

Oregon Title V Air Operating Permit Renewal Pre-application Meeting Request Form

Fill out this form if you would like to request a pre-application meeting. Instructions are included on page 3 and 4. All information is required unless otherwise noted.

Facility Information				
1. Facility name:		2. Existing permit number:		3. Permit issue date:
Project Information				
4. Operating status:			<input type="checkbox"/> Operating <input type="checkbox"/> Proposed	
5. NAICS number: (see www.census.gov/eos/www/naics/)				
6. Physical location of facility:	County	Street Address	City	ZIP Code
7. Specify permit application type:		<input type="checkbox"/> Title V <input type="checkbox"/> Simple ACDP <input type="checkbox"/> Standard ACDP <input type="checkbox"/> Construction ACDP <input type="checkbox"/> Unknown		
Meeting Information				
8. Propose two meeting dates and times:	First Preference:		Second Preference:	
9. List meeting attendees including participating contractors and other representatives (with company name and contact info, if applicable)				
10. Aside from the permit writer, are there other DEQ staff that you request be present at the meeting?				
<input type="checkbox"/> Air Regional Manager <input type="checkbox"/> Air Modeler <input type="checkbox"/> Other: _____				
11. Where would you prefer the meeting be held: at DEQ's Regional office, at the permitted facility, or via teleconference? (Check box below)				
<input type="checkbox"/> In person at the DEQ regional office <input type="checkbox"/> At the permitted facility <input type="checkbox"/> Teleconference				
12. Do you have questions for DEQ to consider before the meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please attach a brief Word or PDF document with your questions and submit with your Pre-application Meeting Request Form.				

Changes Since Previous Permit

13. Did any of these occur at your facility since issuance of your current permit?	
Submitted Notice of Intent to Construct	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emission Unit(s) became subject to an NSPS/NESHAP	<input type="checkbox"/> Yes <input type="checkbox"/> No
One or more conditions in my permit is no longer applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No
New applicable state rule/regulation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Changes in equipment or control devices	<input type="checkbox"/> Yes <input type="checkbox"/> No
Changes in production	<input type="checkbox"/> Yes <input type="checkbox"/> No
Changes in monitoring	<input type="checkbox"/> Yes <input type="checkbox"/> No
Changes in recordkeeping	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered "Yes" to any of the above:
 - Provide a brief description of each change (only if DEQ doesn't already have this information)
 - Be prepared to discuss how each change will affect your permit renewal

Submit this form to the DEQ Regional Office below.
 Office address information will update when you select a county in the dropdown on page 1.

Instructions for Permittee on Pre-application Form

This form is designed to aid you in preparing information required to schedule a pre-application meeting. You must submit this form before the pre-application meeting. In addition to completing the information described below, review all information requested in this packet to prepare for the pre-application meeting.

Facility Information

1. Provide the facility name. If the facility is doing business as (dba) a facility different in name than the primary facility, provide the dba name.
2. Provide the permit number of the permit you are modifying, revising, or renewing.
3. List the issue date of the permit.

Project Information

4. Choose the operating status of the facility.
5. Look up the North American Industry Classification System (NAICS) number for the facility using the link provided and enter the number to the right.
6. Provide the physical address of the facility beginning with the county where the facility is located, followed by the street address, city, and zip code.
7. Specify permit application type. Please visit the Oregon DEQ website for more information on permit types.

Meeting Information

8. Propose two meeting dates and times for the meeting to occur. Using the calendar dropdowns, choose the dates and then manually update the times. Allow at least 3-5 business days for meeting setup logistics.
9. List the names of all expected people attending the meeting. Include consultants, attorneys, and/or any other participants other than the primary facility permitting contact. For each attendee, specify what company that attendee represents.
10. Other than the permit writer, check what other DEQ staff you think is important to attend the pre-application meeting.
11. Check the appropriate box regarding meeting format/location. This is required as it is important for reserving DEQ resources for the meeting. If you select meeting at the permitted facility, DEQ will assess if it is reasonable to do so depending on the facilities location and may propose a meeting via teleconference or at a DEQ office instead.

Submission Information

12. If you already have unique questions for which you have not found any information on the DEQ website, include an attachment with brief points for discussion during the meeting.

Change Since Previous Permit

13. Identify if any of the listed changes apply to your facility. Check yes or no in the right column if the situation is applicable or not. For each applicable situation, a brief description must be sent to DEQ before a pre-application meeting can be scheduled. For example, a grain elevator installed additional grain storage silos that resulted in the facility becoming subject to NSPS Subpart DD.

ABC Grain submitted an NC for the construction of three 1-million bushel grain silos on January 18, 2015. The increase in grain storage capacity caused the facility to become subject to NSPS Subpart DD. We believe EU-18, EU-19, and EU-20 are now affected facilities under this rule.

Reminder: Email all attachments named in the form along with the submission of this form.