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CHAPTER 115 INSTRUCTIONS FOR MINERAL PROCESSING AIR EMISSION LICENSE APPLICATION

State of Maine
Department of Environmental Protection
Bureau of Air Quality

Fill out all applicable sections of the forms. Some applications will need to include information in addition to the forms. Attach additional pages as necessary. Attachments should be listed in Section I of the application form.

Please Note: The purpose of the application form is to ensure the Bureau of Air Quality receives all of the information necessary to draft an accurate and complete air emission license for your facility. Please fill in information as accurately and thoroughly as possible.

INSTRUCTIONS for SECTION A: FACILITY INFORMATION

Owner or Operator: The legal name of the person or company who owns, leases, operates, controls, or supervises the facility applying for the license as registered with the Secretary of State.

Facility Site Name: (if different than owner/operator name above) Name the facility is generally known by, e.g. pit name.

Facility Site Address: The physical site address of the equipment to be covered by the air emission license. Do not list a post office box here.

Facility Description: A description of the facility operations. Check all that apply.

Application Description: A brief description of the purpose for this application.

Current License Number (if an existing facility): The number of the air emission license the facility is currently operating under.

Checklist: These requirements are necessary for the Department to accept the application for processing and should be completed then checked off prior to submitting the application.

All applications must complete the following requirements:

- **Application completed** - the applicable portions of the application forms must be filled out.
- **Copy sent to town and date sent** - a copy of the air emission license application must be filed for public inspection with the town or city clerk of the local municipality.
- **Public notice published** - a public notice of intent to file must be published in a newspaper of general circulation in the region in which the source would be located (see Public Notice of Intent to File form).
- **Enclose public notice tear sheet** - a clipping or photocopy of the notice from the paper must be submitted with the application.
- **Signed signatory form** - the Responsible Official must sign the application form (see Section J).

The following items are required for New sources only, i.e. facilities that do not currently have an air emissions license:

- **Schedule for construction or installation of equipment** – include a basic construction schedule either for the facility or the installation of the new emissions equipment
- **Title, Right, or Interest** – include documentation of the applicant’s legal interest in the property as described in Chapter 115. This usually consists of either a copy of the deed or lease showing the applicant’s ownership or interest in the property.
- **Check for Fee** – enclose a check, made out to “Treasurer, State of Maine” to cover the first year’s license fee. Contact the Bureau of Air Quality Licensing Section for the exact amount of the fee that should be submitted.

Application # and App Track #: To be filled in by the Department.

Facility Contact: Contact information for the person responsible for any future questions regarding this facility including scheduling appointments or inspections.

Application Contact: Contact information for the person who is responsible for answering questions regarding this specific application if different from the Facility Contact.

Billing Contact: Contact information for the person who is responsible for receiving and paying air emission license invoices (accounts payable).

Instructions for SECTION B1: STATIONARY FUEL BURNING EQUIPMENT

Emissions Unit Table: - Fill out the table for fuel burning equipment, not including insignificant activities, engines, or incinerators. See Appendix B of Chapter 115 for a list of insignificant activities. For engines, see Section B2 of the application form.

List:

- **Emission Unit ID** - designation to identify emission unit. You may use in-house identification labels. Do not repeat emission unit IDs.
- **Type of equipment** - boiler, water heater, space heater, etc.
- **Maximum design capacity** - maximum design capacity in millions of Btu per hour (MMBtu/hr).
- **Maximum firing rate** - gal/hr, scf/hr, tons wood/hr, etc. (include units in table).
- **Fuel type** - type of fuel burned. List all fuels if more than one type of fuel is burned.
- **% Sulfur** - If known, the maximum sulfur content of the fuel burned.
- **Date of manufacture** - date when the equipment was manufactured.
- **Date of installation** - date when the equipment was installed.
- **Stack #** - the number (or other identifying label) of the stack which vents the emission unit.

In general, list emission units separately. Do not combine units in one entry. One boiler may have different rated capacities for different fuels and each fuel may be listed separately in the table.

