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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | CH-12  Written Notification Form  Air Quality Permit Program  *Doc Type: Permit Application* |

**Instructions on page 2.**

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| **1a)** AQ Facility ID number: | |  | **1b)** Agency Interest ID number: |  |
| **2)** Facility name: |  | | | |

**3a)** Only fill out this form if you have determined that there are no significant emissions increases associated with the proposed change or modification, the change or modification does not require a major amendment, and the change or modification does not require a permit action of any type. Please confirm the following statements:

I answered “no” to all questions on form CH-03.

No. This indicates that a major amendment is required; this form is not applicable.

Yes. The proposed change does not require a major amendment.

I determined using form CH-10 that there is no emissions increase requiring a minor or moderate amendment associated with the proposed change.

I was not instructed to complete form CH-10.

No. This indicates that there is an associated emissions increase requiring either a moderate or minor amendment; this form is not applicable.

Yes. There is no emissions increase associated with the proposed change.

I determined that the change does not require an administrative amendment.

No. The change does require an administrative amendment; this form is not applicable.

Yes. The changes listed below may be made without applying for or obtaining an amendment. You are required to provide written notice to the Minnesota Pollution Control Agency (MPCA) seven (7) days before making the change. Check the instructions for this form to be sure the change you want to make qualifies. Check the appropriate box and use this form to provide the written notice to the MPCA. Also include with this a description of emission units deleted from the facility and other changes which result in applicable requirements no longer applying.

**3b)** After you have confirmed that your proposed change qualifies under the written notification provisions, please indicate what type of notification you are submitting:

Installation of new air pollution control equipment

* Include a completed form GI-05A to describe the equipment, a form GI-05B/GI-05C/GI-05D to indicate which emissions unit/tank/fugitive source is controlled by the new equipment, a form CD-01 describing the operating and monitoring requirements. It is not necessary to include form CH-03 (or the forms filled out to complete CH-03) with your submittal. Keep a copy of the completed CH-03 and associated forms for your records; you may need to provide a copy if requested by the MPCA. Use form CH-14 to make sure you submit all forms that are required.

Replacement of an air emission unit with one which does not increase emissions and does not cause emission of a pollutant not previously emitted

* Include a completed form GI-05B, GI-05C, and/or GI-05D describing the new unit/tank/fugitive source, form CD-01 describing compliance with applicable requirements. Include form CH-03 (and the forms filled out to complete CH-03) with your submittal. Use form CH-14 to make sure you submit all forms that are required.
* List the unit(s) (emission unit, tank, or fugitive source) being replaced; use the “EQUI” or “FUGI” designation, or if the current permit was issued before October 2015, use the “EU,” “TK,” or “FS” designation.

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Replacement of air pollution control equipment with listed control equipment that attains at least the control equipment efficiencies for listed control equipment in Minn. R. 7011.0070 for each applicable pollutant and has a listed control efficiency that is equivalent better to the control efficiency of the control equipment being replaced for each applicable pollutant. The “equivalent to better control efficiency” can only be the control equipment efficiency listed in Minn. R. 7011. 0070, subp. 1a, Table A, or approved under Minn. R. 7011. 0070, subp. 2. (Note: This does not include replacement of existing control equipment with control equipment that is not “listed control equipment” under Minn. R. 7011.0060, subp. 4, or replacement of controls required by a permit with listed controls of a different type such that you would no longer comply with the existing permit conditions related to limits, monitoring, or recordkeeping for the existing required control equipment.)

* Include a completed form GI-05A to describe the equipment, a form GI-05B/GI-05C/GI-05D to indicate which emissions unit/tank/fugitive source is controlled by the new equipment, and form CD-01 if monitoring, recordkeeping, or reporting requirements change. Include form CH-03 (and the forms filled out to complete CH-03) with your submittal. Use form CH-14 to make sure you submit all forms that are required.
* List the control device(s) being replaced; use the “TREA” designation, or if the current permit was issued before October 2015, use the “CE” designation.

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Accumulated insignificant modifications

* If you have made Insignificant Modifications under Minn. R. 7007.1250, subp. 1B, during the past five years and the total emission increases from those modifications exceeds the thresholds in the instructions for this form, you must report all unreported Insignificant Modifications made under Minn. R. 7007.1250, subp. 1B during the past five years to the MPCA using this form.
* Do not submit a notification of each individual insignificant modification made under Minn. R. 7007. 1250, subp. 1A; it is never necessary to send notifications of these changes. It is only necessary to notify MPCA of accumulated insignificant modifications under Minn. R. 7007.1250, subp. 1B.
* Include supporting calculations, a revised form GI-07, and any other forms needed to describe the installed or modified equipment (e.g., GI-05A, GI-05B, GI-05C, GI-05D, CH-13, etc. It is not necessary to include CH-03 (or the forms filled out to complete CH-03) with your submittal. Keep a copy of the completed CH-03 and associated forms for your records; you may need to provide a copy if requested by the MPCA. Use form CH-14 to make sure you submit all forms that are required.
* Complete the following table.

