



# AP100 Series Form Instructions

Form Number	Description	Page Number
<a href="#">AP101</a>	This form captures administrative details (i.e., facility owner/operator, location address, mailing address, etc.) about the facility and includes the application certification.	1
<a href="#">AP101R</a>	This form is used to certify the accuracy of supplemental information submitted to correct or amend the original application.	2
<a href="#">AP101M</a>	This form is a general form for certifying the accuracy of any information that is not covered by a DEQ form that has a certification.	2
<a href="#">AP102</a>	This form captures physical details about the facility itself (i.e., site area, geographic location, etc.);	3
<a href="#">AP103</a>	This form is completed once for each operating scenario defined for the	3
<a href="#">AP106</a>	This form is used for permit renewal applications.	4

## [AP101 – Administrative information and certification](#)

Complete this form once with the initial permit application for the facility.

1. Enter a site identifier if there is more than one facility in Oregon owned and operated by the same company.
2. Enter the legal name of the facility as it is registered with the Oregon Corporations Division.
3. Provide the mailing address of the facility.
  - PO Box or street and number.
  - City, state, and zip code.
4. Provide the address of the facility, if different than the mailing address.
  - The street address. If the facility is not located on a street, provide other directional information such as nearby cross streets (i.e., northwest of Third Avenue at Howard Street). If the facility is located in an industrial park, provide the name and address of the park.
  - The city, county, and zip code. If the facility is located in an unincorporated area of a county, enter "unincorporated" instead of a city name.
5. Provide the following information about the owner/operator of the facility:
  - Name
  - Area code and phone number
6. Provide the following information about the contact person for the facility and application:
  - Name
  - Title
  - Area code and phone number
  - Email address, if available
  - Area code and facsimile number
7. Provide the following information about the business activity of this facility.
  - A brief description of the type of facility (e.g., "sawmill," "printed circuit board manufacturer").
  - The primary and secondary Standard Industrial Classification (SIC) codes and North American Industry Classification System (NAICS) codes of this facility, as it is registered with the Secretary of State of the State of Oregon (e.g., 2421 for sawmill).
8. Identify any other permits issued by DEQ for the facility (e.g., National Pollution Discharge Elimination System [NPDES] Waste Discharge Permit 100797, etc.).

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## Statement of certification

Per OAR 340-218-0040(3)(n) and (5), the owners/operator is required to certify the Permit application. Carefully read the Statement of Certification on the answer sheet. The certification should be signed by the official at the facility responsible for the facility's compliance with state and federal air quality regulations and knowledgeable of the truth, accuracy and completeness of the contents of this application.

### [AP101R – Administrative information and certification for supplemental information](#)

Complete this form *once* when submitting any supplemental information or corrections to the original application.

Provide the following information about the contact person for the facility and application:

- Name
- Title
- Area code and phone number
- Email address, if available
- Area code and facsimile number

## Statement of certification

Per OAR 340-218-0040(3)(n) and (5), the owners/operator is required to certify the Permit application. Carefully read the Statement of Certification on the answer sheet. The certification should be signed by the official at the facility responsible for the facility's compliance with state and federal air quality regulations and knowledgeable of the truth, accuracy and completeness of the contents of this application.

### [AP101M – Administrative information and certification for miscellaneous information](#)

Complete this form *once* when submitting any information other than an application or compliance certification. Use AP101, AP101R, AP106, or the appropriate MD900 series form for certifying application materials. Use Forms R1001 and R1002 for annual reports and semi-annual compliance certifications. Use this form when submitting reports and notifications or other information required by the permit or underlying regulation.

Provide the following information about the contact person for the facility and application:

- Name
- Title
- Area code and phone number
- Email address, if available
- Area code and facsimile number

## Statement of certification

Per OAR 340-218-0040(5), the owners/operator is required to certify the truth, accuracy, and completeness of any application form, report, or compliance certifications. Carefully read the Statement of Certification on the answer sheet. The certification should be signed by the official at the facility responsible for the facility's compliance with state and federal air quality regulations and knowledgeable of the truth, accuracy and completeness of the contents of this application.

