



STATE OF ILLINOIS
ENVIRONMENTAL PROTECTION AGENCY
BUREAU OF AIR
P. O. BOX 19276
SPRINGFIELD, ILLINOIS 62794-9276

GENERAL INSTRUCTIONS FOR PERMIT APPLICATIONS

Before you attempt to complete a permit application please read the following instructions thoroughly. It is the experience of the Illinois EPA that much time can be saved if the applicant has a basic understanding of the requirements for permit applications. If a permit is required, a process flow diagram, a plot plan/map, and the forms provided by the Illinois EPA will usually suffice to present the necessary application information in a clear and concise manner. Each of the forms is designed to allow you to present a particular type of information and is constructed to avoid a proliferation of "special forms". The forms adapt to virtually every type of operation and equipment, although in some instances, additional information will be requested. Also, please read the exemptions from state permit requirements, Section 201.146 of the Ill. Adm. Code (see page 3 of this form). Proceed only if a permit is required for your equipment, process, or operation.

GENERAL INFORMATION

- (1) Each permit application must provide sufficient information to allow the Illinois EPA to conduct an independent engineering analysis to determine if the equipment covered by the permit application complies with Pollution Control Board Regulations, 35 Ill. Adm. Code: Air Pollution, and the Environmental Protection Act.

- (2) All data and information should be typed or legibly printed in ink.

Except for original signature pages, all forms and attached material may be photocopied to make the required number of copies.

An operating permit application must be submitted in duplicate.

A construction permit application for construction in Cook County must be submitted in triplicate.

A construction permit application for all other locations must be submitted in duplicate.

All pages in the application should be numbered sequentially and the total number of pages identified. (Example: Page 1 of 10, 2 of 10, . . . Page 10 of 10).

It is recommended that the applicant retain a record copy of all applications and correspondence sent to the Illinois EPA.

- (3) A process flow diagram must accompany every permit application and must depict all emission sources and all air pollution control equipment covered by the application. Each item of equipment shall be labeled by name and a unique identifier. The range of flow rates and range of compositions shall be set forth for: process equipment, air pollution control equipment, emission sources, and stacks and vents. All stream flows shall be identified by lines and arrows denoting the direction and destination of the flow.

A sketch drawing, not to scale, or a block diagram, is usually sufficient for the diagram. Show each emission source and each item of air pollution control equipment and any other items of equipment which can affect the emission of air contaminants. Draw arrows showing the direction of product and gas flow, and give the rates and composition for average and maximum flows. Identify each item of equipment. If multiple diagrams are necessary show where and how they relate to each other if applicable.

- (4) An applicant must submit a plot plan/map to reasonably describe the location of the emission source or air pollution control equipment and the location of all stacks or vents. The plot plan/map must also show the distances from the operation to the nearest boundary of the property on which the operation is located, and to the nearest residences, lodgings, nursing homes, hospitals, schools, and commercial and manufacturing establishments.

You can use a format similar to that of the process flow diagram for the plot plan/map. Alternatively you can insert the required information on existing maps or plans of a reasonable scale.

FORMS

A general application form must accompany every application, e.g. APC-200 – "APPLICATION FOR PERMIT TO CONSTRUCT/OPERATE", APC-205 – "APPLICATION FOR RENEWAL OF AN OPERATING PERMIT TO OBTAIN A LIFETIME PERMIT".

- (5) Information, as requested by the forms, is required for each emission source and each item of air pollution control equipment, and for each item of process equipment that discharges to air pollution control equipment, or is capable of effecting emissions.

Select the forms you need for your particular equipment from the list of available forms on APC-209 – "REQUEST FOR PERMIT FORMS". There may be insufficient space on a form for you to fully complete certain items. You should then attach a sheet to the form with the required information, indicating the item to which it refers.

