

(Adopted June 2, 1978)(Amended November 7, 1986)
(Amended July 10, 1992)(Amended April 10, 1998)

**LIST AND CRITERIA IDENTIFYING INFORMATION
REQUIRED OF APPLICANTS SEEKING A PERMIT TO CONSTRUCT
FROM THE SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT**

The South Coast Air Quality Management District has adopted this List and Criteria for determining whether applications for future projects are complete. This List and Criteria identifies information required of applicants seeking permits to construct air pollution sources and requires submission of such information before an application can be determined to be complete.

Within 30 calendar days after receiving an application, the Executive Officer will advise the applicant in writing whether the application is complete. If an application is deemed incomplete, the Executive Officer will notify the applicant of what additional information needs to be provided. Within 30 calendar days after receipt of the submitted materials, the Executive Officer will determine in writing whether they are complete. If the application is determined not to be complete, the applicant may appeal the decision to the Governing Board. The Governing Board will make its decision within 60 calendar days after receipt of applicant's written appeal.

All applicants are subject to the requirements of this List and Criteria as applicable. While an application is being processed, the Executive Officer may request the applicant to clarify, amplify, or supplement the information required by this List and Criteria. Where a source is subject to the District's New Source Review (NSR) Regulation, the information listed here may also be required for the existing portion of the facility.

The type of information and the level of details associated with information required of a permit applicant will vary depending on the scope of the proposed project, predicted emissions, and potential health effects. For some projects, it may not be necessary to submit all the information required by the List and Criteria in order to have an application deemed complete. Lists of required information for common processes are available from the District. Such lists may assist the applicant in filing an application but additional data may be required in accordance with this document. The District urges all applicants to discuss their projects with our staff prior to the filing of applications. Consultation with the District staff will expedite the process by identifying the specific information that will

be required of an applicant. The applicant may also call the Office of Public Advisor at (909) 396-3600 for assistance regarding general permit information.

An applicant seeking an exemption provided for in any rule or regulation of the District must supply the Executive Officer with all information necessary for the Executive Officer to determine whether such an exemption should be granted. Information regarding the District's general permit requirements, such as filing deadlines, fee schedules, and appeal process, can be found in the Rules and Regulations of the District.

Prior to filing an application with the District, all applicants are urged to participate fully in the early stages of the California Environmental Quality Act (CEQA) process being undertaken by the lead agency for the applicant's project in order: 1) to be apprised of the applicable air quality and other environmental constraints, 2) to make such project modifications as may be necessary to satisfy those constraints, and 3) to allow the District (as a responsible agency under CEQA) to issue permits for significant projects involving discretionary actions.

Applicable time limits for permit processing are:

- Where the District is lead agency, 180 days from certification of the EIR, or 60 days from adoption of the negative declaration or determination that the project is exempt, or, if no formal determination is made, 60 days after the determination should have been made.
- Where the District is a responsible agency, within 180 days of the date the application is deemed complete by the responsible agency, provided the project has been approved by the lead agency, or, if not so approved, as expeditiously as practicable, not to exceed 180 days, after the project has been approved by the lead agency.

This application is for a development project if it is for a permit to construct. All applications for permits to construct new or modified air sources are subject to the requirements of all or portions of the following list:

I. General Information

- A. Business license name.
- B. Name of owner or principal partners.

- C. Name, address, and phone number of person to contact regarding this application.
- D. Type of use entitlement (e.g., own, rent, lease).
- E. Estimated construction dates and estimated completion dates.
- F. Type of business (e.g., corporation, partnership).
- G. Type of application (e.g., new equipment, modification of existing equipment, existing equipment not previously permitted, change of ownership).

II. Description of Facility

- A. Location.
 - 1. Street address of facility (or location as described by section, township and range).
 - 2. Scaled and dimensioned plot plan of facility which shows and identifies the locations of:
 - a) Public and private streets.
 - b) Property lines.
 - c) Existing and proposed buildings (indicate their heights).
 - d) Surrounding property owners and uses within 600 feet radius of the facility.
 - e) Storage areas for fuel, materials, and products.
 - f) Basic, control, and air monitoring equipment.
 - g) Piping and ducts for carrying fuels, products, and possible sources of air pollutants.
 - h) Points of emissions.
- B. Description of the general purpose of this facility.

III. Description of Process, Equipment, and Control System

- A. General description of each process line.
- B. A block flow diagram which shows the interaction between each process line (include a material balance and a description of the material processed as it changes in terms of maximum design rates).
- C. A block flow diagram which shows the transfer of materials, products, and possible sources of air pollutants between process lines, buildings, and storage areas.
- D. Basic and control equipment descriptions (e.g., make, function, model, dimensions, size, type, maximum capacity, Hp) and drawings.