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## AP102 – Facility description

Complete this form once for the facility.

1. Provide a description of the facility including the following:
  - a description of the current industrial processes at the facility;
  - a discussion of any modifications made to these processes that have not been addressed through the facility's ACDP, if there is one;
  - a description of any proposed modifications to these processes in the future that the Permit will need to address; and
  - a description of any proposed construction at the facility that the Permit will need to address.
2. Enter the area of the facility site, in acres or square meters.
3. Indicate (yes or no) whether the facility is located in a nonattainment area. If the answer is "yes," specify the name of the area (e.g., Greater Metropolitan Whoville).
4. Enter the number of employees working at the facility.
5. Enter the maximum production or operation capacity, on both hourly and annual bases, for the facility's primary industrial activity. This activity is defined by the Standard Industrial Classification (SIC) code identified on Form AP101--that is, the SIC code under which the facility is registered with the Oregon Secretary of State. Specify the units being used to report the capacity (e.g., number of widgets produced per hour and per year).
6. Attach a detailed plot plan drawn to scale. The plot plan should include the following elements:
  - a building layout (blueprint, plan view) for all buildings on site;
  - the location and facility-assigned code for each emissions device/process and emission point. To the extent that these sources of emissions are identified and coded *elsewhere* in the application for other purposes, use those same codes here;
  - the location of property lines;
  - the direction "North"; and
  - an explanation of the scale of the plan.
7. Attach a regional or city map depicting the facility location in relation to:
  - the surrounding vicinity (roads or other features);
  - neighboring residential and commercial areas and other sensitive receptors (i.e., hospitals and schools) within a 10 km radius; and
  - the nearest state boundary, if within a 50 mile radius.
8. Attach a United States Geological Survey (USGS) or similar map to illustrate terrain, elevations, and Universal Transverse Meridian (UTM) zone and UTM coordinates.

## AP103 – Operating scenario description

For each operating scenario, complete one Operating Scenario Description, Form AP103. Before completing this form, review the discussion of operating scenarios in the General Guidance.

1. Enter the name and identification number or label for the operating scenario.
2. Provide a detailed description of the operating scenario. Include a discussion of the industrial activities associated with this operating scenario. Identify the pollutants emitted from this operating scenario. As described in the discussion of operating scenarios in this book, the owner/operator may define an alternative operating scenario in a way that accounts for planned future changes in the operations or configuration of the facility. If this is an alternative operating scenario that has been defined to accommodate future changes, then indicate that it is *not* an existing operating scenario but instead reflects operations as they will be configured at a point in the future.
3. List the emission units involved in this operating scenario. If this scenario is an alternative operating scenario, identify the emissions units that this scenario shares in common with other defined operating scenarios. Identify only those emissions units for which operation or production parameters, in this and the other operating scenario(s) identified, do not change in a way that would trigger different applicable requirements or alternative monitoring requirements. If, through this operating scenario, the operation or production parameters of a particular emissions unit trigger different applicable requirements, then the emissions unit should be assigned a new identification number or label to distinguish it as a unique emissions unit. This information should be conveyed through a new

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- Emissions Unit Summary, Form EU501.
4. Provide the normal (i.e., usual, routine, as anticipated over the 5-year life of the permit) operating schedule for this operating scenario.
    - Enter the normal number of hours per day that this scenario would operate.
    - Enter the normal number of days per week that this scenario would operate.
    - Enter the normal number of weeks per year that this scenario would operate.
  5. Identify any seasonal variation in the operations of this scenario. Express the variation in terms of the percentage of total annual production that occurs in each three-month period of the year. If, for example, operation is held constant year-round, so that there is no seasonal variation, indicate 25 percent in each three-month period.
  6. Attach a process flow diagram showing emission devices/processes, control devices, and emission points.

