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Introduction

This introductory section is intended to provide a preliminary assessment for facilities to evaluate if they do or do not qualify for this Permit. If you are unsure if you qualify after review of these criteria, or if you know that you can apply, then continue reading through this Handbook and follow the instructions in it. The instructions in this Handbook will guide you through the process of determining your eligibility for the Permit, and help you fill out the application forms.

Do I qualify for this General Permit?

Emission sources allowed. This General Permit is intended for low-emitting facilities with mainly coating, material usage (Volatile Organic Compounds [VOC] and Particulate matter [PM]), material processing, and combustion operations. The facility typically will have the following types of equipment which produce air pollutants:

- abrasive blasting
- adhesive
- bag houses
- boilers
- burn-off ovens
- casting
- catalytic or thermal afterburners
- cleaning (including acid cleaning, degreasers, general cleanup with solvents)
- cutting
- dip tanks
- fabric filters
- fuel storage
- fugitive sources
- furnaces
- grinding
- injection molding
- internal combustion engines (generators)
- lamination
- mixing
- molding
- ovens
- resin and gel coating
- sanding
- screen printing
- soldering
- space heaters
- spraying and coating activities
- stenciling
- storage tanks
- wall/panel filters
- water wash paint booths
- welding
- any of the insignificant activities listed in Minn. R. 7007.1300 and/or conditionally insignificant activities listed in Minn. R. 7008

Fugitive emissions. The facility must control fugitive emissions by application of water on exposed surfaces.

Emissions limits. The facility must be able to comply with the permit allowable emissions from material usage operations of: ≤ 25 tons per year of VOCs; ≤ 25 tons per year of particulate matter (PM/PM₁₀/PM_{2.5}); ≤ 5 tons per year single Hazardous Air Pollutants (HAPs); and ≤ 12.5 tons per year total HAPs, and allowable emissions from combustion operations of: ≤ 25 tons per year Nitrogen Oxides (NO_x), and ≤ 25 tons per year Carbon Monoxide (CO).

The facility must agree to provide a Compliance Management Plan within 60 days of permit issuance.

The facility must comply with any and all Compliance Assurance Monitoring Plan(s) that apply to them. The available Compliance Assurance Monitoring Plans will be attached to the permit.

The facility must be in compliance with all applicable requirements except the following:

- The facility may be in noncompliance with the requirement to have a permit if the issuance of this general permit resolves the noncompliance.
- If the facility is subject to 40 CFR pt. 60, subps. Kb, EE, IIII, and/or JJJJ and has not complied with the reporting or testing requirements of the applicable subparts, then the facility may be issued this general permit if it will comply with the compliance schedule in the general permit.
- If the facility is subject to 40 CFR pt. 63, subps. T, JJ, MMMM, NNNN, PPPP, QQQQ, RRRR, WWWW, ZZZZ, DDDDD, HHHHH and/or JJJJJ and has not complied with the initial notification, the facility may be issued this general permit if it will comply with the compliance schedule in the general permit.

Am I *not* qualified for this General Permit?

Emission sources disallowed. The facility may not have any emission units or activities which are not included in the list above, and are not insignificant activities.

New Source Performance Standard (NSPS). The facility may not have any emission units which are subject to a NSPS, 40 CFR pt. 60 other than Subp. Kb for liquid storage tanks, Subp. EE for surface coating of metal furniture, Subp. IIII for stationary compression ignition (CI) internal combustion engines (ICE), or Subp. JJJJ for stationary spark ignition (SI) ICE.

- If NSPS subp. Kb applies, the tank must have a capacity less than 151 cubic meters, and store a liquid with a maximum true vapor pressure less than 27.6 kPa.
- If NSPS subp. EE applies, the facility may not use controls to achieve compliance with the standard.

- If NSPS subp. IIII applies, then each engine must fit in one of the following categories:

Stationary CI ICE at a major or area source of HAP that were ordered after July 11, 2005, manufactured after April 1, 2006, are pre-2007 model year and are...

- Non-emergency, displacement <10 liters per cylinder; or
- Emergency, displacement <10 liters per cylinder; or
- Emergency, displacement ≥ 10 and <30 liters per cylinder; or
- Non-emergency, displacement ≥ 10 and <30 liters per cylinder; or

Stationary CI ICE at a major or area source of HAP that were ordered after July 11, 2005, are model year 2014 or later and are...

- Non-emergency, displacement <30 liters per cylinder; or

Stationary CI ICE at a major or area source of HAP that were ordered after July 11, 2005, are model year 2007 or later and are...

- Emergency engines that are not fire pumps; or

Stationary CI ICE at a major or area source of HAP that were ordered after July 11, 2005, are model year 2011 or later and are...

- Emergency engines that are fire pumps

- If NSPS subp. JJJJ applies, then each engine must fit in one of the following categories:

Stationary SI ICE at a major or area source of HAP ordered after June 12, 2006 and manufactured on or after July 1, 2008 and are...

- ≤ 19 kW (25 hp); or
- > 19 kW (25 hp) that use gasoline (except emergency SI ICE $25 < \text{hp} \leq 100$); or
- > 19 kW (25 hp) that are rich burn engines that use LPG (except emergency SI ICE $25 < \text{hp} \leq 100$); or
- $19 < \text{kW} \leq 75$ ($25 < \text{hp} \leq 100$ hp), non-emergency; or
- > 75 kW (100 hp) (except gasoline and rich-burn engines that use LPG); or

Stationary SI ICE at a major or area source of HAP ordered after June 12, 2006 and manufactured on or after January 1, 2009 and are...

- $19 < \text{kW} \leq 75$ ($25 < \text{hp} \leq 100$ hp), emergency

National Emission Standard for Hazardous Air Pollutants (NESHAP). The facility may not be subject to a NESHAP other than the following subparts of 40 CFR pt. 63 (Please see form LE-09a):

- 40 CFR pt. 63, Subp. T (halogenated solvent cleaning machines)
- 40 CFR pt. 63, Subp. JJ (wood furniture manufacturing operations)
- 40 CFR pt. 63, Subp. MMMM (process surface coating for miscellaneous metals parts and products)
- 40 CFR pt. 63, Subp. NNNN (surface coating of large appliances)
- 40 CFR pt. 63, Subp. PPPP (surface coating of plastic parts and products)
- 40 CFR pt. 63, Subp. QQQQ (surface coating of wood building products)
- 40 CFR pt. 63, Subp. RRRR (surface coating of metal furniture)
- 40 CFR pt. 63, Subp. WWWW (reinforced plastic composites production)
- 40 CFR pt. 63, Subp. ZZZZ (reciprocating internal combustion engines)
- 40 CFR pt. 63, Subp. DDDDD (industrial/commercial/institutional boilers and process heaters)
- 40 CFR pt. 63, Subp. HHHHHH (paint stripping and misc. surface coating operations at an area source of HAP)
- 40 CFR pt. 63, Subp. JJJJJJ (industrial/commercial/institutional boilers at an area source of HAP)
- If the facility has engines for which only NESHAP ZZZZ apply (engines that don't fit into the categories for NSPS IIII and JJJJ above), then each engine must fit in one of the following categories:

Existing (constructed before June 12, 2006) stationary engines that are...

- Compression Ignition (CI), non-emergency, < 100 hp at a major source of HAP
- CI, non-emergency, $100 \leq \text{hp} \leq 300$ complying using diesel oxidation catalyst at a major source of HAP
- CI, non-emergency, ≤ 300 at an area source of HAP
- Spark Ignition (SI), non-emergency, non-black start 2SLB < 100 hp at a major source of HAP
- SI, non-emergency, non-black start, non-2SLB < 100 hp at a major source of HAP
- SI, non-emergency, non-black start 2SLB ≤ 500 hp at an area source of HAP
- SI, non-emergency, non-black start 4SLB ≤ 500 hp at an area source of HAP
- CI and SI, emergency engines, ≤ 500 hp at a major source of HAP
- CI and SI, emergency engines, ≤ 500 hp at an area source of HAP

Case-by-case MACT. A facility with an existing permit containing case-by-case MACT (maximum achievable emission limit) standards under Section 112(g) of the federal Clean Air Act is not eligible for this permit, and must apply for an individual Part 70 permit prior to the construction or reconstruction of the major HAP emitting source/unit.

Lead content of materials. The facility may not use painting or coating materials that contain lead $\geq 0.50\%$ by weight.

Application instructions

Application forms

See the Application Forms Master List for Part 70 Low-Emitting Facility General Permit Applications for the list of necessary application forms for this general permit (form **LEmaster**). Also complete the checklist of required forms, LE-CK, before submitting your application to ensure that all required forms are included.

Emissions calculations

In addition to the required forms, detailed potential emissions calculations for a facility must be included in a permit application (required by Minn. R. 7007.0500, subp. 2). These calculations are necessary to complete form LE-07 (facility emissions summary).

Detailed emission calculations must be included in the permit application in two ways:

1. Printed out in the permit application (they may be printed to PDF and included on the CD if the application is submitted electronically); and
2. In an editable spreadsheet format. This can be included on a CD with the permit application, or emailed to Minnesota Pollution Control Agency (MPCA) upon request. In the editable spreadsheet format, all formulas/equations need to be provided in the calculated cells of the spreadsheet.

To complete emission calculations, the following MPCA webpage has detailed instructions <http://www.pca.state.mn.us/dm0rdc9>.

Minnesota Rules and Federal Regulations require facilities that emit air pollutants 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. Please call the MPCA at 651-296-6300 or 800-657-3864, if you have any questions concerning an air emission permit application.

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 an air pollutant in an amount greater than or equal to the following:

Pollutant	Threshold
Carbon Monoxide (CO)	100 tons per year
Particulate Matter smaller than 10 microns (PM ₁₀)	25 tons per year
Particulate Matter smaller than 2.5 microns (PM _{2.5})	100 tons per year
Particulate Matter (PM)	100 tons per year
Volatile Organic Compounds (VOC)	100 tons per year
Nitrogen Oxides (NO _x)	100 tons per year
Sulfur Dioxide (SO ₂)	50 tons per year
Lead (Pb)	0.5 tons per year
Any single Hazardous Air Pollutant (HAP) *	10 tons per year
All Hazardous Air Pollutants combined	25 tons per year

* The list of Hazardous Air Pollutants is included on form LE-09A.

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 (8760) under its physical and operational design. If you think you may need an air emission permit, you should complete an air emission application.

Important: If your facility's potential-to-emit is above the threshold levels listed above, but actual emission are much lower, you may be eligible for a simpler registration permit or capped permit. **If you began construction and/or operation prior to obtaining a permit you will need to work with the assigned enforcement staff to determine which permit will be available to you.** If you qualify for 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 application materials, contact the MPCA at 651-296-6300 or 800-657-3864. Registration permit requirements are described in Minn. R. 7007.1110 -7007.1130.

Step 2: Decide if you qualify for this general permit

Complete form LE-00 and the form LE-09 series simultaneously to determine if your facility qualifies for this general permit.

Step 3: Get the forms you need.

You must make sure that you have all of the forms necessary to fill out a complete application for your facility. To do this, refer to the Application Forms Master List for Part 70 Low-Emitting Facility General Permit Applications above. Check the list, and if you see a form listed that you do not have, go to the MPCA website at <http://www.pca.state.mn.us/nwqh472>.

Step 4: 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 the instructions pages back with your submittal.** If a question or box does not apply to you, fill in "Not Applicable" or "NA".

