

**GENERAL INSTRUCTIONS  
FOR  
CLEAN AIR ACT PERMIT PROGRAM (CAAPP) APPLICATIONS**

Before completing a CAAPP application, please read the following carefully.

The owner or operator of a CAAPP source is required to submit to the Illinois Environmental Protection Agency (Illinois EPA) an application for a permit covering all emission units and air pollution control equipment at the source, which includes all emission generating activities (e.g., fugitive road traffic dust).

## **COMPLETE APPLICATION**

A complete application will contain the following items (a) through (p):

- a. Form 200-CAAPP - APPLICATION FOR CAAPP PERMIT.
- b. Table of Contents which provides the designation and page numbers of the application contents including all forms, requests, and attachments.
- c. Plot plan/map.
- d. Process flow diagram(s).
- e. Process description(s).
- f. List of the emission units and air pollution control equipment, including all emission generating activities, for which a permit is being sought.
- g. Form 297-CAAPP - LISTING OF INSIGNIFICANT ACTIVITIES, if applicable.
- h. The appropriate form for each emission unit, in accordance with the following:
  - I. Except as noted in II. below, one of the following forms must be completed and submitted for each emission unit at the source:
    - 220 - CAAPP - PROCESS EMISSION UNIT (see item III below)
    - 240 - CAAPP - FUEL COMBUSTION EMISSION UNIT
    - 250 - CAAPP - INCINERATOR
    - 270 - CAAPP - STATIONARY INTERNAL COMBUSTION ENGINE OR TURBINE

These forms are referred to as the "**EMISSION UNIT FORMS**".

- II. An emission unit form must be completed for each emission unit at the source except for the following operations for which only the indicated form need be submitted:
  - 232 - CAAPP - STORAGE TANK
  - 234 - CAAPP - HOT MIX ASPHALT PLANT
  - 235 - CAAPP - AGGREGATE CRUSHING PLANT
  - 236 - CAAPP - GRAIN HANDLING AND GRAIN DRYING  
(must be accompanied by form 236A - CAAPP)
  - 237 - CAAPP - PERCHLOROETHYLENE DRY CLEANING
  - 358 - CAAPP - SOLVENT CLEANING - OPEN TOP VAPOR DEGREASER
  - 366 - CAAPP - SOLVENT CLEANING - CONVEYORIZED DEGREASER
  - 367 - CAAPP - SOLVENT CLEANING - COLD CLEANING DEGREASER

These forms are referred to as the "**STAND ALONE FORMS**".

- III. For the following operations, in addition to a form CAAPP-220, the appropriate form below must be completed:
  - 301 - CAAPP - COATING OPERATION
  - 302 - CAAPP - PRINTING AND PUBLISHING
  - 303 - CAAPP - PAINT AND INK MANUFACTURING
  - 336 - CAAPP - ELECTROPLATING TANK
  - 236A - CAAPP - GRAIN HANDLING AND GRAIN DRYING EMISSION CALCULATION SHEET

These forms are referred to as the "**SUPPLEMENTAL FORMS**".

For example;

- If an applicant has an electric arc furnace, form 220-CAAPP is the appropriate form to be completed for this furnace.
- If an applicant has a boiler, form 240-CAAPP is the appropriate form.
- If an applicant has a storage tank, form 232-CAAPP is the appropriate form.
- For a coating line, both form 220-CAAPP and form 301-CAAPP need to be completed and submitted.
- A grain handling operation must supply both forms 236-CAAPP and 236A-CAAPP.

Note:

Fugitive emission activities are by definition emission units. However, applicants with emission activities that emit fugitive emissions may complete form 391-CAAPP in lieu of an emission unit form. This form allows the grouping together of several fugitive emitting activities on one form. Refer to form 391-CAAPP for eligible emissions activities (e.g., storage pile emissions, road traffic dust, equipment leaks, etc.).

- i. Form 260-CAAPP - AIR POLLUTION CONTROL EQUIPMENT for each control device at the source.
- j. Form 391-CAAPP - FUGITIVE EMISSIONS.
- k. Form 215-CAAPP - HAZARDOUS AIR POLLUTANT EMISSION SUMMARY.
- l. Form 293-CAAPP - COMPLIANCE PLAN/SCHEDULE OF COMPLIANCE FOR CAAPP PERMIT.
- m. Form 294-CAAPP - COMPLIANCE PLAN/SCHEDULE OF COMPLIANCE-ADDENDUM FOR NONCOMPLIANT EMISSION UNITS, if applicable.
- n. Form 296-CAAPP - COMPLIANCE CERTIFICATION.
- o. Form 292-CAAPP - FEE DETERMINATION FOR CAAPP PERMIT.
- p. Any additional forms, documentation, or required attachments specified in the forms or necessary to evaluate rule applicability and the compliance methods and status of the source.

NOTE:

If emissions during startup of equipment will exceed either the allowable emissions pursuant to a specific rule or a proposed permit condition, then form 203-CAAPP - REQUEST TO OPERATE WITH EXCESS EMISSIONS DURING STARTUP OF EQUIPMENT must be completed **and attached to the corresponding emission unit or stand alone form.**

If the applicant seeks continued operation of equipment during malfunction or breakdown of the unit or the associated air pollution control equipment, then form 204-CAAPP - REQUEST TO CONTINUE TO OPERATE DURING MALFUNCTION OR BREAKDOWN must be completed **and attached to the corresponding emission unit or stand alone form.**

When completing the application forms, if an item is not applicable then put "NA" in the appropriate location.

## **SPECIAL NOTES:**

- With the exception of information required on forms 293-CAAPP, 294-CAAPP, and 296-CAAPP, if the same information would be provided for a single emission unit on several forms, the applicant may provide such information on the first form which appears in the application for the emission unit and thereafter reference such response on the other forms instead of entering the same information again.

- When completing the forms, the applicant may provide information on typical operating parameters in the operating information section (i.e., operating hours, annual throughput, and fuel consumption) in terms of ranges, rather than as single numbers. An example of a range of fuel use data for a natural gas boiler used for space heating might be "1,000 - 1,500 million ft<sup>3</sup> per year, average = 1,250 million ft<sup>3</sup>", to provide annual usage data for typical cold and warm winters and an average year.

- The maximum operating schedule of an emission unit is the greatest hours the unit is ever expected to operate, entered in hours per day, days per week, and weeks per year. If other limitations on the operating schedule of an emission unit are requested to set the permitted emissions of the unit, they should be entered in the "Limitations on Source Operation" section. For example, if a unit may operate 24 hours per day, 7 days per week, and 52 weeks per year, but is also never expected to operate for more than 6,000 hours in any 12 month period and the applicant wants to base permitted emissions on an operating schedule of 6,000 hours per year, then "Maximum Operating Schedule = 6,000 hrs/yr" should be entered in item 17 of form 220-CAAPP.

