

**Commonwealth of Puerto Rico
Environmental Quality Board**

Title V Operating Permit Application Completeness Checklist

The following information is intended to assist a Title V applicant in determining the completeness of a Title V application package. EQB will review the application for completeness using this checklist. Note that all pages in the application form should be turned in with the application. Forms that do not apply to a particular source should be marked "N/A". If any of the information is not contained in the permit application package, the application may be determined to be incomplete and may be returned to the applicant.

The applicant is encouraged to thoroughly review EQB's package of instructions for completing a Title V operating permit application, and to review all applicable Federal and State regulations, including Puerto Rico's "Regulations for the Control of Atmospheric Pollution," (amended version), before completing the permit application.

A. General Checklist

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has the applicant submitted process flow diagrams which show emission source and air pollution control equipment including entry and exit points of raw materials, intermediate products, etc.?
Do the flow diagrams include labels of airborne contaminants and other waste materials, process equipment, air control equipment, emission sources, and stacks and vents? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If a source is affected by Section 112(r) of the Clean Air Act, Accidental Release Prevention, has the applicant noted this in the applicable requirements section and committed in the compliance plan to submitting a risk management plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the application contain confidential information? If yes, has such information been properly marked and claimed, and copies of the application suitable for public inspection been submitted, in accordance with applicable requirements? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have all forms, including those marked N/A, been submitted with the permit application? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are three complete copies of the permit application included in the submission? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

B. Additional Checklists

Section 1 - General Information

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Are all facility and owner names, addresses, and contact information included? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are the SIC codes and facility coordinates included? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is a list of normal (primary) operating scenarios included? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has the application been signed by a responsible official and notarized? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has Section 1C been completed and the appropriate permit fee payment included? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 2 - Emission Source Information

2A - Emission Unit Listing

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has a complete emission unit ID NO. and description been submitted for each emission unit? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has each emission point been identified as "Fugitive" or by ID No. for each emission unit? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has a control device ID No. been submitted for each control device? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2B-2G - Emission Source Descriptions

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. If completing Section 2B or 2C, has supporting information been provided to allow replication of the reported emissions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If application is for one of the specific source categories covered in Sections 2D, 2E, 2F, or 2G, has the corresponding form been completed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has an emission source description been completed for each alternative operating scenario identified in Section 5A? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2H-2O - Summary of Criteria Pollutant Emissions and Regulated Non-Criteria Pollutant Emissions

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. Has an emission unit ID No. been provided for each unit emitting a criteria/regulated non-criteria pollutant? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

- | | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 2. Has an emission point ID No. been provided for each identified emission unit (for fugitive emissions, enter "Fugitive")? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have actual and potential emissions (in pounds per hour and tons per year) been provided for each identified emission unit? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has a code indicating the emission estimation method been provided and necessary documentation included (i.e., a copy of the stack test, calculations, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 3 - Control Device Information

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. Has Section 3 been completed for each control device? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the form identify the emission point ID Nos.? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the form provide design and actual control efficiencies? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has a code indicating the emission estimation method been provided and necessary documentation included (i.e., a copy of the stack test, calculations, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has Section 3 been completed for each alternative operating scenario identified in Section 5A? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 4 - Compliance Information

4A - Rule Applicability and Compliance Determination

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. Has Section 4A been completed for each emission unit and process having applicable limitations and/or standards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are the associated recordkeeping, reporting, monitoring, and testing requirements listed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has the compliance status of each emission unit or process in relation to the applicable requirements been indicated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have applicants wishing to take advantage of the emissions cap option listed all proposed emission caps in this form? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. For facilities that have emission units subject to any standard or other requirement of the regulations promulgated to protect stratospheric ozone completed the section entitled, "Title VI Requirements"? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

		Yes	No	N/A
4B - Compliance Schedule				
1.	Were the three YES or NO questions completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	For sources that were not in compliance or will not be in compliance, did the application:			
a.	identify the emission unit ID No.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	identify the applicable requirement for which compliance is not achieved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	provide a narrative description of how compliance will be achieved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.	include a detailed schedule of compliance which has an enforceable sequence of actions and milestones leading to compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e.	specify the frequency for submittal of progress reports and indicate the starting date for such submittals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Has this form been completed for each emission unit or process identified as non-compliant in Section 4A?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4C - Compliance Certification

1.	Was the form completed and signed by a responsible official?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Section 5 - Other

5A - Alternative Operating Scenarios

1.	Has a unique AOS number been specified for each alternative operating scenario?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Has a complete description of the alternative operating scenario been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are all corresponding forms (e.g., emission source description, control device information, compliance information) applicable to the alternative operating scenario included in the application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5B - Insignificant Activities

- 1. Does the application list all insignificant activities which are exempted because of size or production rate?

- 2. Is an emission unit description provided?

Section 6 - Certification by a Licensed Engineer

- 1. Has a licensed engineer or chemist certified that the emissions calculations and data on control efficiency contained in the permit application are true, complete, and accurate?