

**PERMIT FORMS AND INSTRUCTIONS
PURSUANT TO
REGULATIONS FOR THE CONTROL AND ABATEMENT OF AIR POLLUTION**



**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY**

**AIR PERMIT APPLICATION FORM 520
Biomass Pilot Test Facility General Permit**

PLEASE READ CAREFULLY

This is an application form for a new source permit. The staff of the Department of Environmental Quality reviews all permit applications to determine compliance with State Regulations. The evaluation of a permit application is a detailed and lengthy process, so your application should be submitted as soon as you can furnish the requisite information. A complete application is required prior to our commencing the process of preparing a permit. Once you have submitted a complete application we process your application as quickly as possible. To expedite the permit application and review process, please supply the information requested on the attached form accurately and completely.

A complete application must include:

1. **FORM 520** A completed Form 520, including a properly signed Document Certification Form.
2. **MAP** A source location map that includes latitude and longitude coordinates for the facility.
3. **FACILITY** A site plan of the facility including the dimensions of all buildings (length, width and height), all stack and emission point locations by stack number, and the property lines and fence lines.
4. **PROCESS** A process flow diagram/schematic and a narrative process description.
5. **LOCAL GOVERNING BODY CERTIFICATION FORM** Forward the form to local governing body, if applicable.

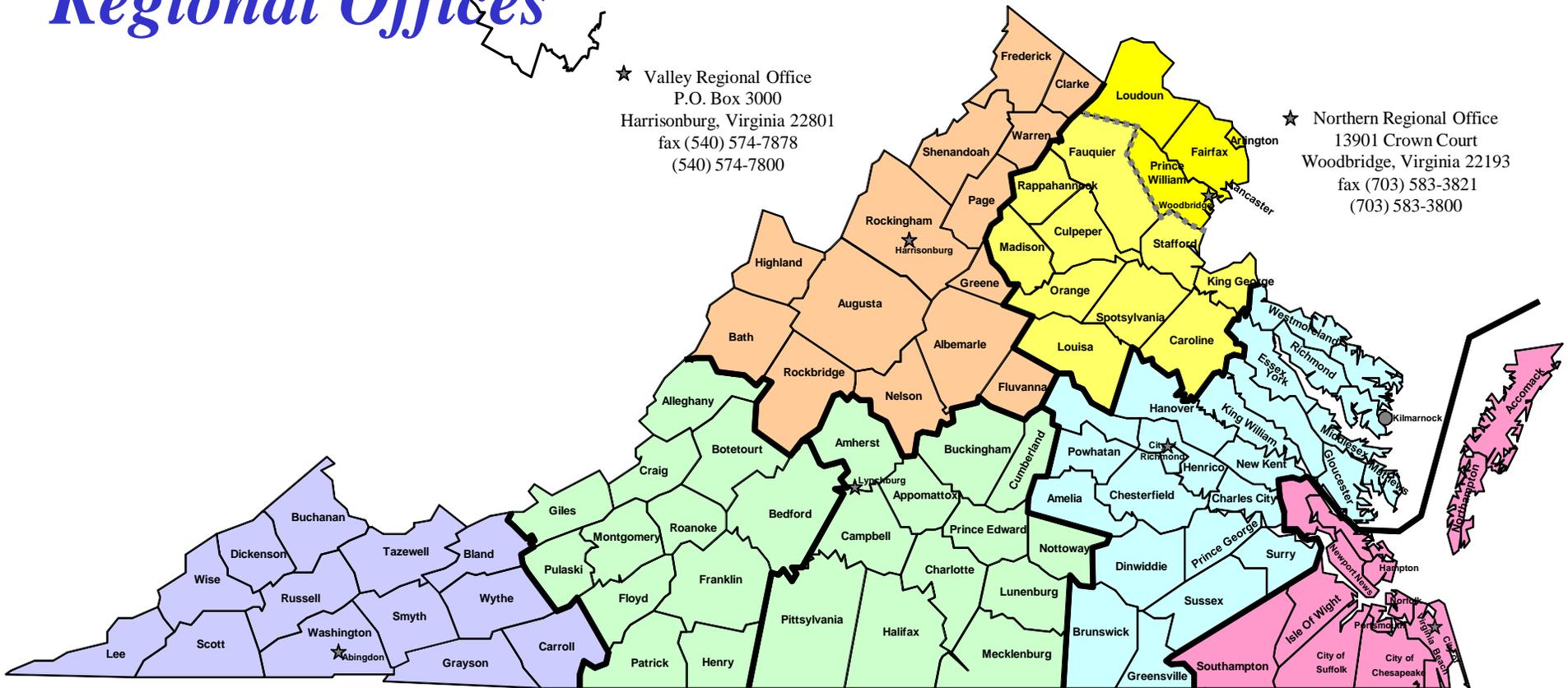
INSTRUCTIONS ARE PROVIDED FOR EACH PAGE OF THE FORM 520. Should you require additional assistance in completing this application, please contact the regional office for your area as shown on the map and localities list on pages 3-6. Prior to completing this form, contact the regional office to ensure you are using the most current Form 520. Submit the completed application to the appropriate regional office.

IT IS A VIOLATION OF STATE REGULATIONS TO BEGIN CONSTRUCTION OF OR OPERATE A SOURCE WITHOUT OBTAINING THE APPROPRIATE PERMIT, IF A PERMIT IS REQUIRED.

