

**Application Completeness Checklist**  
**General Permit – AIR CURTAIN INCINERATORS**

**Before submitting this application to ADEQ, please ensure that you have completed the following: (PLEASE CHECK THE BOXES AND ATTACH THE COMPLETED FORM TO THE APPLICATION)**

- The Standard Permit Application Form has been completed and signed by the Responsible Official – for definition of “Responsible Official,” see page 6 (Form 1 – page 9)
- Verified that the business name identified in Item #1 of the Standard Permit Application Form is registered with the Arizona Corporation Commission (Form 1 – page 9)
- The General Permit Application Fee of \$500 has been included in your submittal
- The Responsible Official has signed the Compliance Certification and Certification of Truth, Accuracy, and Completeness (Form 3 – page 11)
- General Permit Applicability Checklist is completed and all the items are duly checked (page 5)
- The Equipment List has been completed and identifies all equipment which will be covered by the General Permit. This includes type of equipment; maximum rated capacity; make; model; serial number; day, month, and year of manufacture; and equipment I.D. number (Form 2 – page 10)

**APPLICATION PACKET**

**FOR**

**AIR CURTAIN INCINERATORS**

**GENERAL PERMIT**



**Arizona Department of Environmental Quality**

**Air Quality Division**

## TABLE OF CONTENTS

I. Introduction .....	4
II. Application Instructions .....	5
Form 1: Standard Permit Application Form .....	9
Form 2: Equipment List.....	10
Form 3: Compliance Certification/Certification of Truth, Accuracy, and Completeness .....	11
Form 4: Fee Rule Summary for Air Curtain Incinerators.....	12

## I. INTRODUCTION

This application has been developed specifically for applicants pursuing coverage under the Air Curtain Incinerators General Permit in lieu of an individual permit. To expedite the processing of an air quality control permit application, the Arizona Department of Environmental Quality (ADEQ) has created a general permit for air curtain incinerators. Facilities, which meet the criteria in this general permit application, will be permitted under the Air Curtain Incinerators General Permit and will pay lower annual air quality fees than those covered under individual air quality permits.

This application packet assists the applicant in the submittal of information that is required to process their application for an air quality control permit. Applicants wishing to obtain an Air Curtain Incinerators General Permit shall apply to ADEQ, except for facilities solely located on an Indian Reservation or in Pima, Pinal, or Maricopa Counties, for which, the local air quality agency will process the air quality permit application. However, if the facility located on an Indian Reservation or in Pima, Pinal, or Maricopa Counties will be moved within the state, the applicant shall apply to ADEQ. If the applicant has any questions regarding jurisdictional issues, please contact the appropriate agency at the phone number below:

**ADEQ:** 1-800-234-5677 ext 771-2337

**Maricopa County:** (602) 506-6094

**Pima County:** (520) 243-7400

**Pinal County:** (520) 866-6929

### A. APPLICABILITY

The Air Curtain Incinerators General Permit, hereafter referred to as General Permit, covers the following air curtain incinerators that are subject to Federal New Source Performance Standards (NSPS).

1. The maximum daily quantity to be handled by air curtain incinerator is 35 tons/day, and
2. The air curtain incinerator is used to burn only the following materials:
  - a. 100 percent wood waste
  - b. 100 percent clean lumber.
  - c. 100 percent yard waste.
  - d. 100 percent mixture of only wood waste, clean lumber, and/or yard waste.

### B. COVERAGE

Stationary sources wishing to obtain coverage under this General Permit will be required to apply to the ADEQ, except for stationary sources that will be solely located in one of the following counties: Maricopa, Pima or Pinal. These stationary sources will be required to obtain coverage under this General Permit from the respective air quality agency.

Portable sources wishing to obtain coverage under this General Permit will be required to apply to the ADEQ. However, if the portable source will operate for the term of this

General Permit in Maricopa, Pima or Pinal County, the facility should contact the respective air quality agency to obtain an appropriate air quality permit.