1. Check the Insignificant Activities lists, form LEIA-01. Some of the equipment at your facility may not need to be included in the PTE calculation or listed in the application;
2. Complete LECR-02 and LEHE-01, if applicable;
3. Fill out forms LE-01 through LE-05D, to describe your facility. You may find it useful to fill out forms LE-01, LE-02, and LE-03 simultaneously; You may find it useful to fill out forms LE-04, LE-05A, LE-05B, LE-05C, and LE-05D before completing LE-02 and LE-03;
4. Complete the Compliance Data form LE-06. On this form, you will indicate whether you are in compliance with all requirements;
5. Calculate the potential to emit for each individual emission unit (on the MPCA website at <http://www.pca.state.mn.us/dm0rdc9>) and complete the facility emission summary form (LE-07);
6. Read and sign the certifications on form SCP-01; and
7. Complete the Compliance Management Plan (LE-CMP), and submit it within 60 days of permit issuance. Update the plan when applicable to reflect any change to your facility;

Step 5: Submit two copies of your application to the MPCA.

The MPCA will send an email indicating the date that your application was received. The agency will then determine whether your application is "administratively complete." If the agency finds that there is any information missing from the application, the application may be returned to you. The application will then be reviewed for technical completeness, and it may be returned to you or you may be asked to supply more information if it is found to be incomplete. The MPCA has 60 days to complete the review process, but can request additional information after the 60-day review period, if needed. If 60 days elapse before your application is reviewed, it is automatically deemed "complete", but the MPCA may still ask for additional information at a later date.

References you may need

The following references may be helpful in completing your application.

Code of Federal Regulations (CFR)

Available on the U.S. Government Publishing Office website at http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title40/40tab_02.tpl.

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

Available on the MPCA website at <https://www.pca.state.mn.us/air/minnesota-state-air-rules>.

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
Available on the EPA website at <http://nepis.epa.gov/Exe/ZyPURL.cgi?Dockkey=9100XFU4.TXT>.

Air Pollution Engineering Manual, 2nd Ed.

Air and Waste Management Association. 2000.
Available for purchase through several online sellers.

EPA emission factor references

AP-42 Compilation of Air Pollutant Emission Factors

Volume I. Stationary Point and Area Sources 5th Edition

Available on the EPA website at <http://www.epa.gov/ttn/chief/ap42/index.html>.

AP-42 and its supplements compile emission factors and descriptions of the activities that produce criteria pollutant emissions for most stationary point and area sources. The emissions data in the AP-42 document have been gathered from source tests, material balance studies, and engineering estimates. Volume II of AP-42 contains information on mobile source emissions.

WebFire (Web Factor Information Retrieval System)

Available on the EPA website at <http://cfpub.epa.gov/oarweb/index.cfm?action=fire.main>.

Aerometric Information Retrieval System (AIRS) Facility Subsystem Source Classification Codes and Emission Factor List for Criteria Air Pollutants

EPA #450/4-90-003

AIRS information is also available via the Internet through the following address:

Available on the EPA website at <http://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=2000NAHA.TXT>.

Other sources of emission factors, including hazardous air pollutants, are available on the EPA website at <https://www.epa.gov/air-emissions-factors-and-quantification/emissions-estimation-tools>.

Instructions for form LE-00 Low-Emitting Facility General Permit Qualifications Review List

- a) **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. If your facility has never been issued a permit under this program, leave this line blank.
- b) **Agency Interest ID number** -- Fill in your Agency Interest ID number, if known. This number can be found in the "cc" section of correspondence from the Minnesota Pollution Control Agency (MCPA). If you do not know this number, leave this line blank.
- c) **Facility name** -- Enter your facility name.

The remaining instructions for the LE-00 form set are contained within the form.

Instructions for form LE-09 Requirements Form

- a) **AQ Facility ID number** -- Fill in your AQ Facility Identification (ID) number as on form LE-00, item a.
- b) **Agency Interest ID number** -- Fill in your Agency Interest ID number as on form LE-00, item b.
- c) **Facility name** -- Enter your Facility name as on form LE-00, item c.

The remaining instructions for form LE-09 and its associated forms LE-09A through LE-09I are contained within the form.

Instructions for form LEIA-01 Insignificant Activities

- a) **AQ Facility ID number** -- Fill in your AQ Facility Identification (ID) number as on form LE-00, item a.
- b) **Agency Interest ID number** -- Fill in your Agency Interest ID number as on form LE-00, item b.
- c) **Facility name** -- Enter your Facility name as on form LE-00, item c.
- 1) **Does the facility include insignificant activities that are required to be listed? – These are the activities listed in Tables LEIA-01.2, LEIA-01.3, and LEIA-01.4 below. If the answer is "yes," then:**
 - Check the boxes as appropriate for activities at your stationary source that are in the table provided.
 - Provide a brief description of any activities at your stationary source. Fill out a separate row for each listed activity. Provide enough detail in your description so it is clear how the emission unit(s) at your source meet the definition of the insignificant activity. For example, insignificant activity subpart 3(E)(1) corresponds to gasoline storage tanks with a combined total tankage capacity of not more than 10,000 gallons. If you have gasoline storage tanks that meet this definition, indicate the total capacity of your tanks to show that it is less than 10,000 gallons.

If you run out of room on the table, make additional copies of the form.

Four tables of insignificant activities are provided below.

- **Table LEIA-01.1**, Insignificant activities not required to be Listed, lists those activities that **do not** need to be included in your permit application;
- **Table LEIA-01.2**, Insignificant activities required to be listed;
- **Table LEIA-01.3**, Insignificant activities required to be listed for part 70 sources; and
- **Table LEIA-01.4**, conditionally insignificant activities, list those activities that must be included in your application, on form LEIA-01.

Table LEIA-01.1 Insignificant activities not required to be listed (Minn. R. 7007.1300, subp. 2)

The activities described below are *not* required to be listed in your permit application under Minn. R. 7007.0500, subp. 2(C)(2).

2(A) Fuel use:

1. production of hot water for on-site personal use not related to any industrial process;
2. fuel use related to food preparation by a restaurant or cafeteria; and
3. fuel burning equipment with a capacity <19,000 Btu per hour, but only if the combined total capacity of all fuel burning equipment at the facility with a capacity < 19,000 Btu per hour is ≤ 420,000 Btu per hour. For example: Facility A has ten fuel burning emission units, each with a capacity of 18,000 Btu per hour. The ten units are all an insignificant activity under this subitem, because their combined capacity is less than 420,000 Btu per hour (i.e., 10 x 18,000 Btu/hr

= 180,000 Btu/hr ≤ 420,000 Btu/hr). Facility B has 31 fuel burning emission units, each with a capacity of 18,000 Btu/hr. None of the 31 units are an insignificant activity under this subitem, because their total combined capacity is greater than 420,000 Btu per hour (i.e., 31 x 18,000 Btu/hr = 558,000 Btu/hr > 420,000 Btu/hr).

2(B) Plant upkeep:

1. routine housekeeping or plant upkeep activities not associated with primary production processes at the stationary source, such as painting buildings, retarring roofs, or paving parking lots, but excluding use of spray paint equipment;
2. routine maintenance of buildings, grounds, and equipment;
3. use of vacuum cleaning systems and equipment for portable steam cleaning;
4. clerical activities such as operating copy machines and document printers, except operation of such units on a commercial basis;
5. janitorial activities; and
6. sampling connections used exclusively to withdraw materials for laboratory analysis and testing.

2(C) Fabrication operations:

1. equipment used for the inspection of metal products;
2. equipment used exclusively for forging, pressing, drawing, spinning, or extruding cold metals;
3. equipment used exclusively to mill or grind coatings and molding compounds where all materials charged are in paste form; and
4. mixers, blenders, roll mills, or calendars for rubber or plastics for which no materials in powder are added and in which no organic solvents, diluents, or thinners are used.

2(D) Processing operations:

1. closed tumblers used for cleaning or deburring metal products without abrasive blasting;
2. equipment for washing or drying fabricated glass or metal products, if no VOCs are used in the process, and no gas, oil, or solid fuel is burned;
3. blast cleaning operations using suspension of abrasive in water.

2(E) Storage tanks:

1. pressurized storage tanks for anhydrous ammonia, liquid petroleum gas (LPG), liquid natural gas (LNG), or natural gas;
2. storage tanks holding lubricating oils;
3. above and below ground fuel oil storage tanks with a combined total tankage capacity of less than 100,000 gallons; and
4. gasoline storage tanks with a combined total tankage capacity of less than 2,000 gallons.

2(F) Drain, waste, and vent piping:

1. stacks or vents to prevent escape of sewer gases through plumbing traps, not including emissions associated with processing at wastewater treatment plants;
2. sewer maintenance access covers and shafts;
3. sludge and septage landspreading sites;
4. sludge loadout pumping operations for publicly owned treatment works with a design flow less than 5,000,000 gallons per day; and
5. odor control systems on components of publicly owned treatment works collection systems.

2(G) Residential activities: typical emissions from residential structures, not including the following:

1. fuel burning equipment with a total capacity of 420,000 Btu/hour or greater; and
2. emergency backup generators.

2(H) Recreational activities: use of the following for recreational purposes:

1. fireplaces;
2. barbecue pits and cookers; and
3. kerosene fuel use.

- 2(I) Health care activities: activities and equipment directly associated with the diagnosis, care, and treatment of patients in medical or veterinary facilities or offices, not including support activities such as power plants, heating plants, emergency generators, incinerators, or other units affected by applicable requirements as defined in Minn. R. 7007.0100, subp. 7.
- 2(J) Miscellaneous:
 - 1. safety devices, such as fire extinguishers, if associated with a permitted emission source, but not including sources of continuous emissions;
 - 2. flares to indicate danger to the public;
 - 3. vehicle exhaust emissions from the operation of mobile sources at a stationary source;
 - 4. purging of natural gas lines;
 - 5. natural draft hoods, natural draft ventilation, comfort air conditioning, or comfort ventilating systems not designed or used to remove air contaminants generated by, or released from specific units of equipment;
 - 6. funeral home embalming processes and associated ventilation systems; and
 - 7. use of consumer products, including hazardous substances as that term is defined in the Federal Hazardous Substances Act, where the product is used at academic and health care institutions in the same manner as normal consumer use.
- 2(K) Demonstration projects conducted by a teaching institution, where the sole purpose of a demonstration project is to provide an actual functional example of a process unit operation to the students or other interested parties, where actual operating hours of each emissions unit must not exceed a total of 350 hours in a calendar year and where the emissions unit is not used to dispose of waste materials.

Table LEIA-01.2 Insignificant activities required to be listed (Minn. R. 7007.1300, subp. 3)

The activities described below must be listed in your permit application.

- 3(A) Fuel use: space heaters fueled by, kerosene, natural gas, or propane, but only if the combined total capacity of all space heaters at the stationary source is less than or equal to 420,000 Btu per hour. A space heater is a heating unit that is not connected to piping or ducting to distribute the heat.
- 3(B) Infrared electric ovens and indirect heating equipment:
 - 1. infrared electric ovens; and
 - 2. indirect heating equipment with a capacity less than 420,000 Btu per hour, but only if the total combined capacity of all indirect heating equipment at the stationary source with a capacity less than 420,000 Btu per hour is less than or equal to 1,400,000 Btu per hour. For example: Facility A has three furnaces, each with a capacity of 400,000 Btu per hour. The three units are all an insignificant activity to be listed under this subitem, because their combined capacity is less than 1,400,000 Btu per hour. Facility B has six furnaces, each with a capacity of 400,000 Btu per hour. None of the six units is an insignificant activity under this subitem, because their total combined capacity is greater than 1,400,000 Btu per hour. For purposes of this subitem, "indirect heating equipment" has the meaning given under part 7011.0500, subpart 9.
- 3(C) Fabrication operations: equipment used exclusively for forging, pressing, drawing, spinning, or extruding hot metals.
- 3(D) Processing operations:
 - 1. open tumblers with a batch capacity of 1,000 pounds or less; and
 - 2. equipment venting particulate matter (PM) or particulate matter less than 10 microns (PM₁₀) inside a building provided that emissions from the equipment:
 - (a) are vented inside of the building 100% of the time; and
 - (b) do not use air filtering systems used to control indoor air emissions.
- 3(E) Storage tanks:
 - 1. gasoline storage tanks with a combined total tankage capacity of not more than 10,000 gallons; and
 - 2. non-hazardous air pollutant VOC storage tanks with a combined total tankage capacity of not more than 10,000 gallons of non-hazardous air pollutant VOCs and with a vapor pressure of not more than 1.0 psia at 60 degrees Fahrenheit.
- 3(F) Cleaning operations: commercial laundries, not including dry cleaners and industrial launderers.
- 3(G) Emissions from a laboratory, as defined in this item. "Laboratory" means a place or activity devoted to experimental study or teaching in any science, or to the testing and analysis of drugs, chemicals, chemical compounds or other substances, or similar activities, provided that the activities described in this sentence are conducted on a laboratory scale. Activities are conducted on a laboratory scale if the containers used for reactions, transfers, and other handling of substances are designed to be easily and safely manipulated by one person. If an emission facility manufactures or produces products for profit in any quantity, it may not be considered to be a laboratory under this item. Support activities necessary to the

operation of the laboratory are considered to be part of the laboratory. Support activities do not include the provision of power to the laboratory from sources that provide power to multiple projects or from sources which would otherwise require permitting, such as boilers that provide power to an entire facility.

