

Air Pollution Control Permit to Operate Renewal Application Requirements

An Air Pollution Control Permit to Operate is subject to expiration and renewal every five years. The Permit to Operate renewal is intended to incorporate any new requirements that the Facility has become subject to since the issuance of the last Permit as well as to incorporate any minor changes that have occurred at the Facility. At least six months prior to expiration of the existing Permit to Operate, the Facility owner must submit an application to renew the Permit. The Permit expiration date is noted in the top right corner of the first page of each Permit. Provided an administratively complete application is submitted on time, the existing Permit to Operate remains valid and in effect until the new Permit to Operate is issued by the Air Quality & Climate Division.

This form is intended to streamline the information necessary for the application for renewal of a Permit to Operate as opposed to the more complete submittal required for an initial Permit to Operate. A checklist of the items necessary for an application for renewal of a Permit to Operate is attached but the Facility is also requested to review the more extensive [Air Pollution Control Permit to Operate Application Requirements](#) document for initial Permits to Operate applications on which the current permit was based to ensure all air pollution emission information has been addressed. An application for the renewal of a Permit to Operate must contain, at a minimum, the following:

1. A cover letter to the application stating the application is for the renewal of Permit to Operate [#OP/#AOP-xx-xxx]. The cover letter should summarize any changes that have occurred since the last permit and any subsequent changes that may be necessary. Please note that only minor changes can be approved in the renewal of the Permit to Operate. More substantive changes require a Permit to Construct approval which must be obtained prior to making the changes or modifications. Application fees and a more substantive permit application are required for Permit to Construct approvals as they are authorizing new or modified air pollution emissions and sources that are beyond the scope of the Permit to Operate authority. For more information on Permit to Construct requirements and applicable application fees see the [AQCD Permitting website](#).
2. Review the current "Permit to Operate" and "Technical Support Document" and verify existing information or make any corrections that are needed. One method is to mark up an electronic version using 'track changes' however, if you prefer you may mark up a paper copy by hand instead.

This review should include verification of the official name of the Facility as registered with the Secretary of State Corporations Division, including any registered tradenames the Facility may also operate under, the corporate mailing address of the Facility, the physical 911 address of the Facility, and the Facility permit contact name, mailing address, phone number and email. It should also include verification that all significant air pollution emitting equipment, operations and emission control devices at the Facility are identified and accurately described in paragraph (A) of the existing permit or are noted in the Technical Support Document written by the AQCD to accompany each permit. This should include all boilers, furnaces, diesel engine generators (including emergency units), dust/particulate

producing operations (e.g. wood processing, sandblasting, aggregate handling), solvent loss operations (e.g. painting, degreasing, printing) and all other operations that may emit hazardous air contaminants. The review should also include review and verification the allowable air contaminant emissions summary in paragraph (D) of the existing permit and the emission calculations on which those emissions are based in the Technical Support Document written by the AQCD to accompany each permit. It should also include review and verification of the applicable requirements tables for both state and federal regulations in paragraph (F) of the existing permit. See the Air Pollution Control Permit to Operate Renewal Application Checklist at the end of this document for a listing of the items to review and include in the application submittal. If you have questions you can contact the [AQCD Permits & Engineering Section](#) and we also maintain a list of [air quality consultants](#) on our website.

3. A “Certification of Compliance” with the conditions in the existing operating permit that pertain to construction and equipment specifications, operational limitations, emission limitations, and compliance testing and monitoring conditions. The following is a basic layout on how some facilities summarize their permit requirements and indicate how they are complying with these permit condition – note that this is not a required format.

Permit Condition #	Air Pollution Emission Source	Pollutant/ Parameter	Permit Limit	Method used to determine compliance	In Compliance? Yes/No
1	Oil boilers	Fuel limit	1,000,000 gal/yr	fuel receipts	
2	Oil boilers	sulfur limit	0.5%	sulfur content specified on fuel receipt.	
4	Wood-fired boiler	use only natural wood for fuel	-	fuel purchase specification	
5	Wood-fired boiler	PM & CO	0.03 (PM) and 0.20 (CO) lb/MMBtu	stack test on xx/yy/zz	
6	Dust Collector	PM	0.06 gr/dscf	Daily visual inspection of emission, routine maintenance.	
7	wood-fired boiler and oil boilers	visible emissions		visual observation	

4. Hazardous Air Contaminants (HACs). Pursuant to §5-261 of the Regulations, any stationary source subject to the rule¹ with current or proposed actual emissions of a hazardous air contaminant (HAC) equal to or greater than the respective Action Level (found in Appendix C of the Regulations) shall be subject to the Regulation and shall achieve the Hazardous Most Stringent Emission Rate (HMSEER) for the respective HAC. HMSEER is defined as a rate of emissions which the Secretary, on a case-by-case basis, determines is achievable for a stationary source based on the lowest emission rate achieved in practice by such a category of source and considering economic impact and cost. HMSEER may be achieved through application of pollution control equipment, production processes or techniques, equipment design, work practices, chemical substitution, or innovative pollution control techniques. Any HMSEER is subject to re-evaluation by the AQCD every five years.

As part of the application for renewal of the Permit to Operate the Facility must verify that actual emissions all hazardous air contaminants from regulated operations at the Facility are below their respective Action Level or are currently addressed under an Hazardous Most Stringent Emission Rate (HMSEER) determination as noted in paragraph (G) of the existing permit. If an HMSEER has previously been determined, the application must include an evaluation of the feasibility of further emission reductions as part of the five year re-evaluation.