### C. PERMIT ISSUANCE TIME FRAME

According to Arizona Administrative Code (A.A.C.) R18-1-525, ADEQ has 21 business days to determine if the submitted general permit application is complete. Once the application is determined to be complete, the Department has 103 business days to make a licensing decision on the application. The Department, upon the determination that additional information is needed, can suspend the counting of the days. In such a case, a letter will be sent to the applicant informing them that the counting of days has been suspended, and will also specify what additional information is necessary to continue processing the application.

## II. APPLICATION INSTRUCTIONS

This section of the application packet helps the applicant assemble a complete application, complete a compliance plan/certification, and submit all information in a manner that will expedite the application review.

ADEQ recognizes that air curtain incinerators, in general, move frequently. The information provided in the application should reflect the current situation.

Please read all sections of this application packet very carefully. Provide all information requested. The final application submitted should include all the forms in the application packet and any attachments necessary to submit the information (i.e. map, plot plan, etc.). Make additional copies of the forms as necessary to be sure that all information is included.

### STEP 1: PERMIT APPLICABILITY VERIFICATION

#### General Permit Applicability

- A. Was the air curtain incinerator manufactured After December 9, 2004, or modified on or After June 16, 2006?

YES       NO

**If the answer is NO**, this facility does not qualify for coverage under the general permit and must obtain an individual permit.

**If the answer is YES**, proceed to Question B.

- B. Will the air curtain incinerator, if it is not an institutional unit, have a maximum throughput greater than 35 tons per day?

YES       NO

**If the answer is YES**, this facility does not qualify for coverage under the general permit and must obtain an individual permit.

**If the answer is NO**, proceed to Question C.

C. Will the air curtain incinerator be used to burn only the following material?

1. 100 percent wood waste
2. 100 percent clean lumber.
3. 100 percent yard waste.
4. 100 percent mixture of only wood waste, clean lumber, and/or yard waste.

YES       NO

**If the answer is YES**, this facility qualifies for coverage under the general permit.

**If the answer is NO**, this facility does not qualify for coverage under the general permit and must obtain an individual permit.

## **STEP 2:      STANDARD APPLICATION FORM**

A.A.C. R18-2-304 requires applicants to submit the Standard Application Form. The first step in fulfilling the submittal requirements for coverage under the General Permit is properly completing FORM 1 "STANDARD APPLICATION FORM". Instructions are as follows:

1. Items #1 through #4: Complete Permit to be issued to, Mailing Address, Previous Company Name (if applicable), Name of Owner/Principals and Phone, Fax and E-mail of Owner/Principals.
2. Item #5: Enter name of Owner's Agent if another individual/company will be submitting the general permit application on the owner's behalf.
3. Item #6: The Plant/Site Manager or Contact Person shall be the person the ADEQ may contact for any additional information.
4. Item #7: Specify the name and location of the facility. The township/range/section may be substituted for latitude/longitude coordinates which are specified in degrees, minutes and seconds.
5. Item #8, the "Equipment Name/Purpose and Equipment List/Description" should describe the equipment description and purpose. The Equipment List/Description can be referenced to Form 6.
6. Item #9: If the "other" box is checked, please be specific as to what the organization is.
7. Item #10: asks for the Permit Application Basis, which indicates what type of permit is necessary.
  - a. If the equipment has never been permitted, then the boxes titled "New Source" and "General Permit" should be checked.
  - b. If the equipment is already permitted under an individual permit and you are applying for coverage under the General Permit, then the boxes titled "Renewal of Existing Permit" and "General Permit" should be checked and the current

permit number must be included on the line titled "For renewal or modification, include existing permit number".