- An application must provide accurate data portraying the operation of the source as related to maximum and typical emissions. Nevertheless, an applicant cannot rely on the operating data provided in the application to set permitted emissions for an emission unit or the source unless the data to be relied upon and included in the CAAPP permit by the Illinois EPA is clearly identified in the application. In particular, the maximum limitations on the operation of an emission unit must be provided in the "Limitations on Operations" section of the forms (e.g., item 17 of form 220-CAAPP) or in an attachment. These limitations must be consistent with the "Permitted Emission Rate" for a unit as proposed by an applicant, as entered as part of the emissions data.

- When completing an application form, if additional space is needed to supply the required information (i.e., sufficient space is not provided on the form) or a narrative would be useful to explain a situation, the applicant may attach additional pages directly to the form. Such attachments should be clearly labeled to identify the item on the form which such pages address.

- When completing form 292-CAAPP for the fee determination, the emissions information should be consistent with the emissions information on the other forms submitted within the application. Emissions from insignificant activities, as listed on form 297-CAAPP must not be included on form 292-CAAPP. If appropriate, it is recommended to report emissions to at least two decimal places on form 292-CAAPP.

Form 209-CAAPP - REQUEST FOR CAAPP FORMS may be used to order forms or copies of Illinois rules and regulations for air pollution. A copy of form 209-CAAPP is on the back page of this form.

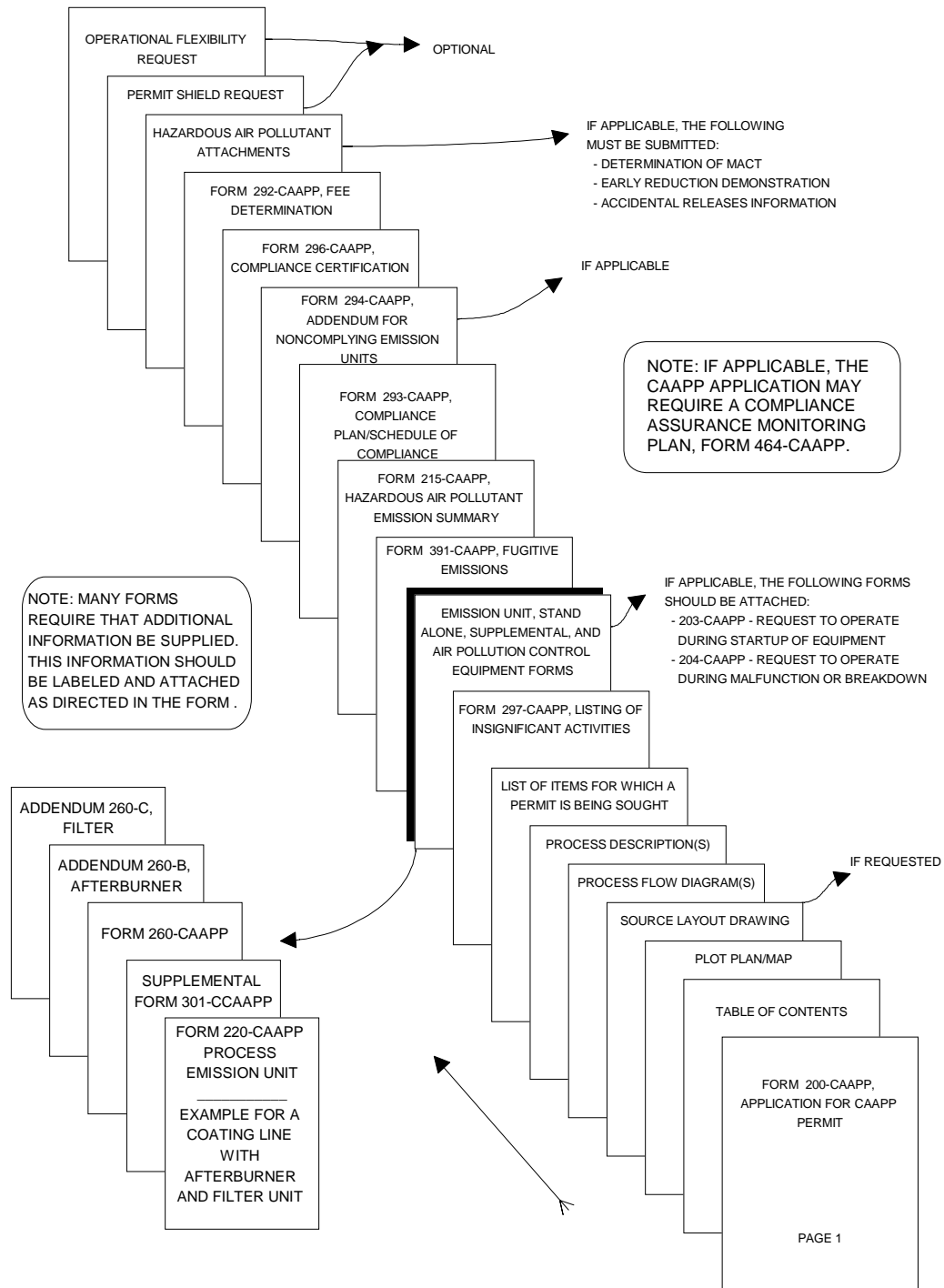
For questions regarding applications or Illinois air pollution rules and regulations call (217) 782-2113 or write to:

Illinois EPA - Bureau of Air  
Division of Air Pollution Control - Permit Section  
P.O. Box 19506  
Springfield, IL. 62794-9506                      Fax # (217) 524-5023

All completed applications should be sent to the above address. Please do not FAX in CAAPP applications.

Please include the source name and ID number on any correspondence to the Illinois EPA regarding this source.

### GUIDE FOR ARRANGEMENT AND CONTENT OF CAAPP APPLICATIONS



NOTE: GUIDE TO APPLICANT SUBMITTAL. APPLICANT MAY SUBMIT APPLICATION IN A MANNER MOST CONDUCTIVE TO ITS TYPE OF OPERATION.

## INSTRUCTIONS FOR FORM 200-CAAPP

The following provides assistance in the completion of form 200-CAAPP. This form is to be completed and submitted for initial CAAPP applications, significant modifications of a CAAPP source, and for the renewal of a CAAPP permit. Note that items which are self-explanatory are not addressed.

### **Special note for Significant Modifications and Renewals**

For applications for a significant modification, the applicant need only supply revised forms for equipment and operations that will be subject to new applicable requirements or undergo a physical change, change in the method of operation and/or change in emissions as a result of the proposed modification. Otherwise, equipment and operations for which revised forms are not received will be considered unchanged and accurate. When completing form 200-CAAPP, if a previous form was submitted and the information supplied on that form will not change as a result of the proposed modification, then "YES" may be indicated when asked if the application contains that information.

### **Applications for the renewal of a CAAPP permit must include all forms submitted with the original application for which a signature is required.**

The two boxes titled "FOR APPLICANT'S USE" on page one of each application form are provided solely for the applicant's convenience. They may be left blank.