- (7) Where the applicant can not meet data requirements for describing performance specification of existing equipment, alternate information such as stack tests, or engineering analysis of the equipment or similar equipment, sufficient to determine the actual levels of emissions may be submitted in lieu of the full detailed portion of the application forms. Acceptance of the alternate information, rather than the information requested by the application form, rests solely with the Illinois EPA.
- (8) Only one form is required for "identical" emission sources or "identical" items of air pollution control equipment. Where appropriate indicate all equipment to which the form applies. The acceptance of an application identifying emission sources or air pollution control equipment of different physical sizes, shapes, or performance specification as "identical" rests solely with the Illinois EPA. In any case, all source equipment and air pollution control devices must be shown and identified on the flow diagram(s).
- (9) If an applicant has previously received a permit, there may be certain items in the current application that may be include by reference. Data and information with the Division of Air Pollution Control may be incorporated by reference into a permit application and need not be resubmitted. When an applicant incorporates information by reference, it must state whether such information remains true, correct, current and complete. A proper method of referencing is form APC-210 – "INCORPORATION BY REFERENCE".

Addenda forms should be included, in addition to other appropriate information forms, if they are applicable to your equipment, control equipment or operation, in particular:

- (10) In an application to construct or operate storage tanks for organic material, petrochemical products, or other liquid material, the applicant must complete APC-232 – "PROCESS EMISSION SOURCE ADDENDUM: TANK", for each tank.
- (11) In an application to construct or operate a petrochemical or other chemical process, the applicant must complete APC-231 – "PROCESS EMISSION SOURCE ADDENDUM: REACTOR, DRUM TOWER, HEAT EXCHANGER", for each process unit.
- (12) For all chemical processes, petroleum and petrochemical manufacturing operations and other operations for which the Illinois EPA deems it necessary, the process flow diagram must be accompanied by a process and instrumentation diagram, or equivalent diagram, depicting those valves venting to the atmosphere, to flares and/or to air pollution control equipment. This process and instrumentation diagram shall include labels to correlate it with the flow diagram. This requirement may be waived by the Illinois EPA only if the Illinois EPA deems that the applicant has submitted other information equivalent to that provided by a process and instrumentation diagram.

These instructions, and the instructions on each form will allow you to complete the majority of permit applications. Contact an office of the Environmental Protection Agency, Division of Air Pollution Control if you have any questions.

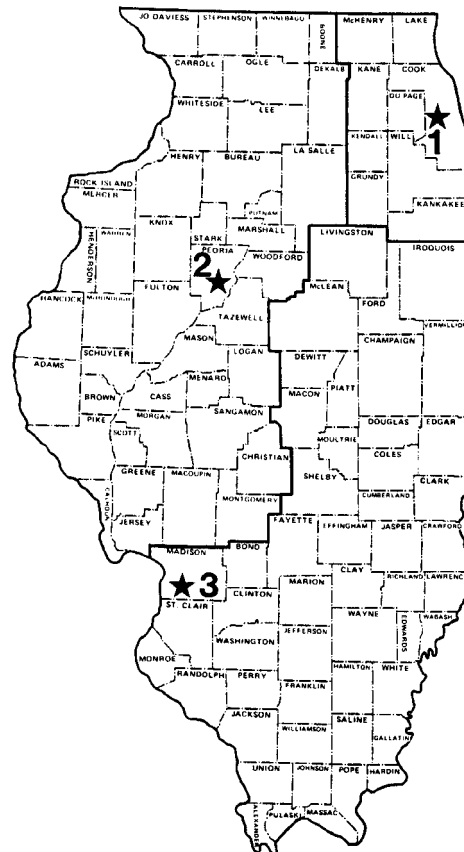
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
 BUREAU OF AIR
 PERMIT SECTION
 P.O BOX 19276
 SPRINGFIELD, ILLINOIS 62794-9276
 (217) 782-2113

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
 BUREAU OF AIR
 FIELD OPERATION SECTION

REGION 1
 1701 SOUTH 1ST AVENUE - 6TH FLOOR
 MAYWOOD, ILLINOIS 60153

REGION 2
 5415 NORTH UNIVERSITY
 PEORIA, ILLINOIS 61614

REGION 3
 2009 MALL STREET
 COLLINSVILLE, ILLIONIS 62234



§201.146 EXEMPTIONS FROM STATE PERMIT REQUIREMENTS

Construction or operating permits, pursuant to 35 IAC 201.142, 201.143 and 201.144, are not required for the classes of equipment and activities listed below in this Section. The permitting exemptions in this Section do not relieve the owner or operator of any source from any obligation to comply with any other applicable requirements, including the obligation to obtain a permit pursuant to Sections 9.1(d) and 39.5 of the Act, Sections 165, 173 and 502 of the Clean Air Act or any other applicable permit or registration requirements.