[Note: This form is available in MS Word and Adobe pdf formats on the DEQ website at www.deq.virginia.gov.]

DEPARTMENT OF ENVIRONMENTAL QUALITY

Regional Offices



★ Valley Regional Office
P.O. Box 3000
Harrisonburg, Virginia 22801
fax (540) 574-7878
(540) 574-7800

★ Northern Regional Office
13901 Crown Court
Woodbridge, Virginia 22193
fax (703) 583-3821
(703) 583-3800

★ Southwest Regional Office
355 Deadmore St.
P.O. Box 1688
Abingdon, Virginia 24212
fax (276) 676-4899
(276) 676-4800

★ Blue Ridge Regional Offices
7705 Timberlake Road
Lynchburg, Virginia 24502
fax (434) 582-5125
(434) 582-5120

3019 Peters Creek Rd.
Roanoke, Virginia 24019
fax (540) 562-6725
(540) 562-6700

★ Piedmont Regional Office
4949-A Cox Road
Glen Allen, Virginia 23060
fax (804) 527-5106
(804) 527-5020

★ Tidewater Regional Office
5636 Southern Blvd.
Virginia Beach, Virginia 23462
fax (757) 518-2103
(757) 518-2000

Air Quality Control Region
Assignment of Counties, Cities and Localities - List of Counties

County	Region	County	Region
Accomack	TRO	King William	PRO
Albemarle	VRO	Lancaster	PRO
Alleghany	BRRO	Lee	SWRO
Amelia	PRO	Loudoun	NRO
Amherst	BRRO	Louisa	NRO
Appomattox	BRRO	Lunenburg	BRRO
Arlington	NRO	Madison	NRO
Bath	VRO	Mathews	PRO
Bedford	BRRO	Mecklenburg	BRRO
Bland	SWRO	Middlesex	PRO
Botetourt	BRRO	Montgomery	BRRO
Bristol	SWRO	Nelson	VRO
Brunswick	PRO	New Kent	PRO
Buchanan	SWRO	Northampton	TRO
Buckingham	BRRO	Northumberland	PRO
Campbell	BRRO	Norton	SWRO
Caroline	NRO	Nottoway	BRRO
Carroll	SWRO	Orange	NRO
Charles City	PRO	Page	VRO
Charlotte	BRRO	Patrick	BRRO
Chesapeake	TRO	Pittsylvania	BRRO
Chesterfield	PRO	Powhatan	PRO
Clarke	VRO	Prince George	PRO
Craig	BRRO	Prince Edward	BRRO
Culpeper	NRO	Prince William	NRO
Cumberland	BRRO	Pulaski	BRRO
Dickenson	SWRO	Rappahannock	NRO
Dinwiddie	PRO	Richmond	PRO
Essex	PRO	Roanoke	BRRO
Fairfax	NRO	Rockbridge	VRO
Fauquier	NRO	Rockingham	VRO
Floyd	BRRO	Russell	SWRO
Fluvanna	VRO	Scott	SWRO
Franklin	BRRO	Shenandoah	VRO
Frederick	VRO	Smyth	SWRO
Giles	BRRO	Southampton	TRO
Gloucester	PRO	Spotsylvania	NRO
Goochland	PRO	Stafford	NRO
Grayson	SWRO	Surry	PRO
Greene	VRO	Sussex	PRO
Greensville	PRO	Tazewell	SWRO
Halifax	BRRO	Warren	VRO
Hampton	TRO	Washington	SWRO
Hanover	PRO	Westmoreland	PRO
Henrico	PRO	Wise	SWRO
Henry	BRRO	Wythe	SWRO
Highland	VRO	York	TRO
Isle of Wight	TRO		
James City	TRO		
King and Queen	PRO		
King George	NRO		

SWRO - Southwest Regional Office
NRO - Northern Regional Office
BRRO - Blue Ridge Regional Office

VRO - Valley Regional Office
PRO - Piedmont Regional Office
TRO - Tidewater Regional Office

Air Quality Control Region
Assignment of Counties, Cities and Localities - List of Cities and Localities