- 3(H) Miscellaneous:
1. equipment used exclusively for packaging lubricants or grease;
 2. equipment used for hydraulic or hydrostatic testing;
 3. brazing, soldering or welding equipment;
 4. blueprint copiers and photographic processes;
 5. equipment used exclusively for melting or application of wax;
 6. nonasbestos equipment used exclusively for bonding lining to brake shoes; and
 7. cleaning operations: alkaline/phosphate cleaners and associated cleaners.
- 3(I) Individual emissions units at a stationary source, each of which have a potential to emit the following pollutants in amounts less than:
1. 4,000 lbs/year of carbon monoxide;
 2. 2,000 lbs/year each of nitrogen oxide, sulfur dioxide, particulate matter, particulate matter less than ten microns, volatile organic compounds (including hazardous air pollutant-containing VOCs), and ozone; and
 3. 1,000 tons per year of CO₂e.
- 3(J) Fugitive Emissions from unpaved entrance roads and parking lots, except from a stationary source applying for an Option D registration permit under Minn. R. 7007.1130.
- 3(K) Infrequent use of spray paint equipment for routine housekeeping or plant upkeep activities not associated with primary production processes at the stationary source, such as spray painting of buildings, machinery, vehicles, and other supporting equipment.

Table LEIA-01.3 Insignificant activities required to be listed for part 70 sources (Minn. R. 7007.1300, subp. 4)

Part 70 permits: If you are applying for an initial part 70 permit, activities that are not listed in table LEIA-01.1, but have potential emissions less than those in this table may be included as insignificant activities to be listed in your permit application. If you use this form for subsequent permit actions, only include existing emissions units that were identified in the original part 70 permit as insignificant activities under Minn. R. 7007.1300, subp. 4. New emissions units do **not** qualify under Minn. R. 7007.1300, subp. 4. as insignificant activities. Verify that existing emissions units continue to qualify.

The activities described in Minn. R. 7007.1300, subp. 4.

4. Individual emissions units at a stationary source, each of which have potential emissions less than the following limits:
- A. 5.7 lbs/hr of carbon monoxide or actual emissions of two tons per year of carbon monoxide;
 - B. 2.28 lbs/hr or actual emissions of one ton per year for particulate matter, particulate matter less than ten microns, nitrogen oxides, sulfur dioxide, and volatile organic compounds;
 - C. for hazardous air pollutants, emissions units with:
 1. potential emissions of 25% or less of the hazardous air pollutant thresholds listed in Minn. R 7007.1300, subp. 5; or
 2. combined HAP actual emissions of one ton per year unless the emissions unit emits one or more of the following HAPs: carbon tetrachloride; 1,2-dibromo-3-chloropropane; ethylene dibromide; hexachlorobenzene; polycyclic organic matter; antimony compounds; arsenic compounds, including inorganic arsine; cadmium compounds; chromium compounds; lead compounds; manganese compounds; mercury compounds; nickel compounds; selenium compounds; 2,3,7,8-tetrachlorodibenzo-p-dioxin; or dibenzofuran. If the emissions unit emits one or more of the HAPs listed in this subitem, the emissions unit is not an insignificant activity under this subitem; **and**
 - D. potential emissions up to 10,000 tons per year or actual emissions up to 1,000 tons per year CO₂e.

Table LEIA-01.4 Conditionally insignificant activities

The activities described below must be listed in your permit application.

- 7008.4100 Conditionally insignificant material usage. All material usage activities at the stationary source are included in the following limits:
- A. VOC emissions less than 2000 pounds in each calendar year or VOC usage less than 200 gallons in each calendar year; and
 - B. Particulate matter, PM-10, and PM-2.5 emissions than 8,000 pounds each in each calendar year.

See Minn. R. 7008.4100 for recordkeeping and calculation requirements for this activity.

7008.4110 Conditionally insignificant PM and PM-10 Emitting Operations. Emissions from equipment venting particulate matter (PM) or particulate matter less than 10 microns (PM₁₀) inside a building, provided that emissions from the equipment are:

- (A) filtered through an air cleaning system; and
- (B) vented inside of the building 100% of the time.

See Minn. R. 7008.4110 for recordkeeping requirements for this activity.

Instructions for form LEHE-01 Hood Evaluation

The Manual: for the purposes of form LEHE-01, "The Manual" refers to the most recent edition (as of the time of system certification) of "Industrial Ventilation – A Manual of Recommended Practices" by American Conference of Governmental Industrial Hygienists.

- a) **AQ Facility ID number** -- Fill in your Air Quality (AQ) Facility identification (ID) number as on form LE-00, item a.
- b) **Agency Interest ID number** -- Fill in your Agency Interest ID number as on form LE-00, item b.
- c) **Facility name** -- Enter your Facility name as on form LE-00, item c.
- 1) **Date** -- Fill in the emission unit number(s) for the emission unit(s) served by this hood.
- 2) **Emission unit number(s)**. -- Fill in the emission unit number(s) for the emission unit(s) served by this hood.
- 3) **Emission unit characteristics** -- Provide a description of the type(s) of emission unit(s) controlled by this hood. If the units are identical or similar to descriptions in the Manual, use the terms in the Manual to describe the units. Describe how the pollutants are emitted from the unit, including such characteristics as the speed and direction of release and temperature compared to surrounding temperature.
- 4) **Pollutant(s) emitted** -- List the pollutants using the same names as on the LE-05A forms.
- 5) **Is there a recommended design for this application in the Manual?** -- Indicate if this type of emission unit has a recommended hood design in the Manual.
- 6) **Edition of the Manual referenced** -- Fill in the edition number of the Manual you use. Preferably this should be the latest edition, but some recent older editions may have the same design recommendations for many emission units.
- 7) **Page number(s)**. -- Fill in the page numbers of the Manual you used to evaluate this hood.
- 8) **Drawing of recommended and actual hood dimensions** -- Provide a sketch of the shape and dimensions of the hood as recommended by the Manual, including numerical dimensions and a sketch of the hood as constructed and installed. Indicate on the sketch of the recommended hood if a dimension is a minimum or maximum.
- 9) **Design capture velocity** -- Fill in the capture velocity used to design this collection hood, including units. Also fill in the actual capture velocity. List the Manual pages used to justify the capture velocity on the line below the table.
- 10) **Minimum recommended and actual air flow into hood** -- Fill in the minimum air flow recommended by the Manual. In many cases this must be calculated using the capture velocity. Fill in the actual air flow for this hood. This can be based on the design for this hood or on testing. Include the units for both numbers.
- 11) **Recommended and actual hood face velocity** -- If the Manual recommends a hood face velocity, fill it in. Otherwise, fill in NA. Fill in the actual face velocity. Include the units for both numbers.
- 12) **Recommended and actual slot velocity** -- If the Manual recommends a slot velocity, fill it in. Otherwise, fill in NA. Fill in actual slot velocity. Include units.
- 13) **Recommended and actual plenum velocity** -- "Plenum velocity" most commonly refers to the case in which the air enters the hood through slots and then passes through a duct of constant cross-sectional area before entering the transition to the smaller duct that leads to the control device. The duct immediately behind the slots is the "plenum." If the Manual recommends a plenum velocity, fill it in. Otherwise, fill in NA. Fill in the actual plenum velocity. Include the units for both numbers.
- 14) **Recommended and actual duct velocity** -- If the Manual recommends a duct velocity, fill it in. Otherwise, fill in NA. Fill in the actual duct velocity. Include the units for both numbers.
- 15) **Fan rotation speed** -- Fill in the actual fan rotation speed, including the units.
- 16) **Fan power draw** -- Fill in the actual fan power draw, including the units.
- 17) **Show the capture velocity test plan on a drawing or a sketch.** On a separate sheet, provide this information.
- 18) **If the hood design does not conform...** -- If you answer "No" to question 5, or the hood cannot be certified as meeting the Manual requirements, you cannot automatically use a capture efficiency of 80% for this hood. Following is guidance on some actions you can take to determine a capture efficiency.

You may assume a capture efficiency of 80% for a hood included in a federally enforceable permit if the hood has been evaluated and conforms to the design and operating practices recommended in the Manual. The evaluation shall be conducted by an engineer or Certified Industrial Hygienist. The Responsible Official must sign the Hood Certification Form LECR-02 to be submitted with the application.

The results of the evaluation and a copy of the certification must be kept on site. The owner or operator must make this evaluation and certification available for examination and copying upon request of the Commissioner and must, upon request, submit these records to the Commissioner by the time specified in the request.

Hoods that do not conform to the recommended design and operating practices in the most recent version of "Industrial Ventilation - A Manual of Recommended Practices", must be either evaluated and brought into conformity with those design and operating practices or tested in accordance with Minn. R. 7017.2001 to 7017.2060, including the requirement for a pretest meeting, and the test report reviewed and approved by the Agency, to determine a capture efficiency.

If the test shows that the capture efficiency for the hood is equal to or greater than 80%, the hood may be considered a certified hood and use a capture efficiency of **80%**.

Instructions for form LECR-02 Hood Certification

Facility information

- a) **AQ Facility ID number** -- Fill in your Air Quality (AQ) Facility identification (ID) number as on form LE-00, item a.
- b) **Agency Interest ID number** -- Fill in your Agency Interest ID number as on form LE-00, item b.
- c) **Facility name** -- Enter your Facility name as on form LE-00, item c.

Hood certification -- For each hood to be certified, fill in the emission unit ID number(s) of those served by that hood, the control equipment ID number(s), the capture efficiency of each hood to be certified, and the pollutant(s) controlled. Form LEHE-01 must be completed and kept in file at the facility.

Fill in 80% hood capture efficiency for certified hoods.

Emission unit ID number -- This is an ID number assigned to each individual emission unit (EU); if you have previously received an individual or general permit, existing EUs will already have a number assigned to them; these EU numbers should be identified on form LE-05B. Note that separate forms are provided for liquid storage tanks. Use these numbers on form LE-02 and consistently throughout the application. Each emission unit ID number must be unique.

Control equipment ID number -- Provide the ID numbers of the control device associated with each emission unit. These must be the same ID numbers assigned using the LE-05A forms. If there is no control device associated for a particular emission unit, leave the space blank. It is important to use these ID numbers on forms LE-02 and consistently throughout the application.

Signature block -- this form must be signed by a responsible official as defined in Minn. R. 7007.0100, subp. 21.

