from Major Stationary Sources of Air Pollution*. The owner or operator of such a facility must voluntarily limit the potential emissions of regulated air pollutants to levels below the applicable major stationary source thresholds and submit the *General Permit to Limit Potential to Emit from Major Stationary Sources of Air Pollution Registration Form* (DEEP-AIR-REG-001) to DEEP for approval.

## Renewals

Standards for renewing a Title V permit can be found in RCSA section 22a-174-33(j), *Standards for Issuing and Renewing Title V Permits* and RCSA section 22a-174-2a(i)(2), *Permit Renewal*.

The permit will expire on a date no later than five years after the date the commissioner issues such permit. Also, the permit will contain a statement that upon expiration of the permit, the permittee shall not continue to operate the subject source unless the permittee has filed a timely and sufficient renewal application in accordance with RCSA sections 22a-174-33(g), (h) and (i) and any other applicable provisions of law.

Any person proposing to continue to operate a previously permitted facility under Title V must apply for renewal of the existing permit by submitting a renewal application no later than 12 months prior to the expiration date of the existing permit.

If your renewal application is or may be untimely, (i.e., submitted less than 12 months before the expiration date), please refer to CGS section 22a-6j. If a renewal application is not submitted prior to the expiration date of the existing permit, then the existing permit is deemed to have expired.

### Notice of Permit Application

Section 22a-6g of the Connecticut General Statutes imposes public notification requirements on applicants for certain permits issued by DEEP.

Public notification is required for both new permits and permit renewals. In order to comply with these requirements:

1. Publish notice of the permit application in a newspaper of general circulation in the area potentially affected by the activity that is the subject of your permit application. This notice *must follow the format* specified at the end of these notice instructions and must be published *before* you submit your application to the DEEP. The format contains instructions in brackets. You must insert the appropriate information to replace the instructions in the brackets. Be sure to *delete* all instructions that are specified in brackets, in bold and in uppercase type. When a choice is specified in brackets, do not include any of the words in brackets unless they specifically apply to the activity you intend to conduct.
2. Send a copy of the notice to the chief elected official of the municipality in which the regulated activity is proposed. The chief elected official is generally the mayor, first selectman, town manager or the chairman or president of the town council, depending on the form of government of the municipality. Specific information for each municipality is listed in The State Register and Manual (often referred to as the Blue Book), which is available on the Secretary of the State's website ([www.ct.gov/sots](http://www.ct.gov/sots)), and is also usually available at town clerk's offices, the State Library and public libraries. The Secretary of the State's website also has a list

of mayors and first selectmen available ([www.ct.gov/sots/LIB/sots/ElectionServices/lists/List\\_of\\_Mayors.pdf](http://www.ct.gov/sots/LIB/sots/ElectionServices/lists/List_of_Mayors.pdf)). If you have questions, call the Secretary of the State's office at 860-509-6190 or the town clerk of the appropriate municipality.

3. Include a copy of the published notice of permit application and a completed Certification of Notice Form - Notice of Application (DEEP-APP-005A) as Attachment AA to the permit application.

The copy of the published notice of permit application must be a photocopy of the page of the newspaper where the notice was published that displays the notice, the name of the newspaper and the date of publication.

The Certification of Notice Form - Notice of Application asks you to:

- a) specify the date and newspaper in which the notice was published;
- b) certify that a copy of the notice was provided to the chief elected municipal official; and
- c) identify the municipal official(s) to whom the notice was provided.

If you have any questions about these notice requirements contact the Air Permitting Engineer of the Day at 860-424-4152.

***Your application will be considered insufficient until DEEP receives the copy of the notice as described above and a completed Certification of Notice Form - Notice of Application***

In addition, DEEP may notify you that other forms of notice are required, including the posting of a sign in accordance with CGS section 22a-6l.

Also, when the application review is complete and DEEP has made a tentative determination on your permit application, DEEP will publish a Notice of Tentative Determination in the newspaper. Please note that you will receive an invoice for the

public notice fee and you will be responsible for payment.

The following format must be used when publishing notice of application.

### **Notice of Permit Application**

**Town(s): [LIST ALL TOWNS IN WHICH THE REGULATED ACTIVITY IS LOCATED OR WILL HAVE AN AFFECT]**

Notice is hereby given that **[INSERT NAME OF THE APPLICANT]** (the applicant) of **[INSERT APPLICANT ADDRESS ]** will submit to the Department of Energy and Environmental Protection an application for a permit for a Title V source under section 22a-174 of the Connecticut General Statutes, and section 22a-174-33 of the Regulations of Connecticut State Agencies which are regulated under the Federal Clean Air Act.

Specifically, the applicant proposes to **[INSERT A BRIEF DESCRIPTION OF THE PROPOSED ACTIVITY AND ITS PURPOSE]**. The proposed activity will take place at **[INSERT THE STREET ADDRESS OR IF NOT A STREET ADDRESS, THE SPECIFIC LOCATION OF THE PROPOSED ACTIVITY WITH REFERENCE TO FIXED LANDMARKS, e.g. ROADWAY INTERSECTIONS, BRIDGES, OR OTHER STRUCTURES]**. The proposed activity potentially will affect: **[INSERT ANY NATURAL RESOURCES POTENTIALLY AFFECTED BY SUCH ACTIVITY, i.e. WETLANDS, WATERCOURSES BY NAME, GROUND WATERS, AIR, LAND, TIDAL WETLANDS]**

Interested persons may obtain copies of the application from **[INSERT NAME, MAILING ADDRESS AND TELEPHONE NUMBER OF THE APPLICANT'S REPRESENTATIVE]**.

The application will be available for inspection at the Department of Energy and Environmental Protection, 79 Elm Street, 5th Floor, Hartford, CT 06106-5127, 860-424-4152, from 8:30am to 4:30pm, Monday through Friday. Please call in advance to schedule review of the application.

## How to Apply for a Title V Permit

The permit application must include a *New Title V Permit or Renewal of an Existing Title V Permit Application* (DEEP-TV-APP-100), a copy of the published notice of permit application, as described in these instructions, with a completed Certification of Notice form (DEEP-APP-005A) and **all** applicable supporting documents.

### **There is no fee required.**

The above materials must be submitted together as a package to:

CENTRAL PERMIT PROCESSING UNIT  
DEPARTMENT OF ENERGY AND  
ENVIRONMENTAL PROTECTION  
79 ELM STREET  
HARTFORD, CT 06106-5127

Note: A *Permit Application Transmittal Form* (DEEP-APP-001) is **not** required with this application form.

A *copy* of the above materials must be submitted together as a package to:

EPA REGION I  
5 POST OFFICE SQUARE – SUITE 100  
MAIL CODE OEP05-02  
BOSTON, MASSACHUSETTS 02109-3912

When submitting the permit application, label the supporting documents as directed on the application form and always include, on each document, the applicant's name as indicated on the application form. Be sure to list these supporting documents in the table of contents in Attachment A: *Executive Summary* (DEEP-TV-APP-105). When additional space is necessary to answer a question stated in the application, please insert additional sheets by the appropriate question. Label each sheet with the applicant's name, along with the corresponding part number and question number indicated on the permit application form.

***You should retain a copy of all documents for your files.***

## Brief Explanation of Federal Regulations

### 40 CFR

**Part 51** - Requirements for Preparation, Adoption, and Submittal of State Implementation Plans (SIPs)

This part contains the requirements for new sources and modifications and economic incentive programs.

**Part 52** – Approval and Promulgation of SIPs

This part contains Subpart H Connecticut's SIP including attainment dates for national standards, state orders and regulations which have been made part of the SIP.

**Part 59** – National Volatile Organic Compound Emission Standards for Consumer and Commercial Products

**Part 60** - Standards of Performance for New Stationary Sources (NSPS)

Any emissions units subject to NSPS are also covered by the source category requirements of the Title V operating permit program, unless specifically exempted or deferred.

**Part 61** - National Emission Standards for Hazardous Air Pollutants (NESHAPS)

This part covers a variety of stationary sources. Any emissions units subject to NESHAPS are also covered by the source category requirements of the Title V operating permit program, unless specifically exempted or deferred.

**Part 62** - Approval and Promulgation of State Plans for Designated Facilities and Pollutants (Section 111 (D) Plan)

This part contains Subpart H Connecticut's plan for metal, acid gases, organic compounds and NO<sub>x</sub> from municipal waste combustion (MWC) units, as well as fluoride from phosphate fertilizer plants and primary aluminum plants, sulfuric acid mist from production units and sulfur emission from existing kraft pulp mills.