- c. If you have a group of equipment covered by the General Permit and you are adding additional equipment, then the boxes titled "Revision" and "General Permit" should be checked and the current General Permit Number(s) must be included on the line titled "For renewal or modification, include existing permit number".
  - d. If the equipment is portable, then the box titled "Portable Source" should be checked.
  - e. For new sources the "Date of Commencement of Construction or Modification" is the expected date that construction will begin. For existing sources this date need not be defined.
  - f. If there is any chance that the equipment will be leased out, answer "yes" in the appropriate box.
  - g. The "Standard Industrial Classification Code" for Air Curtain Incinerators facilities is **24**.
  - h. The "State Permit Class" for Air curtain Incinerators utilizing this application packet is "**Class I General**".
8. Items #11 and #12: The "Responsible Official" is the owner or a partner of the company in most cases. It may also be the president or vice-president of larger companies. This official will ensure that the information submitted in the application is correct and that the requirements of the permit are followed. If there is a question as to who the responsible official is, contact ADEQ for more information.

### **STEP 3: PROCESS DESCRIPTION**

Please provide a complete description of the incinerator, including how the material is received, burnt, as well as how the residue is handled. The process description must include the amount of material the plant is able to process.

### **STEP 4: EQUIPMENT LIST**

1. ADEQ needs to be able to identify air curtain incinerator/s covered under the General Permit. Use Form 2 to provide a list of the incinerator/s to be permitted. **The list should also include the make, model, maximum rated capacity, serial number, manufacture date, and equipment identification number (if available) for each equipment.**
2. In many cases, the equipment will not yet have been purchased at the time of application. If this is the case, the serial number does not need to be listed, but an equipment identification number will need to be provided when it becomes available.

### **STEP 5: COMPLIANCE CERTIFICATION AND CERTIFICATION OF TRUTH, ACCURACY AND COMPLETENESS**

A compliance certification must be submitted by all applicants. FORM 3 can be used to submit a complete compliance certification.

**STEP 6: MAP OF FACILITY LOCATION**

Please provide a map of the current facility location, depicting the perimeter and point of entry. This may be a city map, topographical map or any map that clearly shows the location. Mark the location of the facility on the map and submit it as part of the application. The map should include driving directions to the facility site from the nearest highway.

**STEP 7: FILING INSTRUCTIONS**

1. All applicants must submit an Application Fee of \$500. Please make your check or money order payable to ADEQ. The Application Fee must accompany each application submittal.
2. Please mail the completed application including Forms 2 & 3, along with the map of the facility location, the Process Description, and the \$500 Application Fee to the following address:

Arizona Department of Environmental Quality  
Air Quality Division  
1110 West Washington  
Phoenix, Arizona 85007



**FORM 1: ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY**

**Air Quality Division**

1110 West Washington St ♦ Phoenix, AZ 85007 ♦ Phone: (602) 771-2338

**STANDARD PERMIT APPLICATION FORM**

(As required by A.R.S. § 49-426, and Chapter 2, Article 3, Arizona Administrative Code)

1. Permit to be issued to: (Business license name of organization that is to receive permit) \_\_\_\_\_  
\_\_\_\_\_
2. Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_
3. Previous Company Name: (if applicable) \_\_\_\_\_
4. Name (or names) of Owners/Principals: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_
5. Name of Owner's Agent: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_
6. Plant/Site Manager/Contact People and Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_
7. Plant Site Name: \_\_\_\_\_  
Plant Site Location/Address: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Indian Reservation (if applicable, which one): \_\_\_\_\_  
Latitude/Longitude, Elevation: \_\_\_\_\_
8. Equipment Purpose: \_\_\_\_\_  
Equipment List/Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Type of Organization:  
 Corporation  Individual Owner  Partnership  
 Government Entity (Government Facility Code: \_\_\_\_\_)  Other \_\_\_\_\_
10. Permit Application Basis:  New Source  Revision  Renewal of Existing Permit  
(Check all that apply.)  Portable Source  General Permit  
For renewal or modification, include existing permit number (and exp. date): \_\_\_\_\_  
Date of Commencement of Construction or Modification: \_\_\_\_\_  
Is **any** of the equipment to be leased to another individual or entity?  Yes  No  
Standard Industrial Classification Code: 24 State Permit Class: Class I General
11. Signature of Responsible Official of Organization: \_\_\_\_\_  
Official Title of Signer: \_\_\_\_\_
12. Typed or Printed Name of Signer: \_\_\_\_\_  
Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**FORM 2: EQUIPMENT LIST**