Instructions for form LE-01 Facility Information

- a) **AQ Facility ID number** -- Fill in your Air Quality (AQ) Facility identification (ID) number as on form LE-00, item a.
- b) **Agency Interest ID number** -- Fill in your Agency Interest ID number as on form LE-00, item b.
- c) **Facility name** -- Enter your Facility name as on form LE-00, item c.
- 1) **Facility location** -- Fill in the facility's street address and the city and county where the facility is located. Also fill in the facility's mailing address. You may use a P.O. Box number for the mailing address, but not for the street address. If the facility is or will be located within the limits of the city of Minneapolis, include a map showing the exact location of the facility.
- 2) **Corporate/company owner** -- Fill in the owner name and mailing address. The owner receives the air emission permit from the MPCA. The owner is the "Permittee". Check the one "owner classification box" that most closely describes your facility.
- 3) **Corporate/company operator (if different from owner)** -- The operator runs the facility on a day-to-day basis. If a separate management company operates the facility, its name goes here. The operator is also a "Permittee". Fill in if applicable; if not, fill in "N/A".
- 4) **Co-permittee (if applicable)** -- If the emission facility has more than one owner, for example a partnership, then the second owner's name and address go here. Another example is two facilities, owned separately, where one facility exists to support the other; both facilities are subject to one permit and the two owners are considered co-Permittees.
- 5) **Legally responsible official for this permit/facility** -- Fill in the name, title, phone number and fax number (if applicable) of the Legally Responsible Official. For the purpose of this form, LE-01, the Legally Responsible Official must be a person meeting the criteria for signing the application (defined in Minn. R. 7007.0100, subp. 22), which is the person who performs policy or decision making functions for the company. (A delegate may be allowed in some cases. Please refer to the rule section listed above.)

Indicate which address applies to this person by checking the appropriate box.

- 6) **Contact-person for this permit** -- Fill in the name, title, phone number, fax number, and email address of the individual to whom the permit and other permitting correspondence should be sent. Indicate which address applies to this person by checking the appropriate box.
- 7) **All billings and annual fees should be addressed to** -- Fill in the name, title, phone number and fax number (if applicable) of the individual to whom the annual emissions inventory and emissions fee billing should be sent. Indicate which address applies to this person by checking the appropriate box.

- 8) **Standard Industrial Classification (SIC) Code and description, and North American Industry Classification System (NAICS) code and description for the facility** -- Fill in the primary (and secondary and tertiary if applicable) four-digit SIC code(s) for the facility. A single stationary source may have more than one SIC code; for example, if a facility makes cardboard boxes, the facility would have a primary SIC code of 2653. If the same facility also does some of its own printing on-site, it would have a secondary SIC code of 2751.
- Additional SIC information may also be obtained from libraries, accounting firms or from the National Technical Information Service, 5285 Port Royal Road, Springfield, Virginia 22161 (order number PB 87-1000012).
- Fill in the primary six-digit NAICS Code and description for the facility. Additional information may be obtained on the NAICS website at <http://www.naics.com/> or on the U.S. Census Bureau website at <http://www.census.gov/epcd/www/naics.html>.
- 9) **Primary product produced (or activity performed) at the facility is** -- Indicate the primary product or activity of your business.
- 10) **Facility is stationary**—Stationary box is pre-checked.
- 11) **Facility Status** -- Place a check-mark in the box that most closely describes your facility's permitting status.
- 12) **Is an environmental review required (either an Environmental Assessment Worksheet (EAW) or an Environmental Impact Statement (EIS))?** -- Environmental review is sometimes required prior to construction or modification of a facility. Check the MPCA's Environmental Review webpage at <https://www.pca.state.mn.us/quick-links/environmental-review> , or call the Minnesota Environmental Quality Board at 651-201-2476 for more information. Put a check in the appropriate box of the application form.
- Note:** If you answered "yes" to this question and if you emit any hazardous air pollutants, you may also be required to perform an Air Emissions Risk Assessment (AERA). Go to the MPCA website at <https://www.pca.state.mn.us/air/air-emissions-risk-analysis-aera> or call 800-657-3864 or 651-296-6300 for more information.
- 13) **Are you required to submit a Toxics Release Inventory (TRI) (form R) under SARA Title 313?** -- Place a check in the appropriate box. With some exceptions, most facilities required to submit a TRI are also required to prepare a pollution prevention plan and submit periodic progress reports. Call the Minnesota Emergency Planning and Community Right-to-Know Act (EPCRA) Program of the Department of Public Safety at 651-201-7416, or go to their website at <https://dps.mn.gov/divisions/hsem/epcra/Pages/default.aspx> if you have questions about this.
- 14) **Are you within 50 miles of another state or the Canadian border?** -- Indicate if any states (other than Minnesota), or the country of Canada, are within 50 miles of the facility.
- 15) **Brief description of the source or proposed source to be permitted** -- Describe the primary business activity of your facility and which processes emit pollutants to the air.
- 16) **Are you proposing any alternative operating or emissions trading scenarios in this application?** – Box indicating *no* is pre-checked.
- 17) **Person preparing this application** -- Fill in the name, title, phone number, fax number, and email address of the individual filling out this permit application. Include the date of application.

Instructions for form LE-04 Stack/Vent Information

- a) **AQ Facility ID number** -- Fill in your Air Quality (AQ) Facility identification (ID) number as on form LE-00, item a.
- b) **Agency Interest ID number** -- Fill in your Agency Interest ID number as on form LE-00, item b.
- c) **Facility name** -- Enter your Facility name as on form LE-00, item c.

Complete the table this form for all the stacks and vents at your facility. Do not include stacks and vents that vent only from insignificant activities or which do not vent any regulated pollutant.

Regulated air pollutants include the criteria pollutants for which a national ambient air standard has been established, pollutants regulated under an NSPS, pollutants regulated under the National Emission Standards for Hazardous Air Pollutants program under Section 112 of the Clean Air Act (40 CFR pt. 61 and 40 CFR pt. 63), ozone depleting chemicals, and chemicals regulated under the accidental release program under section 112(r) of the Clean Air Act (40 CFR pt. 68).

- 1a) **S/V ID number** –Make sure each of the stacks and vents at your facility has an ID number. If you have previously received an individual or state permit, existing units will already have a number assigned; if you need to add new stack, add them as new numbers at the bottom of the list. Do not reuse numbers. Use these numbers on form LE-02, LE-03, LE-05B, and consistently throughout the application. Each stack/vent ID number must be unique.

Stacks and vents from building and room ventilation systems which are designed only to provide fresh air for the occupants or to remove heat for comfort are **not** required to be listed individually. All such stacks and vents for each building may be grouped under a single S/V ID number. Provide an estimate of the total air flow and temperature. In some cases, you may want to group these stacks or vents by rooms within a building. You may also list these stacks and vents individually if you wish.

Stacks or vents from buildings or room ventilation systems whose design basis is the removal of airborne contaminants must be listed individually with an estimate of air flowrate, temperature, and emission rate of each contaminant which is a regulated air pollutant.

- 1b) Height of opening from ground** -- The height is from the top of the stack to nearest ground level.
- 1c) Inside diameter in ft. or length x width in ft.** -- Provide the inside dimension(s) of the stack at the exit.
- 1d) Design flowrate at exit and 1(e) exit gas temperature at exit (°F)** -- You must use the same source of data for both items. For instance, if you contact the manufacturer for the flowrate, have them also provide the temperature. Provide the design flowrate in actual cubic feet per minute and the temperature in degrees F corresponding to the flowrate from this stack.
- 1(f) Rate/temp information source** -- Indicate the source of the flowrate and temperature entries separately, using the following code letters:
 - M – information provided by manufacturer
 - T – information obtained through testing
 - C – information obtained through continuous monitoring systems
 - E – estimated
- 1g) Discharge direction** – Provide the direction of flow of the gases exiting the stack or vent using the following codes:
 - U – gases exit upwards (with no cap on stack/vent)
 - C – gases exit upwards (with a cap on stack/vent)
 - D – gases exit downward
 - H – gases exit horizontally

Instructions for form LE-05A Pollution Control Equipment Information

- a) AQ Facility ID number** -- Fill in your Air Quality (AQ) Facility identification (ID) number as on form LE-00, item a.
- b) Agency Interest ID number** -- Fill in your Agency Interest ID number as on form LE-00, item b.
- c) Facility name** -- Enter your Facility name as on form LE-00, item c.

Note: There are four different LE-05A forms provided, one for each type of air pollution control equipment allowed for this general permit: fabric filters (LE-05A1), wall filters (LE-05A2), catalytic oxidizers (LE-05A3), and thermal oxidizers (LE-05A4). You need only complete the form(s) relevant to the control equipment operated at the facility. Do not complete any "X'd out" portions on any of the LE-05A series of forms.

- 1a) Control Equipment (CE) ID number** -- Make sure each piece of control equipment has an ID number. If you have previously received an individual or state permit, existing units will already have a number assigned; if you need to add new device or method, add them as new numbers at the bottom of the list. Do not reuse numbers. Use these numbers on Form LE-02 and consistently throughout the application. Each control equipment ID number must be unique.
- 1b) CE type code** -- This is prefilled for wall filters (form LE-05A2). For all other control equipment, select the appropriate CE code (listed in control equipment rule 7011.0070).

Fabric filters	
016	Fabric Filter - High Temperature, i.e., T>250 Degrees F
017	Fabric Filter - Medium Temperature i.e., 180 F<T<250 F
018	Fabric Filter - Low Temperature, i.e., T<180 Degrees F
Catalytic oxidizers	
019	Catalytic Afterburner
020	Catalytic Afterburner w/Heat Exchanger
109	Catalytic Oxidizer
Thermal oxidizers	
021	Catalytic Afterburner w/Heat Exchanger
022	Direct Flame Afterburner w/Heat Exchanger
131	Thermal Oxidizer

- 1c) Description** -- This is prefilled for each type of control device.
- 1d) Manufacturer** -- Fill in the name of the pollution control equipment manufacturer. Pollution control practices such as dust suppression by water spray or chemical oxidation may not use control equipment. In these cases, fill N/A for items 1d and 1e.
- 1e) Model number** -- Fill in the manufacturer's model number for the pollution control equipment. If no control equipment is used, fill in NA.
- 1f) Pollutants controlled** -- This is prefilled for each type of control device.
- 1g) Capture efficiency** -- Fill in the capture efficiency.

The capture efficiency is the portion of the pollutants emitted that are routed via ducting to the control equipment (e.g., a fabric filter). For emission units in which all of the pollutants emitted are routed via ducting to a fabric filter the capture efficiency is 100%. These devices are called total enclosures. Hoods and other devices that do not completely surround the emissions from an emission unit do not capture all of the pollutants emitted and therefore have a capture efficiency that is less than 100%. The permit allows credit for 80% capture efficiency if the hood is certified.

1h) Destruction/collection efficiency -- Fill in the destruction or collection efficiency, as appropriate.

The destruction efficiency refers to the percentage of captured emissions that are destroyed, such as when a thermal oxidizer combusts volatile organic compound emissions. The collection efficiency refers to the percentage of captured emissions that are retained within the control device, such as a fabric filter. You may use the destruction/collection efficiency from Minn. R. 7011.0070 Table A.

1i) Afterburner combustion parameters -- Fill in the combustion parameters for **oxidizers only** (forms LE-05A3 and LE-05A4). The parameters of interest are the temperature and residence time of the unit. Please state the temperature in degrees Fahrenheit and the residence time in seconds. List the parameters in a column, filling in each square with only one parameter (i.e., minimum operating temperature and residence time). For example, list the unit's minimum operating temperature in the first row and the residence time in the second row. It is not necessary to repeat the other information in the other columns (i.e., equipment manufacturer's name, equipment model number, etc.). Recommended monitoring, recordkeeping, operation and maintenance guidelines for other types of control equipment are included in Minn. R. 7011.0075 and Minn. R. 7011.0080.

Instructions for form LE-05B Emission Unit Information

a) AQ Facility ID number -- Fill in your Air Quality (AQ) Facility identification (ID) number as on form LE-00, item a.

b) Agency Interest ID number -- Fill in your Agency Interest ID number as on form LE-00, item b.

c) Facility name -- Enter your Facility name as on form LE-00, item c.