**Part 63** - National Emission Standards for Hazardous Air Pollutants for Source Categories

This part contains maximum achievable control technology (MACT) standards. Certain sources subject to MACT standards may be required to obtain a Title V permit for the facility at which such source is located.

**Part 64** – Compliance Assurance Monitoring (CAM)

Sources subject to CAM must submit a CAM Plan at the time of their renewal, for units and pollutants subject to the rule. The CAM rule establishes criteria that define what monitoring of existing control devices the source owner or operator should conduct to provide reasonable assurance of compliance with emission limits and standards. This monitoring will help the source owner or operator certify compliance under the Title V operating permits program.

**Part 68** - Chemical Accident Prevention Provisions

**Part 70** - State Operating Permit Programs

This part includes the requirements with which the state Title V operating permit programs must comply. This part also contains certain requirements which may be applicable to subject sources.

**Parts 72-78, inclusive** - Federal Acid Rain Program

These parts make up the federal acid rain program, including the permit regulation, the sulfur dioxide allowance system, sulfur dioxide opt-ins, continuous emissions monitoring, nitrogen oxides program, excess emissions, and appeal procedures for the program.

**Part 82** – Protection of Stratospheric Ozone

**CAAA Section 129(e)** - Solid Waste Incineration Units

This section concerns the permitting of solid waste incineration units. If your facility has a Municipal Waste Combustion (MWC) unit with

capacity to burn greater than 35 Mg/day of residential, commercial, and/or institutional discards then your facility is subject to CAAA section 129(e).

**Instructions for Completing the Form –  
New Title V Permit or Renewal of an  
Existing Title V Permit Application**  
(DEEP-TV-APP-100)

Please read the application form and instructions carefully. They have been designed to obtain specific information and any information that is missing or unclear will cause delays in the review process. If any questions are not applicable to your specific activity, please enter *N/A* in the space provided. If a question or supporting document is only required for specific activities it will be noted on the application form and in the instructions.

Please be advised that these instructions are not a substitute for any state or federal statutes or regulations. Be sure to refer to the applicable statutes and regulations while completing the application.

Check the *Available Resources* section at the end of these instructions for assistance in obtaining guidelines, maps, etc. which are referenced in these instructions.

*Applicant Name* – Provide the name of the applicant using the standards described in Part II of these instructions.

**Part I: Application Information**

Check the appropriate box to specify whether the application is for a new Title V permit or a renewal of an existing Title V permit. If applicable, provide the existing town-permit numbers and expiration date. The town and permit numbers can be found on page one of the existing permit.

Provide the town location of the subject activity and a brief description of the activity. The description should be specific to identify the

application.

*Public Notice Information* - The public notice of application must be published **prior** to submitting an application, as required in CGS section 22a-6g. A copy of the published notice of application and the completed Certification of Notice Form must be included as Attachment AA to this application. Your application will **not** be processed if Attachment AA is not included.

Indicate the published notice date of publication.

*Pre-Application Meeting Information* – If a pre-application meeting was held concerning the subject activity, provide the meeting date and the DEEP staff that attended.

## Part II: Applicant Information

If there are any changes or corrections to your company/facility or individual mailing or billing address or contact information, please complete and submit the [Request to Change Company/Individual Information](#) to the address indicated on the form. If there is a change in name of the entity holding a DEEP license or a change in ownership, contact the Office of Planning and Program Development (OPPD) at 860-424-3003. For any other changes you must contact the specific program from which you hold a current DEEP license.

Any person proposing to transfer a DEEP permit must submit a completed *License Transfer Form* (DEEP-APP-006) and transfer fee to DEEP. The *License Transfer Form* may be used for changes in owners and operators of the licensed activity; if other changes are proposed to the facility, the site, and/or to facility operations, the proposed transferee must also request a permit modification. For further information concerning license transfers, please contact OPPD at 860-424-3003.

When completing this part, please use the following standards:

- *Name* - Provide the full, legal *company/firm* name. (If identifying an entity registered

with the Secretary of the State, fill in the name exactly as it is shown on the registration. Please note, for those entities registered with the Secretary of State, the registered name will be the name used by DEEP. This information can be accessed at [CONCORD](#)). If identifying an *individual*, provide the legal name (include suffix) in the following format: First Name; Middle Initial; Last Name; Suffix (Jr, Sr., II, III, etc.). If the applicant is a governmental body, identify the city or town of such body followed by the relevant department, board or division.

- *Phone* - Unless otherwise indicated, the phone number provided should be the number where the corresponding individual can be contacted during daytime business hours.
- *Contact Person* - Provide the name of the specific individual within the company whom DEEP may contact.
- *E-Mail* – Applicants must provide an accurate e-mail address when completing their application form. The e-mail address may be used for future correspondence from DEEP to your business.

Note: By providing this e-mail address you are agreeing to receive official correspondence from DEEP, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from “ct.gov” addresses. Also, please notify DEEP if your e-mail address changes.

1. *Applicant Name* – Complete the information concerning the applicant.
  - a) *Applicant Type* – Indicate the applicant’s entity type (check one).

If the applicant is a business entity:

- i) Indicate the business type or list type as “Other”.



ii) Provide the entity's Secretary of State Business Identification Number. This information can be accessed at [CONCORD](#).

iii) Indicate if the business is NOT registered with the Secretary of State's Office.

(b) *Applicant's Interest* – Indicate the applicant's interest in the property at which the proposed activity is to be located. If other, specify.

If there are any co-applicants, check the appropriate box and attach additional sheet(s) providing the required information.

2. *Billing Contact* – Complete the information concerning the applicant's billing contact, if different than the applicant.
3. *Primary Contact Person* - Provide the information for the person(s) designated by the applicant to answer questions pertaining to this application. The primary contact can include, but is not limited to, the plant manager, a consultant, an engineer, or an attorney. DEEP will direct all correspondence about this application to the primary contact. Please be aware that for legal reasons there will be circumstances when DEEP will notify the applicant instead of the primary contact.
4. *Attorney* - It is not required that an applicant be represented by an *attorney* or any other agent. If you do have an attorney, complete this section.
5. *Site or Facility Owner* - If the applicant is not the site or facility owner, provide the information for the site or facility owner.
6. *Agent for Service of Owner* - Provide the information for the agent for service of owner, if applicable.
7. *Engineer(s) or Consultant(s)* - It is not required that an applicant be represented by

a consultant or any other agent. Fill in the information for any engineer or consultant employed or retained to assist in preparing this application. Be sure to include the service that is being provided. If you need additional space, indicate by checking "additional sheets are attached" and attach the additional sheets.

8. *Authorized Representative* - Provide the information for the person(s) designated by the applicant as the authorized representative pursuant to RCSA section 22a-174-2a(a). If not already done so, you may be required to submit a *Written Authorization Form* (DEEP-TV-SIG-REG-002) to designate the individual(s) who are authorized to sign any Title V documents submitted to DEEP and to certify that the authorized representative has responsibility for the overall operation of the Title V source.

This form is to be submitted only by those corporations identified in RCSA section 22a-174-2a(a)(2). For corporations seeking initial approval of a duly authorized representative, this completed form must be submitted to the commissioner and approved prior to submitting any signed documents or other information pertaining to Title V required by RCSA section 22a-174-33. Subsequent duly authorized representative approval requests shall be submitted to the commissioner prior to or together with the submission of any application, document, report or certification signed by such representative. You may submit this form with this application as Attachment K.

Written authorization of a named individual or position is not approved until done so in writing by the commissioner or the commissioner's designee.

### **Part III: Site Information**

1. *Site or Facility Name* – Provide the site or facility name. The site name should be the name by which the site is commonly known and/or uniquely identified.



*Location of Site or Facility:* Provide the site or facility location. The information given as the location address should be the address of the property at which the proposed activity will take place. Include the street address and municipality. If the property does not have a street number, describe the location in terms of the distance and direction from an obvious landmark such as an intersection with another roadway, a bridge, or a river. For example, " ... on River Street, approximately 1000 feet north of its intersection with Bear Swamp Road."

