



## ARIZONA EMISSIONS BANK APPLICATION INSTRUCTIONS

*In accordance with Arizona Administrative Code Title 18, Chapter 2, Article 12*

In accordance with Arizona Administrative Code (AAC) Title 18, Chapter 2, Article 12 an applicant who wishes to participate in the Arizona Emissions Bank (Bank) must complete a Credit Generation Application (CGA) to generate a credit and a Credit Utilization Application (CUA) to utilize an already existing, banked credit. A separate form must be filled out for each reducing source. Any application that is not complete, does not include a signed statement of Truth, Accuracy, and Completeness, or does not include the application fee will not be processed. Note that all emission reduction credit activities are considered pending until final approval by the applicable state or county agency with permitting authority over the source (permitting authority).

### **Eligibility**

Sources covered by an individual permit, as opposed to a general permit, may generate emission credits for particulate matter (PM), sulfur oxides (SO<sub>x</sub>), carbon monoxide (CO), nitrogen oxides (NO<sub>x</sub>), or volatile organic compounds (VOCs). All reductions must have occurred after August 17, 1999, and must be permanent, quantifiable, and enforceable. Individually permitted sources or sources applying for an individual permit may utilize emission credits for PM, SO<sub>x</sub>, CO, NO<sub>x</sub>, and VOCs. Credits may also be transferred when source ownership changes, or credits may be permanently retired.

### **Application Process**

Both applications have a Part A and a Part B. Part A includes initial information regarding the pending emission reduction credit activity, either generation or utilization. A permit revision application must be submitted with a CGA Part A, and a permit revision application or a new permit application must be submitted with CUA Part A. Completed Part A applications must be received by the Bank with the applicable, non-refundable, application processing fee of \$200. If an incomplete application is received, the Bank will return the application unprocessed. A copy of the Part A application must accompany the request to the applicable permitting authority for any necessary permit actions. The Bank or the permitting authority reserves the right to request verification of any submitted information. Please note that all emission reduction credit activities are considered pending until final approval by the permitting authority.

Part B applications document the completion of pending emission reductions activities, either certification of credits, or a final sale. A copy of the respective Part A must be attached when submitting Part B. No application fees are required for Part B processing.

### **Emission Reduction Generation & Utilization Information**

Both Company and Source information must be completed. The Company is the business license name of the organization or entity that holds or will receive the air permit. The Source is the discrete location of the plant or piece of equipment that is or will be permitted. All emissions reductions should be estimated in whole tons. A summary of activity that is intended to result in the emission reduction or utilization must be described in a short, narrative form. ***Do not simply refer to the application for permit action.*** Supporting documentation and calculations for the estimated emission changes should be completed in accordance with the appropriate permitting authority's requirements, and included as part of the permit action application submitted to the permitting authority.

### **Purchase Price Information**

The Arizona Emissions Bank tracks the progress of emissions trading in Arizona by recording the purchase price of emission reduction credits. This information is part of the public record, but is available upon request only. ***Purchase price information is not posted on the Emissions Bank Web Registry.*** Please provide the Bank with purchase price information on a separate page, attached to Part B of the Credit Utilization Application form.

**Credit Transfers and Retirements**

Emission reduction credits that are being transferred, or that are being permanently retired do not require any permit actions. Therefore, no permit applications are required. Minimal information is required on the CUA Part A for these activities, and only Contact Information is required on the CUA Part B application to complete processing. For all transfers, Part A should refer to the old contact information and Part B must contain the new contact information for both the source and the company.

**Statement of Truth, Accuracy, and Completeness**

In accordance with AAC R18-2-304(H), the Statement of Truth, Accuracy, and Completeness **must** be signed and dated by a responsible official as designated by AAC R18-2-301(17).

Send original application along with the non-refundable application fee of \$200 to:

**Arizona Department of Environmental Quality  
Air Quality Division  
1110 West Washington Street  
Phoenix, AZ 85007  
Attention: Arizona Emissions Bank**

For questions regarding this application please call (602) 771-2338, or toll free in Arizona at (800) 234-5677, extension 7712338. For additional information on the Arizona Emissions Bank, please see the ADEQ Internet site at [www.adeq.state.az.us/environ/air/plan/bank/html](http://www.adeq.state.az.us/environ/air/plan/bank/html).