Note: There are nine different LE-05B forms provided, one for each type of emission unit allowed for this general permit: boilers (LE-05B1), ovens (LE-05B2), furnaces (LE-05B3), stationary internal combustion engines (LE-05B4), abrasive blasting booths (LE-05B5), spraying/coating (non fiberglassing) booths (LE-05B6), fiberglass operations (LE-05B7), dip tanks (LE-05B8), and degreasers/cleaning machines (LE-05B9). Do not complete any "X'd out" portions on any of the LE-05B series of forms.

Use this form to describe emission units other than liquid storage tanks and fugitive emission sources. Separate forms are provided for liquid storage tanks (LE-05C) and for fugitive emission sources (LE-05D).

1a) Emis unit ID number -- Make sure each emission unit has an ID number. If you have previously received an individual or state permit, existing units will already have a number assigned; if you need to add new units, add them using new numbers at the bottom of the list. Do not reuse numbers. Note that separate forms are provided for liquid storage tanks. Use these numbers on form LE-02 and consistently throughout the application. Each emission unit ID number must be unique.

1b) SV ID number(s) -- Provide the ID numbers of the stacks and vents associated with each emission unit. These must be the same ID numbers assigned using form LE-04. It is important to use these ID numbers on forms LE-02 and LE-03 and consistently throughout the application.

1c) Relation type -- Identify the type of stack or vent as follows:

- M Main, meaning this is the primary stack or vent through which emissions are vented in normal operation;
- P Parallel, meaning this is another stack or vent through which emissions are vented in normal operation. For operations where emissions normally pass through two or more stacks or vents, the first stack/vent would be the main one and any others would be parallel;
- B Bypass, meaning the stack or vent serves as a bypass to the usual stack or vent in some circumstances; an
- O Other for all other situations. Attach a written description.

1d) Control equip ID number -- Provide the ID numbers of the control device associated with each emission unit. These must be the same ID numbers assigned using the LE-05A forms. If there is no control device associated for a particular emission unit, leave the space blank. It is important to use these ID numbers on forms LE-02 and consistently throughout the application.

1e) Emission unit operator's description -- Provide a description sufficient to identify this emission unit at the facility, for example, "North Boiler".

1f) Manufacturer -- For packaged and pre-assembled equipment, and for equipment completely designed by a single company and field-assembled, provide the name of the manufacturer or designer. For equipment designed and manufactured by the contractor or owner, indicate this.

1g) Model number -- For equipment which has a model number, provide the model number.

1h) SIC code -- Provide the SIC code for this emission unit if different from the primary SIC code for the stationary source. Note that most emission units will not have a SIC code for that type of unit alone. Otherwise leave blank.

- 1i) **Commence construction date** -- Provide the date on which installation of the unit started at the source. If unknown, provide your best estimate of the year construction commenced.
- 1j) **Initial startup date** -- Provide the date on which operation of the emission unit started.
- 1k) **Maximum design capacity** -- Provide the maximum production capacity of each emission unit; for example, for a boiler, the maximum steam generation rate; for a paint spray booth, the maximum spraying rate.
- 1l) **Maximum design capacity units** -- Provide the material and units of measure for the number provided for capacity, such as "pounds of steam per hour" or "tons crushed per hour." Enter the material ("steam", "energy", etc.), numerator and denominator in the separate columns provided.

For the material, choose from the following list:

Table entry	Detail
A/D Pulp	Air Dried Pulp
Ash	Ash
Bentonite	Bentonite
Board	Board
Carbon	Carbon
Chlor Dioxid	Chlorine Dioxide
Coating	Coating
Corn	Corn
Diesel Fuel	Diesel Fuel
Ethanol	Ethanol
Fuel	Fuel
Heat	Heat
Ink	Ink
Lime	Lime
Material	Material
Natural Gas	Natural Gas
Paint	Paint
Pellet	Pellet
Pulp	Pulp
Resin	Resin
Sand	Sand
Scrap	Scrap
Sludge	Sludge
Steam	Steam
Sulfur	Sulfur
Vehicle	Vehicle
Wafer/Chip	Wafer/Chip
Wastewater	Waste Water
Yeast	Yeast
Energy	Energy
Bottle	Bottle
Wood	Wood
Shingles	Shingles
Coal	Coal
Waste, Solid	Solid Waste
Grain	Grain
Adhesive	Adhesive
Wood, Dried	Oven Dried Wood
Methane	Methane
Core Oil	Core Oil
Solid	Solid
Foam	Foam
Beer	Beer

Table entry	Detail
Acid	Acid
Asphalt	Asphalt
Blk Liq Slds	Black Liquor Solids (Kraft Pulp Mill)
Can	Can
Casting	Casting
Clothes	Clothes
Coke	Coke
D Pulp, Unble	Dry Pulp, Unbleached
Elect Energy	Electrical Energy
Fiber	Fiber
Glue	Glue
Hydrated Lime	Hydrated Lime
Lead	Lead
Limestone	Limestone
Metal	Metal
Ore	Ore
Paper	Paper
Product	Product
RDF	Refuse Derived Fuel
Rock	Rock
Sawdust	Sawdust
Shot	Shot Material
Solvents	Solvents
Sugar	Sugar
Varnish	Varnish
Voc	Volatile Organic Compound
Waste	Waste
Water	Water
Current	Current Applied
Surface Area	Surface Area
Core	Core
Meal, Blood	Blood Meal
Battery	Battery
Fiberglass	Fiberglass
Ethylene Oxi	Ethylene Oxide
Meal, Dry Bld	Dried Blood Meal
Bread	Bread
Sludge, Dry	Dry Sludge
Emery	Emery
Aluminum	Aluminum
DDGS	Distillers Dried Grains With Solids
Log	Log
Silicon Diox	Silicon Dioxide

For the numerator, choose from the following list:

Table entry	Detail
Amp	Amperes
Bhp	Brake horsepower
Btu	British Thermal Unit
E3 Gal	1000 gallons
E6 Mg	Million megagrams
F	Degrees Fahrenheit
Ft	Feet
Ft3	Cubic feet
Gal	Gallons
Hp	Horsepower
Kw	Kilowatts
Mbtu	1000 BTU
Megagram	Megagrams
E6 Bdft	Million board feet
Mw	Megawatts
Ton	English tonn (2000 U.S. Lb)
Yd2	Square yards
Avg CFM	Avg Std cubic feet per minute
Batch	Batch
M3	Cubic meters
Hr	Hours
In	Inches
Mcf	Thousand cubic feet
Lb	Pounds
Tonne	Metric tons
E6 Lb	Million pounds
RPM	Revolutions per minute
E3 Lb	1000 pounds

Table entry	Detail
Bbl	Barrels
BRDFT	Board Foot
Bushel	Bushels
E6 Lb	Million pounds
Each	Each
Floz	Fluid ounces
Ft2	Square feet
Ft3(s)	Standard cubic feet
Gr	Grains
Kg	Kilograms
Lb	Pounds
Mcf	1000 cubic feet per day
Mgal	Million gallons
MMbtu	Million British thermal units
Oz	Ounces
Yd	Yards
Yd3	Cubic Yards
Acre	Acres
Cord	Cord
Cycle	Cycle
Hp-Hr	Horsepower-hours
Kw-Hr	Killowatt-hours
MMcf	Million cubic feet
Cc	Cubic centimeters
Mile	Miles
E6 Ft2	Million square feet
KPA	Kilopascals
M	Meters

For the denominator, choose from the following list:

Table entry	Detail
Min	Minutes
Day	Days
Mo	Month
Each	Each
Ft2	Square feet
Ft2-Hr	Square foot hours
Ton	English tons (2000 U. S. lbs)
Batch	Batch

Table entry	Detail
Hr	Hours
Wk	Week
Yr	Years
Gal	Gallons
Ft3	Cubic Feet
M2-Hr	Square meter hours
Lb	Pounds
Cycle	Cycle

- 1m) **Maximum fuel input** -- For fuel-burning emission units only, provide the maximum fuel use in units of millions of BTU per hour.
- 1n) **Percent fuel for space heat** -- If fuel is burned in an emission unit (boiler) both for process heat and for cold-weather space heating, provide an estimate of the percentage of fuel used for space heat annually.
- 1o) **Ignition type** -- For engines only, the ignition type of the engine is prefilled as CI – Compression Ignition.
- 1p) **Reduced use?** -- For engines only, fill in the appropriate code for the usage category of the engine:

No	Not reduced use
Emerg	Emergency or Blackstart
Lim	Limited use (less than 100 hours per year)
24	24 hours or less per year
- 1q) **Engine displacement** -- For engines only, provide the engine displacement in liters per cylinder.
- 1r) **NSPS** – Check this box for each unit subject to a New Source Performance Standard (NSPS). Note that this column is not applicable for some emission unit types, because some NSPS are not allowed under this general permit.

- 1s) **NESHAP** – Check this box for each unit subject to a National Emission Standard for Hazardous Air Pollutants (NESHAP). Note that this column is not applicable for some emission unit types, because some NESHAP and some NESHAP compliance options are not allowed under this general permit.

Instructions for form LE-05C Tank Information

- a) **AQ Facility ID number** -- Fill in your Air Quality (AQ) Facility identification (ID) number as on form LE-00, item a.
- b) **Agency Interest ID number** -- Fill in your Agency Interest ID number as on form LE-00, item b.
- c) **Facility name** -- Enter your Facility name as on form LE-00, item c.
- 1a) **Tank ID number** -- Make sure each of the tanks at your facility has an ID number. If you have previously received an individual or state permit, existing tanks will already have a number assigned; if you need to add new tanks, add them using new numbers at the bottom of the list. Do not reuse numbers. It may be helpful to group tanks according to area, process, or contents. Use these numbers on form LE-02, LE-03, and consistently throughout the application. Each tank ID number must be unique.
- 1b) **Control equipment ID number** -- If emissions from the tank are directed to a control device (e.g., a thermal oxidizer), fill in the ID number of that piece of control equipment here. This ID information should be the same as listed on Pollution Control Equipment Information, form LE-05A, and will help track the flow of emissions.
- 1c) **Product(s) stored** -- List the material contained in the tank. Include the appropriate Chemical Abstract Service (CAS) number. If the tank contains a mixture, list each individual compound in a separate row (with the same tank number in column 1a). After the name of the compound, list the CAS number and the approximate weight fraction of that chemical (or groups of chemicals) contained in the tank. An example follows:

Tank ID number	Control equipment ID number	Product(s) stored	Interior height (ft)
001	001	Benzene (CAS #71423); 52%	10
001		Toluene (CAS #108883); 48%	

- 1d) **Interior height (ft.)** -- List the interior height of the tank, in feet. For tanks with a cone bottom, fill in the straight-wall height only.
- 1e) **Interior diameter (ft.)** -- List the interior diameter of the tank, in feet. For a tank that is not cylindrical, calculate the area of the top of the tank. Then determine the diameter of a circle with an area equal to that of the top of the tank. List that *effective diameter* (in feet) in this column.
- 1f) **Capacity (1000's of gals.)** -- List the maximum capacity of the tank (in thousands of gallons). The maximum capacity may be calculated by multiplying the height of the tank by the area of the top of the tank. Be sure to convert to thousands of gallons before writing in the capacity. For example, for a 40,000 gallon tank, fill in "40." If you need to convert from cubic feet to gallons, use the factor of 7.481 U.S. gallons in a cubic foot.

Instructions for form LE-05D Fugitive Emissions Source Information

- a) **AQ Facility ID number** -- Fill in your Air Quality (AQ) Facility identification (ID) number as on form LE-00, item a.
- b) **Agency Interest ID number** -- Fill in your Agency Interest ID number as on form LE-00, item b.
- c) **Facility name** -- Enter your Facility name as on form LE-00, item c.