## SOURCE INFORMATION

The required information must be completed for the source for which an application is being submitted.

- 1) SOURCE NAME: The company name, or specific plant name if different from company name, must be provided here.
- 2) DATE FORM COMPLETED: For initial applications this should be the date that the entire application is submitted to the Illinois EPA. If this form is being submitted apart from the initial application, such as for additional information, then enter the actual date this form is completed.
- 3) SOURCE STREET ADDRESS: This must be the actual street address of the source. P.O. boxes are not allowed in this field.
- 9) TYPICAL NO. OF EMPLOYEES: This should be the typical number of employees at the source for the previous calendar year, or the anticipated number of employees for a source not yet constructed.
- 10) ILLINOIS AIR POLLUTION SOURCE ID NO.: This is the 9-digit code (6 numeric and 3 alphabetic) assigned to the source by the Illinois EPA's Division of Air Pollution Control (DAPC). This number can be found at the top of the first page of any Illinois air pollution permit. This number is unique to air pollution and should not be confused with water or land pollution ID numbers.
- 11) FEIN NO.: The FEIN number is a 9-digit number assigned to the source by the Federal Government. This number can be obtained from or verified with your firm's business or accounting department or can be found on the appropriate Federal tax form. Do not contact the Illinois EPA for this number.
- 12) TYPE OF SOURCE AND PRODUCTS PRODUCED: Examples of type of source are - Metal Furniture Manufacturer, Integrated Steel Mill, etc. The applicant should be

as specific as possible. A list of the primary final product(s) produced (e.g., painted metal chairs, rolled steel sheets) must also be provided here.

13 & 14) PRIMARY SIC CATEGORY AND NUMBER: The applicant must provide the primary SIC category and number for the main activity at the source. These are a designation and a 4-digit code that classify sources according to the economic activity in which they are engaged. SIC categories and codes are devised by the federal Office of Management and Budget. Do not contact the Illinois EPA for SIC information.

NOTE: The applicant only needs to provide either item 15 or 16 on the application form, not both. Given one, the Illinois EPA will calculate the other.

15) a) LATITUDE AND b) LONGITUDE: The latitude and longitude of a point at the center of the source should be provided here. These parameters can be determined from several methods, including topographic maps provided by the United States Geological Survey. Specific maps for your area are available at many public libraries and are for sale from the Illinois State Geological Survey. Enter the latitude and longitude in the format - degrees:minutes:seconds.decimal (e.g., 90:33:25.22). Do not contact the Illinois EPA to obtain these parameters.

16) UTM: The Universal Transverse Mercator Zone and horizontal and vertical coordinates of a point at the center of the source must be provided if the latitude and longitude were not provided. UTM was developed by the Army Map Service. This coordinate system, which has units of kilometers, divides the globe into 60 north-south zones each covering six degrees of longitude. Do not contact the Illinois EPA to obtain the UTM coordinates of your source.

16a) UTM ZONE: The State of Illinois is covered by two zones (15 & 16). Sources west of 90 degrees are in Zone 15 while sources east of 90 degrees are in Zone 16.

16b) UTM VERTICAL: (also known as Northing) Is the "Y" coordinate of the center of the source. Sources in Illinois may only have a vertical coordinate ranging from 4094.000 - 4719.000 kilometers.

16c) UTM HORIZONTAL: (also known as Easting) Is the "X" coordinate of the center of the source. The allowable range of horizontal values is 616.000 - 767.000 kilometers for Zone 15 and 233.000 - 459.000 kilometers for Zone 16.

17a) COORDINATE METHOD: This space must contain one of the following letters to indicate the method used to determine the coordinates of your source:

A - Address matching	O - Other
D - Digital or manual raw photo extraction	P - Aerial photography
G - Global positioning system-geodetic quality	R - Remote sensing
I - Map interpolation	S - Cadastral survey
L - Loran-C navigational device quality	U - Unknown
M - Map interpolation (scale = 1:24,000)	Z - Zip code centroid
N - Global positioning system-navigation quality	

17b) REFERENCE LOCATION: The single reference point from which the required coordinates were measured must be provided here (e.g., center of plant, southwest corner).

17c) COORDINATE ACCURACY: Accuracy is an estimate of the uncertainty in measurement, e.g., how close the reported latitude and longitude are to the true coordinates. The accuracy estimate must be in the format 0.0000XXX. The numeric portion must be greater than zero and XXX must be "DEG", "MIN", or "SEC". As an

example, an accuracy of +- 1 second (approximately 30 meters) would be entered as 1.0000SEC.

18 & 19) SOURCE ENVIRONMENTAL CONTACT PERSON AND TELEPHONE NUMBER: Provide the name and phone number of a knowledgeable individual who is employed full-time at the source and who can be contacted for Illinois EPA inspections of the source and questions regarding the application and/or source operations. This should be a person very familiar with operations and emission activities at the source.

### **OWNER INFORMATION**

20) NAME: The company name, person or other entity which is the owner of the source must be provided here.

25) OWNER'S AGENT: The name of the owner's agent, if applicable, must be provided here. Agent is defined as the person who is authorized to act on behalf of the owner in matters relevant to the source.

### **OPERATOR INFORMATION**

26) NAME: The company name, person or other entity which is the operator of the source must be provided here.

### **BILLING INFORMATION**

31) NAME: The party to be billed for all permit fees must be provided here.

36 & 37) CONTACT PERSON AND TELEPHONE NUMBER: The name and telephone number of a knowledgeable individual who can be contacted for questions concerning billing and fee payment must be provided here.

### **APPLICANT INFORMATION**

38) WHO IS THE PERMIT APPLICANT: The permit will be issued in the name of whichever party is indicated.

39) ALL CORRESPONDENCE TO: The permit and any correspondence regarding the application will be sent to the address of the party indicated.

41 & 42) TECHNICAL CONTACT PERSON FOR APPLICATION AND TELEPHONE NUMBER: The name and telephone number of a knowledgeable individual who can be contacted for questions regarding the application must be provided here. This can be the same as the source contact person or may be a consultant or other person who has been designated by the source to handle questions and issues regarding the application.

### **SUMMARY OF APPLICATION CONTENTS**

43) TABLE OF CONTENTS: Each application must contain a Table of Contents which clearly outlines the contents of the application and references page numbers. The contents of the application should be clearly numbered in their order of appearance.



44) LIST OF ITEMS AND ACTIVITIES TO BE PERMITTED: Each application must contain a list of all emission units and control equipment, including all emission generating activities, for which a permit is being sought. The permit will only be issued for items on this list.

