AIR QUALITY BUREAU
502 E 9th St
Des Moines IA 50319

Title V Permit Application Completeness Review Checklist

This is not a required form. This form may be used by facilities when preparing Title V Operating Permit applications to assist in ensuring the application is complete prior to submittal.

Part 1

Complete	NA	**Form 1.0 Facility Identification and Application Certification**
☐	☐	Permit Application Type: (check all that apply: Initial, Renewal, Supplemental Information, Administrative Amendment, Minor Permit Modification, Significant Permit Modification, Annual Emissions Inventory, Annual Emissions Fee, PreApp Meeting/Assistance)
		Facility Information
☐		1. Company/Facility Name
☐		2. EIQ Number
☐		3. Facility Number
☐		Facility Address
☐		City
☐		State
☐		Zip Code
☐		4. Permit Contact Name
☐		Title
☐		Phone Number
☐		Email
☐		Mailing Address
☐		City
☐		State
☐		Zip Code
		Billing & Invoice Remittance Information (if different than contact information)
☐	☐	5. Billing Contact Name
☐	☐	Company Name
☐	☐	Phone Number
☐	☐	Email
☐	☐	Mailing Address
☐	☐	City
☐	☐	State
☐	☐	Zip Code
		Parent Company Information
☐		6. Parent Company/Owner Name
☐		Contact/Agent Name
☐		Title
☐		Phone Number

Complete	NA	
☐		Email
☐		Mailing Address
☐		City
☐		State
☐		Zip Code
☐		7. Number of Employees
☐		Facility Total
☐		Company Total (Iowa)

Processes & Products

☐		8. Principal Activity
☐		SIC Code
☐		Description
☐		NAICS Code
☐		Description
☐	☐	9. Secondary Activities
☐	☐	SIC Code
☐	☐	SIC Description
☐	☐	SIC Code
☐	☐	SIC Description
☐	☐	NAICS Code
☐	☐	Description
☐	☐	NAICS Code
☐	☐	Description

Designation of the Responsible Official

(567 IAC 22.100)

☐		10. Responsible Official
☐		Title
☐		Phone Number
☐		Email
☐		Mailing Address
☐		City
☐		State
☐		Zip Code

Application Contents

(check all that apply: Part 1 - General Emissions Information, Part 2 - Requirements & Compliance

Signatures

☐	☐	Statement of Certification of Compliance (Required if Part 2 farms are enclosed)
☐		Certification of Truth, Accuracy, and Completeness (Required for all submissions)

Complete NA **Form 1.2 Schematic - Process Flow Diagram**

- ☐ 1. Company/Facility Name
- ☐ 2. EIQ No
- ☐ 3. Identify and diagram all emissions units, pollution control equipment, stack/vents/emission points, monitoring equipment and product, throughput and exhaust streams at the facility. Attach diagrams and include company/facility name, EIQ number and page numbers on each page.

Form 1.3 - Insignificant Activities - Potential Emissions

- ☐ 1. Company/Facility Name
- ☐ 2. EIQ No.

Complete blocks 3-15 for each emission unit.

- ☐ 3. Emission Unit No.
- ☐ 4. Emission Unit Description (include max. vapor pressure for contents of storage tanks (22.103(2)"b"(5) classification))
- ☐ 5. CO
- ☐ 6. NO_x
- ☐ 7. SO_2
- ☐ 8. Total PM
- ☐ 9. PM_{10}
- ☐ 10. $PM_{2.5}$
- ☐ 11. VOC
- ☐ 12. Lead
- ☐ 13. High Risk Toxics
- ☐ 14. Toxics – not high risk group
- ☐ 15. Other Pollutants (See footnote 2 on form if checked)
- ☐ 16. Totals this page (Pounds/Year)
- ☐ 17. Facility Totals (Tons/Year) on Page 1 only.

Note: Engines and boiler subject to a NSPS/NESHAP rule are not qualified to be insignificant units and Part 2 Engine/Boiler Forms must be submitted.

Complete NA **Form 1.4 Potential Toxic Emissions - Significant Activities**

- ☐ 1. Company/Facility Name.
- ☐ 2. EIQ No.

Fill in blocks 3-5 for each Hazardous Air Pollutant (Toxics) and Additional Regulated Pollutant

- ☐ 3. CAS No.
- ☐ 4. Chemical Name
- ☐ 5. Potential Emissions (Tons/Year)
- ☐ 6. Totals this Page (Toxics only) in Tons/Year
- ☐ 7. Facility Totals – Potential Emissions (Toxics Only) in Tons/Year on Page 1 only.

