

**S-1: Standard Air Pollution Control Permit Application Form**  
(Covered Source Permit and Noncovered Source Permit)

State of Hawaii  
Department of Health  
Environmental Management Division  
Clean Air Branch  
P.O. Box 3378 • Honolulu, HI 96801-3378 • Phone: (808) 586-4200

1. Company Name: \_\_\_\_\_
2. Facility Name (if different from the Company): \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
4. Name of Owner/Owner's Agent: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
5. Plant Site Manager/Other Contact: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
6. Permit Application Basis: (Check all applicable categories.)  
 Initial Permit for a New Source       Initial Permit for an Existing Source  
 Renewal of Existing Permit       General Permit  
 Temporary Source       Transfer of Permit  
 Modification to a Covered Source: ➔ Is Modification?     Significant     Minor     Uncertain  
 Modification to a Noncovered Source
7. If renewal or modification, include existing permit number: \_\_\_\_\_
8. Does the Proposed Source require a County Special Management Area Permit?     Yes     No
9. Type of Source (Check One):     Covered Source     Covered and PSD Source  
    Noncovered Source     Uncertain
10. Standard Industrial Classification Code (SICC), if known: \_\_\_\_\_

11. Proposed Equipment/Plant Location (e.g. street address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

UTM Coordinates (meters): East: \_\_\_\_\_ North: \_\_\_\_\_

UTM Zone: \_\_\_\_\_ UTM Horizontal Datum:  Old Hawaiian  NAD-27  NAD-83

12. General Nature of Business: \_\_\_\_\_

13. Date of Planned Commencement of Construction or Modification: \_\_\_\_\_

14. Is **any** of the equipment to be leased to another individual or entity?  Yes  No

15. Type of Organization:  Corporation  Individual Owner  Partnership

Government Agency (Government Facility Code: \_\_\_\_\_)

Other: \_\_\_\_\_

*Any applicant for a permit who fails to submit any relevant facts or who has submitted incorrect information in any permit application shall, upon becoming aware of such failure or incorrect submittal, promptly submit such supplementary facts or corrected information. In addition, an applicant shall provide additional information as necessary to address any requirements that become applicable to the source after the date it filed a complete application, but prior to the issuance of the noncovered source permit or release of a draft covered source permit. (HAR §11-60.1-64 & 11-60.1-84)*

**RESPONSIBLE OFFICIAL** (as defined in HAR §11-60.1-1)

Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_ (MI): \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Certification by Responsible Official** (pursuant to HAR §11-60.1-4)

I certify that I have knowledge of the facts herein set forth, that the same are true, accurate and complete to the best of my knowledge and belief, and that all information not identified by me as confidential in nature shall be treated by the Department of Health as public record. I further state that I will assume responsibility for the construction, modification, or operation of the source in accordance with the Hawaii Administrative Rules (HAR), Title 11, Chapter 60.1, Air Pollution Control, and any permit issued thereof.

NAME (Print/Type): \_\_\_\_\_

(Signature): \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR AGENCY USE ONLY:</b>
File/Application No.: _____
Island: _____
Date Received: _____

Submit the following documents as part of your application:

