



**OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY**

**GENERAL**

**AIR CONTAMINANT DISCHARGE PERMIT**

Department of Environmental Quality  
Air Quality Division  
Air Operations Section  
700 NE Multnomah Street, Suite 600  
Portland, OR 97232  
Telephone: (503) 229-5696

This permit is issued in accordance with the provisions of ORS 468A.040 and OAR 340-216-0060.

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**ISSUED BY THE DEPARTMENT OF ENVIRONMENTAL QUALITY**

Signed Copy on File with DEQ  
Ali Mirzakhali, Air Quality Division Administrator

April 16, 2020  
Dated

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Gasoline dispensing facilities subject to stage II vapor collection requirements in OAR 340-242-0520 and the emission standards in OAR 340-244-0232 through 0252.

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## **1.0 PERMIT ASSIGNMENT**

### **1.1. Qualifications**

The permittee must meet all of the following conditions in order to qualify for assignment to this General Air Contaminant Discharge Permit (ACDP):

- a. The permittee is performing gasoline dispensing activities listed on the cover page of this permit, including supporting activities; or
  - i. The permittee is not subject to the stage II vapor collection system requirements in OAR chapter 344 division 242 but has elected to install and operate a stage II vapor collection system.
- b. The source is not an agricultural operation as defined in ORS 468A.020 which includes but is not limited to: growing or harvesting crops, raising fowl or animals, clearing or grading agricultural land, propagating and raising nursery stock, and propane flaming of mint stubble;
- c. A Simple or Standard ACDP is not required for the source; and
- d. The source is not having ongoing, recurring, or serious compliance problems.

### **1.2. Assignment**

DEQ will assign qualifying permittees to this permit that have and maintain a good record of compliance with DEQ's Air Quality regulations and that DEQ determines would be appropriately regulated by a General ACDP. DEQ may rescind assignment if the permittee no longer meets the qualifications in Condition 1.1 above, conditions of OAR 340-216-0060, or the Conditions of this permit.

### **1.3. Permitted Activities**

Until this permit expires, is modified, or is revoked, the permittee is allowed to discharge air contaminants from processes and activities directly related to or associated with the air contaminant source(s) listed in on the first page of this permit in addition to any categorically insignificant activities, as defined in OAR 340-200-0020, at the source. Discharge of air contaminants from any other equipment or activity not identified herein is not authorized by this permit.

### **1.4. Relation to Local Land Use Laws**

This permit is not valid in Lane County, or at any location where the operation of the permittee's processes, activities, and insignificant activities would be in violation of any local land use or zoning laws. For operation in Lane County, contact Lane Regional Air Protection Agency for any necessary permits at (541) 736-1056. It is the permittee's responsibility to obtain local land use approvals as, or where, applicable before operating at any location.

## **2.0 GENERAL EMISSION STANDARDS AND LIMITS**

### **2.1. Visible Emissions**

The permittee must comply with the following visible emission limits:

- a. Visible emissions must not equal or exceed an average of 20 percent opacity;
- b. The visible emission limitation in this condition is based upon a six-minute block average of 24 consecutive observations recorded at 15-second intervals as specified in OAR 340-208-0110(2); and
- c. The visible emission standard in this condition does not apply to fugitive emissions from the source.

## **2.2. Fugitive Emissions**

The permittee must comply with the following [OAR 340-208-0210]:

- a. The permittee must take reasonable precautions to prevent particulate matter, including fugitive dust, from becoming airborne from all site operations from which it may be generated.
- b. The permittee must not allow visible fugitive particulate emissions to leave the permittee's property for a period or periods totaling more than 18 seconds in a six-minute period;
- c. Compliance with the fugitive emissions standard in Condition 2.2.b is determined by EPA Method 22 at the downwind property boundary; and
- d. If requested by DEQ, the permittee must develop and implement a fugitive emission control plan to prevent any visible emissions from leaving the property of a source for more than 18 seconds in a six-minute period as determined by EPA Method 22.

## **2.3. Particulate Matter Fallout**

The permittee must not cause or permit the emission of any particulate matter larger than 250 microns in size at sufficient duration or quantity, as to create an observable deposition upon the real property of another person. [OAR 340-208-0450]

## **2.4. Operation of Pollution Control Devices and Duty to Minimize Emissions**

The permittee must, at all times, operate and maintain the source, including associated air pollution control equipment and monitoring equipment, in a manner consistent with safety and good air pollution control practices for minimizing emissions. Determination of whether such operation and maintenance procedures are being used will be based on information available to DEQ which may include, but is not limited to, monitoring results, review of operation and maintenance procedures, review of operation and maintenance records, and inspection of the source. [OAR 340-244-0239]

## **2.5. Nuisance and Odors**

The permittee must comply with the following nuisance and nuisance odor requirements, as applicable:

- a. The permittee must not cause or allow air contaminants from any source to cause a nuisance. Nuisance conditions will be verified by DEQ personnel. [OAR 340-208-0300]
- b. When operating in Clackamas, Columbia, Multnomah, and Washington Counties, control apparatus and equipment, using the highest and best practicable treatment currently available, must be installed and operated to reduce to a minimum odor-bearing gases or odor-bearing particulate matter emitted into the atmosphere. [OAR 340-208-0550]

## **3.0 SPECIFIC STANDARDS**

### **3.1. OAR Chapter 340 Divisions 242 and 244: Gasoline Dispensing Facilities**

The permittee must comply with all applicable provisions of Oregon Administrative Rules Chapter 340 Divisions 242 and 244 by the applicable dates within the respective divisions. [OAR 340-242 and OAR 340-244]

### 3.2. Stage II ORVR Compatibility

The permittee must install and operate a stage II vapor collection system that is compatible with vehicle Onboard Refueling Vapor Recovery systems when:

- a. Replacing an existing non-ORVR compatible stage II vapor collection system;
- b. Installing a new stage II vapor collection system; or
- c. The gasoline dispensing facility is reconstructed.

