

SUBMITTING THE ALASKA TITLE V OPERATING PERMIT APPLICATION TO THE DEPARTMENT

The application submittal to the Department should include the following:

- One hard copy of the permit application with signed certification of the appropriate Series A form for initial Title V, Title V renewal, or Title V application revision.
- One electronic version of the completed forms on CD, data-DVD, or USB drive (do not email your application).

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

1. Print a hard copy of the application.
2. At the top left corner of the first page of each form of the application, write the file name assigned to the electronic form being submitted to the Department electronically.

In assembling the hard copy materials 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 one certified paper copy and 1 electronic 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 for 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.