Form 1.5 Potential Emissions - Significant Activities

- ☐ 1. Company/Facility Name
- ☐ 2. EIQ No.

Complete	NA	
☐		3. Pollutant
☐		4. Potential Emissions (Tons/Year)
☐		5. Indicate which conditions listed below subject this facility to obtaining an Operating Permit: (check all that apply)
☐		• Source is subject to the provisions of Title IV of the Act (generally electricity producers – see 567 IAC 22.120-148).
☐		• Source is a major source (567 IAC 22.100) (mark all that apply):
☐		○ Potential to emit 100 tons per year or more of any air pollutant (Form 1.5, Item 3, except Total PM, and NH_3)
☐		○ Potential to emit, in the aggregate 10 tpy or more of any hazardous air pollutant or 25 tpy or more of any combination of hazardous air pollutants (Form 1.4, items 6 & 8)
☐		○ For nonattainment areas as specified in 567 IAC 22.100

Form 2.0 Emission Point Information

☐		1. Company/Facility Name
☐		2. EIQ No.
☐		3. Emission Point Number
☐		4. Emission Point Description
☐	☐	5. Is this stack/vent used as an Emergency Bypass Stack? If yes, for which stack(s)? List Emission Point Numbers
☐	☐	6. EP Type (check Vertical Stack/Vent, Wall Vent, Fugitive (specify), or Other (specify))
☐	☐	7. Stack Shape and Dimensions: (interior dimensions at exit point)
☐	☐	8. Stack Height Above Ground (ft)
☐	☐	9. Stack Location UTM Coordinates (enter Easting, Northing, UTM Zone, and Datum)
☐	☐	10. Does the EP have a rain cap (or anything else) which obstructs the flow of gases leaving the EP? If Yes, Specify:
☐	☐	11. Exhaust Stream Information. a. Flow Rate (ACFM or SCFM) b. Temperature (°F)
☐	☐	12. Bypass Stacks Associated with this Emission Point. Bypass Stack – EP Number: and Bypass Stack Description
☐		13. List of Emission Units (EU) Venting through this Emission Point
☐	☐	14. List of Control Equipment (CE) Associated with this Emission Point
☐	☐	15. List of Monitoring Equipment (ME) Associated with this Emission Point

Form 3.0 Emission Unit Description – Potential Emissions

Duplicate this form for each emission unit

☐		1. Company/Facility Name
☐		2. EIQ No.
☐		3. Emission Point Number
☐		4. Emission Point Description
☐		5. Emission Unit Number
☐		6. SCC No.
☐		7. Description of Process
☐	☐	8. Name of Manufacturer
☐	☐	9. Date of Construction

Complete	NA	
☐	☐	10. Model Name, Model Number, Serial Number
☐	☐	11. Date of Installation
☐	☐	12. Date of Modification
☐		13. Raw Material –OR- Fuels Used – List worst case for each pollutant
☐	☐	14. Federally Enforceable Operating Limit
☐	☐	15. Permit or Rule Establishing Operating Limit
☐	☐	16. Maximum Hourly Design Rate
		Associated Equipment
☐	☐	17. Air Pollution Control Equipment (CE) Number
☐	☐	18. Monitoring Equipment (ME) Number
		Potential Emissions
☐		19. Air Pollutants (Page 1: $PM_{2.5}$, PM_{10}, Total PM, SO_2, NO_x, VOC, CO, Lead, Ozone, Ammonia; Page 2: HAPs and additional regulated air pollutants (enter CAS No. and Name))
		Fill in blocks 20-27 for each pollutant listed
☐		20. Emission Factor
☐		21. Emission Factor Units
☐		22. Source of E.F. (e.g., CEM, Stack Test, Mass Balance, AP-42, EPA WebFire, EPA TANKS, EPA L&E, Worksheet, Other – Specify)
☐	☐	23. Ash or Sulfur %
☐		24. Potential Hourly Uncontrolled Emissions (Lbs/Hr)
☐	☐	25. Combined Control Efficiency %
☐		26. Potential Hourly Controlled Emissions (Lbs/Hr)
☐		27. Potential Annual Controlled Emissions (Tons/Yr)

Form CA-01 Calculations

☐	☐	Include Form CA-01 for each Form 3.0 or example calculation.