<u>Cities/Localities</u>	<u>Region</u>	<u>Cities/Localities</u>	<u>Region</u>	<u>Cities/Localities</u>	<u>Region</u>
Accomac	TRO	Chesterfield	PRO	Galax	SWRO
Achilles	PRO	Chilhowie	SWRO	Gasburg	PRO
Adner	PRO	Chincoteague	TRO	George's Tavern	PRO
Alberta	PRO	Christiansburg	BRRO	Glade Spring	SWRO
Alexandria	NRO	Chula	PRO	Glen Allen	PRO
Allmondsville	PRO	Church View	PRO	Glenns	PRO
Amelia Courthouse	PRO	Claremont	PRO	Gloucester	PRO
Ark	PRO	Clintwood	SWRO	Gloucester Point	PRO
Arlington	NRO	Coatesville	PRO	Goochland	PRO
Ashland	PRO	Cobbs Creek	PRO	Gray	PRO
Aylett	PRO	Cochran	PRO	Gressitt	PRO
Bacon's Castle	PRO	Coeburn	SWRO	Greys Point	PRO
Ballsville	PRO	Coles Point	PRO	Grundy	SWRO
Barhamsville	PRO	Collinsville	BRRO	Gum Spring	PRO
Bavon	PRO	Colonial Beach	PRO	Gwynn	PRO
Beach	PRO	Colonial Heights	PRO	Hadensville	PRO
Beaverdam	PRO	Columbia	PRO	Hague	PRO
Bedford	BRRO	Covington	BRRO	Hallwood	TRO
Belle Haven	TRO	Crozier	PRO	Hampton	TRO
Bensley	PRO	Daleville	BRRO	Hanover	PRO
Bertrand	PRO	Damascus	SWRO	Harrisonburg	VRO
Big Stone Gap	SWRO	Danieltown	PRO	Hartfield	PRO
Blacksburg	BRRO	Danville	BRRO	Haynesville	PRO
Bland	SWRO	Darvills	PRO	Haysi	SWRO
Bloxom	TRO	Deltaville	PRO	Heathsville	PRO
Bon Air	PRO	Dendron	PRO	Highland Springs	PRO
Boones Mill	BRRO	DeWitt	PRO	Hillsville	SWRO
Bottoms Bridge	PRO	Dinwiddie	PRO	Holdcroft	PRO
Bowlers Wharf	PRO	Disputanta	PRO	Hollins	BRRO
Brays Fork	PRO	Doswell	PRO	Homeville	PRO
Brodnax	PRO	Dublin	BRRO	Hopewell	PRO
Brunswick	PRO	Dunnsville	PRO	Hull Neck	PRO
Buchanan	BRRO	Eagle Rock	BRRO	Independence	SWRO
Buena Vista	VRO	Eastville	TRO	Irvington	PRO
Burgess	PRO	Ebony	PRO	Jarratt	PRO
Burrowsville	PRO	Edgerton	PRO	Jetersville	PRO
Butylo	PRO	Elberon	PRO	Jonesville	SWRO
Cabin Point	PRO	Emporia	PRO	Keller	TRO
Callao	PRO	Etrick	PRO	Kilmarnock	PRO
Cape Charles	TRO	Exmore	TRO	King & Queen	PRO
Caret	PRO	Fair Port	PRO	King William	PRO
Carson	PRO	Fairfax	NRO	Kinsale	PRO
Cartersville	PRO	Falls Church	NRO	Lakeside	PRO
Center Cross	PRO	Farnham	PRO	Lancaster	PRO
Central Garage	PRO	Fife	PRO	Lanexa	PRO
Champlain	PRO	Fincastle	BRRO		
Charles City	PRO	Fleeton	PRO		
Charlottesville	VRO	Floyd	BRRO		
Cheriton	TRO	Ford	PRO		
Chesapeake	TRO	Franklin	TRO		
Chester	PRO	Fredericksburg	NRO		

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<u>Cities/Localities</u>	<u>Region</u>	<u>Cities/Localities</u>	<u>Region</u>	<u>Cities/Localities</u>	<u>Region</u>
Laurel	PRO	Newtown	PRO	Stony Creek	PRO
Lawrenceville	PRO	Norfolk	TRO	Stratford Hall	PRO
Lebanon	SWRO	Nuttsville	PRO	Stuart	BRRO
Leedstown	PRO	Oak Grove	PRO	Studley	PRO
Lerty	PRO	Oilville	PRO	Suffolk	TRO
Lewisetta	PRO	Old Church	PRO	Surry	PRO
Lexington	VRO	Onancock	TRO	Sussex	PRO
Lilian	PRO	Onley	TRO	Sutherland	PRO
Littleton	PRO	Painter	TRO	Tabscott	PRO
Litwalton	PRO	Parksley	TRO	Talleysville	PRO
Lively	PRO	Pearisburg	BRRO	Tangier Island	TRO
Loretto	PRO	Petersburg	PRO	Tappahannock	PRO
Lottsburg	PRO	Poquoson	TRO	Tazewell	SWRO
Low Moor	BRRO	Portsmouth	TRO	Templeman	PRO
Lyells	PRO	Potomac Beach	PRO	Trenholm	PRO
Lynchburg	BRRO	Powhatan	PRO	Troutville	BRRO
Maidens	PRO	Prince George	PRO	Urbana	PRO
Manakin-Sabot	PRO	Providence Forge	PRO	Valentines	PRO
Manassas	NRO	Pulaski	BRRO	Varina	PRO
Manassas Park	NRO	Purdy	PRO	Village	PRO
Mangohick	PRO	Radford	BRRO	Vinton	BRRO
Mannboro	PRO	Reedville	PRO	Virginia Beach	TRO
Manquin	PRO	Remlik	PRO	Wachapreague	TRO
Marion	SWRO	Richlands	SWRO	Wakefield	PRO
Martinsville	BRRO	Richmond, City of	PRO	Walkerton	PRO
Matoaca	PRO	Ridgeway	BRRO	Walnut Point	PRO
Matthews	PRO	Ripplemead	BRRO	Ware Neck	PRO
McKenney	PRO	Roanoke	BRRO	Wares Wharf	PRO
Meadows of Dan	BRRO	Rock Castle	PRO	Warner	PRO
Mechanicsville	PRO	Rockville	PRO	Warsaw	PRO
Melfa	TRO	Rocky Mount	BRRO	Water View	PRO
Midlothian	PRO	Roxbury	PRO	Waverly	PRO
Millers Tavern	PRO	Rural Retreat	SWRO	Waynesboro	VRO
Mobjack	PRO	Saint Stevens Church	PRO	Weems	PRO
Moneta	BRRO	Salem	BRRO	West Point	PRO
Montpelier	PRO	Saluda	PRO	White Stone	PRO
Montross	PRO	Sandston	PRO	White Marsh	PRO
Moon	PRO	Sandy Point	PRO	White Plains	PRO
Morattico	PRO	Saxis	TRO	Wicomico Church	PRO
Morven	PRO	Scotland	PRO	Williamsburg	TRO
Moseley	PRO	Scotts Fork	PRO	Wilsons	PRO
Mount Holly	PRO	Seyern	PRO	Winchester	VRO
Mundy Point	PRO	Shackelfords	PRO	Windmill Point	PRO
Narrows	BRRO	Sharps	PRO	Winterpock	PRO
Nassawadox	TRO	Short Pump	PRO	Wise	SWRO
Naxera	PRO	Skippers	PRO	Wytheville	SWRO
New Castle	BRRO	Smith Point	PRO	Yale	PRO
New Kent	PRO	Spring Grove	PRO		
New Point	PRO	Staunton	VRO		
Newport	BRRO	Stevensville	PRO		
Newport News	TRO	Stingray Point	PRO		