ADEQ needs to be able to identify all pieces of equipment covered under the General Permit. Complete Form 2 to provide a list of all pieces of equipment to be permitted including control equipment and internal combustion engines.

Type of Equipment	Maximum Rated Capacity	Make	Model	Serial Number	Date of Manufacture	Equipment I.D. Number

**FORM 3: COMPLIANCE CERTIFICATION AND CERTIFICATION OF TRUTH, ACCURACY, AND COMPLETENESS**

**This certification must be signed by the Responsible Official. Applications without a signed certification will be deemed incomplete.**

I certify that I have knowledge of the facts herein set forth, that the same are true, accurate and complete to the best of my knowledge and belief, and that all information not identified by me as confidential in nature shall be treated by ADEQ as public record. I also attest that I am in compliance with the applicable requirements of the General Permit and will continue to comply with such requirements and any future requirements that become effective during the life of the General Permit. I will present a certification of compliance to ADEQ no less than semiannually and more frequently if specified by ADEQ. I further state that I will assume responsibility for the construction, modification, or operation of the source in accordance with Arizona Administrative Code, Title 18, Chapter 2 and any permit issued thereof.

Typed or Printed Company Name: \_\_\_\_\_

Official Title of Signer: \_\_\_\_\_

Typed or Printed Name of Signer: \_\_\_\_\_

Signature of Responsible Official: \_\_\_\_\_ Date: \_\_\_\_\_

Pursuant to A.R.S. § 41-1030:

- (1) ADEQ shall not base a licensing decision, in whole or in part, on a requirement or condition not specifically authorized by statute or rule. General authority in a statute does not authorize a requirement or condition unless a rule is made pursuant to it that specifically authorizes the requirement or condition.
- (2) Prohibited licensing decisions may be challenged in a private civil action. Relief may be awarded to the prevailing party against ADEQ, including reasonable attorney fees, damages, and all fees associated with the license application.
- (3) ADEQ employees may not intentionally or knowingly violate the requirement for specific licensing authority. Violation is cause for disciplinary action or dismissal, pursuant to ADEQ's adopted personnel policy. ADEQ employees are still afforded the immunity in A.R.S. §§ 12-821.01 and 12-820.02.

**FORM 4: FEE RULE SUMMARY FOR AIR CURTAIN INCINERATORS**

<b>SOURCE</b>				
<b>GENERAL PERMIT</b>				
<b>CLASS I (TITLE V)</b>				
<table style="width: 100%; border: none;"> <tr> <td style="padding: 5px;"><b>APPLICATION FEE .....</b></td> <td style="text-align: right; padding: 5px;"><b>\$500</b></td> </tr> <tr> <td style="padding: 5px;"><b>ANNUAL ADMINISTRATIVE FEE.....</b></td> <td style="text-align: right; padding: 5px;"><b>\$750</b></td> </tr> </table>	<b>APPLICATION FEE .....</b>	<b>\$500</b>	<b>ANNUAL ADMINISTRATIVE FEE.....</b>	<b>\$750</b>
<b>APPLICATION FEE .....</b>	<b>\$500</b>			
<b>ANNUAL ADMINISTRATIVE FEE.....</b>	<b>\$750</b>			
<p>There is a \$500 fee for facility changes that require the issuance of new Authorizations to Operate.                  There is no fee for transfers, administrative amendments, or facility change notices that do not require a permit revision.                  Administrative and Inspection fees are due no later than February 1st of each year.</p>				