2. Identify the ozone air quality attainment status of the area in which the facility is located by checking the appropriate box for either serious or severe nonattainment status. Every town in the state is classified as a *serious* ozone non-attainment area except for the following which are classified as *severe* ozone non-attainment areas:

Bethel	New Fairfield
Bridgeport	Newtown
Bridgewater	Norwalk
Brookfield	Redding
Danbury	Ridgefield
Darien	Sherman
Easton	Stamford
Fairfield	Stratford
Greenwich	Trumbull
Monroe	Weston
New Milford	Westport
New Canaan	Wilton

- 3a. *SIC (Standard Industrial Classification) Code:* List the primary SIC code applicable to the premises or type of business conducted by the applicant. If a premises has more than one SIC code, provide the code which identifies the type of activity in which the premises engages at least 50% of the time.

SIC codes can be determined from the *Standard Industrial Classification Manual* produced by the Executive Office of the President, Office of Management and

Budget and sold by the National Technical Information Service. A copy of this book is available at most local public libraries.

- 3b. *NAICS (North American Industrial Classification System) Code:* List the primary NAICS code applicable to the premises or type of business conducted by the applicant. If the premises has more than one NAICS code, provide the code which identifies the type of activity in which the premises engages at least 50% of the time.

NAICS codes can be determined from the *U.S. NAICS Manual* produced by the U.S. Census Bureau. A copy of this book is available at most local public libraries.

## Part IV: Checklists for Applicable Requirements

### General Instructions

Tables A-I of Part IV of the application form are provided as a preliminary determination tool. If the facility has an emissions unit that meets the criteria found in one or more of the tables, then proceed to examine that particular regulation more fully. If, after a closer examination, it is determined that your facility meets the criteria set forth in the regulation(s), then check the appropriate box(es).

Once it is determined which regulations may apply to the facility, investigate that particular regulation to see whether any exemption or deferral exists for a particular emissions unit or pollutant. If no exemption or deferral exists for the regulations designated on the application form or designated by the Administrator, check "No" in the exemption/deferral box in Part V, Title V Source Determination, of the application form and proceed completing the application.

If any exemption or deferral eliminates the facility as a Title V source, document that situation by checking "Yes" in the exemption/deferral box in Part V, Title V Source Determination, of the application form and list

the appropriate regulations and the exemptions/deferrals. Do not complete the rest of the application. Retain this documentation at the facility.

### CFR Exemptions

Pursuant to RCSA section 22a-174-33(c)(2), any facility which is defined as a Title V source **SOLELY** because a stationary source on such premises is subject to one or more of the following shall not be required to obtain a Title V permit:

1. Standard of performance for new residential wood heaters pursuant to 40 CFR Part 60 Subpart AAA;
2. 40 CFR Part 61 Subpart M, Section 61.145, the Standard for demolition and renovation;
3. Accidental release requirements pursuant to 40 CFR Part 68;
4. 40 CFR Part 60, 61, 63 or 68, if such source is exempt or deferred from the requirement to obtain a Title V permit:
  - a. by the terms of the applicable CFR;
  - b. by the terms of 40 CFR 70;
  - c. by the Administrator; or
  - d. with the Administrator's authorization by the commissioner.

### Exemptions/Deferrals from Title V

The EPA finalized permanent exemptions from the Title V operating permit program for five categories of non-major (area) sources that are subject to national emission standards for hazardous air pollutants (NESHAP). The five source categories are dry cleaners, halogenated solvent degreasers, chrome electroplaters, ethylene oxide sterilizers and secondary aluminum smelters. The EPA declined to make a finding for a sixth category, area sources subject to the NESHAP for secondary lead smelters. A previous deferral from permitting

for this category expired on December 9, 2004, subjecting all such sources to the Title V program. This final rule became effective on December 19, 2005.

Updates on Title V exemptions or deferrals can be found on the [Title V Operating Permit section](#) of the Department web site.

### Tables A through I

Pursuant to RCSA section 22a-174-33(g)(2)(G), the applicant shall include citations for all applicable requirements to which the applicant is subject. Tables A through I are a checklist of applicable requirements included for your convenience.

The Part IV checklists summarize the applicable requirements definition found in RCSA section 22a-174-33(a)(2) and are broken down by requirements as follows:

1. any standard or requirement in the SIP or in a federal implementation plan for Connecticut;
2. any term or condition of a permit to construct issued pursuant to RCSA section 22a-174-3 or 22a-174-3a (This is not included in the checklist. Permit, registration, or order numbers are required for emissions units in Attachment D.);
3. any standard or other requirement pursuant to 40 CFR Parts 72 through 78, inclusive; and
4. any standard or other requirement pursuant to 40 CFR Part 51, 52, 59, 60, 61, 62, 63, 64, 68, 70 or 82. (There is no checklist for Parts 51, 52, 62, 64 and 70.)

Examine every requirement on every checklist.

Check the box in the column marked "App" if the requirement is **applicable** to your facility.

Check the box in the column marked "N/A" if the requirement is **not applicable** to your facility. **If and only if** you checked the "N/A" column, provide the appropriate letter below in the "Why"

column for tables A - E:

<b><u>Letter</u></b>	<b><u>Reason</u></b>
A	This pollutant is not emitted by the facility.
B	The facility is not in this source category.
C	The facility is not in a special control or non-attainment area.
D	The facility is not in this county or specific area.
E	The facility does not have this emissions unit.
F	The facility does not use this fuel type.
G	This rule does not apply because no changes have been made at the facility that would trigger these procedural requirements.
H	This method/procedure/pollutant is not used by the facility.
I	This source category has not yet had a MACT promulgated for it.
J	This rule is for administrative purposes.
K	The facility does not manufacture or import these regulated products for sale or distribution in the United States.
L	Other (explain on separate attachment).

The checklists do not in any way substitute the requirement to identify applicable requirements in other parts of the application.

In the event the applicant has overlapping applicable requirements, the applicant may want to propose a requirement that subsumes the

underlying requirements. If so, the applicant must identify the underlying requirements and demonstrate to the commissioner's satisfaction that the proposed requirement meets the underlying requirements. In addition, the applicant shall propose record keeping, monitoring and reporting to compliment the proposed requirement and demonstrate to the commissioner's satisfaction that the proposed record keeping, monitoring and reporting meet the underlying requirements.

Pursuant to RCSA section 22a-174-33(g)(2)(H), the applicant shall also include the applicable test method to be used by the applicant for determining compliance with each applicable requirement listed pursuant to RCSA section 22a-174-33(g)(2)(G). Those methods are to be documented in Attachment D, *Emissions Unit Information Within Operating Scenarios* (DEEP-TV-APP-102) and Attachment D2, *Generally Applicable Requirements* (DEEP-TV-APP-102B). In the event that there is no testing method, one does not need to be proposed by the applicant. However, it is incumbent upon the applicant to propose gapfilling record keeping, monitoring and reporting to the extent necessary to demonstrate compliance with applicable requirements, even where it is not required by the applicable requirement itself. Providing proposed gapfilling record keeping, monitoring and reporting in the application does not preclude the commissioner from requiring some other gapfilling record keeping, monitoring or testing. However, applications which suggest which parameters to measure and how often will facilitate clearer communication between the applicant and the permit engineer, and give the applicant the opportunity to suggest what they consider reasonable.

## **Part V: Title V Source Determination**

### **1. Standards**

If a standard identified in RCSA section 22a-174-33(a)(10) applies to a stationary source at your facility, your facility will be subject to Title V unless otherwise exempted or deferred. Check the box next to each standard

that applies to a stationary source at your facility.

## 2. Exemption/Deferral

After completing the standards criteria section, if no exemption or deferral exists for the regulations designated on the application form or designated by the Administrator, check "No" in the exemption/deferral box and proceed completing the application.

If any exemption or deferral eliminates the facility as a Title V source, document that situation by checking "Yes" in the exemption/deferral box and list the appropriate regulations and the exemptions/deferrals. Do not complete the rest of the application. Retain this documentation at the facility.

If the facility meets the standards criteria and there are no exemption/deferrals that apply or the exemptions/deferrals do not disqualify the facility as a Title V source, then the premises is a Title V source subject to Title V permitting. There is no need to proceed to the emissions level portion of the application form for determining whether the facility is a Title V source. Proceed to Part VII of the application.

If the facility **does not** qualify as a Title V source under the standards criteria, then you must proceed to the emissions level criteria to determine under the emissions criteria whether the facility is a Title V source.

## 3. Emissions Level Criteria

After calculating the potential emissions of every regulated air pollutant for which the facility has the potential to emit, you will be able to determine if your facility meets any of the emissions level criteria. Check the appropriate box(es) in this section accordingly.