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CONFIDENTIAL INFORMATION

Under the Virginia Freedom of Information Act (FOIA) (*Virginia Code* Title 2.2, Chapter 37) and by regulation (9 VAC 5-170-60), all information submitted by the applicant is available to anyone requesting the information unless it is certified by the applicant as meeting all of the criteria listed in 9 VAC 5-170-60 C:

"In order to be exempt from disclosure to the public under subsection B of this section, the record, report or information must satisfy the following criteria:

- 1. Information for which the company has been taking and will continue to take measures to protect the confidentiality;*
- 2. Information that has not been and is not presently reasonably obtainable without the company's consent by private citizens or other firms through legitimate means other than discovery based on a showing of special need in a judicial or quasi-judicial proceeding;*
- 3. Information which is not publicly available from sources other than the company; and*
- 4. Information the disclosure of which would cause substantial harm to the company."*

However, emissions data shall be available to the public without exception (9 VAC 5-170-60 A). Emissions data include those data meeting the definition found in federal regulations at 40 CFR 2 Sec. 2.301, which states:

"Emission data means, with reference to any source of emission of any substance into the air--

- A. Information necessary to determine the identity, amount, frequency, concentration, or other characteristics (to the extent related to air quality) of any emission which has been emitted by the source (or of any pollutant resulting from any emission by the source), or any combination of the foregoing;*
- B. Information necessary to determine the identity, amount, frequency, concentration, or other characteristics (to the extent related to air quality) of any emission which, under an applicable standard or limitation, the source was authorized to emit (including, to the extent necessary for such purposes, a description of the manner or rate of operation of the source); and*
- C. A general description of the location and/or nature of the source to the extent necessary to identify the source and to distinguish it from other sources (including, to the extent necessary for such purposes, a description of the device, installation, or operation constituting the source)."*

Applicants should consider the "information necessary to determine..." language in the definition, which can include information on throughputs, heat rates, emissions factors, and other characteristics required to derive information on actual or authorized emissions.

In order for DEQ to accept a claim of confidentiality, the applicant must do all of the following:

- Prepare both confidential and non-confidential versions of the application;

The front page of the confidential copy and any subsequent pages containing confidential information should be labeled or stamped "Confidential," "Proprietary," or "Trade Secret."

The public version should indicate which information or data have been removed or blacked out due to confidentiality by labeling those parts or elements of the application as confidential. If an entire page is confidential, there should be a corresponding non-confidential page describing the type of information held confidential, for instance, "Process Flow Diagram (confidential)."

The non-confidential version of the application should be structured so that the permit can be written from the information provided in that version. If this is not feasible then the reasons should be documented in the showing provided with the application. DEQ regional offices can provide a copy of the DEQ Air Permitting Confidentiality Policy, which discusses some approaches to structuring applications so that the permit can reflect the non-confidential information.

- Remove only confidential information

If a page contains both confidential and non-confidential information, the public version must contain all of the non-confidential information. The applicant may not remove all the information on a page or application section or part because some of the information is confidential.

- Refrain from confidentiality claims for emission data that cannot be held confidential information necessary to determine emissions or what the source is authorized to emit cannot be held confidential.

CONFIDENTIAL INFORMATION (continued)

- Prepare and certify a showing document for all information claimed as confidential and has been removed or omitted from the public version of the application.

The applicant must prepare a document showing that each type of information or data claimed as confidential meets the criteria of 9 VAC 5-170-60 C as discussed above. The showing document is itself public information subject to FOIA, so the applicant should not include confidential information in the showing document. The applicant must certify the showing.

The showing should follow the format of the example provided below. The certification must contain the wording found in the example.

Example Showing

Throughout the referenced application, XYZ Company claims throughputs of Equipment A, B, and C and composition information of our final blended products as confidential.

Throughputs

XYZ protects the confidentiality of this information by:

- Keeping the information under lock and key except when designated employees have need of its use.
- Allowing only those employees who have a "need to know" access to this information. Other XYZ employees do not have access to this information.
- Requiring all employees who have access to this information to sign a confidentiality agreement.

Disclosure of the throughputs of Equipment A, B, and C could cause substantial harm to XYZ by allowing competitors to better determine our costs. Both fixed and variable costs in our industry are highly dependent on the scale of operations. Disclosure of this information would give competitors information with which they could determine our production capacity, which we believe they do not know at this time. To the best of our knowledge, this information is not publicly available and is not reasonably obtainable by the public or other unauthorized parties.