### 3.3. Increase in Gasoline Throughput

If the facility's gasoline throughput ever exceeds an applicable throughput threshold that triggers new requirements for the facility under OAR chapter 340 division 244:

- a. The permittee will remain subject to the requirements for sources above the threshold, even if the facility's gasoline throughput later falls below the applicable throughput threshold; and [OAR 340-244-0234]
- b. The permittee must comply with all newly applicable requirements within 36 months of reaching the threshold. [OAR 340-244-0238]

This Condition does not apply to the requirement to install and operate a stage II vapor collection system, as the permittee may elect to apply for a separate Air Contaminant Discharge Permit that only requires installation and operation of a stage I vapor balance system (if gasoline throughput drops below 600,000 gallons per year). The permittee must operate a stage II vapor collection system while assigned to this permit.

## 4.0 STAGE I AND STAGE II SYSTEM REQUIREMENTS

### 4.1. Stage I Vapor Balance System Requirements

The permittee must install and operate a stage I vapor balance system that meets the following on all gasoline storage tanks, except for any tank that is equipped with a floating roof or equivalent: [OAR 340-244-0242 Table 2]

- a. All vapor connections and lines on the storage tank must be equipped with closures that seal upon disconnect;
- b. The vapor line from the gasoline storage tank to a cargo tank must be vapor-tight;
- c. The vapor balance system must be designed such that the pressure in the tank truck does not exceed 18 inches water pressure or 5.9 inches water vacuum during product transfer;
- d. The vapor recovery and product adapters, and the method of connection with the delivery elbow, must be designed to prevent the over-tightening or loosening of fittings during normal delivery operations;
- e. If a gauge well separate from the fill tube is used, the gauge well must include a submerged drop tube that extends the same distance from the bottom of the storage tank as specified in Condition 4.4;
- f. Liquid fill connection for all systems must be equipped with vapor-tight caps;
- g. The pressure specifications for pressure-vacuum vent valves must be a positive pressure setting of 2.5 to 6.0 inches of water and a negative pressure setting of 6.0 to 10.0 inches of water. The total leak rate of all pressure-vacuum vent valves at an affected facility, including connections, must not exceed 0.17 cubic foot per hour at a pressure of 2.0 inches of water and 0.63 cubic foot per hour at a vacuum of 4 inches of water; and

- h. The vapor balance system must be capable of meeting the static pressure performance requirement of the following equation:

$$P_f = 2e^{-500.887/v}$$

Where:

$P_f$  = Minimum allowable final pressure, inches of water.

$v$  = Total ullage affected by the test, gallons.

$e$  = Dimensionless constant equal to approximately 2.718.

$2$  = The initial pressure, inches water.

#### 4.2. Stage II Vapor Collection Requirements

The permittee must not transfer or allow the transfer of gasoline into a motor vehicle fuel tank unless the facility is equipped with and operates a functional DEQ-approved stage II vapor collection system. All stage II vapor collection systems must be approved by DEQ before installation. [OAR 340-242-0520]

#### 4.3. Dual-Point Vapor Balance System Requirement

All vapor return connection openings for dual-point vapor balance-equipped tanks must be equipped with vapor-tight caps, gasketed seals, and be maintained in good working order. The permittee must install and operate a dual-point vapor balance system on: [OAR 340-244-0242 Table 2]

- a. All gasoline storage tanks at a new (commenced construction after Nov. 9, 2006) gasoline dispensing facility;
- b. All gasoline storage tanks at a reconstructed (commenced reconstruction after Nov. 9, 2006) gasoline dispensing facility if the facility has had monthly throughput of 100,000 gallons of gasoline or more; and
- c. Any new gasoline storage tank(s) installed after Nov. 9, 2006 at a facility if the facility has had monthly throughput of 100,000 gallons of gasoline or more.

#### 4.4. Submerged Filling

The permittee must not transfer or allow the transfer of gasoline into any storage tank with a capacity of 250 gallons or more unless the tank is equipped with a submerged fill pipe in compliance with the following, as applicable: [OAR 340-244-0240]

- a. Submerged fill pipes installed after November 9, 2006 must be no more than six (6) inches from the bottom of the storage tank.
- b. Submerged fill pipes installed on all tanks located in the Portland or Medford AQMA or Salem-Keizer SKATS must be no more than six (6) inches from the bottom of the storage tank.
- c. Submerged fill pipes installed on or before November 9, 2006 must be no more than twelve (12) inches from the bottom of the storage tank.
- d. Submerged fill pipes that do not meet the specifications of Conditions 4.4.a, 4.4.b, or 4.4.c are allowed if the permittee can demonstrate that the liquid level in the tank is always above the entire opening of the fill pipe. Documentation providing demonstration of a continuously compliant liquid level must be available for review during the course of a site visit and upon request. Bottom filling of storage tanks meets the submerged fill requirements of this Condition 4.4.