The emissions calculations discussed below are necessary only for the following reasons:

- a. for the purpose of determining the applicability of RCSA section 22a-174-33 pursuant to RCSA section 22a-174-33(c);
- b. To impose any applicable requirement; or
- c. To determine compliance with any applicable requirement.

Totals of each pollutant from every emissions unit are to be added together to arrive at the potential and actual emissions grand total for each pollutant. Emissions units which are subject only to general premises-wide applicable requirements need not be included. However, if the commissioner determines that the emissions from such emissions units are needed to determine the applicability of this facility to the Title V regulation or to impose any applicable requirement, then the applicant shall include such emissions units.

These grand totals are to be documented in Attachment E: *Total Regulated Air Pollutants Emitted Within Operating Scenarios* (DEEP-TV-APP-103). Your emission calculations must be included as Attachment M to this application.

If you are not certain as to the potential emissions of regulated air pollutants at the facility, calculate the potential emissions for every emissions unit at the facility.

The totals by emissions unit will allow you to calculate the grand totals for potential emissions of every regulated air pollutant for which the facility has the potential to emit. Once you have calculated the grand totals, you will be able to determine if your facility meets any of the emissions level criteria.

You may also discover that your facility does not meet or exceed any of the emissions level thresholds. In this case, no further action may be necessary. Do not complete the rest of the application. Keep this documentation at the facility.

In conclusion, if no stationary source at the

subject premises meets the standards criteria, RCSA section 22a-174-33(a)(10)(A), (B), (C), or (D), (or exemptions/deferrals apply to every emissions unit at the premises), and the premises does not meet or exceed any of the major source thresholds, RCSA section 22a-174-33(a)(10)(E) or (F) for potential emissions, then this premises is not a Title V source and is not subject to Title V. Do not complete the rest of the application. Retain this documentation at the facility.

#### 4. Emissions Level Determination Method

Indicate whether stipulation or calculations were used. If calculations were used, include all calculations as Attachment M of this application. If the premises meets any of the emissions level threshold criteria for potential emissions, then this premises is a Title V source subject to Title V permitting.

If there is a high degree of certainty that the facility will meet one or more of the criteria levels of potential emissions, you may then forego the potential emissions calculations and stipulate to the major source potential emission thresholds. You must still identify all the regulated air pollutants for which the facility has the potential to emit and indicate to which levels you are stipulating. See Attachment E: *Total Regulated Air Pollutants Emitted Within Operating Scenarios* (DEEP-TV-APP-103) for further guidance.

You may stipulate to potential emissions levels only for the purpose of qualifying as a Title V source. You must calculate potential emissions if such calculations are needed for purposes other than qualifying as a Title V source (e.g., to impose any applicable requirement or to determine compliance with any applicable requirement or to show that the facility is not a Title V source).

### Treatment of Research and Development Operations

Pursuant to RCSA section 22a-174-33(c)(3), notwithstanding the definition of a Title V source, for the purpose of determining whether the Title V regulation applies to a facility at which **research and development** operations are located, the following applies:

The owner or operator of such facility may calculate the emissions from such facility by subtracting the emissions from such **research and development** operations from the total emissions from such facility. Such facility and research and development operations **shall be separately evaluated** for purposes of determining whether a Title V permit is required for the facility or the research and development itself.

For the above mentioned purposes a research and development operation means any activity which:

1. occurs in a laboratory;
2. involves:
  - a. the discovery of scientific facts, principles, reactions or substances, or
  - b. the structuring or establishment of methods of manufacture or of specific designs of saleable substances, devices or procedures, based upon previously discovered scientific facts, principles, reaction or substances; and
3. does not include:
  - a. production for sale of established products through established processes, or
  - b. production of a product for distribution through market testing channels.

### Part VI: Insignificant Emissions Units Checklist

Pursuant to RCSA section 22a-174-33(g)(3), an applicant need not provide the emissions data on those items or activities specified on the checklist. The applicant need only check the box(es) of those activities that are present at the facility.

However, if the commissioner determines that the emissions from any activity or items are needed to determine the applicability of this facility to the Title V regulation or to impose any applicable requirement, then the applicant shall supply, as Attachment M, the emissions data for all of the emissions units or activities listed in Part VI Section 1 and 2 of the application form. If the emissions information is necessary only to determine whether this facility is a Title V source, the applicant shall supply, as Attachment M, the emissions data for only those activities listed in Part VI Section 2 of the application form.

### Part VII: Supporting Documents

This section offers a checklist of all the attachments necessary to complete this application. Not all attachments may be applicable to the application. Where the checklist states “if applicable”, your particular situation will determine whether the attachment is required. Applicants must submit those attachments which are required.

Check the appropriate box by each attachment being submitted as verification that all applicable attachments have been submitted. Please label all attachments as referenced in the permit application form and these instructions and be sure to include the name of the applicant as indicated on the application form.

Following is a summary of which attachments are required and which attachments are required if applicable:

- Attachment AA - Required
- Attachment A - Required
- Attachment B - Required
- Attachment C - Required
- Attachment D - Required
- Attachment D2 - If Applicable
- Attachment E - Required
- Attachment F - Required
- Attachment G - Required
- Attachment H - If Applicable
- Attachment I - If Applicable
- Attachment J - If Applicable

- Attachment K - If Applicable
- Attachment L - If Applicable
- Attachment M - If Applicable
- Attachment N - If Applicable
- Attachment O - If Applicable

### Part VIII: Certification

After the application has been completed it must be reviewed and signed in accordance with the provisions of RCSA section 22a-174-2a(a)(5). An application will be considered insufficient unless all required signatures are provided.

Review RCSA sections 22a-174-33(b) and 22a-174-2a(a), **Signatory Responsibilities**, for information as to who must sign “any Title V related application, document, report or certification required by RCSA section 22a-174-33.” (RCSA section 22a-174-2a(a)(2)).

Signatory responsibilities for corporations, partnerships, sole proprietorships, municipalities, State, Federal or other public agencies as well as methods for designating a duly authorized representative are also explained in RCSA section 22a-174- 2a(a).

You may be required to submit a *Written Authorization Form* (DEEP-TV-SIG-REG-002) to designate the individual(s) who are authorized to sign any Title V documents submitted to DEEP and to certify that the authorized representative has responsibility for the overall operation of the Title V source. This form is to be submitted only by those corporations identified in RCSA section 22a-174-2a(a)(2). Corporations seeking initial approval of a duly authorized representative, this completed form must be submitted to the commissioner and approved prior to submitting any signed documents or other information pertaining to Title V required by RCSA section 22a-174-33. Subsequent duly authorized representative approval requests shall be submitted to the commissioner prior to or together with the submission of any application, document, report or certification signed by such representative.

Written authorization of a named individual or

position is not approved until done so in writing by the commissioner or the commissioner's designee.

You may submit this form with this application as Attachment K.

### **Attachment AA: Copy of Published Notice of Application and Original Certification of Notice Form, REQUIRED**

Submit as Attachment AA, a copy of the published notice of application, and an original, completed [Certification of Notice Form - Notice of Application](#) (DEEP-APP-005A).

The copy of the published notice of permit application must be a photocopy of the page of the newspaper where the notice was published, that displays the notice, the name of the newspaper and the date of publication.

### **Attachment A: Executive Summary (DEEP-TV-APP-105) REQUIRED**

Supply an executive summary of the application contents. Include in the summary a description of the facility, Table of Contents (TOC) and summary list of emissions units.

#### **Section 1: Facility Description**

Provide a brief description of the primary function of the facility, and the processes and operations contained within. The description and function information represents the facility's standard operating scenario, (SOS). For renewals provide a list of changes in circumstances or information on which the previous permit was based.

#### **Section 2: Table of Contents**

The TOC will list as part of the contents: the *New Title V Permit or Renewal of an Existing Title V Permit Application* (DEEP-TV-APP-100) and all of the supplemental application forms, attachments, descriptions, calculations, orders, operations, maps, or other supporting documentation which are attached as part of the application.

