



Air Quality Operating Permit Application Form 1.0: General Instructions

INSTRUCTIONS:

General Instructions

IMPORTANT: Please type or print with black ink when completing all operating application forms. Do NOT use pencil. If you have questions, please contact the Nebraska Department of Environmental Quality (NDEQ), Air Quality Operating Permit Team, at (402) 471-2189 or the toll-free Air Quality Permitting Hotline at (877) 834-0474.

GENERAL INSTRUCTIONS

These are general instructions for the completion and submittal of an Air Quality Operating Permit Application. These instructions do not cover the individual Sections in this Application. Separate, specific instructions are provided for each individual section in this application package. All application forms and instructions can be found on the NDEQ website, <http://deq.ne.gov>. Note that Forms 5.0 through 7.0 are used for both operating and construction permit applications.

TIMELINESS

The operating permit application must be submitted to NDEQ in accordance with Title 129, Chapter 7, Section 002. Sources that are applying for an initial Class I or Class II operating permit must submit an application within twelve (12) months of the date on which the source first becomes operational or otherwise becomes subject to the Title V or State operating permit program. For the renewal of an existing operating permit, the source must submit its renewal application at least six (6) months prior to the date the operating permit expires but not longer than eighteen (18) months.

COMPLETENESS

All operating permit applications must include Form 1.0, Sections 1.1 and 1.2. Inclusion of other forms/sections depends on whether you are completing an initial application or standard renewal application; applying for a Class I or Class II permit; and/or the type of source (e.g., manufacturing facility, ethanol producer, grain milling, and so forth).

On each form/section, the NDEQ requests various types of information about your source and its emission points and units, control equipment (if any), and pollutant emissions, as well as identification of applicable Federal and State regulations. Providing the requested information expedites the permitting process. Any missing or incomplete information identified during the administrative and technical completeness reviews will result in a delay in the processing of your operating permit application.

If you have questions regarding the forms/sections that must be included in your application submittal, please contact the Air Quality Permitting Hotline.

SUPPLEMENTAL INFORMATION

If you have additional information, such as equipment specifications or emissions calculations spreadsheets, that you believe will assist the permit writer in the assessment of the operating permit application and preparation of the operating permit, please include the information in your application. Be sure to indicate on Form 1.0, Section 1.1 Checklist, that you are including supplemental information. At the top of each page of the additional information, you must include the Form and Section number the information is associated with, source name, and NDEQ facility identification number (these may be handwritten). The application date is also helpful. The NDEQ also recommends that you identify the additional attachments in a cover letter or by some other means.



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SUBMITTAL

One original and one copy of the Air Quality Operating Permit Application must be submitted.

NDEQ also requests that you submit an electronic version of the application if possible. The electronic application must be either a MS Word document or a document converted to, not scanned, Adobe Acrobat format (this allows information to be copied and pasted from the electronic submission into draft operating permit documents). NDEQ prefers the original application be **double-sided** and not spiral bound because the bindings will be removed for scanning/filing purposes.

If you plan to submit an operating permit application with confidential information, please read the NDEQ guidance document titled "Air Quality Confidentiality Claims," which is available on the NDEQ website, prior to submitting an application with confidential information. Then request confidentiality in accordance with Title 115 – Rules of Practice and Procedure. You must submit one original and one copy of a version of the application that includes the confidential material and one original of the public version of the application package. The public version excludes the material that you wish to have kept confidential.

All submittals must be mailed to:

Postal Mail:

Department of Environmental Quality
Air Quality Permitting Section
PO Box 98922
Lincoln, NE 68509-8922

Express Mail:

Department of Environmental Quality
Air Quality Permitting Section
1200 N Street, Suite 400
Lincoln, NE 68508