Form 4.0 Emission Unit - Actual Operations and Emissions

Duplicate this form for each emission unit

☐	1. Company/Facility Name
☐	2. EIQ No.
☐	3. Emission Point Number
☐	4. Emission Point Description
☐	5. Emission Year
☐	6. Emission Unit Number
☐	7. SCC Number
☐	8. Description of Process
	Annual Throughput
☐	9. Actual Throughput - Yearly Total
☐	10. Throughput Unit of Measurement
☐	11. Throughput Type
☐	12. Throughput Material

Complete	NA	
		Actual Operating Rate/Schedule
☐		13. Average Hours/Day
☐		14. Average Days/Week
☐		15. Average Weeks/Year
☐		16. Actual Hours for Year
		Seasonal Operations
☐		17. December, January, & February (%)
☐		18. March, April, & May (%)
☐		19. June, July & August (%)
☐		20. September, October, & November (%)
		Associated Control Equipment & Monitoring Equipment
☐	☐	21. Control Equipment number, control Equipment Description
☐	☐	22. Monitoring Equipment number, Monitoring Equipment Description
		Actual Emissions
☐	☐	23. For Air Pollutants (Page 1: $PM_{2.5}$, PM_{10}, Total PM, SO_2, NO_x, VOC, CO, Lead, Ozone, Ammonia; Page 2: HAPs and additional regulated air pollutants (enter CAS No. and Name))
		Fill in blocks 20-27 for each pollutant listed
☐		24. Emission Factor
☐		25. Emission Factor Units
☐		26. Source of Emission Factor
☐	☐	27. Ash or Sulfur %
☐	☐	28. Combined Control Efficiency %
☐		29. Actual Emissions (Tons)

Form CA-01 Calculations

☐		Include Form CA-01 for each Form 4.0 or example calculation

Form CE-01 Pollution Control Equipment Data Sheet

Duplicate this form for each piece of control equipment

☐	☐	1. Company/Facility Name
☐	☐	2. EIQ Number
☐	☐	3. Control Equipment Number
☐	☐	4. Type of Pollution Control Equipment
☐	☐	5. Manufacturer
☐	☐	6. Model
☐	☐	7. Serial Number
☐	☐	8. Date of Installation
☐	☐	9. Does this equipment exhaust to the atmosphere?
☐	☐	10. Associated Emission Units
		Emissions Data
☐	☐	11. Equipment Control Efficiency based on: (Manufacturers Data, Stack Test; or Other) *If stack test data is used, a copy of the Report Summary must be attached. Do not submit the entire stack test report.*
☐	☐	12. Pollutant Controlled

☐ ☐ 13. % Capture Efficiency
☐ ☐ 14. % Control Equipment Efficiency
☐ ☐ 15. % Combined Control Efficiency

Complete NA

Form ME-01 Continuous Monitoring Systems
Duplicate this form for each piece of monitoring equipment

☐ ☐ 1. Company/Facility Name
☐ ☐ 2. EIQ Number

Continuous Monitoring System (CMS) Description

☐ ☐ 3. Monitoring Equipment Number
☐ ☐ 4. Name of Manufacturer
☐ ☐ 5. Model Name, Model Number, Model Year
☐ ☐ 6. Date of Installation
☐ ☐ 7. Pollutant(s)/Parameter(s) Monitoring by CMS (Check all that apply)

Associated Equipment

☐ ☐ 8. Emission Point Number
☐ ☐ 9. Emission Unit Numbers

10. Monitor Operations

☐ ☐ a) FIRST Type of Pollutant/Parameter
☐ ☐ b) Has a Performance/Specification Test of the monitor (for this pollutant/parameter) been done?
☐ ☐ 40 CFR 60 Appendix B
☐ ☐ 40 CFR 75 Appendix A
☐ ☐ If yes for either – Date test performed:
☐ ☐ Did it pass?
☐ ☐ a) SECOND Type of Pollutant/Parameter
☐ ☐ b) Has a Performance/Specification Test of the monitor (for this pollutant/parameter) been done?
☐ ☐ 40 CFR 60 Appendix B
☐ ☐ 40 CFR 75 Appendix A
☐ ☐ If yes for either – Date test performed
☐ ☐ Did it pass?
☐ ☐ a) THIRD Type of Pollutant/Parameter
☐ ☐ b) Has a Performance/Specification Test of the monitor (for this pollutant/parameter) been done?
☐ ☐ 40 CFR 60 Appendix B
☐ ☐ 40 CFR 75 Appendix A
☐ ☐ If yes for either – Date test performed
☐ ☐ Did it pass?