## **AP106 – Renewal application**

The owner or operator must submit an application for renewal of the Oregon Title V Air Operating Permit twelve (12) months prior to the expiration date of the permit; unless otherwise directed by DEQ in accordance with OAR 340-218- 0040(1)(a)(D). The owner or operator shall submit form AP106, but may also be required to submit new or revised forms from the original application. At a minimum, the owner or operator is required to submit the following:

- A complete list of all emissions units, including any air pollution control devices and any categorically or aggregate insignificant activities;
- An estimate of the amount and type of each air contaminant emitted by the source in terms of hourly, daily, or monthly and yearly rates, showing calculation procedures;
- Any changes to the source since the last permit issuance and any new requirements applicable to those changes; and
- An air quality analysis, conducted in accordance with the procedures in OAR chapter 340, division 225, demonstrating that the source's emissions will not cause or contribute to an exceedance or violation of an ambient air quality standard adopted under OAR chapter 340, division 202, when required by DEQ.

Below is an overview of the renewal process and instructions for completing form AP106.

Before completing the renewal application, assemble the following materials:

- The current permit including the review report and emissions detail sheets;
- Any permit addendums issued since the permit was issued (these may include administrative amendments, minor permit modifications, or significant permit modifications);
- Any off-permit changes (form MD 902); and
- Any 502(b)(10) changes (form MD903).

It may be necessary to submit new or revised application forms from the original application package. If the original application forms cannot be located, DEQ can provide a new set upon request.

After assembling the materials, provide the information requested and answer the questions on form AP106 and attach any additional information. Form AP106 includes a certification that must be signed by the responsible official. Once the renewal application is complete, submit 1 paper copy and 1 electronic copy to DEQ's Regional office identified on the cover page of the current permit.

If there are significant changes due to such things as a proposed change in operations (e.g., adding a new piece of equipment), Plant Site Emission Limit increases, or a new regulation that affects the facility (e.g., a MACT standard), the owner or operator will need to answer the appropriate questions and provide additional information. It may be necessary to complete an additional form from the original application packet. In other cases, the information can be provided directly in form AP106. When the information is provided in form AP106, the owner or operator can use any format (e.g., text, tables, spreadsheets, etc.) that may be convenient.

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There are two significant regulations that will affect most sources. These are the compliance assurance monitoring (CAM) rules (40 CFR Part 64) and the accidental release prevention rules (40 CFR Part 68). For the CAM requirements, DEQ developed form CP709 to gather the information necessary for the permit. Complete this form for each emissions unit affected by the new regulations. For the accidental release rules, the owner or operator is only required to state whether the requirements are applicable and list the chemicals that are used in processes at the facility in quantities greater than the threshold levels (the list of substances is attached). In addition, answer questions pertaining to the accident record of the facility.

If the application is deemed incomplete within 60 days after it is received, the owner or operator will be notified of the deficiencies. If the owner or operator is not notified within 60 days, the application will be considered complete by default. The owner or operator is required to immediately amend the application upon becoming aware that the application contains incorrect information or relevant facts were not included.

## Instructions for completing form AP106:

**Note:** Instead of listing all of the requested changes identified in the form AP106, attach an edited copy of the permit showing any requested changes. Each change should be numbered so that the reason for the change can be provided in a list attached to this renewal application form. On form AP106, simply write "see attached permit" for the items that are addressed in the edited permit. The owner or operator must provide the reason for each change.

1. Enter the facility contact person, title, phone number, email address, and fax number, if available.
2. Enter any requested changes to the information contained on the cover page of the permit, except the expiration date and the Information Relied Upon.
3. Were there any off-permit changes during the previous permit term? If so, the owner or operator should have submitted form MD902. Should the off-permit changes be integrated into the new permit? If not, explain why.
4. Were there any section 502(b)(10) changes during the previous permit term? If so, the owner or operator should have submitted form MD903. Should the section 502(b)(10) changes be integrated into the new permit? If not, explain why.
5. Provide the following information about the facility operations as they relate to the next permit term.
  - a. Enter the maximum production or operation capacity on both a short term (hourly, daily, weekly, or monthly) and annual basis for the facility's primary industrial activity. This activity is defined by the Standard Industrial Classification (SIC) code identified on the cover page of the current permit under which the facility is registered with the Oregon Secretary of State. The owner or operator will have to specify the units being used to report the capacity (e.g., number of widgets produced per hour or year).
  - b. If applicable, enter the maximum amount of each type of fuel that will be used on both a short term (hourly, daily, weekly, or monthly) and annual basis. Include the units of fuel usage (e.g., gallons).
  - c. If applicable, enter the maximum amount of each type of raw material used on both a short term (hourly, daily, weekly, or monthly) and annual basis. Include the units for the raw material usage (e.g. tons).
6. Enter the anticipated maximum operating schedule for the primary industrial activity at the facility. Enter the operating hours per day, days per week, and weeks per year. If the operation is seasonal, enter the months of operation.
7. Enter the number of employees working at the permitted facility.
8. Will there be any new operating scenarios or changes to existing operating scenarios? If yes, describe and submit form AP103. In general, most permits include only one operating scenario so this question can be left blank.
9. Will there be any new, modified, or reconstructed stationary sources or air pollution control equipment? If yes, will the changes trigger New Source Review (NSR) or Prevention of Significant Deterioration (PSD) because emissions will increase by more than a significant emission rate? (See