- A. The **Emissions Units Table**, filled in as completely as possible. Use separate sheets of paper as needed. General instructions include the following:
1. Identify each **emission point** with a unique number for this plant site, consistent with emission point identification used on the location drawing and previous permits; if known, provide the SICC number. Emission points shall be identified and described in sufficient detail to establish the basis for **fees** and applicability of requirement of HAR, Chapter 11-60.1. Examples of emission point names are: heater, vent, boiler, tank, baghouse, fugitive, etc. Abbreviations may be used.
    - a. For each emission point use as many lines as necessary to list regulated and hazardous air pollutant data. For hazardous air pollutants, also list the Chemical Abstracts Service number (CAS#).
    - b. Indicate the emission points that discharge together for any length of time.
    - c. The **Equipment Date** is the date of equipment construction, reconstruction, or modification. Provide supporting documentation.
  2. State the **maximum emission rates** in terms sufficient to establish compliance with the applicable requirements and standard reference test methods. Provide all supporting emission calculations and assumptions:
    - a. Include all regulated and hazardous air pollutants and air pollutants for which the source is major, as defined in HAR §11-60.1-1. Examples of regulated pollutant names are: Carbon Monoxide (CO), Nitrogen Oxides (NO<sub>x</sub>), Sulfur Dioxide (SO<sub>2</sub>), Volatile Organic Compounds (VOC), particulate matter (PM), and particulate less than 10 microns (PM<sub>10</sub>). Abbreviations may be used.
    - b. Include fugitive emissions.
    - c. **Pounds per hour (#/HR)** is the maximum potential emission rate expected by applicant.
    - d. **Tons per year** is the annual maximum potential emissions expected by the applicant, taking into account the typical operating schedule.
  3. Describe **Stack Source Parameters**:
    - a. **Stack Height** is the height above the ground.
    - b. **Direction** refers to the exit direction of stack emissions: up, down or horizontal.
    - c. **Flow Rate** is the actual, not the calculated, flow rate.
  4. Provide any additional information, if applicable, as follows:
    - a. If combinations of different fuels are used that cause any of the stack source parameters to differ, complete one row for each possible set of stack parameters and identify each fuel in the **Equipment Description**.
    - b. For a rectangular stack, indicate the length and width.
    - c. Provide any information on stack parameters or any stack height limitations developed pursuant to Section 123 of the Clean Air Act.
- B. A **process flow diagram** identifying all equipment used in the process, including the following:
1. Identify and describe each emission point.
  2. Identify the locations of safety valves, bypasses, and other such devices which when activated may release air pollutants to the atmosphere.
- C. A **facility location map**, drawn to a reasonable scale and showing the following:
1. The property involved and all structures on it. Identify property/fence lines plainly.
  2. Layout of the facility.
  3. Location and identification of the proposed emissions unit on the property.
  4. Location of the property and equipment with respect to streets and all adjacent property. Show the location of all structures within 100 meters of the applicant's emissions unit. Provide the building dimensions (height, length, and width) of all structures that have heights greater than 40% of the stack height of the emissions unit.
- D. Provide a description of any proposed modifications or permit revisions. Include any justification or supporting information for the proposed modifications or permit revisions.

Company Name: \_\_\_\_\_

File No.: \_\_\_\_\_

Location: \_\_\_\_\_

(Make as many copies of this page as necessary)

Page \_\_\_\_ of \_\_\_\_

**EMISSIONS UNITS TABLE**

Review of applications and issuance of permits will be expedited by supplying all necessary information on this table.

AIR POLLUTANT DATA: EMISSION POINTS				AIR POLLUTANT	AIR POLLUTANT EMISSION RATE		UTM Zone: _____ Horizontal Datum <sup>a</sup> : _____		STACK SOURCE PARAMETERS						
Stack No.	Unit No.	Equipment Name/ Description & SICC number	Equipment Date	Regulated/ Hazardous Air Pollutant Name & CAS#	#/ HR	Tons/ YR	Coordinates (mtrs)		Stack Height (mtrs)	Direction (u/d/h) <sup>b</sup>	Inside Diameter (mtrs)	Velocity (m/s)	Flow Rate (m <sup>3</sup> /s)	Temp. (° K)	Capped (Y/N)
							East								
							North								
							East								
							North								
							East								
							North								
							East								
							North								
							East								
							North								
							East								
							North								
							East								
							North								
							East								
							North								
							East								
							North								

<sup>a</sup> Specify UTM Horizontal Datum as Old Hawaiian, NAD-83, or NAD-27

<sup>b</sup> Specify the direction of the stack exhaust as u = upward, d = downward, or h = horizontal

**S-3: Application for a Covered Source Permit Renewal**

Each application for permit renewal shall be submitted to the Director of Health, (hereafter, Director) a minimum of **twelve months** prior to the date of permit expiration. In providing the required information, please reference the corresponding letters and numbers listed below.