Example Table of Contents:

1. DEEP-TV-APP-100 – *New Title V Permit or Renewal of an Existing Title V Permit Application*
2. Notice of Application – Attachment AA
3. Executive Summary – Attachment A
4. USGS MAP – Attachment B
5. DEEP-TV-APP-101 – Attachment C
6. DEEP-TV-APP-102 – Attachment D
7. DEEP-TV-APP-102B – Attachment D2
8. DEEP-TV-APP-103 – Attachment E
9. DEEP-APP-002 – Attachment F
10. DEEP-TV-APP-104 – Attachment G
11. Descriptions – Attachment H
12. Copies of orders, permits, certifications – Attachment I
13. Marked up copy of current TV – Attachment J
14. DEEP-TV-SIG-REG-002 – Attachment K
15. CAM Plan – Attachment L
16. Emission Calculations – Attachment M
17. Acid Rain Application – Attachment N
18. List Other Supporting Documentation

#### **Section 3: Emissions Unit Summary**

**NOTE:** Please complete Attachment D prior to completing this section.

Provide a tabulated summary of the following information for each emissions unit (EU) or grouped emissions units (GEU) as included in Attachment D of the application form:

1. EU or GEU number
2. Facility defined identification number, if applicable
3. Emission unit description, include Make, Model, Year of Construction, Maximum Throughput or Capacity
4. Control unit description, if applicable
5. Applicable Permit (P), Registration (R), Order (O), or Regulation (RCSA, CFR, etc.) number(s)
6. Facility defined location (e.g., Building Number) with the actual location indicated on Attachment B, *USGS Quadrangle Map*, if all emissions units are not located within or near one building.



**Attachment B: USGS Quadrangle Map  
REQUIRED**

Submit a copy of the appropriate United States Geological Survey (USGS) Quadrangle Map which is scaled 1:24,000. Supply a full size original or an 8 1/2"x 11" copy of the quadrangle map that contains the location of the facility. Mark an "X" on the submitted map indicating the approximate center of the facility. DEEP will use the marked map to verify the facility's location with respect to latitude and longitude.

**Attachment C: Operating Scenario  
Information (DEEP-TV-APP-101)  
REQUIRED**

**NOTE:** Complete this form in conjunction with *Attachment D: Emissions Unit Information Within Operating Scenarios* (DEEP-TV-APP-102).

An operating scenario is a condition, including equipment configurations, process parameters, or materials used in a process under which the owner or operator of a Title V source may be allowed to operate.

Applying for and getting approval to operate under an alternative operating scenario and associated applicable requirements would allow a facility to switch among the standard and alternative operating scenarios without the necessity of obtaining a separate Title V permit or a modification to the existing Title V permit.

If the applicant chooses to apply only for the standard operating scenario and **not apply for any alternative operating scenarios**, then only Part I of Attachment C is required. If any alternative operating scenarios are listed, both Parts I and II of Attachment C are required.

**The following are instructions for both Part I: Standard Operating Scenario and Part II: Alternative Operating Scenarios**

1. *Applicant Name* – Provide the applicant name as it appears on the application form.
2. Part 2 only, *Alternative Operating Scenario Number* – For any scenario beyond the

standard, provide a unique identifying number for each alternative operating scenario that is proposed. Begin this number with the letters, AOS (e.g., AOS-01, AOS-02...AOS-99). The two-digit number allows for a maximum of 99 alternative operating scenarios.

3. *SIC Code* – Provide the primary two-digit Standard Industrial Classification (SIC) Code under which your facility operates, as published by the United States Office of Management and Budget in the Standard Industrial Classification Manual of 1987.

If the facility has more than one SIC code, list the primary operations SIC code first, followed by the other SIC codes.

The SIC code(s) provided on the form(s) must be provided for each alternative operating scenario proposed for this facility.

4. *Emissions Unit* – Provide a unique identifying number for each emissions unit at the facility which will be utilized in the operating scenario. The emissions unit number assigned must be consistent throughout the Title V application. Begin this identifying number with the letters, EU (e.g., EU-001, EU-002,...EU-999).

If you have a grouped emissions unit use a grouped emissions unit number (e.g. GEU-001, etc.). Simply insert a letter G in front of the pre-printed "EU-" so it will then read "GEU-".

5. Part 1, *Description of the Processes Utilized for the Standard Operating Scenario* – Provide a brief description of the primary function of the standard operating scenario, and the operations and processes contained within.

*Part 2, Description of the Processes Utilized for the Alternative Operating Scenario* – For each alternative operating scenario proposed, provide a brief description of the primary

function of the alternative operating scenario, and the operations and processes contained within as it relates to that particular alternative operating scenario.

6. Part 2 only, *Circumstances Under which this Alternative Scenario will be Used* – For each alternative operating scenario proposed, provide a brief description of the circumstances, conditions, timing, duration, etc., under which this alternative operating scenario will be executed. Clearly state under what circumstances the alternative operating scenario will be in effect and when operations will resort back to the standard operating scenario or to another alternative operating scenario.

**Attachment D: Emissions Unit Information Within Operating Scenarios (DEEP-AIR-APP-102) REQUIRED**

An emissions unit means any part of a stationary source which emits or would have the potential to emit any pollutant subject to regulation under the Clean Air Act, 40 CFR 51.165(a)(1)(vii) and RCSA section 22a-174-1 (35).

**NOTE:** Complete Attachment D for each emissions unit at the premises with a registration or permit issued in accordance with former RCSA section 22a-174-2 or -3, respectively; or that are subject to RCSA section 22a-174-3a, -3b, -3c, -3d, -18, -19, -19a, -20, -22, -22c, -29, -30, -31, -31a, -32, -38 or -42; or any other source specific applicable requirement as defined in RCSA section 22a-174-33.

Emissions units which are subject only to general premises-wide applicable requirements need not be included in Attachment D. Such emissions units include:

- any insignificant emissions unit as listed in Part VI of the application form;
- any emissions unit or activity listed in White Paper for Streamlined Development of Part 70 Permit Applications, Attachment A (EPA guidance memorandum, July 10, 1995); or

- any emissions unit that is subject to only generic requirements which may apply identically to one or more emissions units at the premises.

This form is supplied to capture information regarding each emissions unit, or group emissions units, within the standard operating scenario, and if applicable, within one or several alternative operating scenarios. If there is more than one alternative operating scenario which uses this emissions unit, or group emissions units, then list all that apply (AOS-001, AOS-002, etc.).

Complete Part I for each combination of emissions unit and operating scenario. Complete Part II for each combination of emissions unit, group of emissions units, or grouped emissions unit, and operating scenario.

If information about the emissions unit with respect to emissions varies from one alternative operating scenario to another, then the applicant must supply a separate form for that emissions unit.

Duplicate the blank form as necessary and enter the appropriate SOS/AOS number (s). (i.e., The AOS number will be either SOS--- **alone OR** SOS-00 in combination with AOS-01, AOS-02, etc., **OR** SOS-00 alone and AOS-01, AOS-02, etc. on multiple forms in whatever combinations are necessary.)

**The form should be duplicated and filled in to capture information for each emissions unit (either individually or grouped) at the facility.**

1. *Applicant Name* – Provide the applicant name as it appears on the application form.
2. *Facility Name* – Provide the facility name as provided under Part III Site Information of the application form.
3. *Operative Scenario Number(s)* - Provide every operating scenario number under which

this particular emissions unit, or group emissions unit operates.

## Part I: Emissions Unit Information

### 1. Emissions Unit

a. *Emissions Unit Number* – Provide a unique identifying number for the emissions unit. The number assigned must be consistent throughout the Title V application. Begin this identifying number with the letters, EU (e.g., EU-001, EU-002, ... EU-999).

b. *Grouped Emissions Unit Number* – Provide a unique identifying group number **only if** you have grouped identical emissions units together. The number assigned must be consistent throughout the Title V application. Begin this identifying number with the letters, GEU (e.g., GEU-001, GEU-002, ... etc.). If you have not grouped emissions units, write “N/A” in this field.

c. *Operating Scenario* – Indicate the operating scenario the emissions unit is operating under as described. Choose one – its Standard Operating Scenario or indicate an Alternative Operating Scenario.

2. *Description* - Provide a brief description of the emissions unit. Identify the make, model, and serial number of the emissions unit.

#### Examples:

**Cloud Blue Boiler CB-400-600**

**Serial No. 111111**

**Colder 750 SR-81 Emergency**

**Generator Serial No. XXXXXXXX**

3. *SCC No.* - Provide the Source Classification Code (SCC) number of the emissions unit. This is the source classification code devised by the United States Environmental Protection Agency (EPA) to categorize emission factors for sources.

4. *Construction Date* – Provide the construction date for the emissions unit. Check the box if you are providing an

estimated date.