Product Composition

XYZ protects the confidentiality of this information by:

- Keeping the information under lock and key except when designated employees have need of its use.
- Allowing only those employees who have a "need to know" access to this information. Other XYZ employees do not have access to this information.
- Requiring all employees who have access to this information to sign a confidentiality agreement.
- Requiring customers who have access to this information to sign confidentiality agreements

Disclosure of the composition of our final blended products could cause substantial harm to XYZ by allowing competitors to reverse engineer our products. XYZ has invested significant resources over many years developing these products. Disclosure of these compositions could allow competitors to copy our products without them being required to expend the resources we have spent developing them, thereby reducing our current competitive advantage. To the best of our knowledge, this information is not publicly available and is not reasonably obtainable by the public or other unauthorized parties.

Certification

I hereby certify under penalty of law that to the best of my knowledge and belief, after diligent inquiry, the information claimed above as confidential meets the confidential information criteria of 9 VAC 5-170-60 C and 40 CFR 2.208 and is not "emissions data." Further, to the best of my knowledge, this information has never been determined not to be confidential information by EPA or any other agency, nor has it ever been disclosed to the public by EPA or any other agency.

Typed Name and Title of Responsible Official _____

Signature of Responsible Official _____

Date _____

DEQ staff will review the material to determine its eligibility for confidential treatment and will inform you in writing of the determination. If you have any questions, please contact the DEQ regional office to which the application is made.

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY - AIR PERMITS

LOCAL GOVERNING BODY CERTIFICATION FORM	
Facility Name:	Registration Number:
Applicant's Name:	Name of Contact Person at the site:
Applicant's Mailing address:	Contact Person Telephone Number:
Facility location (also attach map):	
Facility type, and list of activities to be conducted:	
<p>The applicant is in the process of completing an application for an air pollution control permit from the Virginia Department of Environmental Quality. In accordance with § 10.1-1321.1, Title 10.1, Code of Virginia (1950), as amended, before such a permit application can be considered complete, the applicant must obtain a certification from the governing body of the county, city or town in which the facility is to be located that the location and operation of the facility are consistent with all applicable ordinances adopted pursuant to Chapter 22 (§§ 15.2-2200 <u>et seq.</u>) of Title 15.2. The undersigned requests that an authorized representative of the local governing body sign the certification below.</p>	
Applicant's signature:	Date:
<p>The undersigned local government representative certifies to the consistency of the proposed location and operation of the facility described above with all applicable local ordinances adopted pursuant to Chapter 22 (§§15.2-2200 <u>et seq.</u>) of Title 15.2. of the Code of Virginia (1950) as amended, as follows:</p> <p>(Check one block)</p> <p><input type="checkbox"/> The proposed facility is fully consistent with all applicable local ordinances.</p> <p><input type="checkbox"/> The proposed facility is inconsistent with applicable local ordinances; see attached information.</p>	
Signature of authorized local government representative:	Date:
Type or print name:	Title:
County, city or town:	

[THE LOCAL GOVERNMENT REPRESENTATIVE SHOULD FORWARD THE SIGNED CERTIFICATION TO THE APPROPRIATE DEQ REGIONAL OFFICE AND SEND A COPY TO THE APPLICANT.]

LOCAL GOVERNING BODY CERTIFICATION FORM

Effective July 1, 1993, Section 10.1-1321.1 of the Code of Virginia specifies that:

"A. No application for a permit for a new or major modified stationary air pollution source shall be considered complete unless the applicant has provided the Director with notification from the governing body of the county, city, or town in which the source is to be located that the location and operation of the source are consistent with all ordinances adopted pursuant to Chapter 22 (§§ 15.2-2200 et seq.) of Title 15.2."

"B. The governing body shall inform in writing the applicant and the Department of the source's compliance or noncompliance not more than 45 days from receipt by the chief executive officer, or his agent, of a request from the applicant."

"C. Should the governing body fail to provide written notification as specified in subsection B of this section, the requirement for such notification as specified in subsection A of this section is waived."

Definitions:

- Any new site (not previously designated as a stationary source) upon which one or more emissions units undergo initial construction, installation, or relocation shall be considered a **New Source**; a "green field" source.
- Any existing stationary source making changes to emission units (construction, installation, modification, reconstruction, or relocation) shall be considered a **Modified Source**. Modified sources need only use this form if the modification is major.
- Any stationary source that emits, or has the potential to emit, 100 tons or more per year of any regulated air pollutant shall be considered a **Major Source**. "Regulated air pollutant" is defined in 9 VAC 5-80-1110 C.
- Any modified source, the modification of which is equivalent to the definition of a "major source", shall be considered a **Major Modified Source**.
- Any "major source", the modification of which results in a "significant" net emissions increase of any regulated pollutant, shall be considered a **Major Modified Source**.
- Emissions levels that are considered **Significant** for stationary sources located in Prevention of Significant Deterioration Areas are listed in the definition of "significant" in 9 VAC 5-80-1710 C. Emission levels that are considered **Significant** for stationary sources located in Non-attainment Areas are listed in the definition of "significant" in 9 VAC 5-80-2010 C.

If required, the attached form should be submitted to the appropriate officials of the county, city, or town in which your facility is to be located. (The form is not required for Operating Permits insofar as these pertain to previously existing and operating sources.)