Fugitive emissions are air emissions *outside* of your building which cannot reasonably pass through a stack, chimney, vent or other equivalent opening. Examples of fugitive emission sources include sawdust piles or gravel roads. Emissions *inside* a building that escape through a door, or that do not pass through a stack are *not* fugitive emissions. These emissions should be assigned to an emission unit and building vent, and reported as stack emissions on forms LE-05B and LE-04.

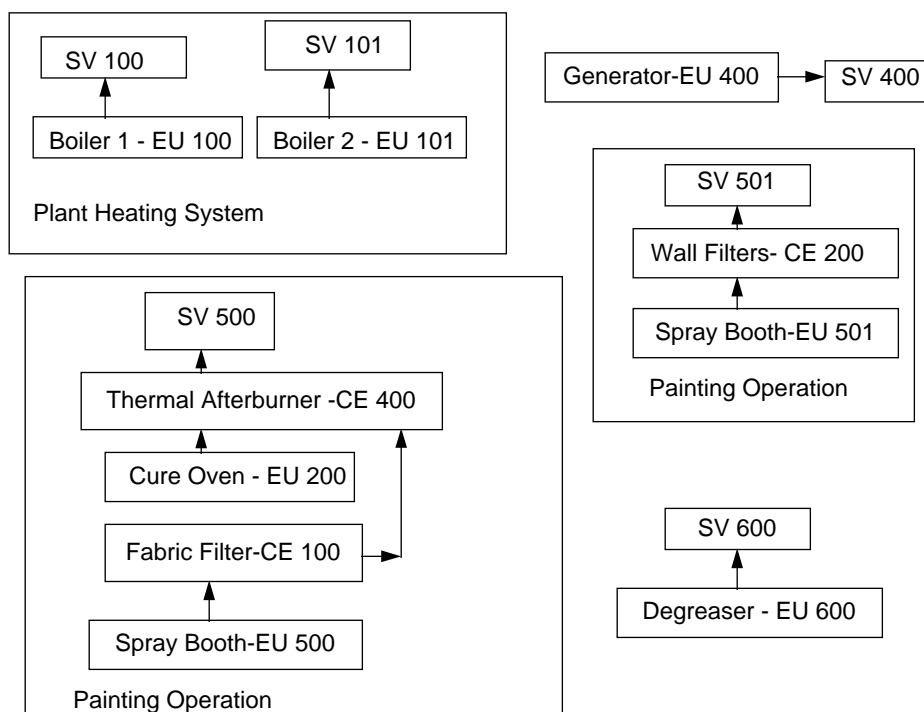
- 1a) **Fugitive Source (FS) ID number** -- Make sure each fugitive source has an ID number. If you have previously received an individual or state permit, existing fugitive sources will already have a number assigned; if you need to add new tanks, add them using new numbers at the bottom of the list. Do not reuse numbers. Use these numbers on form LE-02, form LE-03, and consistently throughout the application. Each fugitive source ID number must be unique.
- 1b) **Pollutant emitted** -- Prefilled for unpaved roads. For other fugitive sources, enter the name(s) for fugitive pollutant(s) emitted.
- 1c) **Control equipment (CE) ID number** -- Enter the control equipment ID used on this fugitive source, if applicable.
- 1d) **Description of the fugitive emission source** -- Prefilled for unpaved roads, and cleaning solvents and adhesives. Provide a description of other fugitive emission sources located at the facility.

Instructions for form LE-02 Process Flow Diagram

- a) **AQ Facility ID number** -- Fill in your Air Quality (AQ) Facility identification (ID) number as on form LE-00, item a.
- b) **Agency Interest ID number** -- Fill in your Agency Interest ID number as on form LE-00, item b.
- c) **Facility name** -- Enter your Facility name as on form LE-00, item c.
- 1) **Flow Diagram** -- To produce a complete flow diagram for your air emission permit application, start by showing all emission units except insignificant activities. Show the flow pathway of materials into each emission unit. Examples include fuel oil piping into a boiler. Show the pathway of air emissions from each emission unit to each stack or vent. If more than one emission unit are connected to a single stack, indicate this on the diagram. Show all air pollution control equipment, all fugitive emission sources, and all storage tanks, except those classified as insignificant activities. You may use this sheet or attach another drawing provided it includes all of the information requested. If you attach another drawing or additional sheets, please include the AQ Facility ID number and Facility name in the upper left hand corner of each additional sheet.

Assign an ID number to each stack/vent and to each emission unit as instructed on forms LE-04, LE-05A and LE-05B. After completing the flow diagram, you may want to complete those forms and assign the ID numbers, then return to this form to add them on the flow diagram. These ID numbers must be used consistently throughout the application.

The following figure is an example of what a process flow diagram might look like:

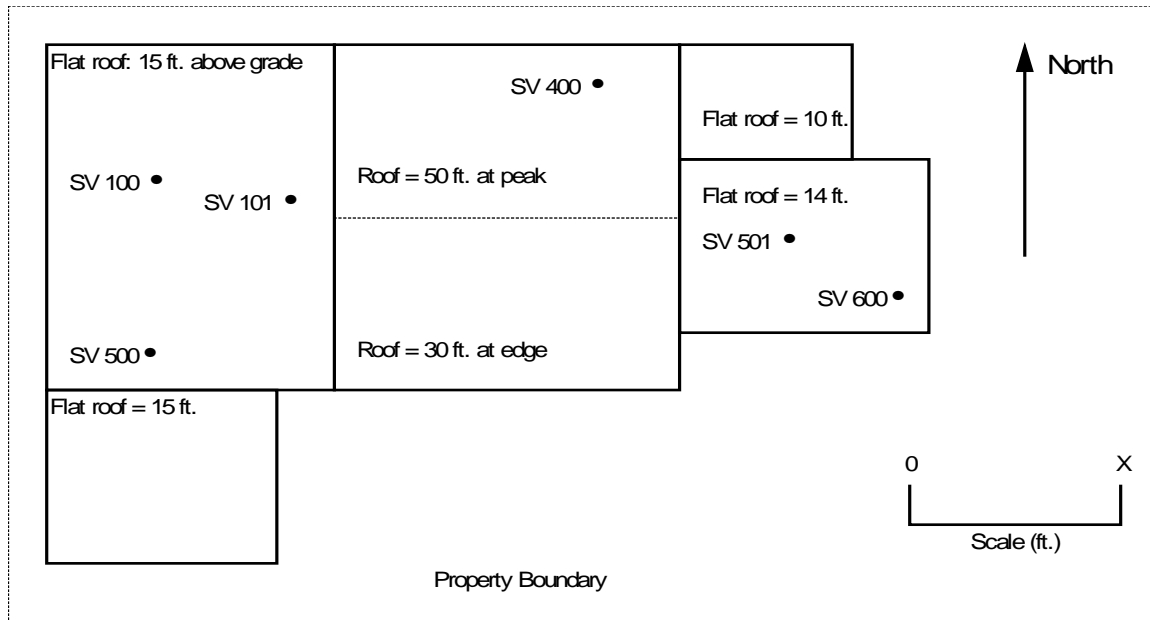


Instructions for form LE-03 Stack/Vent Diagram

- a) **AQ Facility ID number** -- Fill in your Air Quality (AQ) Facility identification (ID) number as on form LE-00, item a.
- b) **Agency Interest ID number** -- Fill in your Agency Interest ID number as on form LE-00, item b.
- c) **Facility name** -- Enter your Facility name as on form LE-00, item c.
- 1) **Facility and stack/vent diagram** -- Provide a plan view site diagram of the facility showing all buildings with building ID numbers. Show the location of each stack/vent, of each fugitive emission source, and each storage tank. Include an ID number for each stack/vent. These ID numbers must also be used as on the LE-04 form for stacks/vents. Include building roof height on this drawing. For buildings with a flat roof, only the roof height needs to be given. For buildings with sloping roofs, use a dashed line to indicate the peak of the roof, and provide both the height of the peak and the height of the roof at the edge. You may use this form or attach another drawing if it provides all the information required. If you attach another drawing or additional sheets, please include the AQ Facility ID number and Facility name in the upper left hand corner of each additional sheet.

The following figure is an example of what a facility and stack/vent diagram might look like:

where: SV indicates a stack or a vent and,
FS indicates a fugitive source



Instructions for form LECD-05 Compliance Plan for Control Equipment

- a) **AQ Facility ID number** -- Fill in your Air Quality (AQ) Facility identification (ID) number as on form LE-00, item a.
- b) **Agency Interest ID number** -- Fill in your Agency Interest ID number as on form LE-00, item b.
- c) **Facility name** -- Enter your Facility name as on form LE-00, item c.

Fill out the appropriate table (1, 2, 3, and/or 4) on the form LECD-05 for each control device at your facility. For the control efficiency basis, you are using the values from Minn. R. 7011.0070 Table A. The column for control efficiency basis has been prefilled with "Control Equipment Rule".

Table LECD-05.1 is provided as guidance for operation and maintenance.

Table LECD-05.1 Operation and Maintenance Plan Guidelines

At a minimum, Operation and Maintenance (O&M) Plans should include the following components. If you need additional guidance on O&M Plans, the Air Quality has a guidance document commissioned by the EPA regarding this subject available for your use. Do not submit your O&M Plan with your application. You should, however, maintain your O&M Plan on site at your facility, available for review.

Pollution control equipment type	O & M plans
All types	<ol style="list-style-type: none"> 1. Maintain and adequate inventory of parts. 2. Ensure staff training on operation and monitoring of pollution control equipment as well as troubleshooting. 3. Conduct a thorough annual inspection of control equipment. This may require shutting down operations temporarily. 4. Conduct monthly inspections of control equipment mechanical operations (moving parts) including bearings, belts, fans, etc. as well as checking nozzles for plugging. 5. Conduct quarterly inspections of control equipment structure (non-moving parts) including housings, ductwork, hoses, etc. 6. Do daily checks on monitoring equipment (pressure gauges, chart recorders, temperature meters, etc.) to ensure that they are operational. 7. Calibrate monitoring equipment annually. 8. Respond to alarms, abnormal temperatures, noise, and odors which are all signs of a malfunctioning system and record in a log the corrective action taken. 9. Address additional operation and maintenance items recommended by the manufacturer if they are not covered by items 1-8.

Baghouse (fabric filter)	<ol style="list-style-type: none"> 1. Check hopper/dust removal system with a frequency appropriate to the system. The Permittee must specify this frequency in the permit application. 2. Adjust the bag cleaning frequency if the pressure drop indicates there is a problem. 3. Replace bags when the monitoring system indicates decreasing particulate removal. 4. Yearly pressure gauge calibration. 5. Items 1-9 listed for "All Types" above.
Panel/wall filters	<ol style="list-style-type: none"> 1. Items 1-9 listed for "All Types" above, if applicable.
Catalytic oxidizer	<ol style="list-style-type: none"> 1. Sample the catalyst bed every three months for reactivity. You must report what reactivity level necessitates changing the bed with the first report you submit after permit issuance. Add to the catalyst or replace the bed as needed. 2. Annual Calibration of temperature meters. 3. Items 1-9 listed for "All Types" above, if applicable.
Thermal oxidizer	<ol style="list-style-type: none"> 1. Maintain a minimum combustion temperature when operating. 2. Maintain either a continuous hard copy readout of the combustion temperature or maintain a hard copy of manual readings taken at least every 15 minutes. 3. Items 1-9 listed for "All Types" above, if applicable.

Instructions for form LE-06 Compliance Certification

- AQ Facility ID number** -- Fill in your Air Quality (AQ) Facility identification (ID) number as on form LE-00, item a.
- Agency Interest ID number** -- Fill in your Agency Interest ID number as on form LE-00, item b.
- Facility name** -- Enter your Facility name as on form LE-00, item c.

In this form, you will identify whether your facility is in compliance with state and federal requirements that apply. The requirements listed on this form are reproduced from form LE-09 and correspond to *general* program categories (for example, New Source Performance Standards, New Source Review). You will need to complete form LE-09 before completing this form.

