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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | Total facility  application instructions  Air Quality Permit Program  *Doc Type: Permit Application* |

**Instructions on page 2.**

The following air emission permit application forms may be required for a new Individual Operating Permit (Part 70 or State). All forms are available on the Minnesota Pollution Control Agency’s (MPCA) website at <https://www.pca.state.mn.us/>.

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| **Miscellaneous** | |
| SCP-01 | Submittal cover page |
| CR-02 | Hood certification |
| HE-01 | Hood evaluation |
| IA-01 | Insignificant activities list |
| HG-01 | Mercury releases to ambient air |
| CH-00 | Project screening form |
| CH-01 | Change description |
| CK-01 | Complete operating permit application requirements |
| EC-03 | Internal combustion engine screen modeling |
| **General information forms** | |
| GI-01 | Facility information |
| GI-02 | Process flow diagram |
| GI-03 | Facility and stack/vent diagram |
| GI-04 | Stack/Vent information |
| GI-05A | Pollution control equipment information |
| GI-05B | Emission unit information |
| GI-05C | Tank information |
| GI-05D | Fugitive emission source information |
| GI-05E | Group information |
| GI-05F | Emission source associations |
| GI-07 | Facility emissions summary |
| GI-09 | Requirements form  (including sub-forms GI-09A – GI-09K) |
| CH-04a | Determination of increases at major sources |
| CH-04b | Determination of increases at minor sources |
| CH-04d | Calculating the Net emissions increase under New Source Review |
| CH-04e | Required elements for a PSD permit application |
| **Compliance data forms** | |
| CD-01 | Compliance plan |
| CD-02 | Compliance certification |
| CD-03 | Compliance schedule |
| CD-05 | Compliance plan for control equipment |

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| **(ME) Monitoring equipment forms** | |
| ME-01 | Continuous monitoring system information |
| **(MI) Modeling information forms** | |
| MI-01 | Building and structure information |

## **General instructions for** **total facility application**

Minnesota Rules and federal rules and regulations require facilities that emit pollutants into the air to obtain air emission permits. Minnesota has been granted authority by the U.S. Environmental Protection Agency (EPA) to enforce the federal requirements. If you are required to obtain a permit, the MPCA will issue you one permit which will cover both state and federal requirements. The following steps guide you through Minnesota's air emission permit application process.

**Step 1: Decide whether or not you need an air emission permit.**

You need an air emission permit to construct, modify, reconstruct or operate any facility in Minnesota that has the “potential” to emit a pollutant to the air in an amount greater than or equal to the following:

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| --- | --- |
| **Pollutant** | **Threshold** |
| Carbon Monoxide | 100 tons per year |
| PM10\*\* | 25 tons per year |
| PM2.5 \*\* | 100 tons per year |
| Particulate Matter | 100 tons per year |
| Volatile Organic Compounds | 100 tons per year |
| Nitrogen Oxides | 100 tons per year |
| Sulfur Dioxide | 50 tons per year |
| Lead | 0.5 tons per year |
| Any single Hazardous Air Pollutant\*\*\* | 10 tons per year |
| All Hazardous Air Pollutants combined | 25 tons per year |
| Carbon Dioxide Equivalents (CO2e)\*\*\*\* | 100,000 tons per year |

\* Particulate matter under 10 microns in size.

\*\* Particulate matter under 2.5 microns in size

\*\*\* The list of Hazardous Air Pollutants is included in Form GI-09(A), Table A.

\*\*\*\* Effective January 2, 2011.

Potential-to-emit (defined in Minn. R. 7005.0100, subp. 35a) is calculated assuming that your equipment is running at maximum capacity while operating at the maximum hours of operation under its physical and operational design. If you think you may need an air emission permit, you should complete an air emission application.

Important

Even if your facility's potential-to-emit is above the threshold levels listed above, you may be eligible for a streamlined Registration Permit or a Capped Permit. The MPCA created the Registration Permit for those facilities whose *actual* emissions are low, approximately half the federal thresholds. The Capped Permit is for facilities whose actual emissions are more than half but still less than the federal thresholds. If you qualify for either a Registration Permit or a Capped Permit, you will not need to fill out these application materials. Instead, shorter, simplified application materials are available. To obtain copies of Registration Permit or Capped Permit application materials, visit the MPCA’s website at <https://www.pca.state.mn.us/air/air-permit-forms-and-online-submittals>. Registration Permit requirements are described in Minn. R. 7007.1110 -7007.1130. Capped Permit requirements are described in Minn. R. 7007.1140 – 7007.1148, and on the MPCA’s website at <https://www.pca.state.mn.us/air/capped-air-emission-state-permit>.

**Step 2: Get the forms you need.**

You must make sure that you have all of the forms necessary to fill out an application for your facility. To do this, refer to the *Application forms master list*, on the first page of this document. The *General Information* forms (GI) and the *Compliance Data* forms (CD) and the *MI-01* form apply to all facilities. The rest of the forms may or may not apply to your facility. Check the list, and if you see a form listed that you do not have but you think may apply to your facility, visit the MPCA’s website at <https://www.pca.state.mn.us/air/air-permit-forms-and-online-submittals>.

**Step 3: Fill out the forms and any additional information required.**

The forms may be filled out in any order, but following the steps below may make the process easier. Please do not send any instructions pages back with your submittal unless they are on the back of a form. If a question or box does not apply to you, fill in “Not Applicable” or “NA.”