- E. Operating schedule (No. of hours/day, days/week, weeks/year).
- F. Material flow rates and process parameters affecting air pollution emissions or potential to emit air pollutants.
- G. Maximum monthly, hourly, and daily production rates and raw material usage rates.
- H. Total average annual production rates and raw material usage rates (such as tons/year).
- I. Information associated with each piece of basic (existing, modified, and proposed) equipment.
 - 1. Equipment identification number.
 - 2. Inlet and outlet temperatures.
 - 3. Emission points and any connections to the control equipment.
 - 4. Materials entering and leaving the equipment.
 - 5. Energy consumption (e.g., Btu/hr, KW/hr).
 - 6. Operating parameters (e.g. temperature, pressure, flow rate).
- J. Control equipment and information associated with each piece of control equipment (existing and proposed).
 - 1. Drawing and description of overall control equipment.
 - 2. Control equipment identification number.
 - 3. Inlet and outlet concentrations.
 - 4. Capture efficiency.
 - 5. Control efficiency and source of data (e.g., calculations, manufacturer's specifications, source test).
 - 6. Points of emissions associated with each piece of equipment.
 - 7. Operating parameters (e.g., temperature, pressure, space velocity, air-to-cloth ratio for baghouses, liquid-to-gas ratio for wet scrubbers).
 - 8. Size distribution and chemical nature of particulate emissions.
 - 9. Energy consumption (e.g., Btu/hr, KW/hr).
 - 10. Volumetric air flow rate through the control equipment.
 - 11. Control instrument (e.g., temperature monitor and indicator, flow monitor and indicator, VOC monitor and analyzer).
- K. Locations and amounts of emissions (in terms of maximum design rates and average operating rates), and release characteristics.
 - 1. Points of emissions.
 - 2. Height of the outlet above ground level.
 - 3. Size and shape of the outlet (e.g., 9" round).

4. Flow rate of exhaust gases.
 5. Outlet temperature.
 6. Estimated quantity of each pollutant emitted: particulate matter, carbon monoxide, organic gases, nitrogen oxides, sulfur oxides, lead, and any other materials that may cause public nuisance or adverse health effect.
- L. Fugitive emissions not included in "K" above.
- M. Copies of all calculations used in answering the previous questions (also cite references and tolerance of data).

IV. Fuel Burning Equipment and Fuel

- A. Burners.
1. Equipment identification number, manufacturer's name and model, size, number of burners, minimum and maximum ratings per burner, and burner type.
 2. The burner mode of control, (e.g., manual, automatic on-off, high-low) if applicable.
 3. Air compressor data (if air atomization is used): manufacturer's name and model, drive motor horsepower, compressor rating (pressure and capacity) and operating pressure.
 4. Firing type, (e.g., tangential, opposed, front).
 5. Air/fuel ratio control procedure.
- B. Fuel used data; including types, grades, consumption rates, pretreatment of the fuel if any (method and temperature), lower or higher heating value (e.g., Btu/cu ft, Btu/gal, Btu/lb); and ash, sulfur, moisture, H₂S, and nitrogen contents, where applicable.
1. For oil preheaters, indicate the type and the temperature to which the oil is expected to be preheated.
 2. State whether unit is to be used to incinerate waste gas or liquid stream. Submit a drawing of the method of waste stream introduction with respect to gas/fuel oil burners.
 3.
 - a) Indicate the amount of each fuel used per year (gal/yr for liquid, million cu ft/yr for gaseous, and tons/yr for solid; also indicate fuels used as standby fuel).
 - b) Indicate the maximum consumption rate of fuel in any one hour and any 24 hour period.

- C. Thermal efficiency and the basis for determining the efficiency.

V. Storage Facilities

- A. Size, model, type, dimensions, and make of storage facilities and associated piping and pumps.
- B. Properties or characteristics of materials and products being stored.
- C. Control procedures and equipment utilized on storage facilities.
- D. Conditions under which storage exists (e.g., temperatures, pressure, wind speed).

VI. Information Required for Air Quality Impact Analysis

- A. Air quality data, including any data measured at monitoring stations installed by applicant.
- B. Meteorological data.
- C. Topographical data.
- D. Concentration Impact Analysis.
 - 1. Mass emission rate and stack concentration of air pollutants.
 - 2. Stack diameter.
 - 3. Stack height above ground level.
 - 4. Exhaust temperature.
 - 5. Exhaust velocity.
 - 6. Exhaust flow rate (volumetric).
 - 7. Buildings whose wakes may affect the plume of the stack.
 - 8. Dimensions of the buildings identified above.
 - 9. Maximum concentration of air pollutants for any averaging times of concern and any receptors of concern.
 - 10. Model used to perform concentration impact analysis.
 - 11. Assumptions made in the model.
 - 12. Half life or atmospheric reactions.
 - 13. Name and qualifications of company and/or person who performed concentration impact analysis.
- E. Health Risk Assessment.
 - 1. Unit risk factors used in determining lifetime cancer risk.
 - 2. Population characterization (e.g., numbers, location, sensitive receptors).
 - 3. Exposure assessment (e.g., working hours, family relocation).