45) PLOT PLAN/MAP: The plot plan/map should show the following:

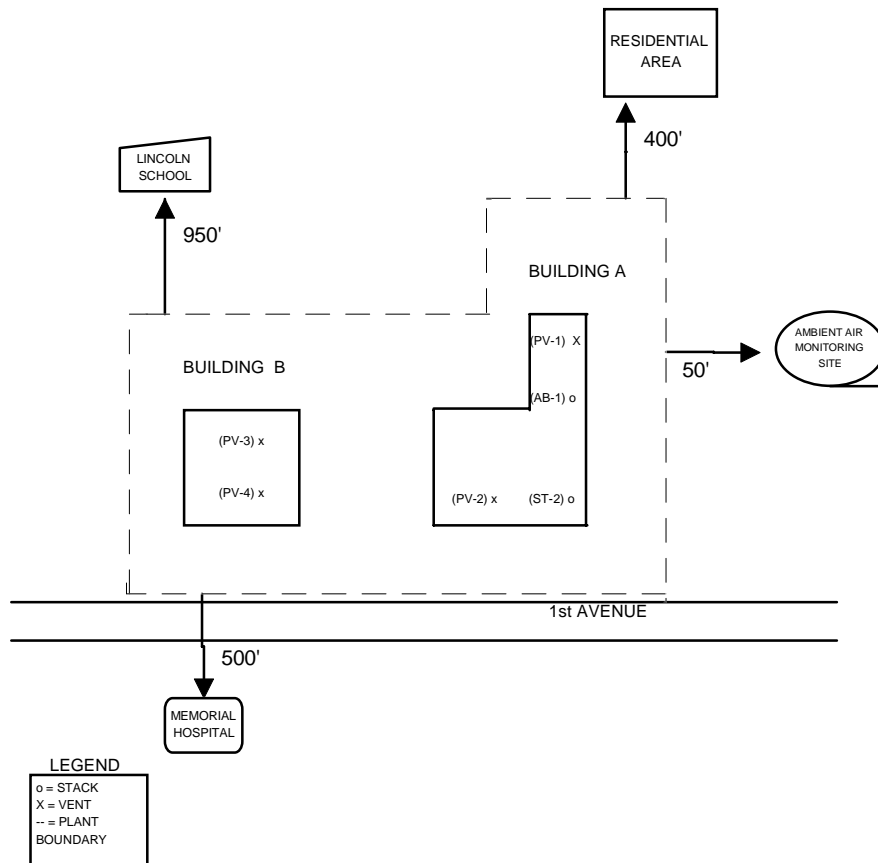
- i) location of all buildings of significant size at the source (e.g., small storage sheds, etc., need not be shown),
- ii) each stack and vent at the source,
- iii) the source boundary, and
- iv) the distance from the source boundary to the nearest residences, lodgings, nursing homes, hospitals, schools, commercial and manufacturing establishments, and known ambient air monitoring sites within one-quarter mile of the source.

**NOTE:**

- Each building should be labeled, and each stack and vent should be identified and designated to correlate with the rest of the application.
- A sketch with the required notation, and prepared in a legible manner is sufficient for the plot plan/map. Alternatively, the required information may be inserted on existing plans or maps of a reasonable size.
- The plot plan/map must be clearly labeled and referenced in the table of contents.

**EXAMPLE:**

**PLOT PLAN/MAP**



46) PROCESS FLOW DIAGRAM(S): A process flow diagram must be provided and should show the following:

- i) source processes from start to finish (e.g., from the unloading of raw materials on-site to the shipment of finished products off-site),
- ii) all emission units and air pollution control equipment, including all emission generating activities, and their exhaust points (e.g., stacks or vents),
- iii) the relationship(s) and/or connection(s) (e.g., duct work and hooding) between the emission units, control equipment, and exhaust points,
- iv) process flow (solid line) and the flow of air contaminant(s) emissions (dashed line) identified by lines and arrows denoting the direction and destination of the flow.

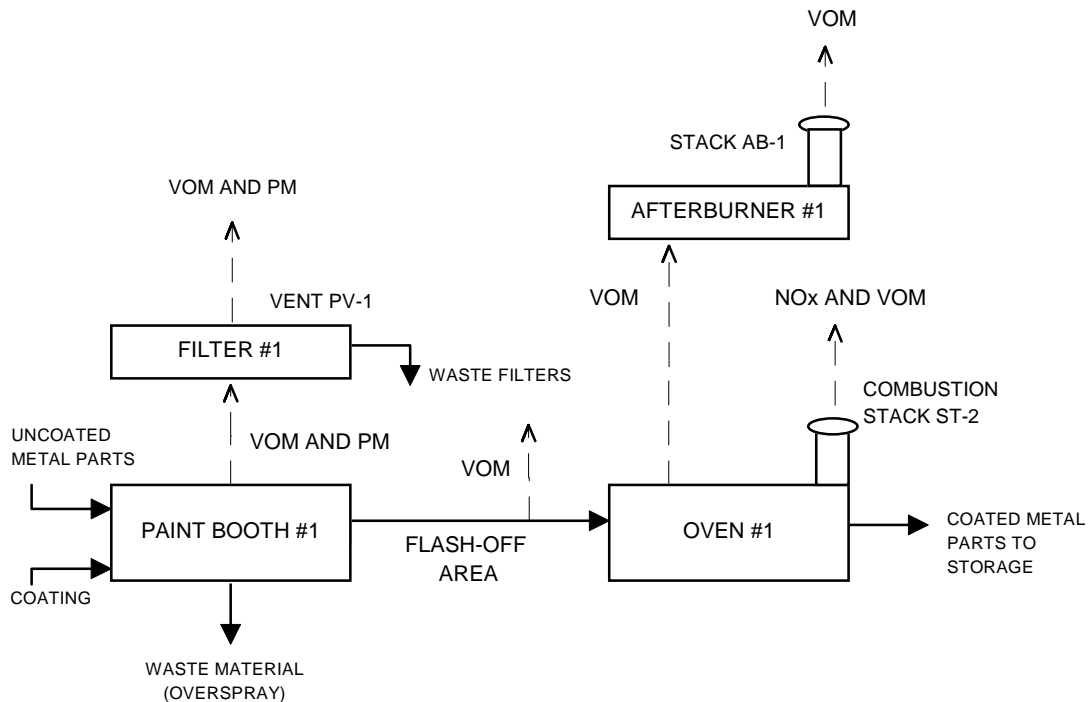
**NOTE:**

- The applicant may elect to provide several individual process flow diagrams in lieu of a single diagram. These diagrams depicting an individual process are referred to as intermediate process flow diagrams. For example, there may be one process flow diagram which shows the overall process at the source and the relationship between the intermediate processes (i.e., source-wide process flow diagram), and several separate diagrams which depict the intermediate processes.
- Each item on the diagram must be labeled by a name and a unique identifier which correlates with the rest of the application.
- A sketch drawing or a block diagram with the required notations, prepared in a legible manner, is usually sufficient for this diagram.
- Each diagram must be clearly labeled and referenced in the table of contents.