Provide a minimum of **two (2)** sets (1 original and 1 copy) of all application materials to the Hawaii Department of Health. Also, mail **one (1)** set directly to EPA at the following address:

Chief (Attention: AIR-3)  
Permits Office, Air Division  
U.S. Environmental Protection Agency  
Region 9  
75 Hawthorne Street  
San Francisco, CA 94105

- I. **In accordance with Hawaii Administrative Rules (HAR) §11-60.1-101, the following information is required:**
- A. Statement certifying that no changes have been made in the design or operation of the source as proposed in the initial and any subsequent Covered Source Permit applications. If changes have occurred or are being proposed, the applicant shall provide a description of those changes such as work practices, operations, equipment design, and monitoring procedures, including the affected applicable requirements associated with the changes and the corresponding information to determine the applicability of all applicable requirements.
  - B. Equipment Specifications:
    - 1. Maximum design capacity.
    - 2. Fuel type.
    - 3. Fuel use.
    - 4. Production capacity.
    - 5. Production rates.
    - 6. Raw materials.
    - 7. Provide any manufacturer's literature.
  - C. Provide detailed descriptions of all processes and products defined by Standard Industrial Classification Code (SICC). Also, provide any reasonably anticipated alternative operating scenarios, associated processes, and products, by SICC.
    - 1. Identify and describe in detail all air pollution control equipment and compliance monitoring devices or activities, and to the extent of available information, an estimate of emissions before and after controls. Provide all calculations and assumptions.
    - 2. List all **insignificant** activities in accordance with HAR §11-60.1-82.
  - D. Maximum Operating Schedule (to the extent needed to determine or regulate emissions):
    - 1. Total hours per day, per week, and/or per month.
    - 2. Total hours per year.
    - 3. If operation is seasonal or irregular, describe.

- E. Cite and describe all applicable requirements as defined in HAR §11-60.1-81, including the following:
    - 1. Description of or reference to any applicable test methods for determining compliance with each applicable requirement.
    - 2. Explanation of all proposed exemptions from any applicable requirements.
  - F. Identify and describe current operational limitations or work practices that affect emissions of any regulated or hazardous air pollutant. Provide all calculations and assumptions.
  - G. For **new** covered sources and **significant** modifications which increase the emissions of any air pollutant or result in the emission of any air pollutant not previously emitted, an assessment of the ambient air quality impact of the covered source or significant modification, with the inclusion of any available background air quality data. The assessment shall include all supporting data, calculations and assumptions, and a comparison with the NAAQS and SAAQS.
  - H. For **new** covered sources and **significant** modifications subject to the requirements of subchapter 7 of HAR Chapter 11-60.1, all analyses, assessments, monitoring, and other application requirements of subchapter 7.
  - I. Provide detailed information to define permit terms and conditions for any proposed **emissions trading** within the facility in accordance with HAR §11-60.1-96.
  - J. Provide the following for Compliance purposes:
    - 1. A Compliance Plan, Form C-1.
    - 2. A Compliance Certification, Form C-2.
- II. Submit an application fee according to the Application Fee Schedule in the Instructions for Applying for an Air Pollution Control Permit.**
- III. Provide other information as follows:**
- A. As required by any applicable requirement or as requested and deemed necessary by the Director to make a decision on the application.
  - B. As may be necessary to implement and enforce other applicable requirements of the Clean Air Act or of HAR Chapter 11-60.1 or to determine the applicability of such requirements.

**IV. The Director reserves the right to request the following information:**

- A. An assessment of the ambient air quality impact of the source or modification. The assessment shall include all supporting data, calculations and assumptions, and a comparison with the National Ambient Air Quality Standards and State Ambient Air Quality Standards.
- B. A risk assessment of the air quality related impacts caused by the covered source or significant modification to the surrounding environment.
- C. Results of source emissions testing, ambient air quality monitoring, or both.
- D. Information on other available control technologies.

**V. An application shall be determined to be complete only when all of the following have been complied with:**

- A. All information required or requested in numbers I, III, and IV has been submitted.
- B. All documents requiring certification have been certified pursuant to HAR §11-60.1-4.
- C. All applicable fees have been submitted.
- D. The Director has certified that the application is complete.