5. Include the signed "Certification of Information Accuracy" [form](#).
6. Include the completed Air Pollution Control Permit to Operate Renewal Application Checklist.
7. There are no application fees required for a Permit to Operate renewal application. However, as noted in 1. above, if substantive modifications to the Facility are proposed then a Permit to Construct must be obtained prior to making the changes or modifications and the applicable Permit to Construct application fees are required. For more information on the Permit to Construct requirements and applicable application fees see the AQCD Permitting website.
8. File the application with the AQCD. You may mail a hard copy to the following mailing address or you may email the application to the AQCD. The AQCD email contact for Permit to Operate renewals is Jay.Hollingsworth@vermont.gov

Mailing address for submitting the application:

Air Quality & Climate Division
Permitting & Engineering Section
Davis 2, One National Life Drive
Montpelier, VT 05620-3802

¹ APCR §5-261(1)(c)(ii) provides that solid fuel burning equipment (not including incinerators) installed or constructed prior to January 1, 1993, and all fuel burning equipment which combust virgin liquid or gaseous fuel shall not be subject to the requirements of §5-261.

9. What happens next? Upon receiving the application for the renewal of a Permit to Operate the AQCD will review the application and determine if it is administratively complete. The AQCD will then notify the applicant if the application is either deemed administratively complete or if additional information is needed. This may take up to two weeks to respond. If you don't hear from us in that time frame, please feel free to follow up.

Once the AQCD has deemed the application administratively complete the applicant has fulfilled their obligation to submit the application and it is now in the AQCD's court to complete technical review of the application and issue the renewed permit. As part of the AQCD's efforts to continually improve the accuracy and detail of its permits we may request further detail on certain equipment or operations at the Facility during technical review of the application. If additional information is requested by the AQCD the applicant must provide the information in a timely manner.

Air Pollution Control Permit to Operate Renewal Application Checklist

This checklist must be completed and submitted by the applicant as part of the Air Pollution Control Permit to Operate Renewal Application. The more extensive [Air Pollution Control Permit to Operate Application Requirements](#) document for initial Permits to Operate applications should also be consulted.

- Cover letter to application submittal. The cover letter must include the current Air Pollution Control Permit number [#OP/#AOP-xx-xxx] and a summary of any minor changes at the Facility since issuance of the last permit. Please note that only minor changes can be approved in the renewal of the Permit to Operate. More substantive changes require a Permit to Construct approval which must be obtained prior to making the modifications.
- Verify the official name of the Facility as registered with the [Secretary of State Corporations Division](#). Include any registered tradenames the Facility may also operate under.
- Verify the corporate mailing address of the Facility on front page of existing Permit.
- Verify the physical 911 address of the Facility on the front page of the existing Permit.
- Provide the Facility permit contact name, mailing address, phone number and email.
- Include a brief one or two paragraph description of the Facility and its operations, noting significant air pollution emitting activities.
- Verify that all significant air pollution emitting equipment, operations and emission control devices at the Facility are identified and accurately described in paragraph (A) of the existing permit or are noted in the Technical Support Document written by the AQCD to accompany each permit.
- Review and verify the allowable air contaminant emissions summary in paragraph (D) of the existing permit and the emission calculations on which those emissions are based in the Technical Support Document written by the AQCD to accompany each permit.
- Review and verify the applicable requirements tables for both state and federal regulations in paragraph (F) of the existing permit.
- Provide a "Certification of Compliance" with the conditions in the existing operating permit that pertain to construction and equipment specifications, operational limitations, emission limitations, and compliance testing and monitoring conditions. See above for example format.
- Hazardous Air Contaminants. Verify that actual emissions all hazardous air contaminants from regulated operations at the Facility are below their respective Action Level or are currently addressed under a Hazardous Most Stringent Emission Rate determination as noted in paragraph (G) of the existing permit. If an HMSE has previously been determined, the application must include an evaluation of the feasibility of further emission reductions.
- Include the signed Certification of Information Accuracy [form](#) signed by the Facility responsible official.
- Submit the renewal application to the AQCD at least 6 months prior to expiration of the current Permit to Operate or request an extension prior to the deadline.

[include signed Certification of Information Accuracy [Form](#)]

Vermont Department of Environmental Conservation

Air Quality and Climate Division
Davis 2 – 2nd Floor
One National Life Drive
Montpelier, VT 05620-3802

Agency of Natural Resources

Air Quality & Climate Division
Certification of Information Accuracy

In accordance with §§5-409, 5-501(2) and 5-1006(f) of the Vermont Air Pollution Control Regulations this form must be signed by a responsible official of the facility and submitted with any Air Pollution Permit Application, Request for Transfer of Permit Ownership, Annual Emission Registration Submittal and Annual/Semi-Annual Compliance Reports as well as any other applications, records, reports, plans, designs, statements or documents required to be submitted to the AQCD. Note: all information submitted to the Agency is subject to 10 V.S.A. §563 regarding the confidentiality of records.

Facility Information:

Facility Name (as registered with the Secretary of State)

Facility Street Address

Facility City/State/Zip

Facility Contact

Contact Phone

Contact E-mail

I certify that I have personally examined and am familiar with the information submitted herein. Based on information and belief formed after reasonable inquiry, the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment.

Signature

Date

Print Name

Title

Vermont Air Pollution Control Regulation §5-1002:

"Responsible official" means one of the following: (1) For a corporation: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or, (ii) a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for an operating permit or subject to this subchapter and the Secretary is notified in writing and approves of the delegation of authority to such representative. (2) For a partnership or sole proprietorship: a general partner or the proprietor, respectively; or, (3) For a municipality, State, Federal, or other public agency: either a principal executive officer or ranking elected official. For the purposes of this subchapter, a principal executive officer of a Federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency.