



Air Quality Operating Permit Application

Form 1.0: General Information

INSTRUCTIONS:

Section 1.2: Administrative Information and Certification

IMPORTANT: Please type or print with black ink. 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 Air Quality Permitting Hotline at (877) 834-0474.

GENERAL INSTRUCTIONS

A source is a manufacturing plant, processing operation, power plant, or other source of air pollutant emissions that is physically located in Nebraska. The source may be owned by a company, corporation, or government entity whose name may be the same or different than that of the source in Nebraska. For purposes of the application and permitting process, the source is the collection of all air pollutant emission points and/or units, including control equipment and insignificant activities, located at one or more adjacent, or contiguous, properties. The entire source will be evaluated during the determination of applicability of state and federal regulations.

SOURCE INFORMATION

- 1) Enter the NDEQ facility identification (ID) number. If the facility ID number is unknown, leave this box blank.

Owner Information

- 2) A permitting action will only be issued to an owner or operator that meets the definition of “person” in Title 129, which is defined as follows: “*Person shall mean any: Individual; partnership; limited liability company; association; public or private corporation; trustee; receiver; assignee; agent; municipality or other governmental subdivision; public agency; other legal entity; or any officer or governing or managing body of any public or private corporation, municipality, governmental subdivision, public agency, or other legal entity.*” If the legal person listed is a corporation, limited liability company, or partnership registered with the Nebraska Secretary of State (NSOS), the name provided in the “Owner Information” section must be the same as the name registered with the Nebraska Secretary of State. For further information concerning NSOS registration requirements, please see <http://www.sos.ne.gov/dyindex.html> or contact the NSOS. If the legal person is a partnership that is not registered with the NSOS, please provide the name of the partnership, indicate that the name is that of a partnership, and provide the legal name of the individual partner that you would like to have appear on the permit. If the owner is an individual, enter the individual’s name as the owner and also complete and submit a U.S. Citizen Attestation Form, which can be found on the NDEQ website or is available upon request.
- 3-6) Provide the mailing address of the person applying for the Operating Permit.
- 7) If the owner is a business, indicate whether or not the business is incorporated. If the business is incorporated, provide the name of the state where the business is incorporated.
- 8) Indicate whether your source is located within 50 miles of one of the states that borders Nebraska or 50 miles of the Santee Sioux Reservation. If you select “Yes”, then select each state and/or Santee Sioux Reservation that is within 50 miles of your source.

Source Information

- 9) Enter the common name of the source, which may differ from the name of the owner. The source may have a common name that is a trade name, d/b/a (doing business as), or other name that is not registered with the Secretary of State or meets the definition of “person.” For example, an owner may have multiple sources with different names for each location (e.g., Big Grain - Hastings Location; Big Grain – Kearney Location, etc.). In the case of municipalities, the owner or “person” for the application would be the municipality (e.g., City of Hastings), whereas the common name of the source for a municipality may be the facility or source being permitted (e.g., City of Hastings -

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Municipal Power Plant). If the Owner Name and the Common Name of Source are the same, then print or type that name on this line.

- 10) Provide the source description. This is a general description of the primary activities conducted at the source.
- 11) Enter the primary, secondary (if applicable), and tertiary (if applicable) 4-digit Standard Industrial Classification (SIC) code(s) associated with your source. If you are uncertain of the applicable SIC code (s), you can determine the code(s) at <http://www.osha.gov/pls/imis/sicsearch.html>.
- 12) Enter the North American Industrial Classification System (NAICS) code(s) for your source. If you are uncertain of the applicable NAICS code(s), you can determine the NAICS code(s) at <http://www.census.gov/eos/www/naics/>.
- 13-18) Enter the physical address of the source including the street address, city, zip code, county, legal description of the property (i.e. SE ¼, SW ¼, Sec 2, T 9N, R 14W), and UTM Coordinates.
- 19-24) Indicate whether or not this source is located on leased property. If “Yes”, complete #20 through #24.

Contact Information

- 25-30) Provide the name, title, and contact information for the source’s contact person. This is the individual(s) that can answer questions the NDEQ may have concerning the source or the worksheet.
- 31-37) Some sources prefer the NDEQ route questions to an additional contact, such as a consultant or company Environmental Manager. If you want the NDEQ to ask questions in this manner, check the Yes box and enter the name and contact information of the additional contact person (#32-#37).
- 38) Indicate if draft documents should be sent to the Source Contact person, Primary Contact, or someone else. If someone other than the source contact person should receive the documents, select “Other” and complete #39 through #47.
- 39-47) Enter the name and contact information of the person who should receive the draft operating permit documents. This person is associated directly with the source and/or the company, corporation or government entity that owns the source rather than a consultant. Draft documents will be sent via e-mail. Note: the NDEQ will send the final permit documents to the source’s responsible official via certified mail (signature required).

OPERATING SCHEDULE

- 48) Indicate whether or not the source operates seasonally. If you select “Yes”, provide the range of months that the source operates each year (for example, April through October).
- 49) Provide the requested operating information – hours per day, days per week, and weeks per year of operation. This information must be completed for both seasonal and non-seasonal facilities.

PROJECT INFORMATION

- 50) Indicate the reason for the application submittal.
 - a. Initial Operating Permit: Select this option if your source does not have an operating permit.
 - b. Operating Permit Renewal: Select this option if your source has an operating permit that is about to expire. Enter the date that the current permit expires.
 - c. Significant Revision of Existing Operating Permit: Select this option if your source’s current operating permit(s) needs to a significant revision. See Title 129, Chapter 15 for permit revision requirements. Enter the date the current operating permit was issued.
NOTE: If your source’s operating permit needs a minor permit revision (see Title 129, Chapter 15, Section 003 for the description of a minor revision), you must complete and submit the Minor Permit Revision Form rather the operating permit application forms.
 - d. Change in Classification: Select this option if your source would like to change its classification.

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- e. Supplemental Information/Addendum: Select this option if your source is submitting additional information or amending information to a permit application(s) that was previously received by NDEQ, but the permit not yet issued. Please provide the submitted date(s) the application(s) that you plan to supplement/amend. If an application number is known, please provide that.
- 51) Indicate the type of permit needed (i.e. Class I, Class II, or Class II Synthetic Minor). If you are not sure what type of permit your source needs, complete and submit Form 3.0, Section 3.2: Determination of Class as part of the application package.
- 52) For Class I sources only: indicate whether or not you want a permit shield for your source (see Title 129, Chapter 8, Section 014 and the fact sheet, Permit Shields, on the NDEQ website for more information on permit shields). If you select "Yes," complete Form 1.0, Section 1.4: Permit Shield and mark the appropriate box on Form 1.1 - Checklist.

HISTORICAL PERMITTING INFORMATION

- 53) Enter the year the source was initially constructed.
- 54) For each construction permit, operating permit, low emitter determination, or No-Operating-Permit-Required determination obtained from the NDEQ, provide the date, type of permit, and a brief description of the purpose of the permit.

SOURCE AND PROCESS INFORMATION

- 55) Source Description (narrative)
- 56) Source Layout Diagram
- 57) Process Flow Diagram
- 58) Indicate whether your source has a Risk Management Plan pursuant to Federal Clean Air Act Section 112r (see 40 CFR Part 68, Chemical Accident Prevention Provision for more information).
- 59) Indicate if Air Dispersion Modeling was conducted.

RESPONSIBLE OFFICIAL CERTIFICATION STATEMENTS

- 60) Each application must include a compliance certification statement that states the source is in compliance with the applicable requirements identified in the application and will continue to be in compliance with the requirements. If the source is not in compliance with one or more applicable requirements, the source must complete and follow a compliance schedule until compliance with the requirement in question is achieved. The responsible official must check the compliance certification box (#60) to signify the source's compliance.
- 61) Each application must include a certification statement that states the information contained in the application is true, accurate, and complete. The responsible official must check the truth, accuracy, and completeness certification box (#61) to signify the electronic copy of the application meets this requirements.
- 62) If an electronic copy of the application is submitted in addition to the hard copies, then the responsible official must certify the electronic copy is identical in content to the hard copies. The responsible official must check the electronic copy certification box (#62) to signify the electronic copy of the application meets this requirement.
- 63) The certification must be signed and dated in ink by a responsible official of the organization that operates or owns the source. The application will be considered incomplete without a proper signature.

As per Title 129, Chapter 1, Section 135, a Responsible Official can be:

- 1) For a corporation:
 - a) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function; or,



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- b) Any other person who performs similar policy or decision-making functions for the corporation; or,
- c) A duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either:
 - i) The facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or,
 - ii) The delegation of authority to such representatives is approved in advance by the NDEQ.
- 2) For a partnership or sole proprietorship: A general partner or the proprietor, respectively;
- 3) For a municipality, State, Federal, or other public agency:
 - a) Either a principal executive officer or ranking elected official.
 - b) For the purposes of this application, the principal executive officer of a Federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of EPA).
- 4) For affected sources, which are facilities with Acid Rain permits and with one or more units that is/are subject to emission reduction requirements or limitations under Title 129, Chapter 26:
 - a) The designated representative in so far as actions, standards, requirements, or prohibitions under Chapter 26, of Title 129, are concerned; and,
 - b) The designated representative for any other purposed under the Title V program.