11. Data Reduction Procedures for OPACITY MONITORS only:

☐ ☐ a) Type of system (check: Chart Recorder, Digital Recorder, Computer, Microprocessor, Telemetry, or Other (Specify))
☐ ☐ b) Manufacturer
☐ ☐ c) How often does the Data Acquisition System record sample values?

☐ ☐ 12. Comments: Additional explanations or comments regarding this Continuous Monitoring System

Complete NA **Form 5.0 – Title V Annual Emissions Summary/Emissions Fee** (567 IAC 22.106 and 30.4(2))

- ☐ Facility Name
- ☐ EIQ Number
- ☐ Emission Year
- ☐ Check Submission Type (a) or (b) – See Form 5.0 for postmark requirements and which forms are required to be submitted for Submission Type (a) and (b).
- ☐ For each regulated air pollutant listed ($PM_{2.5}$, PM_{10}, Total PM, SO_2, NO_x, VOC, CO, Lead, Ozone, and Ammonia:
  - ☐ Total Emissions (full amount, may be over 4,000 tons per pollutant)
  - ☐ Emission Subject to Fees (maximum of 4,000 tons per pollutant)
- ☐ Calculate the Criteria Pollutant Fee Subtotal by totaling the above emissions subject to fees
- ☐ See Form 5.0, page 2, for instructions on how to report actual HAP and additional regulated air pollutants emissions.
- Emissions Fee Calculation: Sum the Criteria Pollutant Fee Subtotal and HAO and Additional Regulated Air Pollutant Fee Subtotal.
- Annual Fee Payment: Multiply the Emissions subject to fee total by the emissions fee rate (as set by the EPC)

Part 2

Complete NA **General Facility Requirements (Form 542-1040)**

1. National Emission Standards for Hazardous Air Pollutants (NESHAP) – Source Categories & Accidental Release.
   - ☐ Review Appendix A: Hazardous Air Pollutants and this submittal's completed Form 1.4 and answer yes or no to questions “a”, “b”, and “c” on this form.
   - ☐ Review Appendix B: Accidental Release Prevention and answer question “d” and “e” if applicable.
   - ☐ After completing all application forms Part 2 – Emission Point Information, list the applicable NESHAP subparts and descriptions in the table.
   - ☐ Review Appendix C: Part 61 NESHAP Reference List and Corresponding 40 CFR 61 subparts, and answer question “g”. **NOTE:** If the answer to 1g is yes, you must complete application form Part 2 – Part 61 NESHAP Information.
2. New Source Performance Standards (NSPS)
   - ☐ After completing application forms Part 2 – Emission Point Information, list the applicable NSPS subparts and descriptions in the table.
3. Stratospheric Ozone
   - ☐ Review Appendix D: Stratospheric Ozone Depleting Chemicals list and answer yes or no if your facility manufacture, sells, distributes or uses one or more of the chemicals from the list.
4. Acid Rain Program under Title IV
   - ☐ a) Review the Phase I and Phase II units listed in 40 CFR 73.10, and answer yes or no if your facility operates one of the units.
   - ☐ b) Answer yes or no if your facility combusts fossil fuel and generates electricity for wholesale or retail sale, such as cogen facility, or is a qualifying facility (as defined in the Federal Power Act), an independent power producer, or a solid waste incinerator.
   - ☐ c) Answer yes or no if your facility is subject to acid rain requirements.
5. Clean Air Interstate Rule (CAIR)
   - ☐ a) Does this facility own or operate a stationary boiler or combustion turbine the burns fossil fuel? If yes, continue to question 5b; if no, facility is not subject to CAIR

requirements. Answer no to question d.

- ☐ b) Has the unit is question 5a served, on or after November 15, 1990, a generator that has greater than 25 MW nameplate capacity.
- ☐ c) Does the unit in question 5b produce electricity for sale? If no, you are not subject to CAIR requirements.
- ☐ d) After reviewing Appendix E, is facility subject to CAIR requirements?