**VI. The Director shall not continue to act upon or consider an incomplete application.**

- A. The applicant shall be notified in writing whether the application is complete. Unless the Director requests additional information or notifies the applicant of incompleteness within sixty days of receipt of an application, the application shall be deemed complete.
- B. During the processing of an application that has been determined or deemed complete, if the Director determines that additional information is necessary to evaluate or take final action on the application, the Director may request such information in writing and set a reasonable deadline for a response. As set forth in HAR §11-60.1-82, the covered source's ability to operate and the validity of the Covered Source Permit shall continue beyond the permit expiration date until the final permit is issued or denied, provided the applicant submits all additional information within the reasonable deadline specified by the Director.

**VII. After receipt of a complete application, the Director, in writing, shall approve, conditionally approve, or deny an application:**

- A. Within twelve months, **except** for applications for renewal for coverage under a covered source general permit. If the application for renewal has not been approved or denied within twelve months, the Covered Source Permit and all its terms and conditions shall remain in effect and not expire until the application for renewal has been approved or denied and provided the applicant has submitted any additional information within the reasonable deadline specified by the Director.
- B. Within six months for applications for renewal requesting coverage under a covered source general permit. If the application for renewal has not been approved or denied within six months, the coverage under the covered source general permit and all its terms and conditions shall remain

in effect and not expire until the application for renewal has been approved or denied and provided the applicant has submitted any additional information within the reasonable deadline specified by the Director.

- VIII. A Covered Source Permit renewal application shall be approved only if the Director determines that the operation of the covered source will be in compliance with all applicable requirements.**
  
- IX. The Director shall provide for public notice, including the method by which a public hearing can be requested, and an opportunity for public comment on the draft Covered Source Permit renewal in accordance with HAR §11-60.1-99.**
  
- X. The Director shall provide a statement that sets forth the legal and factual bases for the draft permit conditions (including references to the applicable statutory or regulatory provisions) to EPA and any other person requesting it.**
  
- XI. Each application for renewal and proposed Covered Source Permit shall be subject to EPA oversight in accordance with HAR §11-60.1-95.**



### C-1: Compliance Plan

The Responsible Official shall submit a Compliance Plan as indicated in the Instructions for Applying for an Air Pollution Control Permit and at such other times as requested by the Director of Health (hereafter, Director).

Use separate sheets of paper if necessary.

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1. Compliance status with respect to all Applicable Requirements:

Will your facility be in compliance, or is your facility in compliance, with all applicable requirements in effect at the time of your permit application submittal?

YES {If YES, complete items a and c below}

NO {If NO, complete items a, b, and c below}

a. Identify all applicable requirement(s) for which compliance is achieved.

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Provide a statement that the source is in compliance and will continue to comply with all such requirements.

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b. Identify all applicable requirement(s) for which compliance is NOT achieved.

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Provide a detailed Schedule of Compliance Schedule and a description of how the source will achieve compliance with all such applicable requirements.

<u>Description of Remedial Action</u>	<u>Expected Date of Completion</u>
_____	_____
_____	_____
_____	_____
_____	_____

- c. Identify any other applicable requirement(s) with a future compliance date that your source is subject to. These applicable requirements may take effect AFTER permit issuance:

<u>Applicable Requirement</u>	<u>Effective Date</u>	<u>Currently in Compliance?</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If the source is not currently in compliance, provide a Schedule of Compliance and a description of how the source will achieve compliance with all such applicable requirements:

<u>Description of Proposed Action/Steps to Achieve Compliance</u>	<u>Expected Date of Achieving Compliance</u>
_____	_____
_____	_____
_____	_____
_____	_____

Provide a statement that the source on a timely basis will meet all these applicable requirements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If the expected date of achieving compliance will NOT meet the applicable requirement's effective date, provide a more detailed description of each remedial action and the expected date of completion:

<u>Description of Remedial Action and Explanation</u>	<u>Expected Date of Completion</u>
_____	_____
_____	_____
_____	_____
_____	_____

2. Compliance Progress Reports:

- a. If a compliance plan is being submitted to remedy a violation, complete the following information:

Frequency of Submittal: \_\_\_\_\_ Beginning Date: \_\_\_\_\_  
(less than or equal to 6 months)

b. Date(s) that the Action described in (1)(b) was achieved:

Remedial Action

Date Achieved

_____	_____
_____	_____
_____	_____

c. Narrative description of why any date(s) in (1)(b) was not met, and any preventive or corrective measures taken in the interim:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RESPONSIBLE OFFICIAL**

(as defined in HAR §11-60.1-1)

Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_ (MI): \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Certification by Responsible Official**

(pursuant to HAR §11-60.1-4)

I certify that I have knowledge of the facts herein set forth, that the same are true, accurate and complete to the best of my knowledge and belief, and that all information not identified by me as confidential in nature shall be treated by the Department of Health as public record. I further state that I will assume responsibility for the construction, modification, or operation of the source in accordance with the Hawaii Administrative Rules, Title 11, Chapter 60.1, Air Pollution Control, and any permit issued thereof.

Name (Print/Type): \_\_\_\_\_

(Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Location: \_\_\_\_\_

Permit Number: \_\_\_\_\_

<b>FOR AGENCY USE ONLY</b>
File/Application No.: _____
Island: _____
Date Received: _____

### C-2: Compliance Certification

The Responsible Official shall submit a Compliance Certification as indicated in the Instructions for Applying for an Air Pollution Control Permit and at such other times as requested by the Director of Health (hereafter, Director).

Complete as many copies of this form as needed. Use separate sheets of paper if necessary.

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**RESPONSIBLE OFFICIAL** (as defined in HAR §11-60.1-1)

Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_ (MI): \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Certification by Responsible Official** (pursuant to HAR §11-60.1-4)

I certify that I have knowledge of the facts herein set forth, that the same are true, accurate and complete to the best of my knowledge and belief, and that all information not identified by me as confidential in nature shall be treated by the Department of Health as public record. I further state that I will assume responsibility for the construction, modification, or operation of the source in accordance with the Hawaii Administrative Rules, Title 11, Chapter 60.1, Air Pollution Control, and any permit issued thereof.

Name (Print/Type): \_\_\_\_\_

(Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Location: \_\_\_\_\_

Permit Number: \_\_\_\_\_

<p><b>FOR AGENCY USE ONLY</b></p> <p>File/Application No.: _____</p> <p>Island: _____</p> <p>Date Received: _____</p>
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Complete the following information for **each** applicable requirement that applies to **each** emissions unit at the source. Also include any additional information as required by the Director. The compliance certification may reference information contained in a previous compliance certification submittal to the Director, provided such referenced information is certified as being current and still applicable.

1. Schedule for submission of Compliance Certifications during the term of the permit:

Frequency of Submittal: \_\_\_\_\_ Beginning Date: \_\_\_\_\_

2. Emissions Unit No./Description: \_\_\_\_\_

3. Identify the applicable requirement(s) that is/are the basis of this certification:

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4. Compliance status:

a. Will the emissions unit be in compliance with the identified applicable requirement(s)?

YES  NO

b. If YES, will compliance be continuous or intermittent?

Continuous  Intermittent

c. If NO, explain:

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5. Describe the methods to be used in determining compliance of the emissions unit with the applicable requirement(s), including any monitoring, recordkeeping, reporting requirements, and/or test methods:

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Provide a detailed description of the methods used to determine compliance (e.g. monitoring device type and location, test method description, or parameter being recorded, frequency of recordkeeping, etc.):

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6. Statement of Compliance with Enhanced Monitoring and Compliance Certification Requirements.

- a. Will the emissions unit identified in this application be in compliance with applicable enhanced monitoring and compliance certification requirements?

YES

NO

- b. If YES, identify the requirements and the provisions being taken to achieve compliance:

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- c. If NO, describe below which requirements will not be met:

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