5. *Throughput* – Provide the rate of production by volume or weight, in a manufacturing process, for which the combined quantities of all materials introduced, excluding air and water, are used to determine such rate. Throughput should be expressed in units per year (e.g., gallons/year; ft<sup>3</sup>/year; etc., except for a mineral process where throughput should be expressed in tons of material processed/year).

6. *Hours of Operation* – Provide the maximum number of hours the emissions unit actually operates during a calendar year. The hours of operation should be expressed in hours/year.

7a. *Maximum Rated Capacity* – Provide the manufacture’s maximum rated capacity (MRC) of the emissions unit. The MRC should be given in MMBTU/hr for boilers or diesel engines. This information is found on the “boiler plate” on the piece of equipment.

7b. Is the maximum rated capacity stated in item 7a., the original design maximum rated capacity? If no, provide the reason why.

8. *Control Equipment Description* – Provide a description of the air pollution control device on the emissions unit. If a control equipment or device is not associated with any particular emissions unit, then document this information as Attachment H.

9. *Monitoring Equipment Description* – Identify any monitoring equipment, such as Continuous Emissions Monitoring (CEM) equipment, used in conjunction with the emissions unit, by its make, model, and serial number. (If monitoring equipment is not associated with any particular emissions unit, then document this information as Attachment H.)

10. *DEEP Permit, Order, or Registration No.* - Provide the last four digits of any permit, order, or registration number that the Air

Bureau has issued for the emissions unit preceded by the letter(s) indicating the type of action; e.g. Permit Number 117-0020 would convert to 0020 preceded by the appropriate letters using the following scheme:

- Construction Permit –CP-0020
- Operating Permit –OP-0020
- Construct and Operate Permit – P-0020
- State Order –SO-0020
- Consent Order –CO-0020
- RCSA section 2 Registration –R-0020

## Part II: Emissions Unit – Applicable Requirements

1. *Emissions Unit Number OR Grouped Emissions Unit Number* – Provide either the emissions unit number **OR** the group emissions unit number from Section 1.

**NOTE:** You may list multiple units together, which are not combined with a grouped emissions unit number, for those that have identical applicable requirements, in order to avoid duplicating the regulations.

2. *Applicable Requirements* – As defined in RCSA section 22a-174-33(a)(2), “applicable requirements” means:
  - a. any standard or other requirement in the state implementation plan (SIP) or in a federal implementation plan for the State of Connecticut promulgated by the Administrator pursuant to the Clean Air Act Amendments of 1990;
  - b. any term or condition of a permit to construct issued pursuant to RCSA section 22-174-3 or a permit issued pursuant to RCSA section 22a-174-3a;
  - c. any standard or other requirement of the acid rain program pursuant to 40 CFR parts 72 through 78, inclusive; and
  - d. any standard or other requirement pursuant to 40 CFR Part 51, 52, 59, 60, 61, 62, 63, 64, 68, 70, or 82.

Provide the regulation citation and a brief description of the pertinent applicable requirement.

### Examples:

40 CFR Part 60 Subpart E – Incinerators  
MACT Source Category – Butyl Rubber  
Production

RCSA section 22a-174-18 – TSP Emissions

**NOTE:** If more than one applicable requirement applies, listing the most “stringent” requirement will suffice.

The applicable MACT source categories are those published in the Federal Register and include those which are subject to compliance dates occurring after the effective date of RCSA section 22a-174-33, the Title V regulation.

3. *Permit Shield Requested?* – Pursuant to RCSA section 22a-174-33(k), the applicant may request a permit shield. Provide the letter “Y” signifying **YES**, you are requesting a permit shield or the letter “N” signifying **NO**, you are not requesting a permit shield. The permit shield request must correspond to a specific citation to the level of division (i.e., RCSA section 22a-174-20(s)(7)) and must meet the criteria of RCSA section 22a-174-33(k). The permit shield is always subject to the commissioner’s discretion.
4. *Applicable Test Method* – Provide the pertinent applicable test method for determining compliance with all applicable requirements including any applicable requirements, including any applicable MACT source category.

Some applicable test methods are mass balance, emissions factor, CEM, stack test or record keeping depending on the applicable requirement. Merely state the name of the method. If other test methods are used, provide the name and description of the other methods used.

5. *Other Information Required by Applicable Requirements* – This field is optional. A particular applicable requirement may require more information than is requested above. If more information is required by an applicable requirement, then provide the information; if no other information is required by the applicable requirement, then write “N/A” in this field.

**Attachment D2: Generally Applicable Requirements (DEEP-AIR-APP-102B) IF APPLICABLE**

**NOTE:** An example of a generally applicable requirement would be fugitive dust from roads.

1. *Applicant Name* – Provide the applicant name as it appears on the application form.
2. *Facility Name* – Provide the facility name as provided under Part III: Site Information of the application form.
3. *Operating Scenario Number(s)* – Provide every alternative operating scenario number pertinent to the applicable requirements documented on the form. For filling out the rest of the form, see instructions for Attachment D; Part II, items 2 through 5.

**Attachment E: Total Regulated Air Pollutants Emitted Within Operating Scenarios (DEEP-TV-APP-103) REQUIRED**

The information on this form summarizes all the regulated air pollutant emissions from the facility under each operating scenario. The total emissions represents the grand total of each regulated air pollutant emitted from all emissions units at the facility.

1. *Applicant Name* – Provide the applicant name as it appears on the application form.
2. *Facility Name* – Provide the facility name as provided under Part III Site Information of the application form.

3. *Operating Scenario Number* – Provide the operating scenario number for which the information pertaining to total regulated air pollutants emitted applies. If you have no alternative operating scenarios, then you will not need to supply any other forms.

If you have one or more alternative operating scenarios, duplicate the blank form, one form for each AOS, and enter the appropriate AOS number. Provide the requested information for total regulated air pollutants for each operating scenario on the appropriate form.

**Total Regulated Air Pollutants Emitted**

1. *Regulated Air Pollutant* – Pursuant to RCSA section 22a-174-33(a)(7), “regulated air pollutant” means any of the following:
  - a. nitrogen oxides or any volatile organic compound;
  - b. any pollutant which is a criteria air pollutant, as defined in RCSA section 22a-174-1;
  - c. any pollutant from a stationary source which is subject to any standard of performance for new stationary sources pursuant to 40 CFR Part 60;
  - d. any pollutant from a substance subject to a stratospheric ozone protection requirement pursuant to 40 CFR Part 82, Subpart A, Appendix A or B;
  - e. any pollutant subject to national emission standard or other requirement under 40 CFR Part 63 and emitted by a source in a category listed in the Federal Register in accordance with section 112(e)(3) of the Act;
  - f. any pollutant from a stationary source which is subject to any standard or other requirement pursuant to 40 CFR Part 61;
  - g. any pollutant listed in 40 CFR Part 68; or

h. greenhouse gases.

Two major groups of regulated air pollutants are criteria pollutants and hazardous air pollutants (HAPs).

The criteria air pollutants are provided on the form and they include:

- TSP: Total Suspended Particulate
- PM-10: Particulate matter with an aerodynamic diameter less than or equal to a nominal 10 micrometers.
- SO<sub>x</sub>: Sulfur Dioxide
- NO<sub>x</sub>: Nitrogen Oxides
- VOC: Volatile Organic Compound
- CO: Carbon Monoxide
- Pb: Lead
- GHG: Greenhouse Gases

For hazardous air pollutant (HAPs), list only those HAPs which the facility has the potential to emit or “proposes” to emit under the operating scenario. The HAPs include any pollutant listed pursuant to the Clean Air Act section 112(b) except hydrogen sulfide and the regulated air pollutants listed above.

When you have completed listing all the HAPs for which this operating scenario has the potential to emit, (or proposed to emit), write “N/A” on the very next line to show that the HAPs list is complete. If there is not potential to emit any HAPs at this facility, then write “N/A” on the very first line of the HAPs field.

2. *N/A, ✓ or P* – Provide information for each of the pollutants listed accordingly:

Place “N/A” next to the criteria air pollutants which the facility does not have the potential to emit and leave the corresponding data fields on that line blank.

Check the box (✓) next to the criteria air pollutants which the facility has the potential to emit and fill in all of the corresponding data fields on that line according to the

directions below.

Place the letter “P” next to the criteria air pollutant if the operating scenario is “proposing” to emit one or more regulated air pollutant which the facility currently does not have the potential to emit either under the standard or other alternating operating scenario(s) but will have the potential to emit under this operating scenario.