1. Applicant: Fill out the top section of the form and sign in the center block. Send the partially completed notification form to the local governing body by certified mail/return receipt, and keep a copy of the return receipt. A copy of the return receipt should then be submitted with the application to the appropriate DEQ regional office.

2. Local officials: You may use either this form or a certification designed by the locality. If you use this form, please fill out the bottom section of the form. The form asks you to certify that the facility is or will be consistent with all applicable local ordinances. Please check the appropriate box, sign the form and if there is inconsistency, please attach an explanation that indicates the corrective measures being taken. Then forward the form (or the certification designed by the locality) to the appropriate DEQ regional office within 45 days following receipt of the request from the applicant. (A postmark date within 45 days of receipt is sufficient.) Send a copy of the completed form to the applicant.

There are two ways for an applicant for a new or major modified stationary air pollution source permit to comply with this requirement. (1) When a completed form is received by DEQ indicating that locality certifies that the location and operation of the proposed source are in compliance with local ordinances, then this requirement is met. (2) If the locality fails to respond in writing to the request within 45 days of receipt, then this requirement is met when the applicant provides DEQ with evidence that the locality has received the form and has failed to respond in writing within the 45-day period.

DEPARTMENT OF ENVIRONMENTAL QUALITY
AIR PERMIT APPLICATION FEE

INTRODUCTION

Applicants for the Biomass Pilot Test Facility General Permit are required to pay a **\$50 permit application fee**.

Applications will be considered incomplete if the proper fee is not paid and will not be processed until the fee is received. Air permit application fees are not refundable.

Instructions and references are provided on the reverse side of this form. If required, this form and a check (or money order) payable to "Treasurer of Virginia" should be mailed to the Department of Environmental Quality, Receipts Control, P.O. Box 1105, Richmond, VA 23218. Copies of the form and check (or money order) should accompany the permit application. Retain a copy for your records. Any questions should be directed to the DEQ regional office to which the application will be submitted.

COMPANY NAME: _____ FIN: _____

COMPANY REPRESENTATIVE: _____

MAILING ADDRESS: _____

BUSINESS PHONE: _____ FAX: _____

FACILITY
NAME: _____

PHYSICAL
LOCATION: _____

DEQ OFFICE TO WHICH PERMIT APPLICATION WILL BE SUBMITTED (check one)

<input type="checkbox"/> Abingdon/SWRO	<input type="checkbox"/> Lynchburg or Roanoke/BRRO
<input type="checkbox"/> Harrisonburg/VRO	<input type="checkbox"/> Richmond/PRO
<input type="checkbox"/> Woodbridge/NVRO	<input type="checkbox"/> Virginia Beach/TRO

FOR DEQ USE ONLY
Date: _____
DC #: _____
Reg. No.: _____

<i>Send Original Form and Check to: DEQ Receipts Control, P.O. Box 1105, Richmond, VA 23218 Send Copies of Form and Check to: the DEQ regional office</i>
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INSTRUCTIONS

Complete this Application Fee Form as follows and submit it with a check (or money order) for the appropriate permit fee to DEQ Receipts Control:

1. Provide the full name of the company and the mailing address to which the permit will be sent.
2. Provide the name and contact information for a company Representative that has a good working knowledge of the project and who will be able to answer questions concerning the application.
3. Provide the name of the proposed facility and its full street address. If no street address is available, then provide a description of the location of the proposed facility (such as directions on how to get there).
4. Indicate which VADEQ Regional Office will be reviewing the air quality permit application.
5. Mail the completed form and a check (or money order) for the amount of the air permit application fee (made payable to "Treasurer of Virginia") to the Department of Environmental Quality, Receipts Control, P.O. Box 1105, Richmond, VA 23218.
6. A copy of the form and a copy of the check (or money order) should also accompany the permit application sent to the appropriate DEQ regional office. Keep a copy for your records. Direct any questions regarding this form or payment of the permit application fees to the DEQ regional office to which you are submitting your application.

COMMONWEALTH OF VIRGINIA
Department of Environmental Quality



AIR PERMIT APPLICATION
Biomass Pilot Test Facility General Permit

General information

CHECK ALL FORMS THAT APPLY AND LIST ALL ATTACHED DOCUMENTS

- CONFIDENTIAL INFORMATION, Pages 7 and 8
- REQUEST FORM FOR LOCAL GOVERNMENT CERTIFICATION, Pages 9 and 10
- PERMIT APPLICATION FEE, Pages 11 and 12
- CONTENTS AND DOCUMENT CERTIFICATION, Pages 13 and 14
- GENERAL INFORMATION, Pages 15 - 18
- BIOMASS PILOT TEST FACILITY GENERAL PERMIT QUESTIONNAIRE, Pages 19 - 23

LIST ATTACHED DOCUMENTS

- MAP of SITE LOCATION
 - FACILITY SITE PLAN
 - PROCESS FLOW DIAGRAM/SCHEMATIC
 - MSDS or CPDS SHEETS
 - LOCAL GOVERNING BODY CERTIFICATION FORM
-

Note any of the added form sheets above; also indicate the number of copies of each form in blank provided.

DOCUMENT CERTIFICATION FORM
(see other side for instructions)

I certify under penalty of law that this document and all attachments [as noted above] were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering and evaluating the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I certify that I understand that the existence of a permit under [Article 6 of the Regulations] does not shield the source from potential enforcement of any regulation of the board governing the major NSR program and does not relieve the source of the responsibility to comply with any applicable provision of the major NSR regulations.

