



Department of Environmental Protection, Bureau of Air Quality

17 State House Station, Augusta Maine 04333-0017
Phone: 207-287-7688 Fax: 207-287-7641

Table with 2 columns: Field Name, Value. Rows include Form No. (A-L-0062), Effective Date (5/7/2012), Revision No. (08), Last Revision Date (11/3/2020), and Page 1 of 4.

CHAPTER 165 INSTRUCTIONS
for Class IV-A Incinerators
General Permit Number (GPN) Application
and Notice of Intent to Comply (NOITC)

This application form is required to apply to cover a Class IV-A Incinerators under the general permit process per 06-096 CMR 165.

Fill out all applicable sections of the forms. Attach additional pages as necessary.

INSTRUCTIONS for SECTION A: FACILITY CONTACT INFORMATION

Owner Name: The legal name (as registered with the Secretary of State) of the company (or person) who owns the incinerator for which the general permit is being requested. Enter the mailing address for the person or company. If the owner is an individual, enter his or her phone number and e-mail address.

Site Name: The physical location of the incinerator to be covered by the general permit. Do not list a post office box here. Provide any additional directions needed to locate the site from a main roadway.

Application Contact: Contact information for the person responsible for answering questions regarding this specific application (if different than the Owner).

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

INSTRUCTIONS for SECTION B: PUBLIC NOTICE

Enter the date the public notice of intent to file under Chapter 165 was published and the name of the newspaper in which it was published. The public notice of intent to file must be published no more than 30 days before an application is submitted. Proof of publication (e.g. a clipping or copy from the paper) must be included in order to process a Chapter 165 General Permit Application.

A completed copy of the application form and any additional notices must be sent to the municipality where the equipment will be operated. Enter the date the municipality was notified.



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**INSTRUCTIONS for SECTION C: EQUIPMENT INFORMATION**

**Serial Number:** A unique identifier for the piece of equipment. The equipment must be permanently affixed with either the serial number listed here or the Department issued General Permit Number.

**Type of Equipment:** Check the appropriate box to denote if the incinerator is a crematorium or veterinary incinerator.

**Manufacturer of unit:** The name of the manufacturer of the incinerator.

**Model:** The model name of the incinerator.

**Date of Manufacture:** The date the incinerator was manufactured. If the exact date is not known, enter the year.

**Date of Installation:** The date the incinerator was installed. If the exact date is not known, enter the year.

**Max. Initial Charge:** The maximum weight of the waste charged per load, in pounds.

**Max. Design Combustion Rate:** The rate at which the unit combusts waste as specified by the manufacturer in pounds per hour.

**Automatic Feeder:** Indicate if the unit has an automatic or manual feed system.

**Retention Time of Exhaust Gases:** Provide the retention time of the exhaust gases (in seconds) as specified by the manufacturer.

**Design heat input capacity:** For any auxiliary burners in the primary or secondary (afterburner) chamber, provide the maximum rating of each burner in MMBtu per hour.

**Temp Range:** The operating range for the primary and secondary chambers in °F.

**Type of fuel used:** For the primary or secondary (afterburner) chamber, provide the type of fuel fired in the auxiliary burners (e.g. natural gas, propane, #2 fuel oil).

**INSTRUCTIONS for SECTION D: EMISSIONS CONTROL EQUIPMENT**

**Continuous Recording Devices:** Check the appropriate box to denote if the incinerator is equipped with continuous recording devices.

**What is recorded:** If the incinerator is equipped with continuous recording devices, indicate what data is recorded.



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**Type of recording device:** Check the appropriate box to denote the type of recording device used with the incinerator.

**Other Control Equipment:** Use this space to note any pollution control equipment associated with the incinerator.

**INSTRUCTIONS for SECTION E: ANNUAL FEE**

An application fee, in the amount of \$117 per incinerator and made out to “Treasurer, State of Maine”, must accompany the general permit application. Check this box to confirm the fee is enclosed.

Each Chapter 165 general permit issued is subject to an annual fee. This fee is billed in December of each year.

**INSTRUCTIONS for SECTION F: SIGNATORY REQUIREMENT**

The application must be signed by a designated Responsible Official or Authorized 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).

“Authorized Official” means any duly authorized person given permission by an owner or operator to conduct business with the Department on their behalf.



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**Additional Questions?**

If you have any questions regarding filling out your general permit application form, please contact a member of the Licensing Section at (207) 287-7688.

Additional forms and guidance can be found online at:  
<http://www.maine.gov/dep/air/permits/index.html>