**EXAMPLES:**

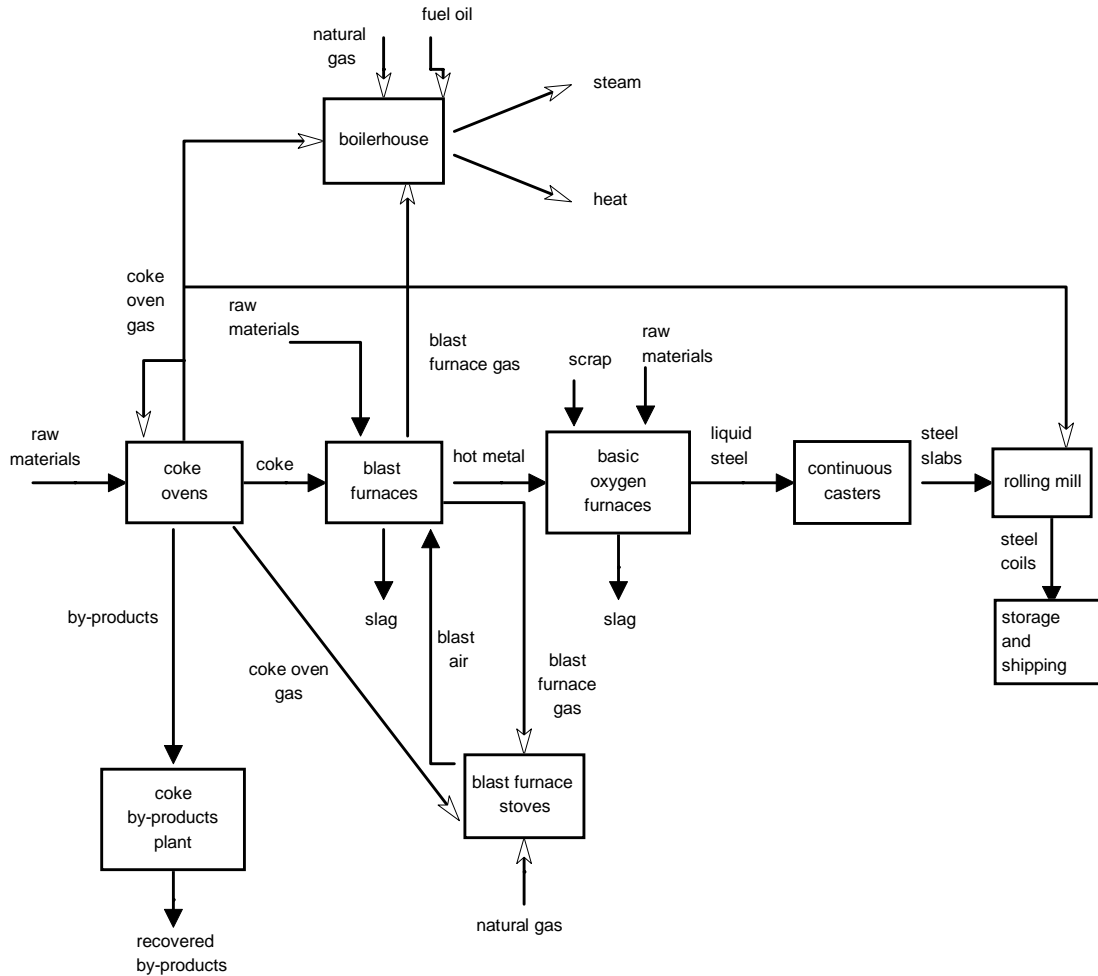
**EXAMPLE 1 - PROCESS FLOW DIAGRAM - INTERMEDIATE PROCESS**

**COATING LINE #1**



EXAMPLE 2 - PROCESS FLOW DIAGRAM - SOURCE-WIDE FLOW DIAGRAM  
 SHOWING THE RELATIONSHIP BETWEEN THE INTERMEDIATE PROCESSES

**INTEGRATED STEEL MILL**



47) **PROCESS DESCRIPTION:** There must be a description of the overall source-wide production process and of each intermediate process at the source. The source-wide description should include an explanation of the relationship between each process step within the source from start to finish. The following items should be addressed in the description of each intermediate process:

- i) operations being performed at each step in the process,
- ii) the intermediate or final product of the process,
- iii) operating and emission parameters such as:
  - a) time between each step,
  - b) how emission rates vary throughout each step of the process,
  - c) the different contaminants emitted throughout each step of the process,
  - d) any other parameters which affect emissions,
- iv) whether the process is operated in batch mode or continuous mode, and
- v) the interrelationship of this intermediate process to other processes at the source.

**NOTE:**

- Also provide information on all reasonably anticipated operating scenarios of each process. For example, if production of various products occur in the same item(s) of equipment, then provide information about each production process.
- Explain any other pertinent operating practices which affect emissions. For example, if during the production of a certain product emissions normally ducted to control equipment are instead exhausted directly to the atmosphere, this should be clearly identified and addressed.
- The process description(s) must be clearly labeled and referenced in the table of contents.

48a) **FORMS:** Each emission unit and air pollution control equipment must be represented by the appropriately completed form(s). If the applicant wishes to provide the required information in a format other than that on the applicable form, then the required information may be provided on separate page(s) which are attached to the applicable form. Refer to pages 2 and 3 of these instructions for more information.

48b) **MULTIPLE MODES:** If an emission unit or air pollution control equipment is to be operated in more than a single mode of operation, then a separate form must be submitted for each mode of operation. A mode of operation may be thought of as a "method" of operation of an emission unit or control equipment. For example, if a boiler fires both natural gas and fuel oil, then these are considered two separate modes of operation and a form 240-CAAPP must be submitted for each mode of firing. If the boiler also fired oil and gas simultaneously, then this would be a third mode and an additional form 240-CAAPP must be submitted. Each mode of operation of equipment must be represented by the appropriate, individual form.

48c) **REASONABLY ANTICIPATED OPERATING SCENARIOS:** The application must describe in detail all reasonably anticipated operating scenarios of the processes at the source in order to switch from one operating scenario to another without obtaining a revision to the permit. For example, if a coating line uses solvent-based paint for a percentage of the time and water-based paint the rest of the time, then these are two separate operating scenarios which need to be described in the application. This is important so that the permit can be issued to insure sufficient flexibility to the Permittee. Owners or operators of sources who must respond quickly to changing economic conditions and market opportunities should make sure that "worst case" emission scenarios are addressed. Only those operating scenarios which are applied for and approved by the Illinois EPA will be permitted. Different operating scenarios of individual equipment may be addressed by submitting an individual form for each mode of operation and/or by attaching an addendum describing in detail the different operating scenarios. For different operating scenarios of a process line or production

line the applicant may elect to describe the different scenarios by attaching an addendum providing a detailed description of the different operating scenarios. The addendum must provide sufficient information for the Illinois EPA to evaluate rule applicability and demonstration of compliance. The addendum should also be clearly labeled as "REASONABLY ANTICIPATED OPERATING SCENARIOS" and referenced in the table of contents.