If the permittee chooses to comply with Condition 4.4.a, 4.4.b, or 4.4.c, the permittee must maintain manufacturer or service provider documentation that demonstrates all submerged fill pipes are a compliant length.

#### **4.5. Installation Requirements**

The permittee must comply with the following requirements prior to placing a stage II vapor collection system into operation [OAR 340-242-0520]:

- a. Piping must be installed in accordance with standards in OAR 340 division 150;
- b. Piping must be installed by a licensed installation service provider pursuant to OAR 340 division 160;
- c. Piping must be tested by an installation or tank tightness testing service provider licensed pursuant to OAR 340 division 160; and
- d. Testing, as applicable, required by Condition 9.0.

### **5.0 OPERATION AND MAINTENANCE REQUIREMENTS**

#### **5.1. Work Practices**

The permittee must not allow gasoline to be handled in a manner that would result in vapor releases to the atmosphere for extended periods of time. Measures to be taken include, but are not limited to, the following: [OAR 340-244-0240]

- a. Minimize gasoline spills;
- b. Do not top off or overfill vehicle tanks. If a person can confirm that a vehicle tank is not full after the nozzle clicks off (such as by checking the vehicle's fuel tank gauge), the person may continue to dispense fuel using best judgment and caution to prevent a spill;
- c. Post a sign at the facility instructing a person filling up a motor vehicle to not top off the vehicle tank. The sign(s) must be visible from the dispensing location at the source;
- d. Clean up spills as expeditiously as practicable and keep any materials used after a cleanup in closed containers;
- e. Maintain materials and equipment necessary to clean up gasoline spills in a location readily accessible to the dispensing location(s) on site;
- f. Cover all open gasoline containers and all gasoline storage tank fill-pipes with a gasketed seal when not in use;
- g. For dual-point vapor balance system-equipped gasoline storage tanks, cover all vapor return connections with a gasketed seal when not in use; and
- h. Minimize gasoline sent to open waste collection systems that collect and transport gasoline to reclamation and recycling devices, such as oil/water separators.

#### **5.2. Equipment Maintenance**

The permittee must comply with the following requirements for all gasoline storage tanks equipped with a stage I vapor balance system and all stage II vapor collection systems, as applicable:

- a. Ensure a secure connection to and proper operation of the vapor balance and vapor collection systems whenever gasoline is being transferred;
- b. All equipment associated with the vapor balance and vapor collection systems must be maintained to be vapor tight and in good working order; and
- c. If the permittee has constructive knowledge of a vapor balance or vapor collection system defect, the permittee must initiate repairs in accordance with Condition 6.3 before the equipment is used in any further gasoline service. The permittee will be presumed to have constructive knowledge if any of the following indicate a vapor balance system defect:

- i. Service provider work reports or receipts;
- ii. Test results;
- iii. DEQ permit writer or inspector communications; or
- iv. Inspection logbook.

## **6.0 EQUIPMENT INSPECTION AND REPAIR**

### **6.1. Annual Inspection**

The permittee must have the stage I vapor balance equipment **inspected on an annual basis** in order to ensure that the equipment is in good working order, operating effectively, and not worn or ineffective. [OAR 340-244-0242]

The permittee must conduct the first inspection within 12 months of being assigned to this permit. The permittee must comply with the following for all annual inspections:

- a. **Inspections must be recorded in a logbook or similar document;**
- b. Inspections must be conducted at least once every 12 months; and
- c. The logbook or similar document must include, at a minimum, the following information:
  - i. Inspection date;
  - ii. The first and last name of the individual who conducted the inspection;
  - iii. Verification that at least the following inspection activities were conducted:
    - Pressure Vacuum vent valve(s) maintenance and cleaning according to manufacturer's recommendations;
    - Caps and gasketed seal(s) on all gasoline fill and vapor return pipes verified as vapor tight and in good working order (not worn, loose, deteriorated, or otherwise damaged);
    - For any storage tank equipped with dual-point vapor balance, verification that poppet valves operate properly (not stuck in an open or closed position and not otherwise damaged); and
    - Spill buckets verified to be free of solids and liquids.
  - iv. Results of the inspection for each piece of equipment. This must include whether repair, replacement, or any corrective actions were needed or that equipment was determined to be vapor tight and in good working order; and
  - v. For any repair, replacement, or corrective action determined necessary, the logbook must include:
    - A description or identification of the specific equipment and brief description of actions taken;
    - A date that parts were ordered, service requested, or corrective actions began; and
    - The date that repairs, service work, or corrective actions were completed.

### **6.2. Monthly Inspection**

The permittee must have the stage II vapor collection system **inspected on a monthly basis** in order to ensure the equipment is in good working order, operating effectively, and not worn or ineffective.

The permittee must conduct the first inspection within six (6) months of being assigned to this permit. The permittee must comply with the following for all monthly inspections:

- a. **Inspections must be recorded in a logbook or similar document;**
- b. Inspections must be conducted once per calendar month and at least 15 calendar days apart;

- c. The logbook or similar document must include, at a minimum, the following information:
- i. Inspection date;
  - ii. The first and last name of the individual who conducted the inspection;
  - iii. Verification that the inspection included at least the following components:
    - Breakaway/whip hoses (small hose from dispenser to the breakaway connector);
    - Breakaway connectors (connects the whip hose to the main dispenser hose);
    - Main dispenser hoses; and
    - Nozzles.
  - iv. Results of the inspection for each piece of equipment. This must include whether repair, replacement, or any corrective actions were needed or that equipment was determined to be vapor tight and in good working order; and
  - v. For all repairs, replacements, and corrective actions determined necessary, the logbook must include:
    - A description or identification of the specific equipment and brief description of actions taken;
    - A date that parts were ordered, service requested, or corrective actions began; and
    - The date that repairs, service work, or corrective actions were completed.

### 6.3. Equipment Repair and Replacement Timelines

The permittee must replace, repair or modify any worn or ineffective component or design element within 24 hours to ensure the vapor-tight integrity and efficiency of the stage I vapor balance and stage II vapor collection systems. [OAR 340-244-0242]

- a. If repair parts must be ordered, either a written or a verbal order for those parts must be initiated within 2 working days of detecting such a leak. Such repair parts must be installed within 5 working days after receipt. The permittee must retain records demonstrating that repair or replacement occurred within these timelines.
- b. The permittee must consider a report or test results from a service provider, which indicates an equipment malfunction or defect, to be knowledge of a worn or ineffective component.

## 7.0 PLANT SITE EMISSION LIMITS

### 7.1. Plant Site Emission Limits (PSEL)

The permittee must not cause or allow plant site emissions to exceed the following:

Pollutant	Limit	Units
VOC	39	tons per year
Single HAP	9	
Combined HAPs	24	

### 7.2. Annual Period

The annual plant site emissions limits apply to any 12-consecutive calendar month period.



## 8.0 COMPLIANCE DEMONSTRATION

### 8.1. Operator Training for Stage II Equipment

The permittee must provide adequate training and written instructions to the operator of the affected facility regarding the proper use and inspection of the stage II vapor collection equipment. A copy of the written instructions used to comply with this permit Condition must be available upon request by DEQ. [OAR 340-242-0520]

### 8.2. Producing Throughput Records

The permittee must have records available within 24 hours of a request by DEQ to document gasoline throughput. [OAR 340-244-0240]

### 8.3. PSEL Compliance Monitoring

Compliance with the PSEL is determined for each 12-consecutive calendar month period.

- a. Permittees will be presumed to be in compliance with the yearly VOC PSEL provided total gasoline throughput does not exceed 39,000,000 gallons during any 12-consecutive calendar month period.
- b. Permittees that have an ORVR-compatible stage II vapor collection system may increase total product throughput up to 60,000,000 gallons during any 12-consecutive calendar month period and will be presumed to be in compliance.
  - i. The permittee must request and receive confirmation, in writing from DEQ, that the vapor collection system installed at the facility is ORVR compatible before exceeding the throughput threshold established in Condition 8.3.a.
- c. If the permittee exceeds the operational throughput thresholds stated above, as applicable, the permittee must demonstrate compliance on a monthly basis as follows:

$$E_{12\text{-month}} = \sum (T_B + T_L + L_R + L_S + L_H)/2000$$

Where:

$E_{12\text{-month}}$  = Total VOC emissions (in tons) for the 12-month period

$\sum$  = symbol representing “summation of”

$T_B$  = emissions from storage tank breathing and emptying

$T_L$  = emissions from storage tank filling

$L_R$  = emissions from vehicle refueling

$L_S$  = emissions from spillage

$L_H$  = emissions from hose permeation

### 8.4. Emission Factors

The permittee must use the default emission factors provided in Condition 15.0 for calculating pollutant emissions.

## 9.0 PERFORMANCE TESTING

### 9.1. Stage I System (Vapor Balance) Testing Requirements

The permittee must conduct the testing described in Conditions 9.3 for any gasoline storage tank(s) equipped with a stage I vapor balance system as follows:

- a. **PD and PV Initial:** One-time testing is required at the time of installation of a complete vapor balance system.
  - i. Installation of a complete vapor balance system includes, but is not limited to, installing pressure-vacuum vent valves or any other required component if not previously installed.
  - ii. Tests must be conducted and demonstrate compliance with applicable requirements before placing the system into gasoline service. If gasoline must be added to the tank(s) to conduct required tests, the permittee must add only enough gasoline to conduct testing. The permittee must comply with all applicable Underground Storage Tank program requirements irrespective of this Condition.
- b. **PD and PV Initial:** One-time testing is required at the time of installation of any new gasoline storage tank(s).
  - i. Tests must be conducted and demonstrate compliance with applicable requirements before placing the tank(s) into service. If gasoline must be added to the tank(s) to conduct required tests, the permittee must add only enough gasoline to conduct testing. The permittee must comply with all applicable Underground Storage Tank program requirements irrespective of this Condition.
- c. **PD and PV Recurring:** Testing is required **every 3 years at any facility** that has met or exceeded throughput of 100,000 gallons of gasoline per month. Testing must be completed no later than 3 years (1,095 days) from the previous test. [OAR 340-244-0244]

### 9.2. Stage II System (Vapor Collection) Testing Requirements

For any dispensing facility equipped with a vacuum assisted or EVR stage II vapor collection system, the permittee must conduct the testing described in Conditions 9.3 as follows:

- a. **PD and A/L Initial:** One-time testing is required at the time of installation of any new vacuum assisted or EVR stage II vapor collection system prior to bringing the system into gasoline service.
- b. **PD and A/L Recurring:** Testing is required **every year at any facility** that is equipped with a vacuum assisted or EVR system. Testing must be completed no later than 1 year (365 days) from the previous test.

### 9.3. Test Specifications

If required to test per Condition 9.1 or 9.2, the permittee must conduct performance testing as follows:

- a. The permittee must notify DEQ of scheduled performance tests at least 60 days prior to a scheduled test date and all results must be submitted to DEQ within 180 days of the completion of testing.
  - i. If there is any change to the scheduled test date, the permittee must notify DEQ in writing within 15 days after the change.
  - ii. Test results must be submitted, hard copy or email, to the appropriate regional office as identified in Condition 12.3 with the permit number prominently displayed.

- b. **Pressure Vacuum Vent Valve (PV Test):** Demonstrate compliance with the leak rate and cracking pressure requirements for pressure-vacuum vent valves installed on gasoline storage tanks by conducting a test using California Air Resources Board Vapor Recovery Test Procedure TP-201.1E,—Leak Rate and Cracking Pressure of Pressure/Vacuum Vent Valves, or other approved method.
- c. **Pressure Decay/ Static Pressure (PD Test):** Demonstrate compliance with the static pressure performance requirement, for your vapor balance system by conducting a static pressure test on gasoline storage tanks using the California Air Resources Board Vapor Recovery Test Procedure TP-201.3,—Determination of 2-Inch WC Static Pressure Performance of Vapor Recovery Systems of Dispensing Facilities, or other approved method.
- d. **Air to Liquid Ration (A/L Test):** Demonstrate compliance with the Air to Liquid Ratio (A/L) test using California Air Resources Board Vapor Recovery Test Procedure TP-201.5, or other approved method(s).
- e. If the permittee is required to conduct Pressure Decay testing by both Condition 9.1 and 9.2, one completed Pressure Decay test may be used to demonstrate compliance with both Conditions but the permittee must remain in compliance with the subsequent testing due dates separately (i.e. within 1,095 days and 365 days respectively).

## 10.0 RECORDKEEPING REQUIREMENTS

### 10.1. Operation, Maintenance, and Throughput Records

The permittee must maintain the following records related to the operation of the facility:

- a. **Testing:** Records of all test performed under Condition 9.0.
- b. **Equipment:** Records related to the maintenance of all equipment required by Conditions 4.0 and 5.0.
  - i. All equipment defects, repairs, and replacements must be logged and tracked by station personnel using forms provided by DEQ or a reasonable facsimile.
  - ii. Documentation that demonstrates compliance with submerged fill pipe requirements of Condition 4.4. If the permittee uses manufacturer or service provider documentation to demonstrate compliance, the records must be obtained beginning no later than 12 months after assignment to this permit and retained for as long as the equipment remains in gasoline service.
  - iii. Documentation from a service provider or equipment manufacturer that demonstrates all pressure-vacuum vent valves on site required by Condition 4.1.g are set to compliant settings. The permittee must obtain this documentation beginning no later than 12 months after assignment to this permit and retained for as long as the equipment remains in gasoline service.
  - iv. Manufacturer's documentation of recommended maintenance for all pressure vacuum vent valves installed on site. The permittee must obtain this documentation beginning no later than 12 months after assignment to this permit and retained for as long as the equipment remains in gasoline service.
- c. **Inspections:** Records of inspections, repairs, and replacements required by Condition 6.0.
- d. **Training:** A copy of the training materials used to comply with Condition 8.1.

- e. **Gasoline Throughput:** Records of total throughput volume of gasoline, in gallons, for each calendar month and each 12-consecutive month period.
  - i. If the permittee exceeds the operational throughput threshold(s) stated in Condition 8.3, records of VOC emissions in tons and associated calculations for each calendar month.
- f. **Changes:** Records of permanent changes made at the facility, stage I vapor balance equipment, and stage II vapor collection equipment which may affect emissions.

### 10.2. Complaint Log

The permittee must maintain a log of all complaints received that specifically refer to air pollution, odor, or nuisance concerns associated with the permitted facility. The permittee must investigate the condition within 24 hours, if possible.

The log must include at least the following for each complaint or concern received:

- a. The date the complaint was received;
- b. The date and time the complaint states the condition was present;
- c. A description of the complaint;
- d. The location of the complainant or receptor relative to the plant site;
- e. The status of plant operations and activities during the complaint's stated time of pollution or odor condition;
- f. A description of the permittee's actions to investigate the validity of the complaint; and
- g. A description of any actions taken in response to the complaint investigation.

### 10.3. Retention of Records

Unless otherwise specified, the permittee must retain all records for a period of at least five (5) years from the date of each report or record and make them available to DEQ upon request. The permittee must maintain all records onsite or otherwise readily available electronically for expeditious review during an on-site inspection. [OAR 340-214-0114]

## 11.0 REPORTING REQUIREMENTS

### 11.1. Initial Notification and Notification of Compliance Status

A new permittee must submit an Initial Notification and Notification of Compliance Status in accordance with OAR 340-244-0246. The permittee must submit the notifications to DEQ and the EPA Region 10 Office.

### 11.2. Notification of Planned Performance Test

The permittee must notify DEQ, in writing, of the intent to conduct a performance test required by Condition 9.0. The notification must be submitted at least 60 days before the performance test is scheduled to begin. The permittee must notify DEQ, in writing, within 15 days after a change to the scheduled test date.

### 11.3. Compliance Test Report Submittals

If the permittee is subject to the testing requirements in Condition 9.0, results of all tests must be submitted to DEQ within 180 days of the completion of the performance testing.

#### 11.4. Annual Report

The permittee must submit to DEQ by **February 15** of each year this permit is in effect, two (2) copies of the following information for the previous calendar year:

- a. **Throughput**- The total gasoline throughput volume of each month and the calendar year total;
- b. **Records**- A statement or certification that the permittee is in compliance with records retention requirements of Conditions 10.0 and 14.5;
- c. **Emissions**- If the permittee exceeds the operational throughput thresholds stated in Condition 8.0, records of VOC emissions in tons and calculations for each calendar month;
- d. **Complaints**- Summary of complaints relating to air quality received by permittee during the year including follow-up actions required by Condition 10.2;
- e. **Changes**- List of changes made at the facility and on stage I vapor balance and stage II vapor collection equipment which may affect emissions;
- f. **Maintenance**- List all major maintenance performed on pollution control equipment; and
- g. **Malfunctions**- The number, duration, and a brief description of each type of malfunction which occurred during the previous calendar year and a description of actions taken by the permittee during the malfunction to minimize emissions, including actions taken to correct the malfunction.

#### 11.5. Initial Startup Notice

The permittee must notify DEQ, in writing, of the date a newly permitted source is first brought into normal operation. The notification must be submitted no later than seven (7) days after the initial startup.

#### 11.6. Notice of Change of Ownership or Company Name

The permittee must notify DEQ in writing using a DEQ "Transfer Application Form" within 60 days after the following:

- a. Legal change of the name of the company as registered with the Corporations Division of the State of Oregon; or
- b. Sale or exchange of the activity or facility.

#### 11.7. Construction or Modification Notices

The permittee must notify DEQ in writing using a DEQ "Notice of Intent to Construct Form" or other permit application form and obtain approval in accordance with OAR 340-210-0205 through 340-210-0250 before:

- a. Constructing, installing, or establishing a new stationary source that will cause an increase in any regulated pollutant emissions;
- b. Making any physical change or change in operation of an existing stationary source that will cause an increase, on an hourly basis at full production, in any regulated pollutant emissions; or
- c. Constructing or modifying any air pollution control equipment, including vapor balance and vapor collection system equipment.

**11.8. Where to Send Reports and Notices**

Reports, with the permit number prominently displayed, must be sent to the DEQ Permit Coordinator for the region where the source is located as identified in Condition 12.3. The mailing address for the EPA Region 10 Office is as follows:

Air Operating Permits  
U.S. EPA, Region 10  
1200 Sixth Avenue, Suite 155  
Seattle, WA 98101

**12.0 ADMINISTRATIVE REQUIREMENTS****12.1. Employee Commute Options Program**

Sources located inside the Portland Air Quality Maintenance Area (AQMA) with more than 100 employees at a work site must comply with the Employee Commute Options Program requirements located in OAR 340-242-0020 through 340-242-0390.

For forms (Fact Sheet, Registration, or Survey Guidance documents) or questions regarding ECO, please contact the ECO program directly at 503-229-6154 or [ECO@deq.state.or.us](mailto:ECO@deq.state.or.us).

Additional information is available from DEQ's website for the ECO program located here: <https://www.oregon.gov/deq/aq/programs/Pages/ECO.aspx>

**12.2. Reassignment to the General ACDP**

A permittee that wishes to continue assignment to this General ACDP must submit to DEQ an application for reassignment as follows:

- a. The application must be received by DEQ within 30 days prior to the expiration date listed on this permit;
- b. The application must be sent to the appropriate regional office identified in Condition 12.3; and
- c. The permittee may submit an application for either a Simple or Standard ACDP at any time, but the permittee must continue to comply with the General ACDP until DEQ takes final action on the Simple or Standard ACDP application.

**12.3. Permit Coordinator Addresses**

All reports, notices, and applications must be directed to the Permit Coordinator for the area where the source is located unless otherwise specified. The Permit Coordinator addresses are as follows:

Counties	Permit Coordinator Address and Telephone
Statewide	Once DEQ's online portal Environmental Data Management System, 'Your DEQ Online' is available for this permit, the permittee will be directed to submit any reports, notices, applications, or fees required by this permit within the online system or through the addresses and information provided at that time. Until the online portal is available for this permit, the permittee must use the addresses and information identified below.

Clackamas, Clatsop, Columbia, Multnomah, Tillamook, and Washington	Department of Environmental Quality Northwest Region 700 NE Multnomah St., Suite 600 Portland, OR 97232 Telephone: (503) 229-5696 <a href="mailto:NWRaqPermits@deq.state.or.us">NWRaqPermits@deq.state.or.us</a>
Benton, Coos, Curry, Douglas, Jackson, Josephine, Lincoln, Linn, Marion, Polk, and Yamhill	Department of Environmental Quality Western Region 4026 Fairview Industrial Drive Salem, OR 97302 Telephone: (503) 378-8240 <a href="mailto:WRaqPermits@deq.state.or.us">WRaqPermits@deq.state.or.us</a>
Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, Wheeler	Department of Environmental Quality Eastern Region 475 NE Bellevue Dr., Suite 110 Bend, OR 97701 Telephone: (541) 388-6146 <a href="mailto:ERaqPermits@deq.state.or.us">ERaqPermits@deq.state.or.us</a>

#### 12.4. DEQ Contacts

Information about air quality permits and DEQ's regulations may be obtained from the DEQ web page at <http://www.oregon.gov/DEQ/>. All inquiries about this permit should be directed to the regional office for the area where the source is located. DEQ's regional offices are as follows:

Counties	Office Address and Telephone
Clackamas, Clatsop, Columbia, Multnomah, Tillamook, and Washington	Department of Environmental Quality Portland Office 700 NE Multnomah Street, Suite 600 Portland, OR 97232 Telephone: (503) 229-5696
Benton, Lincoln, Linn, Marion, Polk, and Yamhill	Department of Environmental Quality Salem Office 4026 Fairview Industrial Drive Salem, OR 97302 Telephone: (503) 378-8240
Coos, Curry, and Western Douglas	Department of Environmental Quality Coos Bay Office 381 N Second Street Coos Bay, OR 97420 Telephone: (541) 269-2721
Eastern Douglas, Jackson, and Josephine	Department of Environmental Quality Medford Office 221 W Stewart Ave., Suite 201 Medford, OR 97501 Telephone: (541) 776-6010

Counties	Office Address and Telephone
Crook, Deschutes, Harney, Hood River, Jefferson, Klamath, Lake, Sherman, Wasco, and Wheeler	Department of Environmental Quality Bend Office 475 NE Bellevue Dr., Suite 110 Bend, OR 97701 Telephone: (541) 388-6146
Baker, Gilliam, Grant, Malheur, Morrow, Umatilla, Union, and Wallowa	Department of Environmental Quality Pendleton Office 800 SE Emigrant Avenue, Suite 330 Pendleton, OR 97801 Telephone: (541) 276-4063

## 13.0 FEES

### 13.1. Annual Compliance Fee

The annual fees specified in OAR 340-216-8020, Table 2, are due on or by **December 1** of each year this permit is in effect. Invoices indicating the amount, as determined by DEQ regulations, will be mailed prior to the above date. **Late fees in accordance with Part 5 of the table will be assessed as appropriate.**

### 13.2. Change of Ownership or Company Name Fee

The Non-Technical Permit Modification specific activity fee specified in OAR 340-216-8020, Table 2, Part 4 is due with an application for changing the ownership or the name of the company of a source assigned to this permit. Forms that require fees must be sent together to the address in Condition 13.3.

### 13.3. Where to Submit Fees

Fees, with a permit number prominently displayed, must be submitted to:

Department of Environmental Quality  
Financial Services – Revenue Section  
700 NE Multnomah St., Suite 600  
Portland, Oregon 97232

## 14.0 GENERAL CONDITIONS AND DISCLAIMERS

### 14.1. Other Regulations

In addition to the specific requirements listed in this permit, the permittee must comply with all other applicable legal requirements enforceable by DEQ.

### 14.2. Conflicting Conditions

In any instance in which there is an apparent conflict relative to conditions in this permit, the most stringent conditions apply.

### 14.3. Masking of Emissions

The permittee must not cause or permit the installation of any device or use any means designed to mask the emissions of an air contaminant that causes or is likely to cause detriment to health, safety, or welfare of any person or otherwise violate any other regulation or requirement. [OAR 340-208-0400]



**14.4. DEQ Access**

The permittee must allow DEQ's representatives access to the plant site and pertinent records at all reasonable times for the purposes of performing inspections, surveys, collecting samples, obtaining data, reviewing and copying air contaminant emissions discharge records and conducting all necessary functions related to this permit in accordance with ORS 468.095.

**14.5. Permit Availability**

The permittee must have a copy of the permit available at the facility at all times. [OAR 340-216-0020]

**14.6. Open Burning**

The permittee must not conduct any open burning except as allowed by OAR 340, division 264.

**14.7. Asbestos**

The permittee must comply with the asbestos abatement requirements in OAR 340, division 248 for all activities involving asbestos-containing materials, including, but not limited to, demolition, renovation, repair, construction, and maintenance.

**14.8. Property Rights**

The issuance of this permit does not convey any property rights in either real or personal property, or any exclusive privileges, nor does it authorize any injury to private property or any invasion of personal rights, nor any infringement of federal, state, or local laws or regulations.

**14.9. Permit Termination, Revocation, Rescission, or Modification**

DEQ may modify or revoke this permit as authorized under OAR chapter 340 division 216.

**15.0 EMISSION FACTORS**

This section contains emission factors for VOC emissions from gasoline dispensing activities. The permittee must use both tables as appropriate when there is a change in the compatibility of the stage II vapor collection system with ORVR.

a. VOC and HAP for stage II vapor collection systems incompatible with ORVR

<b>Emissions device or activity</b>	<b>Emission Factor (EF)</b>	<b>EF units</b>
Tank Filling	0.34	lbs/1000 gal throughput
Tank Breathing & Emptying	0.09	
Vehicle Refueling	1.01	
Spillage	0.42	
Hose Permeations	0.06	
<b>Total VOC Emission Factor</b>	<b>1.92</b>	lbs/1000 gal throughput
Total HAP emissions are equal to 12.2% of VOC emissions.		

b. VOC and HAP for stage II vapor collection systems compatible with ORVR

Emissions device or activity	Emission Factor (EF)	EF units
Tank Filling	0.34	lbs/1000 gal throughput
Tank Breathing & Emptying	0.09	
Vehicle Refueling	0.36	
Spillage	0.42	
Hose Permeations	0.06	
<b>Total VOC Emission Factor</b>	<b>1.27</b>	lbs/1000 gal throughput
Total HAP emissions are equal to 12.2% of VOC emissions.		

**16.0 ABBREVIATIONS, ACRONYMS, AND DEFINITIONS**

ACDP	Air Contaminant Discharge Permit	lb	pound(s)
AQGP	Air Quality General Permit	NA (N/A)	not applicable
AQMA	Air Quality Maintenance Area	NAICS	North American Industry Classification System
calendar year	The 12-month period beginning January 1st and ending December 31 <sup>st</sup>	NESHAP	National Emissions Standards for Hazardous Air Pollutants
CAO	Cleaner Air Oregon	NSPS	New Source Performance Standards
C.F.R. date	Code of Federal Regulations mm/dd/yy	OAR	Oregon Administrative Rules
DEQ	Oregon Department of Environmental Quality	ORS	Oregon Revised Statutes
ECO	Employee Commute Options	ORVR	Onboard Refueling Vapor Recovery
EPA	US Environmental Protection Agency	O&M	operation and maintenance
EQC	Environmental Quality Commission	PSEL	Plant Site Emission Limit
EVR	Enhanced Vapor Recovery	SIC	Standard Industrial Code
FCAA	Federal Clean Air Act	SIP	State Implementation Plan
gal	gallon(s)	SKATS	Salem-Keizer Area Transportation Study
GDF	gasoline dispensing facility	Special Control Area	as defined in OAR 340-204-0070
GHG	greenhouse gas	VOC	volatile organic compound
HAP	Hazardous Air Pollutant as defined by OAR 340-244-0040	year	A period consisting of any 12-consecutive calendar months
ID	Identification number		

<b>Term</b>	<b>Definition per OAR Chapter 340</b>
Annual Throughput	the amount of gasoline transferred into a gasoline dispensing facility during 12 consecutive months.
Dual-point vapor balance system	a type of vapor balance system in which the storage tank is equipped with an entry port for a gasoline fill pipe and a separate exit port for a vapor connection.
Gasoline	any petroleum distillate or petroleum distillate/alcohol blend having a Reid vapor pressure of 27.6 kilopascals (4.0 psi) or greater, which is used as a fuel for internal combustion engines
Gasoline dispensing facility	<p>any stationary facility which dispenses gasoline into the fuel tank of a motor vehicle, motor vehicle engine, nonroad vehicle, or nonroad engine, including a nonroad vehicle or nonroad engine used solely for competition.</p> <p>These facilities include, but are not limited to, facilities that dispense gasoline into on- and off-road, street, or highway motor vehicles, lawn equipment, boats, test engines, landscaping equipment, generators, pumps, and other gasoline fueled engines and equipment.</p> <p>In Clackamas, Multnomah and Washington Counties, the Medford-Ashland Air Quality Maintenance Area, and the Salem-Keizer Area Transportation Study area, “gasoline dispensing facility” includes any stationary facility which dispenses gasoline into the fuel tank of an airplane.</p>
Monthly throughput	<p>the total volume of gasoline that is loaded into, or dispensed from, all gasoline storage tanks at each GDF during a month.</p> <p>Monthly throughput is calculated by summing the volume of gasoline loaded into, or dispensed from, all gasoline storage tanks at each GDF during the current day, plus the total volume of gasoline loaded into, or dispensed from, all gasoline storage tanks at each GDF during the previous 364 days, and then dividing that sum by 12.</p>
Reconstruction/Reconstructed	As defined in 40 C.F.R. part 63 subpart A §63.2. Typically occurs when the fixed capital cost of new components exceeds 50% of the fixed capital cost that would be required to construct a comparable new source.
Stage I Vapor balance system	A combination of pipes and hoses that create a closed system between the vapor spaces of an unloading gasoline cargo tank and a receiving storage tank such that vapors displaced from

	<p>the storage tank are transferred to the gasoline cargo tank being unloaded.</p> <p>These are typically known as the ‘in-ground’ vapor control systems.</p>
Stage II Vapor Collection System	<p>a system where at least 90 percent, by weight, of the gasoline vapors that are displaced or drawn from a vehicle fuel tank during refueling are transferred to a vapor-tight holding system or vapor control system.</p> <p>These are typically known as the ‘dispenser’ or ‘hanging hardware’ vapor control systems.</p>
Topping off	<p>In the absence of equipment malfunction, continuing to fill a gasoline tank after the nozzle has clicked off.</p> <p>If a person can confirm that a vehicle tank is not full after the nozzle clicks off, such as by checking the vehicle’s fuel tank gauge, the person may continue to dispense fuel using best judgment and caution to prevent a spill.</p>

jce: 2/16/10; drd: 10/9/19  
AQGP-023; Gasoline Dispensing Stage II.