If the “P” code is used, fill in all of the corresponding data fields on that line according to the directions below with the understanding that all of the data presented is “proposed”.

3. *Potential Emissions Amounts (TPY)* –
- a. Provide the potential emissions before any control devices for all emission units.
  - b. Provide the potential emissions after any control devices for all emission units.

Potential emission generally means the maximum capacity of a stationary source, including all physical and operational limitations, to emit any air pollutant, including fugitive emissions to the extent quantifiable. Provided physical limitations, not including controls, shall be treated as part of the source as determined by the commissioner.

Additionally, any operational limitation on such capacity, including controls or restriction on hours or amount of materials processed, shall be treated as part of the source if the restriction is practicably enforceable. (See RCSA section 22a-174-1(86).)

Practicably enforceable generally means any federally enforceable emission limitation or restriction on potential emissions or any restriction on potential emissions set forth in a permit, order, regulation or statute that specifies: the source or source category; an emission limit in terms of a rate or operational limitation in terms sufficient to

calculate actual emissions; appropriate monitoring to determine compliance; and demonstration of compliance in no longer than a 12 month rolling average. (See RCSA section 22a-174-1(87).)

The rate of emission, provided there are no federally enforceable or practicably enforceable conditions, is based on the maximum capacity of the stationary source operating at 8,760 hour per year (365 days/year x 24 hours/day).

The potential emissions must reflect the potential emissions from such source during the calendar year preceding the date of the application. Potential emissions shall include fugitive emissions to the extent quantifiable. They shall be expressed in tons per year (TPY) and in any terms as are necessary to demonstrate compliance with the applicable standards reference test method.

The grand total of potential emissions in tons per year for every regulated air pollutant potentially emitted from the facility is to be entered in this field. The grand total is arrived at by adding up the total amount of potential emissions from all of the emissions units for each regulated air pollutant emitted or proposed to be emitted at the facility under this operating scenario.

The total amount of potential emissions may be arrived at by either: 1) calculating the total or 2) *under certain circumstances*, stipulating to the amount of potential emissions.

- A facility currently in operation may stipulate to the major source thresholds for criteria pollutants and/or HAPs.
- Calculating Amount of Potential Emissions

Calculate your potential emissions if the potential emissions total is required to impose any applicable requirement or to determine compliance with any

applicable requirement for a particular emissions unit or group emissions units. Please be sure to attach all calculations as Attachment M.

- Stipulating Amount of Potential Emissions

If, and only if, the sole reason for calculating the potential emissions totals for any regulated air pollutant emitted is to determine Title V applicability, then you may stipulate to that amount. If this is the case, you may forego calculating such potential emissions.

To stipulate to the thresholds for a given regulated air pollutant, enter the appropriate threshold amount(s) in the potential emissions amount field. (See *DEEP-TV-APP-100, Part V, Title V Source Determination, Emissions Level* for guidance.)

#### **Examples:**

For a HAP:

- 10 TPY or more
- 25 TPY or any combination
- Enter the tonnage established by the Administrator pursuant to 40 CFR 63

For any regulated air pollutant, 100 tons or more:

In a serious ozone non-attainment area:

For VOCs: 50 tons or more

For NOx: 50 tons or more

In a severe ozone non-attainment area:

For VOCs: 25 tons or more

For NOx: 25 tons or more

For GHG: 100,000 (CO<sub>2</sub>e basis) tons or more

#### 4. *Stipulated/Calculations* – Provide the method



used to arrive at the potential emissions amounts:

If you completed calculations to determine the potential emissions amounts enter:

*Calculations*

If you are stipulating to the major source potential emissions thresholds, enter the appropriate emissions level code(s) below:

- E1 – 10 tons or more of any HAP
- E2 – 25 tons or more of any combination of HAPs
- E3 – Tonnage of HAPs established by the Administrator pursuant to 40 CFR 63
- E4 – 100 tons or more of any regulated air pollutant
- E5 – 50 tons or more of VOCs or NO<sub>x</sub> (*serious ozone non-attainment area*)
- E6 – 25 tons or more of VOCs or NO<sub>x</sub> (*severe ozone non-attainment area*)
- E7 – 100,000 (CO<sub>2e</sub> basis) tons or more of GHG

5. *Actual Emissions Amounts (TPY)* - Actual emissions generally means the rate of emissions from a stationary source based on real (or expected, for an operating scenario) production rates, hours of operation, and types of materials processed, stored or combusted for the period specified and information from the “Compilation of Air Pollutant Emission Factors” (AP-42; 5<sup>th</sup> Edition), relevant source test data or other information deemed more representative by the commissioner. (See RCSA section 22a-174-1(2) and 40 CFR 51.165(a)(1)(xii)(A) to (E))

Any physical or operating limitation on the stationary source regarding a pollutant emission shall be treated as part of its design provided that the limitation or its effect on emissions is federally enforceable or

practicably enforceable.

The actual emissions must reflect the actual emissions from such source during the two calendar years preceding the date of the application or during such other time period as the commissioner deems appropriate. Emissions shall include fugitive emissions to the extent quantifiable, and shall be expressed in tons per year (TPY) and in such terms as are necessary to demonstrate compliance with the applicable standard reference test method, if any.

The grand total of actual emissions in tons per year for every regulated air pollutant potentially emitted from the facility is to be entered in this field. The grand total is arrived at by adding up the total amount of actual emissions from all of the emissions units for each regulated air pollutant emitted or proposed to be emitted at the facility.

**NOTE:** If you have checked off a regulated air pollutant as having potential emissions, then you must enter an amount in the actual emissions amount field, even if that actual amount is zero.

6. *Operational Limits or Work Practice Standards* – Describe any operational limitations or work practice standards that would explain the reduction of actual emissions reported.

**Attachment F: Applicant Compliance Information (DEEP-APP-002) REQUIRED**

Section 22a-6m of the Connecticut General Statutes provides for DEEP review of an applicant's record of compliance with the environmental laws of Connecticut, any other state and the federal government. Under the law, DEEP may consider the applicant's environmental compliance record, as well as the record of the applicant's principals and any parent companies or subsidiaries, when reviewing a permit application. All permit applications must include a completed *Applicant Compliance Information Form* (DEEP-APP-002) as

Attachment F.

**Attachment G: Title V Compliance Plan (DEEP-TV-APP-104) REQUIRED**

*Applicant Name* – Provide the applicant name as it appears on the application form.

**Part 1: Emissions Units in Compliance with Applicable Requirements**

1. *Emissions Unit Number* - Provide a unique identifying number for each emissions unit or grouped emissions units in compliance with applicable requirements. The number assigned to a particular emissions unit must be consistent throughout the Title V application.
2. *Applicable Requirements in Compliance* - For each emissions unit or grouped emissions units provide the applicable requirements for which that emissions unit or grouped emissions units is in compliance.

**NOTE:** If the applicable requirement applies to something other than the emissions unit, merely indicate the same in place of the emissions unit number.

Provide the regulation name and a brief description of the applicable requirement pertaining to the emissions unit or grouped emissions units. This information should be consistent with the information provided on Attachment D: *Emissions Unit Information Within Operating Scenarios* (DEEP-TV-APP-102), Section 2: Emissions Unit – Applicable Requirements.

3. *Signature of Authorized Representative* – Pursuant to RCSA section 22a-174-2a(a), the authorized representative shall sign where indicated on the form and certify that the owner and operator of such source will continue to comply with such requirements of the applicable requirements with which the subject source is in compliance at the time the application is submitted. Please review Part IX (Certification) of these

instructions for further detail on who should sign the certification.

**Part 2: Emissions Units in Non-compliance with Applicable Requirements – Schedule for Compliance**

1. *Emissions Unit Number* – Provide a unique identifying number for each emission units or grouped emissions units in non-compliance with applicable requirements. The number assigned to a particular emissions unit must be consistent throughout the Title V application.

**NOTE:** If the applicable requirement applies to something other than the emissions unit, merely indicate the same in place of the emissions unit number.

2. *Applicable Requirements in Noncompliance* – For each emissions unit or grouped emissions units provide the applicable requirements for which that emissions unit or grouped emissions unit is in non-compliance.