6. Prevention of Significant Deterioration (PSD)
   - ☐ a) Review Appendix F: Prevention of Significant Deterioration (PSD) Information Worksheet
     - ☐ i. Is your facility one of the 28 listed source categories?
     - ☐ ii. Is your facility a major stationary source?
7. Proposed Limits and Alternate Operating Scenarios
   - ☐ a) Are there any proposed limits or alternate operating scenarios included in this application? IF yes, review Appendix G: Proposed Limits and Alternative Operating Scenarios and submit the required information.
8. Boiler and Process Heater
   - ☐ ☐ a) Does this facility operate any boilers or process heaters? If yes, complete the Part 2 – Boiler and Process Heater Information form for all boilers and process heaters at the facility (including insignificant activities).
9. Engine Information
   - ☐ ☐ a) Does the facility operate any engines? If yes, complete one Part 2 – Engine Information form for each engine (including insignificant activities) located at the facility.

Complete	NA	**Part 2 –Emission Point Information**
		Complete this form for each emission point. See Application Instructions
☐		Fill in Facility Name and EIQ No.

Section I: Emission Point Information

☐		Emission Point ID Number
☐		Emission Units(s) ID vented through this Emission Point
☐		Emission Unit(s) Description
☐	☐	Control Equipment ID Number
☐	☐	Control Equipment Description
☐		Raw Material(s)
☐		Maximum Rated Capacity

Section II. Emission Limits (lb/hr, gr/dscf, lb/MMBtu, % opacity, etc.)
List all applicable emission limits for this emission point

☐	☐	Pollutant
☐	☐	Emission Limit(s)
☐	☐	Authority for Requirement

Section III: Operation Limits & Reporting/Recordkeeping Requirements
List all applicable requirements for this emission point

☐	☐	Reporting & Recordkeeping
☐	☐	Authority for Requirement

Section IV: NSPS/NESHAP

Complete	NA	
		List the New Source Performance Standards (NSPS) subparts that were evaluated for this emission point.
☐	☐	Each subpart evaluated listed
☐	☐	Check yes or no if the emission point is subject to subpart listed
☐	☐	Optional if the answer above is no: explain why the emission point is not subject
		List the National Emission Standard for Hazardous Air Pollutants (NESHAP) subparts that were evaluated for this emission point
☐	☐	Each subpart evaluated listed
☐	☐	Check yes or no if the emission point is subject to subpart listed
☐	☐	Optional if the answer above is no: explain why the emission point is not subject

Section V. Monitoring Requirements

Use CAM Calculations form and Appendix J: Compliance Assurance Monitoring to determine the CAM Applicability for the control equipment associated with this emission point. The CAM Calculations from just be included with the Part 2 application.

- ☐ Is a Compliance Assurance Monitoring (CAM) plan required?
- ☐ Is continuous emissions monitoring required?

Section VI: Compliance Plan, Schedule & Certification

- ☐ Indicate whether this emission point is in compliance or not in compliance for the Previous year to date
- ☐ Indicate whether this emission point is in compliance or not in compliance on the date of submittal.
- ☐ If not in compliance at either point above, submit a compliance plan. See Part 2 instructions for compliance plan requirements.

Part 2 – Part 61 National Emission Standards for Hazardous Air Pollutants (NESHAP) Information

Complete this form if you answered yes to question 1g on Part 2 – General Facility Requirements.

- ☐ ☐ Check answer “a”, “b”, or “c”, and fill in the tables if “b” or “c” applies

Part 2 – Boiler and Process Heater Information

Provide the following information for each boiler and process heater at the facility.

- ☐ ☐ EP Number
- ☐ ☐ EU Number
- ☐ ☐ Fuel Type
- ☐ ☐ Rated Capacity (MMBtu/hr)
- ☐ ☐ Boiler Subcategory
- ☐ ☐ Commence Construction Date
- ☐ ☐ Reconstruction Date
- ☐ ☐ Control Equipment Description

Part 2 – Engine Information

Provide the following information for each engine at the facility. Provide one form per engine.

- ☐ ☐ EP Number
- ☐ ☐ EU Number
- ☐ ☐ Engine manufacturer
- ☐ ☐ Model Number
- ☐ ☐ Model year

☐ ☐ Fuel Type
☐ ☐ Rated capacity (bhp)
☐ ☐ Displacement CI only (liters/cylinder)
☐ ☐ Date of Construction
☐ ☐ Ignition type
☐ ☐ Black start?
☐ ☐ Emergency engine?
☐ ☐ 2 or 4-Stroke? (SI only)
☐ ☐ Rich or lean burn? (SI only)
☐ ☐ Portable?
☐ ☐ Manufacturer certified?
☐ ☐ Modification/reconstruction date

Compliance Assurance Monitoring (CAM) Calculations Form

☐ Include every emission point with controls on the form and determine if CAM applies.