

Air Program Fact Sheet

Operation permit renewal application resources

October 2020

The resources provided in this document are intended to assist permittees applying for air permit renewal applications. Renewal instructions and forms are available on the Wisconsin Department of Natural Resources' (DNR) permit renewal webpage (<https://dnr.wisconsin.gov/topic/AirPermits/Renew.html>).

Renewal checklist:

All permittees should begin with the renewal checklist and work through the entire document to ensure all required documents and forms are submitted to DNR.

- Renewal Application Checklist [PUB AM-578]:
<https://dnr.wisconsin.gov/sites/default/files/topic/AirPermits/RenewalAppChecklist.pdf>

Application forms and tutorials:

All air permit and compliance forms and tutorials are available on DNR's website. Scroll the webpage to the *source specific permit application forms* section to find the correct forms. Instructions are included on the back of each form.

- Air Permit and Compliance Forms webpage:
<https://dnr.wisconsin.gov/topic/AirPermits/Forms.html>

Instructions:

The DNR website offers instructions and responses to frequently asked questions for air permit renewal applications.

- Wisconsin Air Pollution Control Operation Permit Application Instructions for Initial or Renewal Application [PUB AM-300]
<https://dnr.wi.gov/files/PDF/pubs/am/AM300.pdf>
- Wisconsin Air Pollution Control Permit Application – Form-by-Form Instructions [PUB AM-565]
<https://dnr.wi.gov/files/PDF/pubs/AM/AM565.pdf>
- Air Pollution Control Operation Permit Renewal FAQ webpage
<https://dnr.wisconsin.gov/topic/AirPermits/Renew.html>

Definitions:

Permittees can find relevant definitions for calculating emissions on the Wisconsin State Legislature webpage:

- Maximum Theoretical Emissions (MTE)
https://docs.legis.wisconsin.gov/code/admin_code/nr/400/400/02/95
- Potential to emit (PTE)
https://docs.legis.wisconsin.gov/code/admin_code/nr/400/400/02/127

Calculations examples:

Examples of MTE and PTE calculations are available for permittee use.

- Wisconsin Air Pollution Control Operation Permit Application Instructions for Initial or Renewal Application [*PUB AM-300*]
<https://dnr.wi.gov/files/PDF/pubs/am/AM300.pdf>

United States Environmental Protection Agency (U.S. EPA) emissions factor and calculation resources. The U.S. EPA provides resources for calculating emissions from air pollution sources.

- Emission Factor Search tool
<https://cfpub.epa.gov/webfire/SearchEmissionFactor/searchpage.cfm>
- AP-42: Compilation of Air Emission Factors
<https://www.epa.gov/air-emissions-factors-and-quantification/ap-42-compilation-air-emissions-factors>

Insignificant emissions unit guidance:

The following guidance identifies required information for insignificant emissions units in operation permit applications.

- Emissions units, operations and activities exempt from inclusion in operation permit applications
<https://dnr.wi.gov/news/input/documents/guidance/final/20200713/AM-20-0085-C.pdf>

Applicable requirements resources:

Applicable air pollution requirements for air permit renewal applications.

- **Wisconsin Administrative Code, Environmental Protection – Air Pollution Control chapters**
Chapters NR 400-499, Wis. Adm. Code
https://docs.legis.wisconsin.gov/code/admin_code/nr/400
- **Electronic Code of Federal Regulations:** Title 40 – Protection of the Environment
https://www.ecfr.gov/cgi-bin/text-idx?sid=27d0dad4dd3d4c1969aad205b798e315&c=ecfr&tpl=/ecfrbrowse/Title40/40tab_02.tpl
Part 60 - New Source Performance Standards
Part 63 - National Emission Standards for Hazardous Air Pollutant Emissions
- **U.S. EPA Compliance Assurance Monitoring (CAM) Technical Guidance:** Information on 40 CFR Part 64 and how to prepare a CAM plan, including example plans
<https://www.epa.gov/air-emissions-monitoring-knowledge-base/compliance-assurance-monitoring-technical-guidance-document>

Access to current permits:

Use DNR's search tool to find previously issued air permits.

- Air Permit Search Tool
<https://dnr.wi.gov/topic/Airpermits/search.html>

Collaborative process guidance:

Learn how to prepare a redline strikeout version of a current permit to include with an application.

- Collaborative Permit Process - Submitting a Redline Strikeout Version of an Existing Permit as Part of an Application
<https://dnr.wi.gov/topic/AirPermits/documents/CollaborativePermitProcess.pdf>

For more information:

For more information on the renewal process or resources, contact:

- **DNR compliance engineer:**

To find the contact information for the facility's assigned DNR compliance engineer, visit <http://dnr.wi.gov/topic/AirPermits/>, choose *SEARCH for an Air Permit*, and use the Air Permit Search tool to navigate to the facility's page. Once on the facility page, choose the *DNR Air Contacts* tab. The DNR Compliance Engineer can provide compliance assistance, including review of permitting options and rule applicability and answering permit questions.

- **DNR assigned permit writer:**

To find the DNR Permit Writer assigned to a renewal application submitted to the department, visit <http://dnr.wi.gov/topic/AirPermits/>, choose *SEARCH for an Air Permit*, and use the Air Permit Search tool to navigate to the facility's page. Once on the facility page, choose the *Permits and Permit Applications* tab. The assigned permit writer is listed in the right column for each permit application.

DISCLAIMER — This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. This guidance does not establish or affect legal rights or obligations and is not finally determinative of any of the issues addressed. This guidance does not create any rights enforceable by any party in litigation with the State of Wisconsin or the Department of Natural Resources. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

The Wisconsin Department of Natural Resources provides equal opportunity in employment, programs, services and functions under an Affirmative Action Plan. If you have any questions, please write to Equal Opportunity Office, Department of Interior, Washington, DC 20240. This publication is available in alternative format (large print, Braille, audio tape, etc.) upon request. Please contact the Bureau of Air Management, phone 608-266-7718, for more information.



Wisconsin Department of Natural Resources
Air Program
Box 7921- AM/7
Madison, WI 53707
PHONE 608-266-7718 • FAX 608-267-0560
Publication AM-589 2000