49) FUGITIVE EMISSIONS: The application must contain information about fugitive emissions (those emissions which could not reasonably pass through a stack, chimney, vent, or other functionally-equivalent opening) at the source. Accounting for fugitive emissions in an application presents a unique problem since both the activity generating the fugitive emissions and the method used to estimate the quantity of the emissions are often different than those for a typical process. Presenting fugitive emissions in the application may best be accomplished by completing form 391-CAAPP. Form 391-CAAPP groups certain emission activities together in lieu of completing a separate emission unit form for each activity and is provided as a convenience to the applicant. For a list of typical fugitive emission activities, refer to form 391-CAAPP.

50) FEE DETERMINATION: The application must contain a properly completed form 292-CAAPP - FEE DETERMINATION FOR CAAPP PERMIT. **The annual permit fee for the source will be determined from the information supplied on this form.**

51) HAZARDOUS AIR POLLUTANTS: The application must contain a properly completed form 215-CAAPP - HAZARDOUS AIR POLLUTANT EMISSION SUMMARY.

52) CALCULATIONS: The application must contain the calculations, to the extent they are air emissions related, on which information provided in the application was based. In general, these calculations are required in the individual forms and should be attached to the forms as directed therein.

53) COMPLIANCE PLAN: The application must contain a properly completed form 293-CAAPP - COMPLIANCE PLAN/SCHEDULE OF COMPLIANCE FOR CAAPP PERMIT for the source. Form 293-CAAPP describes the compliance status of all emission units at the source with respect to all applicable requirements.

54) COMPLIANCE CERTIFICATION: The application must contain a properly completed form 296-CAAPP - COMPLIANCE CERTIFICATION for the source. Form 296-CAAPP states methods used to determine compliance, certifies compliance via a responsible official's signature, and proposes a schedule for compliance certification submissions during the permit term.

55) ADDENDUM FOR NONCOMPLIANT EMISSION UNITS: For each emission unit that is not in compliance with an applicable regulation the application must contain a completed form 294-CAAPP - COMPLIANCE PLAN/SCHEDULE OF COMPLIANCE-ADDENDUM FOR NONCOMPLIANT EMISSION UNITS. Form 294-CAAPP includes a schedule of remedial measures leading to compliance with applicable requirements and a schedule of certified progress reports.

56) COPIES: Except for applications which include trade secret information, the Illinois EPA requires that only the original application be submitted initially. The Illinois EPA may request that up to four copies of the application be submitted prior to public notice. These copies of the application must be updated in accordance with any information submitted during the review of the application.

57) TRADE SECRET INFORMATION: If the application contains any information for which trade secret or confidential status is being claimed, then "YES" should be

checked. All claims must be filed in accordance with, and contain the information specified in Illinois Pollution Control Board rules.

58) **EARLY REDUCTION DEMONSTRATION:** If applicable, an application must contain a demonstration that the source has achieved a reduction of 90% or more in the emissions of HAP's (95% in the case of HAP's which are particulates) from the source, to meet an alternative emission limitation promulgated under Section 112(i)(5) of the Clean Air Act as amended in 1990 for a period of 6 years from the compliance date for otherwise applicable standard, provided that the reduction is achieved before the otherwise applicable standard under Section 112(d) of the Clean Air Act as amended in 1990 is first proposed. The source must include the complete Early Reduction Demonstration with the application. Label as "EARLY REDUCTION DEMONSTRATION" and reference this in the table of contents.

59) **MACT:** If applicable, an application must contain a Maximum Achievable Control Technology (MACT) determination for affected emission units. If the application is for permitting a modification that requires a case-by-case determination under section 112(g), a proposed MACT must be included. If a MACT standard has not been promulgated within 18 months after an official U.S. EPA due date, the Permittee must attach a proposed MACT emission limitation as required by section 112(j). Label as "DETERMINATION OF MACT" and reference this in the table of contents.

60) **ACCIDENTAL RELEASES:** A source that manages any of the substances listed by the U.S. EPA under Subsection 112(r) of the Clean Air Act as amended in 1990 in greater than threshold quantities must identify hazards which may result from accidental releases. Using appropriate hazard assessment techniques, the source must design and maintain a safe facility taking such steps as are necessary to prevent releases, and to minimize the consequences of accidental releases which do occur. Those sources that require a CAAPP permit and must comply with section 112(r) must indicate in the appropriate box that a Risk Management Program (RMP) under 112(r) is filed at the source site. If an RMP is not on file at the source, the owner/operator must submit a compliance schedule certifying the date of 112(r) compliance. Such a compliance schedule should be labeled "ACCIDENTAL RELEASES INFORMATION" and referenced in the table of contents.

61) **COMPLIANCE ASSURANCE MONITORING:** The Compliance Assurance Monitoring (CAM) rule is intended to provide a reasonable assurance of compliance with applicable requirements under the Clean Air Act for large emission units that rely on pollution control device equipment to achieve compliance. The CAM rule requires sources to monitor the operation and maintenance of their control equipment so that they can evaluate the performance of their control devices and report whether or not their facilities meet established emission standards. Generally, sources subject to the CAM rule are required to submit a CAM plan upon renewal of their CAAPP permit, although in certain circumstances the plan is required with an initial CAAPP application or for a significant modification of a CAAPP permit. Form 464-CAAPP - COMPLIANCE ASSURANCE MONITORING PLAN should be used in completing a CAM plan for the purposes of this application. If a source is subject to the CAM rule and does not submit a CAM plan at the appropriate time, then the CAAPP application may be deemed incomplete.

62) **SIGNIFICANT MODIFICATION:** In addition to other required information, such as addressing any new applicable requirements, applications for significant modifications must contain a detailed description of the proposed change, including;

- i) all physical changes to equipment,
- ii) any changes in the method of operation,
- iii) the change in the emissions of each pollutant resulting from the proposed modification.

This information should be attached to the application, labeled as "SIGNIFICANT MODIFICATION SUMMARY" and referenced in the table of contents.

63) OPERATIONAL FLEXIBILITY: This box should indicate whether the application contains a written request and the required information to allow for the trading between emission units of emissions increases and decreases at the source solely for the purpose of complying with a federally-enforceable emissions cap that is established in the permit, without first obtaining a permit revision. Such emissions trading may be allowed provided that information and notification is provided 7 days in advance and that no emissions allowed under the permit are exceeded. The application must contain proposed monitoring, reporting, and recordkeeping procedures and permit conditions that can be placed on the permit to ensure that any proposed emissions trades are quantifiable and enforceable. Such a request, along with the required information, must be clearly labeled as "OPERATIONAL FLEXIBILITY REQUEST" and referenced in the table of contents.