All Air Permit applicants are required to give a description of the compliance status of the stationary source. Please note, indicating non-compliance in this form will not necessarily result in enforcement action.

- 1) Fill out the grid which starts on page 1 according to the instructions below:

Start with the first requirement listed in the upper left cell and work your way across the row until you have completed each cell in that row. Then, go on to the next listed requirement and complete that row, and so on.

1a) Requirement that is basis of certification

This column lists requirements that your air emission facility may be subject to. You should refer to these as you complete this form.

1b) Compliance status on the date of application?

- A. If you determine that any of the requirements in the *Requirement That is Basis of Certification* column do not apply to your facility, check "Not Applicable" in the corresponding cell of the *Compliance Status On the Date of Application* column.
- B. If you determine that any of the requirements in the *Requirement That is Basis of Certification* column do apply to your facility, you must determine whether your facility is in or out of compliance with each of the requirements that apply to it. To do this, you must be familiar with the specifics of each applicable requirement.
- C. If your facility is in compliance with **every** aspect of a requirement that applies to it, check "Compliance."
- D. If your facility is out of compliance with **any** aspect of a requirement that applies to it, check "Non-Compliance." If your facility was out of compliance with a requirement in the past and the non-compliance has not been resolved with appropriate corrective action (example of appropriate corrective action: if you are subject to a New Source Performance Standard, and you failed to send in a required notification, the corrective action is to send the notification in), your facility is still out of compliance and you must check "Non-Compliance."
- E. In some cases you will be given the option of checking "Unknown." You may only check the "Unknown" box if your facility meets the criteria listed below the "Unknown" box.

1c) Briefly describe the non-compliance

- A. If you checked "Not Applicable," or "Compliance" in the *Compliance Status On the Date of Application* column, write "Not Applicable" in the corresponding cell in this column.
- B. If you checked "Non-Compliance" in the *Compliance Status On the Date of Application* column, you must describe what emission units or stack/vents are out of compliance and how they are out of compliance.

1d) How did you determine if you were in or out of compliance?

- A. If you checked "Not-Applicable" in a cell in the *Compliance Status On the Date of Application* column, you should write "Not Applicable" in the corresponding cell in this column.
- B. If you checked either "Compliance" or "Non-Compliance" in a cell in the *Compliance Status On the Date of Application* column, you must briefly describe the methods you used to determine whether you are in or out of compliance with a requirement in the corresponding cell in this column. You must include a description of monitoring, recordkeeping, test methods, and operation and maintenance procedures for air pollution control equipment. Use the compliance determination methods from your most recent permit, if you had one, or the methods in your proposed compliance plan. You may need more room than has been provided for this description. If you need more room, attach well labeled sheets to this form with the additional information.

1e) Compliance status on the day you receive your permit

- A. If you checked "Not Applicable" in the *Compliance Status On the Date of Application* column, check "Not Applicable" in the corresponding cell in this column.
- B. If you checked "Compliance" in the *Compliance Status On the Date of Application* column, you may check "Compliance" in the corresponding cell in this column if you will still be in compliance when your permit is issued.
- C. If you checked "Non-Compliance" in the *Compliance Status On the Date of Application* column, you may check "Compliance" in the corresponding cell in this column if getting a permit will resolve the non-compliance (example, you are not in compliance *only* because you do not have a permit and you need one.) You may also check "Compliance" in the corresponding cell in this column if you will have completed the corrective action outlined in Section III of form LE-00 by the time you get your permit. Otherwise, you must check "Non-Compliance."
- D. If you checked "Unknown" in the *Compliance Status On the Date of Application* column, follow the instructions given in the cell.
- E. If you checked noncompliance for any requirement other than NSPS or NESHAP you are not eligible for this general permit. If you are in noncompliance with NSPS or NESHAP for any reason other than notifications (or recordkeeping for NSPS Kb or performance test calculation for NSPS EE), you are not eligible for this general permit. **If you do not qualify for this general permit, you must submit a permit application for a Part 70 permit before you make a change to your facility.**

Instructions for form LE-07 Facility Emissions Summary

Note: Before you can fill out form LE-07, you must complete the emission calculations. To complete emission calculations, the following MPCA webpage has detailed instructions <http://www.pca.state.mn.us/dm0rdc9>. After you have completed the emission calculations, transfer the appropriate information to form LE-07.

- a) **AQ Facility ID number** -- Fill in your Air Quality (AQ) Facility identification (ID) number as on form LE-00, item a.
- b) **Agency Interest ID number** -- Fill in your Agency Interest ID number as on form LE-00, item b.
- c) **Facility name** -- Enter your Facility name as on form LE-00, item c.
- 1a) **Emission source type** -- Fill in the emission source type for each emission source for which emissions are being reported. The source type codes are as follows:

EU	Emission unit;
FS	Fugitive source;
TK	Tank;
SV	Stack/Vent;
GP	Group;
FC	Facility

- 1b) **Emission source ID number** -- Fill in the identification number of each emission group, unit, fugitive emissions source, or tank, from which emissions are being reported. Obtain these numbers from form LE-04, LE-05B, LE-05C, or LE-05D, as applicable.

Note regarding questions 1c)-1f): Fill in a separate column of the form for each pollutant being reported. If you run out of room on the form, make additional copies of the form.

- 1c) **CAS number** -- Provide the CAS number for Hazardous Air Pollutants (HAPs) in this box.

- 1d) Pollutant name** -- Fill in the name of each pollutant being emitted from the emission source (one pollutant per column). Begin by filling in all of the criteria pollutants in alphabetical order, then fill in the HAPs in alphabetical order.
- 1e) Potential emissions** -- In the three columns under box 1e), express each emission source's potential-to-emit, for each pollutant (applies to both criteria and HAPs), in each of the following three ways:
- In the left column under box 1e), report the source's maximum **controlled** emissions rate (e.g., after taking into account pollution control equipment) **in pounds per hour**. If the source is subject to a state rule, federal regulation, or self-imposed limit which requires the source's emissions to be lower than the maximum controlled emission rate, fill in the maximum emission rate taking into account the rule, regulation, or self-imposed limit. For example, a unit may have a maximum controlled particulate emission rate of 10 pounds per hour, but the state industrial process equipment rule may limit the emission rate from the source to 5 pounds per hour. In this case you would fill in 5 pounds per hour as your maximum controlled emission rate.
 - In the middle column under box 1e), report the emission source's maximum **uncontrolled** emissions **in tons per year** (using the information from the emission calculation spreadsheets created according to the direction on the MPCA website at <http://www.pca.state.mn.us/dm0rdc9>).
 - In the right column under box 1e), report the emission source's **limited controlled** emissions **in tons per year** (again using the information from your emission calculation spreadsheets).
- 1f) Actual emissions** -- required only if this is the first air emissions permit ever issued to the facility. If the facility has previously received an air emission permit and had been submitting annual emission inventories, skip to question 2.

Fill in the column under box 1f) with each emissions source's actual emissions, **in tons per year**, after reading the following:

For New Source Review (NSR) pollutants: All criteria pollutant and greenhouse gas (GHG) sources must fill in their actual pollutant emissions rate, in total tons per year. Criteria pollutants must be reported to one place to the right of the decimal point. **Note:** If you have submitted an emissions inventory as required by Minn. R. 7019.3000, in the previous year and have not made any modifications to your facility since its submittal, you do not have to report actual criteria pollutant and GHG emissions on form LE-07.

For Hazardous Air Pollutants (HAPS): All major sources of pollutants under Minn. R. 7007.0200, subp. 2 shall provide actual emission rates, in total tons per year, or if emissions of a hazardous air pollutant are < 1 tpy, of each HAP for the facility. You are not required to report HAP emissions unit-by-unit, although you may do this if this is the only or most convenient way. You may use the FIRE database, other EPA publications such as AP-42, test data, material balances, or other types of engineering calculations to estimate HAP emissions. HAPs emissions estimates must be reported to four places to the right of the decimal point.

Actual emissions shall be calculated using the emission unit's actual operating hours, production rates, and types of materials processed, stored, or combusted during the elected time period. Each facility submitting a permit application will be required to supply calculations in an editable electronic format.

Each facility is required to complete the appropriate emission calculations. Information on your facility's potential-to-emit (PTE) can provide the basis for estimating actual emissions. Emission factors and various data (if available) from performance or stack tests, continuous emission monitors, and/or raw materials testing are used in the PTE emission calculations spreadsheets. This same information is required for estimating actual emissions. The same emission factors and data can be used to calculate both PTE and actual emissions, with appropriate adjustments to account for actual facility operations. You can also use information and calculations for actual emissions that are different from the calculations for PTE. However, if you use calculations for actual emissions that are different from the calculations for PTE, the information used in calculating actual emissions must be included in the permit application.

- 2) Total facility summary table (lower table)** -- *Note: The lower table is a total facility emissions table and summarizes the upper table. Take the data from the upper table and use it to fill in the lower table.* Fill out a column of the table for each pollutant emitted at your source. In each appropriate column, supply the following information: the facility-wide total annual uncontrolled PTE for each pollutant, the total facility-wide annual limited PTE for each pollutant, and the actual total annual emissions of each pollutant. Duplicate the total emissions summary table as many times as necessary to include all pollutants emitted at your facility.

If this permit will authorize an increase in mercury emissions (construction of a new facility that will emit mercury, or modification of an existing facility resulting in additional mercury emissions), and the potential mercury emissions from the entire facility are or will be three (3) or more pounds per year, complete and submit form HG-01, Mercury Releases to Ambient Air.

- 3) Editable calculation spreadsheet(s)** -- Indicate whether the spreadsheet(s) are included with the application on a compact disk (CD), or if they will be emailed to the MPCA upon request. If you are submitting the application only on a CD (i.e., you are not submitting paper copies, except forms that require signatures), then you must include the spreadsheet(s) on the CD. If you are submitting only a paper copy of the application (i.e., you are not submitting a "pdf" version of the application on a CD), then you may email the spreadsheet(s) upon request, or you may choose to include a CD with just the spreadsheet(s).

If you are submitting a paper copy of the application, you must also include a printout of the calculation spreadsheet(s) with example calculations. If you are submitting a "pdf" of the application, you must also include the calculation spreadsheet(s) as part of the document.

Instructions for form LE-EIL Equipment Inventory List

Do not submit this form with the application. Use and maintain this form after the permit is issued for recordkeeping. Use this form to describe equipment that you own/operate at your facilities subject to the Air Emission Low-Emitting Facility General Permit. You may copy the form as often as you need to.

Include the revision date of the LE-EIL form in the space provided (upper-right-hand corner). Maintain all current and previous versions of form LE-EIL on site.

- a) **AQ Facility ID number** -- Fill in your Air Quality (AQ) Facility identification (ID) number as on form LE-00, item a.
- b) **Agency Interest ID number** -- Fill in your Agency Interest ID number as on form LE-00, item b.
- c) **Facility name** -- Enter your Facility name as on form LE-00, item c.

Instructions for completing Item 1

Type of equipment - The information in this column should give a brief description of the piece of equipment, for example "9 MMBtu/hr Boiler". Equipment to list includes: Abrasive blasting, adhesive, bag houses, boilers, brazing, burn-off ovens, casting, catalytic or thermal afterburners, cleaning (including acid cleaning, degreasers, general cleanup with solvents), dip tanks, fabric filters, fuel storage, furnaces, injection molding, internal combustion engines (generators), lamination, mixing, molding, ovens, resin and gel coating, sanding, screen printing, soldering, space heaters, spraying and coating activities, stenciling, storage tanks, wall/panel filters, water wash paint booths, and welding. Update form LE-1A, as needed, with the insignificant activities (listed in Minn. R. 7007.1300 and/or conditionally insignificant activities listed in Minn. R. 7008) that are required to be listed in a Part 70 application.

