

**TITLE V OPERATING PERMIT APPLICATION
COMPLETENESS CHECKLIST**

**State of Alaska Department of Environmental Conservation
Air Permits Program**

40 CFR 71.5(c) Standard Application Form and Required Information

Form Series A

71.5(c)(1) Identifying Information

71.5(c)(2) Description of Source's processes

- Company name and address included?
- Plant name and address if different from the company included?
- Owner's name and agent included?
- Names of plant site manager/contact person included?
- Telephone number of plant site manager/contact person included?
- Description of the source's processes and products (by SIC Code).
- SIC codes included?
- Alternate scenario of operation included? *[Only modes that change the requirements that are applicable to the facility need to be included.]*
- Is the appropriate Form Series A form signed?

Form Series D

71.5(c)(3) Emissions-Related Information

- All emissions of pollutants for which the source is major, and all emissions of regulated air pollutants included? A permit application shall describe all emissions of regulated air pollutants emitted from any emissions unit, except where such units are exempted under this paragraph (c). The permitting authority shall require additional information related to the emissions of air pollutants sufficient to verify which requirements are applicable to the source, and other information necessary to collect any permit fees owed under the fee schedule established pursuant to Sec. 71.9(b).
- Identification and description of all points of emissions described in paragraph (c)(3)(i) of this section in sufficient detail to establish the basis for fees and applicability of requirements of the Act included?
- Emissions rates in tpy and in such terms as are necessary to establish compliance consistent with the applicable standard reference test method included?
- The following information to the extent it is needed to determine or regulate emissions: fuels, fuel use, raw materials, production rates, and operating schedules included?
- Identification and description of air pollution control equipment and compliance monitoring devices or activities included?
- Limitations on source operation affecting emissions included?

- Other information required by any applicable requirement (including information related to stack height limitations developed pursuant to section 123 of the Act)?
- Calculations on which the information in paragraphs (c)(3)(i) through (vii) of this section is based?

Form E1

71.5(c)(4) Air Pollution Control Requirements:

- Citation and description of all applicable requirements; and
- Description of or reference to any applicable test method for determining compliance with each applicable requirement included?

71.5(c)(5) Other specific information

- that may be necessary to implement and enforce other applicable requirements of the Act or of this part or to determine the applicability of such requirements included?

Form E5

71.5(c)(6) Exemptions

- An explanation of any proposed exemptions from otherwise applicable requirements included?

Form A3

71.5(c)(7) Additional Information

- Additional information as determined to be necessary by the permitting authority to define alternative operating scenarios identified by the source pursuant to Sec. 71.6(a)(9) or to define permit terms and conditions implementing Sec 71.6(a)(10) or Sec. 71.6(a)(13) included?

Form Series E

71.5(c)(8) Compliance Plan

A compliance plan for all part 71 sources that contains all the following:

- A description of the compliance status of the source with respect to all applicable requirements included?
- A description as follows:
 - For applicable requirements with which the source is in compliance, is a statement that the source will continue to comply with such requirements included?
 - For applicable requirements that will become effective during the permit term, is a statement that the source will meet such requirements on a timely basis included?
 - For requirements for which the source is not in compliance at the time of permit issuance, is a narrative description of how the source will achieve compliance with such requirements included?

- Is a compliance schedule as follows included?
 - For applicable requirements with which the source is in compliance, a statement that the source will continue to comply with such requirements.
 - For applicable requirements that will become effective during the permit term, a statement that the source will meet such requirements on a timely basis. A statement that the source will meet in a timely manner applicable requirements that become effective during the permit term shall satisfy this provision, unless a more detailed schedule is expressly required by the applicable requirement.
 - A schedule of compliance for sources that are not in compliance with all applicable requirements at the time of permit issuance. Such a schedule shall include a schedule of remedial measures, including an enforceable sequence of actions with milestone, leading to compliance with any applicable requirements for which the source will be in noncompliance at the time of permit issuance. This compliance schedule shall resemble and be at least as stringent as that contained in any judicial consent decree or administrative order to which the source is subject. Any such schedule of compliance shall be supplemental to, and shall not sanction noncompliance with, the applicable requirements on which it is based.
- Is a schedule for submission of certified progress reports no less frequently than every 6 months for sources required to have a schedule of compliance to remedy a violation included?
- The compliance plan content requirements specified in this paragraph shall apply and be included in the acid rain portion of a compliance plan for an affected source, except as specifically superseded by regulations promulgated under parts 72 through 78 of this chapter with regard to the schedule and method(s) the source will use to achieve compliance with the acid rain emissions limitations.

71.5(c)(9) Compliance Certification

- Is a certification of compliance with all applicable requirements by a responsible official consistent with 18 AAC 50.205 and 18 AAC 50.326 included?
- Is a statement of methods used for determining compliance, including a description of monitoring, recordkeeping, and reporting requirements and test methods included?
- Is a schedule for submission of compliance certifications during the permit term, to be submitted no less frequently than annually, or more frequently if specified by the underlying applicable requirement or by the permitting authority? and
- Is a statement indicating the source's compliance status with any applicable enhanced monitoring and compliance certification requirements of the Act included?

71.5(c)(10) Acid Rain Forms (as applicable)

- Are the use of nationally-standardized forms for acid rain portions of permit applications and compliance plans, as required by regulations promulgated under parts 72 through 78 of this chapter included?

18 AAC 50.326(c) and AS 46.14.150 Timely Application

- The owner and operator of a stationery source required to have an operating permit under this chapter shall submit the required application and other information required by the department by regulation no later than

12 months after the date on which the stationary source becomes subject to AS 46.12.120. Is the application timely?

- The department may accept and begin processing applications filed earlier than the submission date. Applications filed earlier may be given priority for permit issuance. Filed early?

18 AAC 50.326(c) and 18 AAC 50.400-18 AAC 50.430 Fees

- Correct retainer fee submitted with application?

18 AAC 50.326(c) and AS 46.14.520 Confidentiality of Information

- Has the Permittee requested confidentiality? Records, report, and information, and parts of records, reports, and information, other than emission data, in the department's possession or control are considered confidential records and shall be kept confidential and in separate files if the owner and operator have certified under oath to the department or authorized local program that
 - public disclosure would tend to affect adversely the owner's and operator's competitive position; and
 - the records, reports or information, or parts of the records, reports, or information, would divulge production figures, sales figures, processes, production techniques, or financial data of the owner and operator that are entitled to protection as trade secrets under AS 45.50.910 – 45.50-945. Except as provided in AS 46.14.520, permits, permit application, emissions and monitoring reports compliance reports, certifications, and monitoring, reporting, and qualify assurance plans in the department's possession or control are available to the public for inspection and copying.