

SUBMITTING THE ALASKA TITLE V OPERATING PERMIT APPLICATION TO THE DEPARTMENT

The application submittal to the Department should include the following:

- One electronic copy of the permit application including a scanned signed certification of the appropriate Series A form for initial Title V, Title V renewal, or Title V application revision.
- One electronic copy of the Potential to Emit calculations (if required to include in the application) in spreadsheet format (e.g. MS Excel).

Upon completing the application materials, the owner/operator should:

1. Scan any physical forms to append electronic documents.
2. Attach the documents to an email to the Permit Intake Clerk at dec.aq.airreports@alaska.gov.

In assembling the electronic application documents for submittal to the Department, the owner/operator should refer to Table A below. Table A illustrates the order in which forms and attachments should be collated.

If the owner/operator would like a custom form to be used in place of the Department's template form provided in Alaska Title V permits (e.g. EPA Method 9 Visible Emissions Form), submit the custom form to the Department in a format usable for incorporation into the permit (e.g. MS Word, Adobe .pdf, etc.).

Table A: Alaska Title V Operating Permit Application Structure of Submittal

PRIMARY FORM	ATTACHMENT and SUPPORTING DOCUMENTS
A1 , A1-R or A4 (renewal) - Administrative Information	Signed certification
A2 – Stationary Source Description	Map Plot plan Land Use Compatibility Statement (<i>if required</i>)
A3 - Operating Scenario Description	Process Flow Diagrams
Series B Forms – Emission Unit	Include only those forms applicable to the stationary source.
Series C Forms – Pollution Control Devices	Include only those forms applicable to the stationary source.
Series D Forms – Emission Summary	D1 - Emission Unit Summary of Emissions (include supporting calculation documents) D2 - Stationary Source Emission Summary
Series E Forms – Regulatory Requirements	E1 - Emission Unit and Stationary Source-Wide Applicable Requirements E2 - Permit-to-Operate and Minor Permit Condition Change Request E3 - Title V Condition Change Request E4 - Permit Shield Request E5 – Alternative Monitoring Procedures (AMP) Form.
Other Information	A copy of the current permit (Title V Permit, Permit to Operate, Construction Permit or Minor Source Specific Permit) A stationary source compliance certification

Once the application is complete and certified, submit the application package to the Permit Intake Clerk email address at dec.aq.airreports@alaska.gov. If email is unavailable, submit one certified paper copy to the Department's Anchorage address. The current address for the Anchorage office is: ADEC, 555 Cordova Street, Anchorage, AK 99501.

Provide a copy of each application or modification or renewal of a Title V permit, including any compliance plan, or application addenda, at the time the application or addendum is submitted to the Department. Submit to EPA-Region 10, Office of Air Quality, M/S OAQ-107, 1200 Sixth Avenue, Seattle, WA 98101. To the extent practicable, provide applications in portable document format (PDF); MS Word format (.doc); or other computer readable format compatible with EPA's national database management system.