64) PERMIT SHIELD: A CAAPP application may include a request for a "permit shield" in the permit whereby compliance with the condition(s) of the permit shall be deemed equivalent to compliance with the applicable requirement(s) which is/are applicable as of the date of the release of the proposed permit in accordance with 40 CFR 70 and any amendments thereunder. Checking "YES" under a) of this box indicates that the applicant requests a permit shield for the entire source. Checking "YES" under b) of this box indicates that the applicant requests a permit shield only for specific items identified in the application. The request must identify the specific requirement(s) for which a permit shield is requested. Such a request should be clearly labeled as "PERMIT SHIELD REQUEST" and referenced in the table of contents.

65) INSIGNIFICANT ACTIVITIES: If the source has insignificant activities or emission levels as defined pursuant to Illinois Pollution Control Board Regulations then form 297-CAAPP - LISTING OF INSIGNIFICANT ACTIVITIES should be completed in lieu of other forms for these activities or emission units.

66) SOURCE LAYOUT DRAWING: The applicant may provide a source layout drawing. If provided the drawing should show the following:

- i) basic geometric shape of each building or structure at the source which contains an emission unit which is by itself a major CAAPP source.
- ii) building dimensions (length, width, height),
- iii) the major emission unit(s) in the building, and
- iv) each stack and vent of the building or structure.

If not provided, the Illinois EPA may request that this drawing be provided upon detailed review of the application.

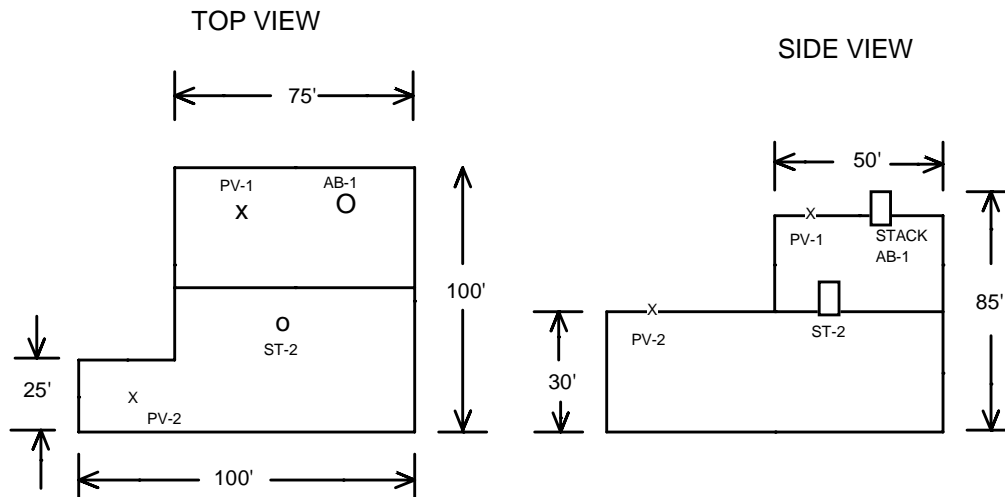
**NOTE:**

- Each stack and vent should be identified and designated to correlate with the rest of the application.
- A sketch with the required notations, prepared in a legible manner is sufficient.
- The source layout must be clearly labeled and referenced in the table of contents.

EXAMPLE:

## SOURCE LAYOUT DRAWING

BUILDING "A". CONTAINS COATING LINE #1, WHICH IS A MAJOR SOURCE BY ITSELF UNDER THE CAAPP.



67) CAAPP APPLICABILITY: Check all that apply.

68a) This box should be checked "YES" only if the sum of actual annual emissions of all regulated air pollutants from the source for at least the last two years did not exceed CAAPP applicability thresholds.

68b) Check "YES" if the application contains proposed permit conditions which could be placed on the permit to effectively and enforceable constrain emissions to levels below CAAPP applicability status. Such permit conditions should be in the form that limits operation or production, and emissions. Proposed limits should follow at least (i) and (ii) below:

- i) Operations and/or Production Capacity.
  - a. Operation limits are restrictions on the manner in which an emission unit is run, including hours of operation, amount of raw material used, fuel combusted, etc., or conditions which specify that an air pollution control system will achieve a specified control efficiency.
  - b. Production limits are restrictions on the amount of final product which can be manufactured or otherwise produced.
- ii) Emissions
  - a. Emission limits are restrictions over a given period of time on the amount of an air contaminant which may be emitted into the atmosphere. Typically, limits are in the form of both monthly and annual maximum levels.



EXAMPLE (limitations for an uncontrolled printing line could be as follows):

Operations and emissions of heatset web offset printing line #1 shall not exceed the following limits:

Item	Usage		VOM Content	VOM Emissions	
	(lb/mo)	(ton/yr)	(weight %)	(lb/mo)	(ton/yr)
Ink	5,000	30	20	1,000	6.0
fountain solution	500	3.0	10	50	0.3
press wash	50	0.3	50	25	0.15

68c) This box should only be checked "YES" if the applicant wishes to enter the Federally Enforceable State Operating Permit (FESOP) program. This is possible only if *potential* emission levels require a CAAPP permit, and *actual* levels are below CAAPP applicability levels. Sources which receive a FESOP permit will have permit limits that constrict the source to non-major status. Such limitations in a FESOP permit would be in the form of production, operation, and emission limitations. These limits would be accompanied by adequate recordkeeping conditions as well as possible monitoring and reporting conditions.

## SIGNATURE BLOCK

69) The application must be signed and dated by a responsible official of the source. In general, a responsible official is as follows:

- i) For a Corporation:
  - a) Corporate officer
  - b) Other person in charge of a principal business function
  - c) Duly authorized representative responsible for overall operation of a source (plant manager) if either:
    - 250 persons employed or \$25 million in sales or expenditures
    - Delegation of authority approved in advance (form 500-CAAPP - DELEGATION OF AUTHORITY FOR RESPONSIBLE OFFICIAL TO A REPRESENTATIVE may be used for this purpose)
- ii) For a partnership: A general partner
- iii) For a sole proprietorship: The proprietor
- iv) For a government agency:
  - a) Principal executive officer
  - b) Ranking elected official

Note:

On the back of this page is form 209-CAAPP - REQUEST FOR CAAPP FORMS.