1. Complete the *IA-01* form. Check both lists of Insignificant Activities. Some of the equipment at your facility may not need to be listed in the application. If all of the equipment at your facility is accounted for as an Insignificant Activity, you need not apply for an air emissions permit.
2. Fill out forms *GI-01* through *GI-04*, and *GI-05A* through *GI-05F*, as applicable, which require you to describe your facility in detail. You may find it useful to fill out forms *GI-01, GI-02, GI-03* and *MI-01* simultaneously. Form *GI-01* asks whether you are applying to use alternative operating scenarios or emissions trading, in which case you should attach a complete description of your proposal. Complete the *Hood certification* form *(CR-02)* if this applies to your facility.
3. Calculate the potential-to-emit of your equipment. Use a spreadsheet to perform the calculations, be sure to provide a sample of the actual calculation performed, and include an editable copy of the spreadsheet with your applications, as described on form *CK-01*.
4. Fill in the *Facility emission summary* form (*GI-07*) using your completed calculations. If there is an increase in mercury emissions to report, also include form *HG-01* with your application.
5. Complete the *Requirements* form (*GI-09*) to find out what state and federal requirements apply to your facility. The MPCA will attempt to keep the forms up-to-date to include new rules and regulations. However, you are responsible for complying with any air pollution requirements that apply to your facility, regardless of whether or not they are listed in the form.
6. Complete the *Compliance data* forms (*CD-01* and *CD-05*). Forms *CD-01* and *CD-05* ask you to show how you will operate your facility in compliance with the rule and regulations that apply. For the Compliance certification (*CD-02*), you will indicate whether you are in compliance with all requirements. If you are not in compliance with any requirement, you also must prepare the *Compliance schedule* form (*CD-03*).
7. Complete a *Submittal cover page* (*SCP-01*) by checking off all applicable actions included in the submittal. Read and sign the certifications included on the form.

**Step 4: Submit two copies of your application, and a check for the appropriate application fee if applicable,   
to the MPCA.**

Fiscal Services – 6th floor

Minnesota Pollution Control Agency

520 Lafayette Road North

St. Paul, MN 55155-4194

You may submit your application as a “pdf” document on electronic media, such as a compact disc (CD) or USB drive. If you choose this option, make sure that:

* the calculations are included in the pdf document as well as in the editable spreadsheet that must also be included on the CD or USB drive; and
* you include a paper copy of any form that requires a signature

You may still choose option of submitting the entire application on paper. If so, include two complete copies of the application.

The MPCA will review your application to determine whether it is substantially complete. If the MPCA finds that the application is not substantially complete, the application will be returned to you. The MPCA has 30 days to determine if the application is substantially complete. Substantially complete does not mean that no additional information may be requested; the MPCA may still ask for additional information at a later date, if needed to complete the permit.

**Step 5: If your application includes a modification subject to New Source Review (NSR).**

If your permit application includes a modification subject to NSR, you must also send a copy of the permit application to EPA Region V:

Genevieve Damico

Air Permit Section (AR-18J)

U.S. Environmental Protection Agency

77 West Jackson Boulevard

Chicago, IL 60604

For all projects subject to NSR, you must work with EPA Region V and the U.S. Fish and Wildlife Service on an Endangered Species Assessment, and with EPA on review required under the Historic Preservation Act. These assessments must be completed before the permit is placed on public notice. You should contact EPA as soon as possible to begin these processes. Contact Genevieve Damico at 312-353-4761 or damico.genevieve@epa.gov.

If your proposed project affects a Class I area, also send a copy(ies) of the application to the appropriate contact(s) as listed in the instructions to item 3d of form *CH-04e*.

Proposing synthetic minor permit limits

**Why have a synthetic minor permit limit?**

There may be some times when you will want to keep your allowable emissions -- emissions as set by permit limits -- below certain levels. For example, you may be able to accept limits to keep your facility non-major under the federal Part 70 permit program or the federal NSR/Prevention of Significant Deterioration (PSD) regulations. If you already have a major facility, you might want to restrict the size of a modification to a level below what is defined as “significant” in the NSR/PSD regulations.

Taking limits like these is referred to as making your facility or modification a “synthetic minor.” Some of the benefits in having a synthetic minor permit may include simpler monitoring or modeling requirements. See the MPCA website Proposing synthetic minor limits for information on how to develop limits at <https://www.pca.state.mn.us/air/synthetic-minor-permit-limits>.

References you may find helpful

**EPA-Published information on emission factors, modeling, periodic monitoring**

<https://www.epa.gov/chief>

**New Source Review Workshop Manual: Prevention of Significant Deterioration and Nonattainment Area Permitting - Draft October 1990.**

U.S. Environmental Protection Agency

Office of Air Quality Planning and Standards

<https://www.epa.gov/sites/production/files/2015-07/documents/1990wman.pdf>

**Minn. R. 4410, 7002, 7005, 7007, 7008, 7009, 7011, 7017, 7019, 7021, 7030**

<https://www.pca.state.mn.us/air/air-rules-and-rulemaking-business>

**Air Pollution Engineering Manual, 2nd Ed.**

Air and Waste Management Association. 2000.

Air and Waste Management Association

*(available from various sources)*

**Code of Federal Regulations (CFR)**

Protection of Environment - Title 40, Parts 1-99

<https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title40/40tab_02.tpl>