INSTRUCTIONS for SECTION B2: PORTABLE & STATIONARY INTERNAL COMBUSTION ENGINES

Emissions Unit Table: - Fill out the table for any stationary or portable internal combustion engines (generators, fire pumps, diesel drives, etc), not including insignificant activities. Engines which power the movement of mobile equipment (e.g. backhoes, loaders, trucks, forklifts, graders, etc.) should not be included. See Appendix B of Chapter 115 for a list of insignificant activities.

List:

- **Emission Unit ID** - designation to identify emission unit. You may use in-house identification labels. Do not repeat emission unit IDs.
- **Serial Number** - The serial number of the equipment engine. In case of a generator or fire pump, make sure to enter the serial number of the engine itself and NOT the serial number of the water pump or entire gen-set.
- **Maximum design capacity** - maximum design capacity in MMBtu/hr, kW, or Hp. (include units in table).
- **Maximum firing rate** - gal/hr, scf/hr, etc. (include units in table).
- **Fuel type** - type of fuel burned.
- **% Sulfur** - If known, the maximum sulfur content of the fuel burned.
- **Date of manufacture** - date when the equipment was manufactured.

- **Date of installation** - date when the equipment was installed.
- **Portable or Stationary** – Indicate with an “X” in the appropriate box whether the engine is Portable (i.e. not attached or clamped via cable, chain, turnbuckle, bolt, or other means, except electrical connections, to any anchor, slab, or structure, including bedrock) or Stationary
- **Spark Ignition Engines Only** – For spark ignition engines (i.e. those that fire gasoline, natural gas, or propane) indicate whether the engine is a 2-stroke or 4-stroke engine and also whether it is a rich burn or lean burn engine by placing an “X” in the appropriate box.

In general, list emission units separately. Do not combine units in one entry.

Instructions for SECTION C: ROCK CRUSHERS

List:

- **Emission Unit ID** – List the rock crushers to be included in the license. In-house identification names may be used as the unit ID if names do not repeat.
- **Maximum Material Process Rate** – List the manufacturer’s specified maximum process rate (ton/hour).
- **Powered By** – List either the ID of the engine which powers the crusher or enter “electrical” to state the crusher is powered by grid electrical power.
- **Date of Manufacture** - Date the equipment was manufactured.
- **Date of Installation** - Date the equipment was installed.
- **Water Sprays Installed and Operational** – State whether or not operational water sprays are installed on this particular piece of equipment.
- **Date of Initial Performance Test** – Enter the date of the most recent performance test performed (if applicable).

Do not repeat Emission Unit ID numbers. List emission units separately; do not combine units in one entry. List each crusher separately, even if they are trained together as one process.

Instructions for SECTION D: ASPHALT PLANT

List:

- **Equipment ID** – Designation used to identify the unit (e.g. Plant 36)
- **Plant Type** – State whether the asphalt plant is a batch plant or a continuous rotary drum design.
- **Maximum Finished Material Process Rate** – List the maximum production rate of the plant in ton/hour.
- **Date of Manufacture** - Date the equipment was manufactured.
- **Date of Installation** - Date the equipment was installed.
- **Kiln Maximum Heat Input** – List the maximum design heat input of the kiln burner in MMBtu/hr.

- **Kiln Fuel Type and Sulfur Content** – List the type of fuel fired in the kiln, and include the maximum sulfur content of the fuel fired. List all fuels if more than one type may be fired.
- **Maximum Firing Rate** – List the maximum firing rate of the kiln in gallons per hour.
- **Control Device** – List any and all control devices operated on the asphalt plant including baghouses, scrubbers, cyclones, etc.
- **Stack Flow Rate** – List the maximum flow rate at the stack exit in actual cubic feet per minute (acfm).
- **Stack Exit Temperature** – List the exit temperature in °F.
- **PM Detector** – State whether or not there is an operational PM detector on the asphalt plant exhaust.