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| --- | --- | --- | --- | --- | --- | --- |
| **Insignificant modification description and date** | **Emission increase, in lbs/hr** | | | | | |
|  | NOX | SO2 | VOC | PM10 | CO | Lead |
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| Total emission increase  (compare to Table 2 at end of instructions) |  |  |  |  |  |  |

# Instructions for form CH-12

**1a) AQ Facility ID number --** Fill in your Air Quality (AQ) Facility identification (ID) number. This is the first eight digits of the permit number for all permits issued under the operating permit program.

**1b) Agency Interest ID number --** Fill in your Agency Interest ID number. This is an ID number assigned to your facility through the Tempo database. If you don’t know this number, leave this line blank.

**2) Facility name --** Enter your Facility name.

**3)** This form can be used for situations which are bulleted below.

* **Installation of new air pollution control equipment.**
* **Replacement of an emissions unit with one which does not increase emissions and does not cause emission of a pollutant not previously emitted.**
* **Replacement of existing air pollution control equipment with listed control equipment which has equal or better control efficiency.**

You may make these three types of changes seven (7) working days after providing a written notice to the MPCA, provided that the change: (i) does not increase emissions of any regulated air pollutant; (ii) does not constitute a title I modification; and (iii) does not constitute any other type of modification, if the change is one of the following:

(1) installing air pollution control equipment;

(2) replacing an emission unit identified in the permit with one that does not increase emissions; or

(3) replacing existing air pollution control equipment with listed control equipment, as defined in Minn. R. 7011.0060, subp. 4, provided that the replacement attains at least the control efficiency in Minn. R. 7011.0070 for each applicable pollutant; and has a listed control efficiency in Minn. R. 7011.0070 that is equivalent or better than the control efficiency of the control equipment being replaced for each applicable pollutant.

If the installation or replacement constitutes a title I modification or other type of modification, this item does not apply, and the Permittee shall follow the applicable procedures of Minn. R. 7007.1250, 7007.1350, 7007.1450, or 7007.1500.

You must include all information needed to determine the applicability of, or to impose, any applicable requirement related to the change.

You may not use these notification procedures for any project that would result in the violation of an applicable requirement   
**or** existing permit condition, such as the requirement to operate and/or monitor specific existing control equipment; this would require a permit amendment.

The notice must be received at least seven working days prior to the installation or replacement.

If the MPCA finds that no additional permitting requirements are required, your written notice will be attached to your permit. You will not be notified.

If additional permitting requirements are required, the MPCA will initiate the amendment process. If you have notified the MPCA as required and if the change does not otherwise require a permit amendment, the installation and operation of the pollution control equipment or the replacement equipment will not be considered to be a violation of your existing permit.

Note on use of this procedure for installing or replacing air pollution control equipment: No debottlenecking or capacity utilization increase is allowed as a result of the installation or replacement unless the new PTE is below NSR thresholds.

* **Accumulated insignificant modifications**

Minn. R. 7007.1250, subp. 4 requires notification to the MPCA when the total increase in emissions of all Insignificant Modifications made under Minn. R. 7007.1250, subp. 1B within five years of each other exceeds four times the threshold for any one Insignificant Modification. The notification must include a certification by a responsible official that the modifications listed were not part of a single project which taken as a whole would not be authorized as an Insignificant Modification.

Table 1 below contains the thresholds for a single change to qualify as an Insignificant Modification. If all Insignificant Modifications made within a five year period add up to an increase in emissions equal to or greater than Table 2, all of those Insignificant Modifications must be reported to the MPCA.

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| **Table 1** | |  | **Table 2** | |
| **Pollutant** | **Threshold** |  | **Pollutant** | **Threshold** |
| NOX | 2.28 pounds per hour |  | NOX | 9.13 pounds per hour |
| SO2 | 2.28 pounds per hour |  | SO2 | 9.13 pounds per hour |
| VOC | 2.28 pounds per hour |  | VOC | 9.13 pounds per hour |
| PM10 | 0.855 pounds per hour |  | PM10 | 3.42 pounds per hour |
| CO | 5.70 pounds per hour |  | CO | 22.80 pounds per hour |
| Lead | 0.025 pounds per hour |  | Lead | 0.11 pounds per hour |