- a) Air contaminant detectors or recorders, combustion controllers or combustion shutoffs;
- b) Air conditioning or ventilating equipment not designed to remove air contaminants generated by or released from associated equipment;
- c) Each fuel burning emission unit for indirect systems and for heating and reheating furnace systems used exclusively for residential or commercial establishments using gas and/or fuel oil exclusively with a design heat input capacity of less than 14.6 MW (50 mmbtu/hr), except that a permit shall be required for any such emission unit with a design heat input capacity of at least 10 mmbtu/hr that was constructed, reconstructed or modified after June 9, 1989 and that is subject to 40 CFR 60, Subpart D;
- d) Each fuel burning emission unit other than those listed in subsection (c) of this Section for direct systems used for comfort heating purposes and indirect heating systems with a design heat input capacity of less than 2930 kW (10 mmbtu/hr);
- e) Internal combustion engines or boilers (including the fuel system) of motor vehicles, locomotives, air craft, watercraft, liftrucks and other vehicles powered by nonroad engines;
- f) Bench scale laboratory equipment and laboratory equipment used exclusively for chemical and physical analysis, including associated laboratory fume hoods, vacuum producing devices and control devices installed primarily to address potential accidental releases;
- g) Coating operations located at a source using not in excess of 18,925 l (5,000 gal) of coating (including thinner) per year;
- h) Any emission unit acquired exclusively for domestic use, except that a permit shall be required for any incinerator and for any fuel combustion emission unit using solid fuel with a design heat input capacity of 14.6 MW (50 mmbtu/hr) or more;
- i) Any stationary internal combustion engine with a rated power output of less than 1118 kW (1500 horsepower), except that a permit shall be required for any stationary gas turbine engine with a rated heat input at peak load of 10.7 gigajoules/hr (10 mmbtu/hr) or more that is constructed, reconstructed or modified after October 3, 1977 and that is subject to requirements of 40 CFR 60, Subpart GG;
- j) Rest room facilities and associated cleanup operations, and stacks or vents used to prevent the escape of sewer gases through plumbing traps;
- k) Safety devices designed to protect life and limb, provided that a permit is not otherwise required for the emission unit with which the safety device is associated;
- l) Storage tanks for liquids for retail dispensing except for storage tanks that are subject to the requirements of 35 Ill. Adm. Code 215.583(a)(2), 218.583(a)(2) or 219.583(a)(2);
- m) Printing operations with aggregate organic solvent usage that never exceeds 2,839 l (750 gal) per year from all printing lines at the source, including organic solvent from inks, diluents, fountain solutions and cleaning materials;
- n) Storage tanks of:
 - 1) Organic liquids with a capacity of less than 37,850 l (10,000 gal), provided the storage tank is not used to store any material listed as a hazardous air pollutant pursuant to Section 112(b) of the Clean Air Act, and provided the storage tank is not subject to the requirements of 35 Ill. Adm. Code 215.583(a)(2), 218.583(a)(2) or 219.583(a)(2);
 - 2) Any size containing exclusively soaps, detergents, surfactants, waxes, glycerin, vegetable oils, greases, animal fats, sweetener, corn syrup, aqueous salt solutions or aqueous caustic solutions, provided an organic solvent has not been mixed with such materials; or