Instructions for SECTION E: CONCRETE PROCESSING

For Batch Plants List:

- **Emission Unit ID** – List the concrete processing equipment to be included in the license. In-house identification names may be used as the unit ID.
- **Maximum Finished Material Process Rate** – List the manufacturer's specified maximum process rate in cubic yards per hour.
- **Date of Manufacture** - Date the equipment was manufactured.
- **Date of Installation** - Date the equipment was installed.
- **Control Device** – List any control devices used to control emissions from this equipment including baghouses, scrubbers, cyclones, etc.

For Storage Silos List:

- **Emission Unit ID** – List what you would prefer the equipment to be referenced as in your license. You may use in-house identification labels.
- **Maximum Storage Capacity** – List the maximum storage capacity of the storage silo.
- **Date of Manufacture** - Date when the equipment was manufactured.
- **Date of Installation** - Date when the equipment was installed.
- **Control Device** – List any control devices used to control emissions from this equipment including baghouses, scrubbers, cyclones, etc.

Instructions for SECTION F: ANNUAL FACILITY FUEL USE

List:

- **Calendar Year** – List the most recent calendar year for which data is available (i.e. 2011, 2012, etc.).
- **Fuel Type** – List the type of fuel fired. (kerosene, #2 fuel oil, diesel fuel, #4 fuel oil, #6 fuel oil, natural gas, etc.)
- **Sulfur Content** – List the sulfur content of the fuel fired.
- **Actual Fuel Usage** – List the total usage of the fuel specified for the listed calendar year.

Instructions for SECTION G: SOLVENT CLEANERS

Fill in this table for any parts washers or solvent degreasers used at the facility.

- **Emission Unit ID** – Number/name to identify unit
- **Capacity** – The maximum amount of liquid capable of being stored in the unit, in gallons
- **Solvent Used** – The specific type of materials used for cleaning (SafetyKleen, kerosene, etc.)
- **Solvent % VOC** – The percentage of VOC in the solvent used (from MSDS).

Instructions for SECTION H: ADDITIONAL EQUIPMENT

Describe any equipment, activities, or other emission sources at the facility that did not fit into any of the above categories. Indicate the pollutant emitted and a description of any air pollution control devices. You may attach additional sheets if necessary.

Instructions for SECTION I: BPT/BACT AND OTHER ATTACHMENTS

BPT/BACT: Section I describes the requirements for a Best Practical Treatment (BPT) analysis and a Best Available Control Technology (BACT) analysis. If the control equipment, fuel limitations, and process constraints listed in the application are sufficient to describe BPT (or BACT, as appropriate) for the facility, check the first box.

If a more in-depth analysis is required, check the second box and attach a separate BPT or BACT analysis.

New Sources: New sources applying for their first air emission license are required to include the following attachments.

- A schedule for the construction of the new minor source or a schedule for the installation of the equipment which causes the source to exceed the licensing threshold.
- Title, Right, or Interest in the property as described in Chapter 115. This usually consists of either a copy of the deed or lease showing the applicant's ownership or interest in the property.
- Check made out to "Treasurer, State of Maine". Contact the Licensing Section for the exact amount of the fee that should be submitted.

Other Attachments: List any attachments that are included in this submittal. These attachments should be clearly labeled and the label noted on this page for reference.

Instructions for SECTION J: SIGNATORY REQUIREMENTS

The application must be signed by a designated Responsible Official.

"Responsible official" means one of the following:

- A. For a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either:
 - (1) The facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or
 - (2) The delegation of authority to such representatives is approved in advance by the permitting authority;
- B. For a partnership or sole proprietorship: a general partner or the proprietor, respectively;
- C. For a municipality, State, Federal, or other public agency: Either a principal executive officer or ranking elected official. For the purposes of this part, a principal executive officer of a Federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of EPA).

Additional Questions?

If you have any questions regarding filling out your air emission license application form, please contact a member of the Bureau of Air Quality Licensing Section at (207) 287-7688.

Additional forms and guidance can be found online at:

www.maine.gov/dep/air/licensing/index.htm