SIGNATURE: _____ DATE: _____
NAME: _____
TITLE: _____ REGISTRATION
COMPANY: _____ NUMBER: _____

References: Virginia Regulations for the Control and Abatement of Air Pollution (Regulations), 9 VAC 5-20-230B and 9 VAC 5-80-1140E. See reverse of this form for instructions.

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY**

DOCUMENT CERTIFICATION FORM

INSTRUCTIONS FOR USE

Various provisions of the Regulations for the Control and Abatement of Air Pollution require that certain documents submitted to the Board or the Department be signed by a responsible official with certification that the information contained in the statement is accurate to the best knowledge of the individual certifying the statement. Documents covered by this requirement include, but are not limited to, permit applications, registrations, emission statements, emission testing and monitoring reports, or compliance certifications. The certification should include the full name, title, signature, date of signature, and telephone number of the responsible official. A responsible official is defined as follows (Regulations, 9 VAC 5-20-230A.):

- a. For a business entity, such as a corporation, association or cooperative, a responsible official is either:
 - (1) The president, secretary, treasurer, or a vice-president of the business entity in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the business entity; or
 - (2) A duly authorized representative of such business entity if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either (i) the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars), or (ii) the authority to sign documents has been assigned or delegated to such representative in accordance with procedures of the business entity.
- b. For a partnership or sole proprietorship, a responsible official is a general partner or the proprietor, respectively.
- c. For a municipality, state, federal, or other public agency, a responsible official is either a principal executive officer or ranking elected official. A principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

Certification is required with each application submittal, including amendments to an application (i.e. new pages, revisions to existing pages and other amendments to application information).

Reference: Regulations, 9 VAC 5-80-1140D. Letters, phone calls, etc. are considered additional supplementary information to the certified application submittal.

**COMMONWEALTH OF VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY
AIR PERMIT APPLICATION GENERAL INFORMATION**

PERSON COMPLETING FORM	DATE	REGISTRATION NUMBER

COMPANY AND DIVISION NAME:		
MAILING ADDRESS:		
TELEPHONE NUMBER:	NUMBER OF EMPLOYEES AT SITE:	PROPERTY AREA AT SITE:
EXACT SOURCE LOCATION – INCLUDE NAME OF CITY (COUNTY) AND FULL STREET ADDRESS OR DIRECTIONS:		
PERSON TO CONTACT ON AIR POLLUTION MATTERS – NAME AND TITLE:	PHONE NUMBER:	
	FAX NUMBER:	
	E-MAIL ADDRESS:	
LAT/LONG COORDINATES OF FACILITY:		

GENERAL INFORMATION INSTRUCTIONS

COMPANY AND DIVISION NAME - list the official company name and the division if applicable.

MAILING ADDRESS - list the mailing address that corresponds to the facility on this application.

TELEPHONE NUMBER - list the phone number at the facility.

NUMBER OF EMPLOYEES AT SITE - list the number of employees at the facility.

PROPERTY AREA AT SITE - list the area in acres.

EXACT SOURCE LOCATION - provide a description of the facility location indicating street address or directions to facility; provide a map pinpointing the exact source location and specify where the plant property boundaries are, if requested by the regional office; provide a plant layout with dimensions of all buildings (height, length, width) at the facility indicating all stack and emission point locations by stack or reference number, if requested.

PERSON TO CONTACT ON AIR POLLUTION MATTERS - provide the name/title of a contact person for air pollution matters.

PHONE NUMBER - provide a phone number at which DEQ staff can reach the contact person.

FAX PHONE NUMBER - provide the fax number of the contact person, if there is one.

E-MAIL ADDRESS - provide an E-mail address of the contact person, if you wish to communicate with DEQ by e-mail.

LAT/LONG COORDINATES FOR FACILITY – provide the latitude and longitude coordinates for the facility.

**COMMONWEALTH OF VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY
AIR PERMIT APPLICATION GENERAL INFORMATION (continued)**

COMPANY NAME	DATE	REGISTRATION NUMBER

FOR PORTABLE PLANTS:

IS THIS FACILITY DESIGNED TO BE PORTABLE? YES NO
 - IF YES, IS THIS FACILITY ALREADY PERMITTED AS A PORTABLE PLANT? YES NO PERMIT DATE: _____

IF NOT PERMITTED, IS THIS AN APPLICATION TO BE PERMITTED AS A PORTABLE PLANT? YES NO

IF PERMITTED AS A PORTABLE FACILITY, IS THIS A NOTIFICATION OF RELOCATION? YES NO
 - DESCRIBE THE NEW LOCATION OR ADDRESS (INCLUDE A SITE MAP): _____

- WILL THE PORTABLE FACILITY BE CO-LOCATED WITH ANOTHER SOURCE? YES NO REG. NO.: _____
 - WILL THE PORTABLE FACILITY BE MODIFIED OR RECONSTRUCTED AS A RESULT OF THE RELOCATION? YES NO
 - WILL THERE BE ANY NEW EMISSIONS OTHER THAN THOSE ASSOCIATED WITH THE RELOCATION? YES NO
 - IS THE FACILITY SUITABLE FOR THE AREA TO WHICH IT WILL BE LOCATED? (ATTACH DOCUMENTATION) YES NO

DESCRIBE THE PRODUCTS MANUFACTURED AND/OR SERVICES PERFORMED AT THIS FACILITY:

LIST THE STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE(S) FOR THE FACILITY:

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LIST THE NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE(S) FOR THE FACILITY:

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PLEASE LIST ALL THE FACILITIES IN VIRGINIA UNDER COMMON OWNERSHIP OR CONTROL BY THE OWNER OF THIS FACILITY:

MILESTONES. This section is to be completed if the permit application includes a new emissions unit.

