

Key Elements in a Permit Application

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The Department of Natural Resources (DNR) Bureau of Air Management is required to complete its review of air pollution permit applications within a certain time period, depending on the type of permit. The time requirement begins once the Bureau of Air Management has a complete application on file. Often delays occur when the permit reviewer must request additional information for incomplete applications. Applicants can take steps to reduce or eliminate such delays.

A Daunting Task

Completing an air pollution permit application is a complex task. Misunderstanding the instructions can cause certain elements to be done partially or incorrectly, or omitted altogether.

Make Some Contacts

Ask for assistance to clarify confusing elements of the permit or application process. Assistance is available from your local DNR Bureau of Air Management permit writer. Refer to DNR's list of staff, provided at the end of this fact sheet. If you have a concern about dealing with the DNR, you can contact the Small Business Environmental Assistance Program (SBEAP) staff first to get free, confidential, non-regulatory assistance.

Common Air Permit Problems

According to DNR staff, certain elements are most likely forgotten or done incorrectly on permit applications.

Be sure to include:

- An accurate scale on all maps and plot plans
 - √ This is very important to the modeling process. See the *Modeling Emissions for Air Pollution Permits* fact sheet published by SBEAP for details on that process.
- All emissions for each pollutant from each process
- Example calculations for at least one pollutant for each process
- All necessary throughputs for the calculations
 - √ For a spray paint operation, DNR will need to use the total raw material throughput (paint + weight of parts) for the particulate matter emissions requirements. The painting/coating form 4530-108 doesn't really have a space for that, so include it on an attachment form 4530-135 for that process.
- Equipment maximum application or throughput rates based on design
 - √ The equipment throughput rates should not be based on normal operations, unless you already run them at their maximum possible rate. See the *MTE and PTE Calculation Examples* fact sheet for more details on determining the maximum rates.
- Material Safety Data Sheets for each raw material
 - √ If you have a large number of similar materials (i.e., only the pigment color changes), you may include just one as a representative, but note that information in the application.
- All necessary application forms (don't skip some or use your own sheets if the information doesn't quite fit)
- A check to DNR for the air pollution construction permit application fee (\$7,500.00)—DNR will not start the review until it is received
- Two** copies of any application and related materials



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What Else Will Help the Application Process?

Some actions could help your application's review process move more quickly.

For Construction Permits:

- Submit the application early so construction will not be delayed.
 - ✓ Requesting an expedited review saves 30 calendar days on average but costs an extra \$5000.
 - ✓ A minor source application, without expedited review, can take a minimum of 90 calendar days to complete.
- Request a public hearing early if the project will provoke controversy with neighbors.
 - ✓ This becomes important with Environmental Justice issues. Contact DNR at 608-266-7718 if you have questions on Environmental Justice. Ask to be directed to the Air Program expert on the subject.
 - ✓ Early requests save time. Scheduling a public hearing after the public comment period ends can add from 60-120 days to the process. Additional delay can result if there are a number of contentious issues.

For Operation Permits:

- To renew an operation permit, contact your DNR regional permit writer to make sure changes **do not** require a construction permit review as well.
- If you request limits to allow you to meet or avoid a specific requirement, make sure that those limits are reasonable for both present **and** future operations. For example:
 - ✓ you don't want to perform a stack test only to find you can't meet the limit
 - ✓ you don't want to expand so quickly that you can no longer meet a cap emission limit you just requested in your permit

These examples would result in violations of your permit. You might need to go through another permit process to correct the problem or be subject to enforcement by DNR or EPA.

What about Alternate Operating Scenarios?

Operation permits can distinguish between different operating scenarios for a process and might include different requirements that apply to each. An operation permit application must include forms for all scenarios in order for them to be included in the permit.

It may be possible to include a scenario to cover the situation of a control device malfunction. If there is a way you can continue to operate your process in compliance with all emissions limits and other requirements while a control device is shut down for repairs, you can propose limits to go in your permit that will allow such operation.

For example, if you usually use an incinerator to meet emissions limits but use some coatings that meet the limit without control, you can set an alternate scenario such that, when the incinerator is not operating, you will only use coatings that meet the limits.

This is preferable to shutting down the whole process when the incinerator malfunctions. Or you might be able to do daily averaging of coatings with emissions above and below the VOC content limit, so the average meets the VOC content limit. This is allowed normally, but not everyone wants to keep the daily records that are required for this option. If an incinerator is not operating for a short period, keeping daily records may be the least inconvenient option.

Many possible scenarios can be proposed to DNR for inclusion in your operation permit. Discuss ideas with your permit writer. You will need to amend your permit application if you find alternate scenarios after submitting an application.

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