4. Risk estimates for all parameters of concern, including multi-pathway analysis.
5. Analysis of potential health effects of non-carcinogenic air pollutants.
6. Map showing the receptor areas of concern drawn to scale with the sensitive receptors clearly marked. All applicants are encouraged to consult with the District staff as to an appropriate distance for health risk assessment.
7. Name and qualifications of company and/or person who performed health risk assessment.

F. Documentation of all results, calculations and information used in answering items A through E above (also cite references).

VII. Identify all facilities emitting air pollutants within the State of California that are owned or operated by the applicant and the compliance status of each.

VIII. Cargo Carriers

List the frequency of visits, describe types and sizes of all cargo carriers (other than motor vehicles), identify nature of cargo, and conditions under which the cargo is transferred.

IX. Trade-Offs from Other Existing Sources

- A. Provide sufficient information to determine whether adequate emission reductions will be achieved to offset the emissions from the applicant's source (e.g., name and location of trade-off sources and of how the emission trade-offs will be affected).
- B. Identify all qualified third parties who will provide emission trade-offs.
- C. Provide a copy of any contractual agreements to purchase emission trade-offs from the qualified third parties.
- D. Provide source test data or relevant information to document the actual historical emissions.

X. Mitigation Measures

- A. Air pollution control equipment proposed.
- B. Process changes or operations utilized to reduce emissions.
- C. Other.

XI. Best Available Control Technology (BACT)

- A. Itemized capital cost, including installation and/or modification cost for the proposed basic equipment and any associated air pollution control equipment.
- B. Itemized annual operating cost, including fuel cost for the proposed basic equipment and any associated air pollution control equipment.
- C. Product and energy recovery credits.
- D. Estimated equipment life and its salvage value.
- E. Operating conditions at which the maximum daily emissions will be generated.
- F. Maximum daily emissions at the above conditions and the basis of how the emission rates were estimated.
- G. Calculations, emission data, and/or any other information to verify that the equipment complies with the District's Best Available Control Technology (BACT) requirements.

XII. Ambient Air Monitoring Data

- A. Meteorological data, including wind speed and direction.
- B. Topographical data.
- C. Measured ambient concentrations of air pollutants.
- D. Names and qualifications of companies and/or persons who collected and analyzed ambient air samples.
- E. Collection and analysis methods.
- F. Calibration data, including certification of accuracy or National Bureau of Standards (NBS) traceability.
- G. Quality assurance/quality control data (e.g., analyzer audit, zero/span drift).
- H. Chain of custody document.

XIII. Source Test Data

For the purpose of estimating emissions from the proposed equipment, the following source test data from any similar or related equipment may be required for both the inlet and exhaust streams:

- A. Date on which the source test was performed.
- B. Names and qualifications of companies and/or persons who conducted the source test and analyzed the samples.
- C. Source test and analysis methods.
- D. California Air Resources Board (CARB) source test certification information.
- E. Operating parameters (e.g., pressure, feed rate).
- F. Stack temperature.
- G. Stack inlet and outlet temperatures.
- H. Concentration of any air pollutants in the exhaust stack.
- I. Mass emission rate of any air pollutants.
- J. Moisture content.
- K. Oxygen content.
- L. Carbon dioxide content.
- M. Velocity.
- N. Volumetric flow rate.
- O. Sampling points.
- P. Calibration data, including certification of accuracy or National Bureau of Standards (NBS) traceability.
- Q. Quality Assurance/quality control data (e.g., analyzer audit, zero/span drift).
- R. Chain of custody document.

XV. California Environmental Quality Act Document

Provide an approved or certified copy of the California Environmental Quality Act (CEQA) document (e.g., negative declaration, environmental impact report) for any project for which the lead agency determines that a CEQA document is required.

XVI. Hazardous Waste and Substances Statement

Where the District is lead agency, the applicant is required to complete and sign the following Hazardous Waste and Substances Statement, if the facility is contained on one of the lists compiled pursuant to Section 65962.5 of the

Government Code. These lists are available at the city or county in which the project is proposed to be located.

HAZARDOUS WASTE AND SUBSTANCES STATEMENT

The development project and any alternatives proposed in this application are contained on the lists compiled pursuant to Section 65962.5 of the Government Code. Accordingly, the project applicant is required to submit a signed statement that contains the following information:

Name of applicant:	
Address:	
Phone Number:	
Address of site (street name and number, if available, and Zip Code):	
Local agency (city/county):	
Assessor's book, page, and parcel number:	
Specify any list pursuant to Section 65962.5 of the Government Code:	
Regulatory identification number:	
Date of list:	

Applicant Signature

Date