 - 3) Any size containing virgin or re-refined distillate oil, hydrocarbon condensate from natural gas pipeline or storage systems, lubricating oil or residual fuel oils.
- o) Threaded pipe connections, vessel manways, flanges, valves, pump seals, pressure relief valves, pressure relief devices and pumps;
- p) Sampling connections used exclusively to withdraw materials for testing and analyses;
- q) All storage tanks of Illinois crude oil with capacity of less than 151,400 l (40,000 gal) located on oil field sites;
- r) All organic material-water single or multiple compartment effluent water separator facilities for Illinois crude oil of vapor pressure of less than 34.5 kPa absolute (5 psia);
- s) Grain-handling operations, exclusive of grain-drying operations, with an annual grain through-put not exceeding 300,000 bushels;
- t) Grain-drying operations with a total grain-drying capacity not exceeding 750 bushels per hour for 5% moisture extraction at manufacturer's rated capacity, using the American Society of Agricultural Engineers Standard 248.2, Section 9, Basis for Stating Drying Capacity of Batch and Continuous-Flow Grain Dryers;
- u) Portable grain-handling equipment and one-turn storage space;
- v) Cold cleaning degreasers that are not in-line cleaning machines, where the vapor pressure of the solvents used never exceeds 2 kPa (15 mmHg or 0.3 psi) measured at 38 °C (100 °F) or 0.7 kPa (5 mmHg or 0.1 psi) at 20 °C (68 °F);
- w) Coin-operated dry cleaning operations;
- x) Dry cleaning operations at a source that consume less than 30 gallons per month of perchloroethylene;
- y) Brazing, soldering, wave soldering or welding equipment, including associated ventilation hoods;
- z) Cafeterias, kitchens, and other similar facilities, including smokehouses, used for preparing food or beverages, but not including facilities used in the manufacturing and wholesale distribution of food, beverages, food or beverage products, or food or beverage components;
- aa) Equipment for carving, cutting, routing, turning, drilling, machining, sawing, surface grinding, sanding, planing, buffing, sand blast cleaning, shot blasting, shot peening, or polishing ceramic artwork, leather, metals (other than beryllium), plastics, concrete, rubber, paper stock, wood or wood products, where such equipment is either:
 - 1) Used for maintenance activity;
 - 2) Manually operated;
 - 3) Exhausted inside a building; or
 - 4) Vented externally with emissions controlled by an appropriately operated cyclonic inertial separator (cyclone), filter, electro-static precipitator or a scrubber.
- bb) Feed mills that produce no more than 10,000 tons of feed per calendar year, provided that a permit is not otherwise required for the source pursuant to Section 201.142, 201.143 or 201.144;
- cc) Extruders used for the extrusion of metals, minerals, plastics, rubber or wood, excluding:
 - 1) Extruders used in the manufacture of polymers;
 - 2) Extruders using foaming agents or release agents that contain volatile organic materials or Class I or II substances subject to the requirements of Title VI of the Clean Air Act; and
 - 3) Extruders processing scrap material that was produced using foaming agents containing volatile organic materials or Class I or II substances subject to the requirements of Title VI of the Clean Air Act.

