



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_x), carbon monoxide (CO), nitrogen oxides (NO_x), 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_x, CO, NO_x, 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/enviro/air/plan/bank/html.



ARIZONA EMISSIONS BANK
CREDIT UTILIZATION
APPLICATION
PART A – PENDING SALE OF CREDITS

In accordance with Arizona Administrative Code R18-2-1206

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 credit sales are considered pending until final disposition of the credit certificate.

I. Company Identification Information

Company Name: _____

Owner of Operator of Source: _____

Phone: _____ Fax: _____

Company Address: _____

City: _____ State: _____ County: _____ Zip Code: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

This Credit Utilization Application is for the purpose of :

Purchase of credits

Retirement of credits (proceed to III)

Transfer of ownership information (attach completed form B only)

**No pending sale information
required for retirement or
transfer of credits**

II. Utilizing Source Information

Source Name: _____

Source Location: _____

City: _____ State: _____ County: _____ Zip Code: _____

Source Description: _____

Current Operating Permit Number: _____ Primary SIC: _____

Permitting Authority: ADEQ (please be sure request for a new permit or a permit revision is included)

Maricopa County

Pima County

Pinal County

**Has the request for a new permit or a
permit revision already been
submitted to the appropriate
permitting authority?** YES
 NO



ARIZONA EMISSIONS BANK
CREDIT UTILIZATION APPLICATION
PART A continued – Pending Sale of Credits

III. Emission Reduction Credit (ERC) Generation Information

Name of the Credit Generating Source: _____

Credit Generating Source Location: _____

City: _____ State: _____ County: _____ Zip Code: _____

Mailing address of the Credit Generating Source: _____

City: _____ State: _____ County: _____ Zip Code: _____

Owner or Operator of the Credit Generating Source: _____

Contact person of the Credit Generating Source: _____

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

_____ NO_x _____ SO_x _____ PM _____ CO _____ VOCs

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

NO_x Attainment (Ozone) Non-Attainment (Ozone) Attainment (PSD)

SO_x Attainment Non-Attainment

PM Attainment Non-Attainment

CO Attainment Non-Attainment

VOCs Attainment (Ozone) Non-Attainment (Ozone)

Certificate numbers for emissions reduction credits: _____

IV. Summary of Emission Credit Utilization 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.



ARIZONA EMISSIONS BANK
CREDIT UTILIZATION APPLICATION
PART A continued – Pending Sale of Credits

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 as 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/enviro/air/plan/bank.html, or call (602) 771-2338. For calls within Arizona but outside the 602 area, please call (800) 234-567, 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 UTILIZATION
APPLICATION
PART B – FINAL SALE OF CREDITS

In accordance with Arizona Administrative Code R18-2-1206

For Internal Use Only

Date Received: _____
Permit Action Confirmed: _____
Attainment Status Confirmed: _____
Date Entered: _____

Complete one form per source. Emission Reduction Certificates must be surrendered at the time of final credit disposition. Please refer to the application instructions attached for full details regarding completion and filing of this form. **Note that all emission reduction credit sales are considered pending until final disposition of the credit certificate.**

I. Company Identification Information

Company Name: _____

Owner of Operator of Source: _____

Phone: _____ Fax: _____

Company Address: _____

City: _____ State: _____ County: _____ Zip Code: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

This Credit Utilization Application is for the purpose of:

- Purchase of credits (proceed to II)
- Retirement of credits (proceed to III)
- Transfer of ownership information

No permit action information required for retirement or transfer of credits. Part B for all transfers must contain the new contact information for company and source.

II. Contact Information

Source Name: _____

Source Location: _____

City: _____ State: _____ County: _____ Zip Code: _____

Source Description: _____

Current Operating Permit Number: _____ Primary SIC: _____

III. Contact Information – Retirement Only

Name: _____

Location: _____

City: _____ State: _____ County: _____ Zip Code: _____



ARIZONA EMISSIONS BANK
CREDIT UTILIZATION APPLICATION
PART B continued – Final Sale of Credits

IV. Purchase Price Disclosure (Optional)

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 attach purchase price information to this form. Because of the sensitive nature of this information, **both** the buyer and the seller must indicate their agreement to purchase price disclosure by signing below.

Name of Seller (*please print/type*): _____

Signature: _____ Date: _____

Name of Buyer (*please print/type*): _____

Signature: _____ Date: _____

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 a confidential in nature as 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 copy of Part A of the Credit Utilization Application and the original Emissions Reduction Credit Certificate (original seal and signature).

Questions? Additional information may be found on the Arizona Emissions Bank Website at www.adeq.state.az.us/enviro/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.

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AIR QUALITY DIVISION
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