Provide the regulation name and a brief description of the applicable requirement pertaining to the emissions unit or grouped emissions units. This information should be consistent with the information provided on Attachment D: *Emissions Unit Information Within Operating Scenarios* (DEEP-TV-APP-102), Section 2: Emissions Unit – Applicable Requirements.

3. *Remedial Measures For Bringing Source Into Compliance* – The compliance plan required for bringing the subject source into compliance with each applicable requirement shall include a proposed schedule.

This proposed schedule will include the measures to be taken by the owner or operator which will bring the source into compliance with each applicable requirement that the source is in noncompliance.

**NOTE:** Submittal of a compliance schedule shall not preclude the commissioner from

taking enforcement action.

4. *Date Compliance Will be Achieved* – Provide the date by which compliance will be achieved for each applicable requirement in non-compliance. These dates along with the remedial measures provided above will comprise the proposed schedule for bringing the subject source into compliance with each applicable requirement.
5. *Signature of Authorized Representative (If applicable)* – The authorized representative shall sign where indicated on the form and certify that the source will comply with such requirements by such dates with respect to applicable requirements with which the subject source is not in compliance at the time the application is submitted, and which will not take effect until after the reasonably anticipated issuance date of the Title V permit sought by the applicant. Please review Part IX (Certification) of these instructions for further detail on who should sign the certification.

As noted at the bottom of Attachment G, the “schedule” requires that the permittee submit:

- Certified progress reports at least on March 1st and September 1st of each year pursuant to RCSA section 22a-174-33(q)(1); and
- Compliance certifications at least on March 1st of each year pursuant to RCSA section 22a-174-33(q)(2).

### **Part 3: Compliance Plan Certification**

After the compliance plan has been completed it must be reviewed and signed in accordance with the provisions of RCSA section 22a-174-2a(a)(5). Please review Part IX (Certification) of these instructions for further detail on who should sign the certification.

**Attachment H:** If applicable, within an operating scenario, a description of air pollution

control equipment in use at the facility and a description of monitoring equipment in use at the facility to quantify emissions or to determine compliance.

Please note that there are no associated forms with this attachment. Label your work under this part as Attachment H. This attachment is for the equipment which is not associated with an emissions unit and therefore, not captured on other forms.

Provide the information for all air pollution control equipment and all monitoring equipment which is not associated with an emissions unit or grouped emissions units, and was not reported previously.

*Control Equipment Description* - Provide a description of the air pollution control device.

*Monitoring Equipment Description* – Identify any monitoring equipment, such as Continuous Emissions Monitoring (CEM) equipment by its make, model, and serial number.

**Attachment I:** If applicable, for identification and description purposes, supply a copy of the order, permit, or certification granting an alternative means of compliance for nitrogen oxides (NOx) or volatile organic compounds (VOCs) granted by order, permit, or certification.

Please note that there are no associated forms with this attachment. Label your work under this part as Attachment I.

**Attachment J:** If applicable, for renewals or modifications only, a marked up copy of your original Title V permit noting modifications or other changes. Please redline any proposed deleted language and use uppercase font for proposed new language.

Please note that there are no associated forms with this attachment. Label your work under this part as Attachment J.

**Attachment K: Written Authorization Form  
RCSA section 22a-174-2a(a)(2)(B) (DEEP-  
TV-SIG-REG-002) IF APPLICABLE**

If applicable, submit the *Written Authorization Form* (DEEP-TV-SIG-REG-002) as Attachment K. Provide the name and title of the person(s) designated by the applicant as the authorized representative pursuant to RCSA section 22a-174-2a(a).

Please note that the Written Authorization form may not be necessary if already completed and approved by the Bureau for the signatory who has signed other documents being submitted. See RCSA section 22a-174-2a(a)(2)(B) for guidance.

**Attachment L:** If applicable, provide Compliance Assurance Monitoring (CAM) plan for emission units with control devices that have pre-control potential emissions at or above major source thresholds. The rule is limited to emission units operating in accordance with federally enforceable regulations, those issued prior to 1990. These federal regulations are not limited to EPA regulations, and include any regulation that pertains to the Title V operating permit. Exemptions from the CAM rule include emission units subject to a post November 15, 1990 NSPS or NESHAP, sources subject to 40 CFR 82 (stratospheric ozone requirements), Acid Rain sources (40 CFR 75), Emission Trading sources and those subject to emission caps associated with a Title V permit.

Please note that there are no associated forms with this attachment. Label your work under this part as Attachment L.

**Attachment M:** If applicable, provide all calculations associated with your application. Clearly label all calculations.

Please note that there are no associated forms with this attachment. Label your work under this part as Attachment M.

**Attachment N:** If applicable, Acid Rain Permit application.

Submit a completed Acid Rain Permit application as attachment N if you:

- (1) have a unified Title V Operating Permit that includes, by reference and attachment, your Acid Rain Permit; or
- (2) are currently covered by an Acid Rain Permit that expires upon the incorporation into your Title V permit; or
- (3) are currently covered by an Acid Rain Permit that expires within one year of your existing Title V Operating Permit.

A *copy* of the Acid Rain Permit application shall also be sent to:

Mr. Ian Cohen, US EPA  
EPA Region 1  
5 Post Office Square - Suite 100  
Mail Code OEP05-02  
Boston, MA 02109-3912

Acid Rain Permit application forms and instructions can be found at:  
[www.epa.gov/airmarkets/business/forms.html#arp](http://www.epa.gov/airmarkets/business/forms.html#arp)

**Attachment O:** If applicable, provide other supporting documents associated with your application as Attachment O.

**Available Resources**

Below is a list of possible resources for specific information required for this application. Be sure to also check the DEEP website, [www.ct.gov/deep](http://www.ct.gov/deep) and your local town hall or library for maps and other reference materials.

Both the DEEP Maps and Publications 860-424-3555 and the DEEP File Room 860-424-4180 are located on the store level at 79 Elm Street, Hartford, CT. Please call the appropriate office in advance for hours of operation.

For general assistance regarding the Title V program contact 860-424-4152.

For the subject application form, instructions and other required documents visit the DEEP website at: [www.ct.gov/deep/airpermits](http://www.ct.gov/deep/airpermits)

- Pollution Prevention: A variety of pollution prevention publications are available from the Office of Pollution Prevention, DEEP, 860-424-3297
- The Clean Air Act Amendments of 1990 (CAAA) 42 U.S.C. section 7401 et seq. [www.epa.gov/air/caa](http://www.epa.gov/air/caa)

- Regulations of Connecticut State Agencies (RCSA) - Abatement of Air Pollution sections 22a-174-xx, where xx represents various sections in the regulation. Especially helpful are:

RCSA section 22a-174-1      Definitions

RCSA section 22a-174-2a      Procedural Requirements for Permitting

RCSA section 22a-174-3a      New Source Review

RCSA section 22a-174-33      Title V Permit Program

- State Air regulations are available on the DEEP website at [www.ct.gov/deep/laws-regs](http://www.ct.gov/deep/laws-regs)
- State and federal statutes and regulations are available for review at various locations:

On the web:

- State Statutes [www.cga.ct.gov/asp/menu/Statutes.asp](http://www.cga.ct.gov/asp/menu/Statutes.asp)
- DEEP website for statutes and regulations: [www.ct.gov/deep/laws-regs](http://www.ct.gov/deep/laws-regs)
- Code of Federal Regulations [www.epa.gov/epahome/rules.html](http://www.epa.gov/epahome/rules.html) - [codified](#)
- Laws, Regulations, Policy, Guidance and Legislation (US EPA Web Site)

[www.epa.gov/epahome/lawregs.htm](http://www.epa.gov/epahome/lawregs.htm)

• [White Paper for Streamlined Development of Part 70 Permit Applications](#), from L. Wegman/Office of Air Quality Planning and Standards to the EPA Region air division directors (July 10, 1995) (also known as “Title V White Paper #1”) <http://www.epa.gov/region7/air/title5/t5mos/fnlwtppr.pdf>

Book Format:

- State Library (Hartford)
- University Law Schools (UCONN-Hartford, Yale)
- Superior Courthouse Libraries (located throughout the state)
- Town Halls and Libraries (statutes)

### **Affirmative Action, Equal Employment Opportunity and Americans with Disabilities**

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act (ADA). Please contact us at (860) 418-5910 or [deep.accommodations@ct.gov](mailto:deep.accommodations@ct.gov) if you: have a disability and need a communication aid or service; have limited proficiency in English and may need information in another language; or if you wish to file an ADA or Title VI discrimination complaint.