- dd) Furnaces used for melting metals, other than beryllium, with a brim full capacity of less than 450 cubic inches by volume;
- ee) Equipment used for the melting or application of less than 22,767 kg/yr (50,000 lbs/yr) of wax to which no organic solvent has been added;
- ff) Equipment used for filling drums, pails or other packaging containers, excluding aerosol cans, with soaps, detergents, surfactants, lubricating oils, waxes, vegetable oils, greases, animal fats, glycerin, sweeteners, corn syrup, aqueous salt solutions or aqueous caustic solutions, provided an organic solvent has not been mixed with such materials;
- gg) Loading and unloading systems for railcars, tank trucks, or watercraft that handle only the following liquid materials: soaps, detergents, surfactants, lubricating oils, waxes, glycerin, vegetable oils, greases, animal fats, sweetener, corn syrup, aqueous salt solutions or aqueous caustic solutions, provided an organic solvent has not been mixed with such materials;
- hh) Equipment used for the mixing and blending of materials at ambient temperatures to make water based adhesives, provided each material mixed or blended contains less than 5% organic solvent by weight;
- ii) Die casting machines where a metal or plastic is formed under pressure in a die located at a source with a throughput of less than 2,000,000 lbs of metal or plastic per year, in the aggregate, from all die casting machines;
- jj) Air pollution control devices used exclusively with other equipment that is exempt from permitting, as provided in this Section;
- kk) An emission unit for which a registration system designed to identify sources and emission units subject to emission control requirements is in place, such as the registration system found at 35 Ill. Adm. Code 218.586 (Gasoline Dispensing Operations - Motor Vehicle Fueling Operations) and 35 Ill. Adm. Code 218, Subpart HH (Motor Vehicle Refinishing);
- ll) Photographic process equipment by which an image is reproduced upon material sensitized to radiant energy;
- mm) Equipment used for hydraulic or hydrostatic testing;
- nn) General vehicle maintenance and servicing activities conducted at a source, motor vehicle repair shops, and motor vehicle body shops, but not including:
 - 1) Gasoline fuel handling; and
 - 2) Motor vehicle refinishing.
- oo) Equipment using water, water and soap or detergent, or a suspension of abrasives in water for purposes of cleaning or finishing, provided no organic solvent has been added to the water;
- pp) Administrative activities including, but not limited to, paper shredding, copying, photographic activities and blueprinting machines. This does not include incinerators;
- qq) Laundry dryers, extractors, and tumblers processing that have been cleaned with water solutions of bleach or detergents that are:
 - 1) Located at a source and process clothing, bedding and other fabric items used at the source, provided that any organic solvent present in such items before processing that is retained from cleanup operations shall be addressed as part of the VOM emissions from use of cleaning materials;
 - 2) Located at a commercial laundry; or
 - 3) Coin operated.
- rr) Housekeeping activities for cleaning purposes, including collecting spilled and accumulated materials, including operation of fixed vacuum cleaning systems specifically for such purposes, but not including use of cleaning materials that contain organic solvent;
- ss) Refrigeration systems, including storage tanks used in refrigeration systems, but excluding any combustion equipment associated with such systems;
- tt) Activities associated with the construction, on-site repair, maintenance or dismantlement of buildings, utility lines, pipelines, wells, excavations, earthworks and other structures that do not constitute emission units;
- uu) Piping and storage systems for natural gas, propane and liquefied petroleum gas;
- vv) Water treatment or storage systems, as follows:
 - 1) Systems for potable water or boiler feedwater; and
 - 2) Systems, including cooling towers, for process water, provided that such water has not been in direct or indirect contact with process streams that contain volatile organic material or materials listed as hazardous air pollutants pursuant to Section 112(b) of the Clean Air Act.
- ww) Lawn care, landscape maintenance and grounds keeping activities;
- xx) Containers, reservoirs or tanks used exclusively in dipping operations to coat objects with oils, waxes or greases, provided no organic solvent has been mixed with such materials;
- yy) Use of consumer products, including hazardous substances as that term is defined in the Federal Hazardous Substances Act (15 U.S.C. 1261 et seq.), where the product is used at a source in the same manner as normal consumer use;
- zz) Activities directly used in the diagnosis and treatment of disease, injury or other medical condition;
- aaa) Activities associated with the construction, repair or maintenance of roads or other paved or open areas, including operation of street sweepers, vacuum trucks, spray trucks and other vehicles related to the control of fugitive emissions of such roads or other areas;
- bbb) Storage and handling of drums or other transportable containers, where the containers are sealed during storage and handling;
- ccc) Activities at a source associated with the maintenance, repair or dismantlement of an emission unit or other equipment installed at the source, not including the shutdown of the unit or equipment, including preparation for maintenance, repair or dismantlement, and preparation for subsequent startup, including preparation of a shutdown vessel for entry, replacement of insulation, welding and cutting, and steam purging of a vessel prior to startup;
- ddd) Equipment used for corona arc discharge surface treatment of plastic with a power rating of 5 kW or less or equipped with an ozone destruction device;
- eee) Equipment used to seal or cut plastic bags for commercial, industrial or domestic use; and
- fff) Each direct-fired gas dryer used for a washing, cleaning, coating or printing line, excluding:
 - 1) Dryers with a rated heat input capacity of 2930 kW (10 mmbtu/hr) or more; and
 - 2) Dryers for which emissions other than those attributable to combustion of fuel in the dryer, including emissions attributable to use or application of cleaning agents, washing materials, coatings or inks or other process materials that contain volatile organic material are not addressed as part of the permitting of such line, if a permit is otherwise required for the line.