**ARIZONA EMISSIONS BANK**  
**CREDIT GENERATION**  
**APPLICATION**  
**PART A – CONDITIONAL CREDITS**

*In accordance with Arizona Administrative Code R18-2-1204*

**For Internal Use Only**

Date Received: \_\_\_\_\_  
 Permit Action Confirmed: \_\_\_\_\_  
 Attainment Status Confirmed: \_\_\_\_\_  
 Date Entered: \_\_\_\_\_

Complete one form per source. Please refer to the application instructions attached for full details regarding completion and filing of this form. **Note that all emission reduction credits are considered conditional until final certification.**

**I. Company Identification Information**

Company Name: \_\_\_\_\_

Owner of Operator of Source: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**II. Source Information**

Source Name: \_\_\_\_\_

Source Location: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Source Description: \_\_\_\_\_

Current Operating Permit Number: \_\_\_\_\_ Primary SIC: \_\_\_\_\_

Permitting Authority: <input type="checkbox"/> ADEQ <i>(please be sure request for permit revision or termination is included)</i>	
<input type="checkbox"/> Maricopa County	<b>Has the request for a permit revision or termination already been submitted to the appropriate permitting authority?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Pima County	
<input type="checkbox"/> Pinal County	

**III. Emission Reduction Credit (ERC) Generation Information**

Estimated tons of emissions reductions by pollutant *(complete for all that apply)*

\_\_\_\_\_ NOx      \_\_\_\_\_ SOx      \_\_\_\_\_ PM      \_\_\_\_\_ CO      \_\_\_\_\_ VOCs

Check attainment status of area where source is located for each emission reduction noted above

NOx       Attainment (Ozone)       Non-Attainment (Ozone)       Attainment (PSD)

SOx       Attainment       Non-Attainment

PM       Attainment       Non-Attainment

CO       Attainment       Non-Attainment

VOCs       Attainment (Ozone)       Non-Attainment (Ozone)

Estimated effective date of emissions reductions to be credited: \_\_\_\_\_



**ARIZONA EMISSIONS BANK**  
**CREDIT GENERATION APPLICATION**  
PART A continued – Conditional Credits

**IV. Summary of Emission Reduction Activity**

This section must be completed in addition to any permit application information. **Do not simply refer to the application for permit action.** Please refer to the attached application instructions for additional details. Attach additional sheets as necessary.

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**V. Statement of Truth Accuracy and Completeness** (Arizona Administrative Code R18-2-304(H))

I hereby certify that based upon information and belief formed after reasonable inquiry, the statements and information in this document are true and accurate. I understand that the Arizona Department of Environmental Quality will treat all information not identified by me as confidential in nature a public record.

Name of Responsible Official (*please print/type*): \_\_\_\_\_

Title of Responsible Official: \_\_\_\_\_


Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The original form must be submitted to the Arizona Department of Environmental Quality with a Application Fee of \$200. Please make your check or money order payable to the “Arizona Department of Environmental Quality.” A copy of this form must be submitted to the appropriate permitting authority along with the request for a permit revision or a permit termination.**

**Questions? Additional information may be found on the Arizona Emissions Bank Website at [www.adeq.state.az.us/environ/air/plan/bank.html](http://www.adeq.state.az.us/environ/air/plan/bank.html), or call (602) 771-2338. For calls within Arizona but outside the 602 area, please call (800) 234-5677, extension 7712338.**

Send completed form to: **ARIZONA EMISSIONS BANK  
ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY  
AIR QUALITY DIVISION  
1110 W. WASHINGTON STREET  
PHOENIX, AZ 85007**



**ARIZONA EMISSIONS BANK**  
**CREDIT GENERATION**  
**APPLICATION**  
**PART B – CERTIFIED CREDITS**

*In accordance with Arizona Administrative Code R18-2-1204*

**For Internal Use Only**

Date Received: \_\_\_\_\_  
 Permit Action Confirmed: \_\_\_\_\_  
 Attainment Status Confirmed: \_\_\_\_\_  
 Date Entered: \_\_\_\_\_

Complete one form per source. Please refer to the application instructions attached for full details regarding completion and filing of this form. **Note that all emission reduction credits are considered conditional until final certification.**

**I. Credit Generation Information** (Actual reductions must occur after August 17, 1999)

Certified tons of emissions reductions by pollutant (*complete for all that apply*)  
 \_\_\_\_\_ NOx      \_\_\_\_\_ SOx      \_\_\_\_\_ PM      \_\_\_\_\_ CO      \_\_\_\_\_ VOCs

Date actual emissions reductions were completed: \_\_\_\_\_

**II. Statement of Truth Accuracy and Completeness** (Arizona Administrative Code R18-2-304(H))

I hereby certify that based upon information and belief formed after reasonable inquiry, the statements and information in this document are true and accurate. I understand that the Arizona Department of Environmental Quality will treat all information not identified by me as confidential in nature a public record.

Name of Responsible Official (*please print/type*): \_\_\_\_\_

Title of Responsible Official: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: _____	Date: _____
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**The original form must be submitted to the Arizona Department of Environmental Quality, along with a copy of Part A of the Credit Generation Application for the applicable credits, and documentation from the appropriate permitting authority that the emissions reduction credits have been certified.**

**Questions? Additional information may be found on the Arizona Emissions Bank Website at [www.adeq.state.az.us/environ/air/plan/bank.html](http://www.adeq.state.az.us/environ/air/plan/bank.html), or call (602) 771-2338. For calls within Arizona but outside the 602 area, please call (800) 234-5677, extension 7712338.**

**Send completed form to:**  
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