Serial number or unique ID number - Use a serial number or some other type of identification (ID) number that is unique to each piece of equipment that you list on this form. Make sure this number is one that remains consistent, and is regularly used by your company to identify equipment. For existing equipment at the time of permit issuance, use the unique ID numbers used consistently throughout the permit application. For new equipment added after permit issuance, assign a unique identifier, such as the model and serial number for each individual unit. Each ID number must be unique and used consistently to reference the equipment both on paper and at the facility.

You will need to use this number when you submit such things as testing reports to the MPCA and in the records you keep.

Manufacturer -- Fill in the name of the equipment manufacturer.

Date of construction/reconstruction - Provide the year that the piece of equipment was constructed or reconstructed.

Commence construction date -- Provide the date on which installation of the unit started at the source. If unknown, provide your best estimate of the year construction commenced.

Date of installation - This is the year that the piece of equipment was first installed *at any site* that you operate. For example, if you brought an engine onto site A in 1984, moved it to site B in 1987, and then moved it to site C in 1990, you would put '1984' in this column. If possible, include the month that the unit was first installed.

Which NSPS is the unit subject to? - Indicate in this column if the unit is subject to any listed New Source Performance Standards (NSPS). The facility may not have any emission units which are subject to a New Source Performance Standard (NSPS) other than 40 CFR pt. 60, subp. Kb, for liquid storage tanks, subp. EE for surface coating of metal furniture, subp. JJJJ for stationary spark ignition (SI) internal combustion engines, and subp. IIII for stationary compression ignition (CI) internal combustion engines. Please note that not all compliance options are available in this general permit. Form LE-09d will help you determine which NSPS are applicable to your emission units at your facility. Otherwise, choose "none."

If the unit is subject to an NSPS, attach a copy of the notifications.

Which NESHAP is the unit subject to? - Indicate in this column if the unit is subject to any listed National Emission Standard for Hazardous Air Pollutants (NESHAP). The facility may not have any emission units which are subject to a New Source Performance Standard (NSPS) other than:

- Subpart T (halogenated solvent cleaning machines)
- Subpart JJ (wood furniture manufacturing operations)
- Subpart MMMM (process surface coating for miscellaneous metals parts and products)
- Subpart NNNN (surface coating of large appliances)
- Subpart PPPP (surface coating of plastic parts and products)
- Subpart QQQQ (surface coating of wood building products)
- Subpart RRRR (surface coating of metal furniture)
- Subpart WWWW (reinforced plastic composites production)
- Subpart ZZZZ (reciprocating internal combustion engines)
- Subpart DDDDD (industrial/commercial/institutional boilers and process heaters)
- Subpart HHHHHH (paint stripping and misc. surface coating operations)
- Subpart JJJJJJ (industrial/commercial/institutional boilers at an area source)

Please note that not all compliance options are available in this general permit. Form LE-09d will help you determine which NSPS are applicable to your emission units at your facility. Otherwise, choose "none."

If the unit is subject to a NESHAP, attach a copy of the notifications.

Did you re-evaluate to determine if your actual emissions will remain below the thresholds in the permit? - Provide one of the two responses available in the drop down list.

- × Yes - still below
- × No - did not evaluate

Did you re-evaluate to determine if you still qualify for this permit? - Provide one of the two responses available in the drop down list.

- × Yes - still qualify
- × No - did not evaluate

Instructions for form LECR-04 Annual Compliance Certification

- a) **AQ Facility ID number** -- Fill in your Air Quality (AQ) Facility identification (ID) number as on form LE-00, item a.
- b) **Agency Interest ID number** -- Fill in your Agency Interest ID number as on form LE-00, item b.
- c) **Facility name** -- Enter your Facility name as on form LE-00, item c.

The remaining instructions for LECR-04 are contained within the form.

Instructions for form LE-CMP Compliance Management Plan

Do not submit this form with the application. It is to be completed and submitted after receiving your permit, as described below.

- a) **AQ Facility ID number** -- Fill in your Air Quality (AQ) Facility identification (ID) number as on form LE-00, item a.
- b) **Agency Interest ID number** -- Fill in your Agency Interest ID number as on form LE-00, item b.
- c) **Facility name** -- Enter your Facility name as on form LE-00, item c.

Use form LE-CMP to document each emission unit at your facility. For each emission unit, select from the permit and document all applicable rules and/or requirements, associated emission limits or control measures, and the corresponding monitoring or recordkeeping. **Remember to include applicable CAM limits and requirements.**

Emission source ID number -- Fill in the identification number of each emission group, unit, fugitive emissions source, or tank. Obtain these numbers from form LE-04, LE-05B, LE-05C, or LE-05D, as applicable.

An example of how form LE-CMP may be filled out follows below.

Example of form LE-CMP

This form must be submitted within 60 days after permit issuance, if applicable. It need not be submitted with the permit application.

This is an example of what a completed form might look like.

Facility information

Complete this section of this form only once for the facility.

Refer to the Handbook and Application instructions for the Part 70 Low-Emitting Facility General Permit for form instructions.

MPCA use only	
Date received:	
Staff reviewer:	
Date reviewed:	

- a) AQ Facility ID number: 12345678 b) Agency Interest ID number: 555BB
- c) Facility name: ABC Company
- 1) Reporting period: 1/1/14-12/31/14

Applicable emissions limitations and/or control requirements

Repeat this table or include extra sheets as necessary to include all emission units on site and update as necessary throughout the duration of the permit to include new equipment. Specify the operation(s) and/or equipment which constitute this emission unit or group units listed in the following table along with applicable rules and/or requirements and the applicable emissions limitations and/or control measures. Emissions from this unit or group shall not exceed the listed limitations, and the listed control measures shall be used.

Emission source ID number	Operations and/or equipment	Applicable rules/requirements	Applicable emissions limitations/control measures	Monitoring, record keeping and/ or testing
EU100	Boiler, having a nominal capacity of 9 MMBtu/hr	a. Minn. R. 7011.0515 subp. 1 and Minn. R. 7011.0550 b. Minn. R. 7011.0515, subp. 1 and Minn. 7011.0550 c. Minn. R. 7011.0515, subp. 2 d. Minn. R. 7011.0515	a. SO ₂ : ≤ 1.6 lbs/MMBtu actual heat input using a 3-hour rolling average. b. PM/ PM ₁₀ /PM _{2.5} : ≤ 0.4 lbs/MMBtu actual heat input using a 3-hour rolling average. c. Opacity: ≤ 20% opacity except for one six-minute period per hour of not more than 60% opacity. d. Burn natural gas only in this unit.	Recordkeeping: Record and maintain records of the amount of fuel combusted on a monthly basis. The report shall be in the form of fuel bills or meter reading, or equivalent form as approved by the Commissioner
EU500 EU501 EU502	Non fiberglass spray booths in a total enclosure venting to panel filters	a. Title I Condition: used to avoid classification as a major source under 40 CFR § 52.21 b. Title I Condition: used to avoid classification as a major source under 40 CFR § 52.21.	a. PM/ PM ₁₀ /PM _{2.5} : included under material usage emissions limit of ≤25 tpy using a 12-month rolling sum. b. VOC emissions: included material usage emissions limit of ≤25 tpy using a 12-month rolling sum. c. PM emissions: 0.3 grains/dry standard cubic foot of exhaust gas.	Maintain all record of PM ₁₀ emissions calculations including the 12-month rolling sum by the 15 th day of each month. Once each day, calculate and record the following for the previous day: The weight of VOC containing materials used and the VOC content in pounds per gallon of each coating/solvent used. By the 15 th day of each month, calculate and record the following:

Emission source ID number	Operations and/or equipment	Applicable rules/requirements	Applicable emissions limitations/control measures	Monitoring, record keeping and/ or testing
		<p>c. Minn. R. 7011.0715, sup. 1(A); Minn. R. 7011.0730; Minn. R. 7011.0735.</p> <p>d. Minn. R. 7011.0715, subp. 1(B)</p> <p>e. Minn. R. 7011.0080, Minn. R. 7011.0070, and Minn. R. 7007.0800, subps. 4 and 5</p>	<p>d. Opacity: $\leq 20\%$ opacity</p> <p>e. Control efficiency for PM/PM₁₀ /PM_{2.5}: $\geq 85\%$ overall control efficiency</p>	<ul style="list-style-type: none"> • Total gallons of each coating/solvent used during the previous month; • The sum total VOC usage during the previous month and Total VOC usage 12-month rolling sum. <p>Operate and maintain the panel filters any time the associated emissions units are in operation.</p> <p>Daily Inspections: Once each operating day, visually inspect the condition of each panel filter with respect to alignment, saturation, tears, holes and any other matter that may affect the filter's performance. Maintain a daily written record of filter inspections.</p> <p>Periodic Inspections: At least once per calendar quarter, or more frequently as required by the manufacturing specification, inspect the control equipment components. Maintain a written record of these inspections.</p> <p>Corrective Actions: If the filters or any of their components are found during the inspections to need repair, follow the O & M Plan for the panel filter and take corrective action as soon as possible. Keep a record of the type and date of any corrective action taken for each filter.</p> <p>Operate each filter in accordance with the Operation and Maintenance (O & M) Plan. Keep copies of O & M Plan available onsite for MPCA staff to review.</p> <p>Hood Certification and Evaluation: Certify this as specified in Minn. R. 7011.0072 that the control device hood conforms to the requirements listed in Minn. R. 7011.0070, subp. 1. Maintain a copy of the certification on site, as well as an annual record of fan rotation speed, fan power draw, or face velocity of each hood, or other comparable airflow indication method.</p>
CE300	Thermal oxidizer associated with spray booth EU503	<p>a. Minn. R. 7011.0080; Minn. R. 7007.0800, subps. 4, 5, 6, and 14</p> <p>b. 40 CFR Section 64; Minn. R. 7017.0200; Minn. R. 7011.0080; Minn. R. 7007.0800, subps. 4, 5, 6, and 14</p>	<p>a. VOC control efficiency: $\geq 97\%$ overall control efficiency</p> <p>b. Combustion temperature: ≥ 570.0 (°F) when operating</p>	<p>Operation and Maintenance of Thermal Oxidizer: Operate and maintain the Thermal Oxidizer according to the control equipment manufacturer's specifications, conduct inspections, and maintain documentation of those actions as required by Minn. R. 7011.0075, subp. 2(A) to 2(I). Keep copies of the O & M Plan available onsite for use by staff and MPCA staff.</p> <p>Temperature Recordkeeping: Maintain either a continuous hard copy readout of the minimum combustion temperature or a hard copy of manual readings taken at least every 15 minutes.</p>

Emission source ID number	Operations and/or equipment	Applicable rules/requirements	Applicable emissions limitations/control measures	Monitoring, record keeping and/ or testing
				<p>Recordkeeping of corrective actions: If the temperature is below the minimum specified by this permit or if the thermal oxidizer or any of its components are found during the inspections to need repair, follow the O& M Plan for the oxidizer and take corrective action as soon as possible. Keep a record of the type and date of any corrective action taken.</p> <p>Reporting of Corrective Actions: For all situations warranting corrective actions are deviations, report the deviations in the semiannual deviations report as required in the total facility section of this general permit.</p> <p>Daily Monitoring: Physically verify the operation of the temperature recording device at least once each operating day to verify that it is working and recording properly. Maintain a written record of daily verifications.</p> <p>Quarterly Inspections: At least once per calendar quarter, inspect the control equipment internal and external system component, including but not limited to the refractory, heat exchanger, and electrical systems. Maintain a written record of the inspection and any corrective actions taken resulting from the inspection.</p> <p>Annual Calibration: Calibrate the temperature monitor at least annually and shall maintain a written record of the calibration and take action resulting from the calibration.</p>

Instructions for form SCP-01

The instructions for this form are included with the form. You are applying for a Part 70 general permit. Follow all instructions and submit all of the information requested on the form.