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OAR 340-200-0020 for a list of significant emission rates and Division 224 for the NSR/PSD regulations). If NSR or PSD is triggered, submit an application for a Standard Air Contaminant Discharge Permit (ACDP) for construction approval. If NSR or PSD are not triggered, submit form MD901 and follow the procedures in OAR 340-218-0190 for construction approval.

10. Submit a complete list of Current emissions units.
11. Does 40 CFR Part 64, the compliance assurance monitoring (CAM) regulation apply to any emissions units? (See form CP709 for a discussion of applicability). If the CAM rule does apply, complete and submit form CP709 for each pollutant-specific emissions unit.
12. Is Toxic Release Inventory (TRI) reporting under Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA) required? If so, submit the most recent TRI report along with a discussion of any significant discrepancies between form ED606 and the TRI report. If not required, check, the appropriate box stating the reason why TRI reporting is not required for the source.
13. Does 40 CFR Part 68, the accidental release prevention/risk management plan regulations, apply to the facility? If yes, list the regulated substances present in processes at the facility on form ED607.
14. Are there any other new applicable requirements? (form AR401) If yes, list the applicable requirements and the emissions units (or entire facility) to which they apply. Also identify proposed monitoring for each emissions unit/applicable requirement by submitting the appropriate form from series CP700, including the new form CP709, if applicable.
15. Submit an updated Form ED605A Requested Plant Site Emissions Limits (PSEL). Is the owner or operator requesting any changes to the PSEL? If yes, are changes due to better information such as an emission factor from a recent source test or are the changes due to production increases. For corrections to the PSEL due to better information, submit the applicable form from series ED600 to show changes and references for the new emission factors. For increases due to production increases, show changes on the applicable form(s) from series ED600 and submit an assessment of the air quality impacts if the emission increases are greater than the significant emission rate(s). Any increases due to physical changes at the facility should be addressed in item 9 above.
16. Is the source in compliance with all applicable requirements at the time of submitting the renewal application? If no, identify the applicable requirement and affected emissions unit(s) and submit a compliance schedule.
17. Are any changes to monitoring conditions being requested, except those that are being replaced by CAM? If yes, identify the condition, the requested change, and the reason for requesting the change.
18. Are any changes to the recordkeeping conditions being requested? If yes, identify the condition, the requested change, and the reason for requesting the change.
  - a. Are any changes to the reporting conditions being requested? If yes, identify the condition, the requested change, and the reason for requesting the change.
  - b. Are any changes to the non-applicable requirement conditions being requested? If yes, identify the condition, the requested change, and the reason for requesting the change.
  - c. Are there any other changes requested? If yes, identify the permit condition, the requested change, and the reason for requesting the change.
19. Submit an updated Form ED606 for based on the most recent hazardous air pollutant information for the source. The information in Form ED606 should represent the source's potential to emit any pollutant listed in Table 1 of OAR 340-244-0040 and OA340-246-0090(3).
20. Submit an updated for [ED602 Aggregate Insignificant Emissions](#) based on the most recent list of emissions units included in aggregate insignificant emissions.

### Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age or sex in administration of its programs or activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).

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