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
DIVISION OF AIR POLLUTION CONTROL -- PERMIT SECTION  
P.O. BOX 19506  
SPRINGFIELD, ILLINOIS 62794-9506

**REQUEST FOR CAAPP FORMS**

SEND FORMS INDICATED  
BELOW TO --

**COMPANY NAME:** \_\_\_\_\_  
**ATTENTION:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CITY, STATE, ZIP:** \_\_\_\_\_  
**PHONE # :** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ **EXT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**CHECK FORMS  
REQUESTED**

(PLEASE DO NOT REQUEST THAT FORMS BE FAXED)

- \_\_\_\_\_ 209-CAAPP REQUEST FOR CAAPP FORMS (REVISED 10/11/2000)  
\_\_\_\_\_ 199-CAAPP APPLICATION FOR CONSTRUCTION PERMIT (For CAAPP Sources Only)  
\_\_\_\_\_ 200-CAAPP **APPLICATION FOR CAAPP PERMIT\*** (REVISED 10/11/2000)  
\_\_\_\_\_ 202-CAAPP GENERAL INSTRUCTIONS FOR CAAPP APPLICATIONS (REVISED 10/11/2000)  
\_\_\_\_\_ 260-CAAPP **AIR POLLUTION CONTROL EQUIPMENT** (REVISED 11/16/1994)  
\_\_\_\_\_ A. ADSORBER \_\_\_\_\_ E. CONDENSER \_\_\_\_\_ I. NOX CONTROL  
\_\_\_\_\_ B. AFTERBURNER \_\_\_\_\_ F. ELECTROSTATIC PRECIPITATOR \_\_\_\_\_ J. FLARE  
\_\_\_\_\_ C. FILTER \_\_\_\_\_ G. PACKED SCRUBBER \_\_\_\_\_ K. OTHER  
\_\_\_\_\_ D. CYCLONE \_\_\_\_\_ H. SCRUBBER

**EMISSION UNIT FORMS**

- \_\_\_\_\_ 220-CAAPP PROCESS EMISSION UNIT (REVISED 11/16/1994)  
\_\_\_\_\_ 240-CAAPP FUEL COMBUSTION EMISSION UNIT (REVISED 11/16/1994)  
\_\_\_\_\_ 250-CAAPP INCINERATOR (REVISED 11/16/1994)  
\_\_\_\_\_ 270-CAAPP STATIONARY INTERNAL COMBUSTION ENGINE OR TURBINE (REVISED 11/16/1994)

**STAND ALONE FORMS**

- \_\_\_\_\_ 232-CAAPP STORAGE TANK (REVISED 11/16/1994)  
\_\_\_\_\_ 234-CAAPP HOT MIX ASPHALT PLANT (REVISED 11/16/1994)  
\_\_\_\_\_ 235-CAAPP AGGREGATE CRUSHING PLANT (REVISED 11/16/1994)  
\_\_\_\_\_ 236-CAAPP GRAIN HANDLING AND GRAIN DRYING (REVISED 11/16/1994)  
\_\_\_\_\_ 237-CAAPP PERCHLORETHYLENE DRY CLEANING (REVISED 11/16/1994)  
\_\_\_\_\_ 358-CAAPP SOLVENT CLEANING - OPEN TOP VAPOR DEGREASER (REVISED 11/16/1994)  
\_\_\_\_\_ 366-CAAPP SOLVENT CLEANING - CONVEYORIZED DEGREASER (REVISED 11/16/1994)  
\_\_\_\_\_ 367-CAAPP SOLVENT CLEANING - COLD CLEANING (REVISED 11/16/1994)

**SUPPLEMENTAL FORMS**

- \_\_\_\_\_ 301-CAAPP COATING OPERATION (REVISED 11/16/1994)  
\_\_\_\_\_ 302-CAAPP PRINTING AND PUBLISHING (REVISED 11/16/1994)  
\_\_\_\_\_ 336-CAAPP ELECTROPLATING TANK (REVISED 11/16/1994)  
\_\_\_\_\_ 236A-CAAPP GRAIN HANDLING AND GRAIN DRYING EMISSION CALCULATION SHEET (REVISED 11/16/1994)

**VARIOUS FORMS**

- \_\_\_\_\_ 297-CAAPP LISTING OF INSIGNIFICANT ACTIVITIES (REVISED 11/16/1994)  
\_\_\_\_\_ 391-CAAPP FUGITIVE EMISSIONS (REVISED 11/16/1994)  
\_\_\_\_\_ 215-CAAPP HAZARDOUS AIR POLLUTANT EMISSION SUMMARY (REVISED 11/16/1994)  
\_\_\_\_\_ 293-CAAPP COMPLIANCE PLAN/SCHEDULE OF COMPLIANCE FOR CAAPP PERMIT (REVISED 11/16/1994)  
\_\_\_\_\_ 294-CAAPP COMPLIANCE PLAN/SCHEDULE OF COMPLIANCE-ADDENDUM FOR NONCOMPLIANT EMISSION UNITS -  
\_\_\_\_\_ 296-CAAPP COMPLIANCE CERTIFICATION\* (REVISED 11/16/1994) - (REVISED 11/16/1994)  
\_\_\_\_\_ 292-CAAPP FEE DETERMINATION FOR CAAPP PERMIT (REVISED 11/16/1994)  
\_\_\_\_\_ 295-CAAPP CERTIFIED PROGRESS REPORT\* (REVISED 11/16/1994)  
\_\_\_\_\_ 203-CAAPP REQUEST TO OPERATE WITH EXCESS EMISSIONS DURING STARTUP OF EQUIPMENT (REVISED 11/16/1994)  
\_\_\_\_\_ 204-CAAPP REQUEST TO CONTINUE TO OPERATE DURING MALFUNCTION OR BREAKDOWN (REVISED 11/16/1994)  
\_\_\_\_\_ 271-CAAPP MINOR PERMIT MODIFICATION FOR CAAPP PERMIT\* (REVISED 11/16/1994)  
\_\_\_\_\_ 272-CAAPP REQUEST FOR OWNERSHIP CHANGE FOR CAAPP PERMIT\* (REVISED 11/16/1994)  
\_\_\_\_\_ 273-CAAPP REQUEST FOR ADMINISTRATIVE PERMIT AMENDMENT FOR CAAPP PERMIT\* (REVISED 11/16/1994)  
\_\_\_\_\_ 400-CAAPP COMPLIANCE AND GENERAL REPORTING FORM\* (REVISED 11/16/1994)  
\_\_\_\_\_ 405-CAAPP EXCESS EMISSIONS, MONITORING EQUIPMENT DOWNTIME, AND MISC. REPORTING FORM\* -  
\_\_\_\_\_ 464-CAAPP COMPLIANCE ASSURANCE MONITORING PLAN - (REVISED 11/16/1994)  
\_\_\_\_\_ 161-CAAPP STANDARD CONDITIONS (REVISED 11/16/1994)  
\_\_\_\_\_ 500-CAAPP DELEGATION OF AUTHORITY FOR RESPONSIBLE OFFICIAL TO A REPRESENTATIVE\* (REVISED 11/16/1994)  
\_\_\_\_\_ 505-CAAPP SUPPLEMENT TO CAAPP APPLICATION\* (REVISED 11/16/1994)

**REGULATIONS**

- \_\_\_\_\_ STATE OF ILLINOIS RULES AND REGULATIONS (AIR POLLUTION)  
\_\_\_\_\_ ILLINOIS ENVIRONMENTAL PROTECTION ACT

COPIES OF FEDERAL RULES MAY BE OBTAINED FROM U.S. EPA - REGION V, 77 WEST JACKSON BOULEVARD,  
CHICAGO, IL. 60604 - (312) 353-2000.

\*SIGNATURE REQUIRED ON FORM

FORMS MAY BE COPIED BY THE APPLICANT AS NECESSARY