MILESTONES*	STARTING DATE	ESTIMATED COMPLETION DATE
New equipment installation		
Start-up dates		

*For new installations to be constructed in phased schedule, give construction/installation starting and completion date for each phase.

GENERAL INFORMATION (continued) INSTRUCTIONS

COMPANY NAME - give the company name, the date completed, and the registration number assigned to the facility if applicable.

IS THE FACILITY DESIGNED TO BE PORTABLE? - 9 VAC 5-80-1110 B defines "portable", to mean an emissions unit that is designed to have the capability of being moved from one location to another for the purpose of operating at multiple locations and storage when idle. Indications of portability include, but are not limited to, wheels, skids, carrying handles, dolly, trailer, or platform. If this facility is already permitted as a portable facility, list the date of the effective permit.

IS THIS AN APPLICATION TO BE PERMITTED AS A PORTABLE PLANT? - if the facility is designed to be portable, indicate whether or not you wish to have the permit contain specific conditions that will acknowledge this fact, so that the facility may be relocated without a new permit in accordance with 9 VAC 5-80-1320 A.1.c.

IS THIS A NOTIFICATION OF RELOCATION OF A PORTABLE FACILITY? - 9 VAC 5-80-1320 A.1.c allows the relocation of a properly permitted portable facility to be exempt from permitting requirements, as long as it meets certain requirements, one of which is timely notification of the relocation. This notification should be sent to the Director of the DEQ Regional Office into whose area of responsibility the facility will be relocated. The 15-day notification period begins when DEQ receives the notification. Submission of pages 1, 2, and 3 of this form 7 may be used for that notification (with "RELOCATION of a SOURCE" marked on Page 2). However, use of this form for that purpose is not required. Note that a site map and documentation of site suitability should accompany this form or whatever means of notification is used. Include the registration number of any stationary source that will be co-located with the portable facility at the new site.

Site suitability may be documented by the use of a properly certified Local Governing Body Certification Form from the locality to which the facility will be relocated, although that form is not required for this purpose. Contact the appropriate DEQ Regional Office for instructions. DEQ will make a determination of site suitability based upon regional and local requirements.

PRODUCTS MANUFACTURED/SERVICED - indicate the type of business in which this facility is engaged, listing products produced and/or services performed.

SIC CODE(S) - provide all 4-digit Standard Industrial Classification Code(s) for this facility and for the process(es). Place primary SIC in the first set of blocks.

Reference website: <http://www.osha.gov/pls/imis/sicsearch.html>

NAICS CODE(S) - provide all 6-digit North American Industry Classification System Code(s) for this facility and for the process(es). Place primary NAICS in the first set of blocks.

Reference website: <http://www.census.gov/epcd/naics07/>

FACILITIES UNDER COMMON OWNERSHIP - list the facilities in Virginia that are owned by the applicant company, its subsidiaries, and its parent company.

MILESTONE DATES - list all dates pertinent to this application as accurately as possible. For start-up dates, provide each relevant date as it might affect emissions.

BIOMASS PILOT TEST FACILITY GENERAL PERMIT QUESTIONNAIRE

I certify, based on my knowledge of the biomass pilot test facility and the attached mathematical or engineering demonstration or both, that the facility is not a major source or is located at a major source defined in chapter 520, nor is it subject to § 129 of the federal Clean Air Act. If information demonstrates that the facility is subject to the provisions of Article 1, 3, 7, 8, or 9 of Part II of 9 VAC 5-80 (Permits for Stationary Sources) or § 129 of the federal Clean Air Act, the facility will stop operation immediately. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

SIGNATURE: _____ DATE: _____

NAME: _____

TITLE: _____

Mathematical/Engineering demonstration is attached

****Note:** Attach a separate questionnaire for each biomass material used and for each qualified energy generator¹ that is located on site.

A. Qualified Energy Generator Information:

1. Unit Reference Number: _____

2. Equipment Type (use Code A): _____

3. Equipment Manufacturer and Model Number: _____

4. Date of Manufacture or Construction: _____

5. Maximum Rated Input Heat Capacity (MMBtu/hr): _____

6. Maximum Rated Capacity (_____/hr): _____

7. Maximum Rated Output (kW): _____

(hp): _____

8. Type of biomass fuel²: Primary: _____

Secondary (if applicable): _____

9. Usage (use Code B): _____

10. Does the qualified energy generator have any control equipment? Yes OR No (please circle one)
If yes, please fill out the following:

a. Unit Reference Number(s): _____

b. Equipment Type(s) (use Code C): _____

c. Equipment Manufacturer and Model Number(s): _____

d. Pollutants Controlled: _____

e. Control Efficiency (%): Design: _____

Actual: _____

BIOMASS PILOT TEST FACILITY GENERAL PERMIT QUESTIONNAIRE

B. Other Equipment:

1. Will the facility have a liquid fuel storage tank(s) on site? Yes OR No (please circle one)
If yes, please fill out the following:

- a. Quantity and Unit Reference Number(s): _____
- b. Tank Type(s) (use Code D): _____
- c. Date of Manufacture or Construction (per tank): _____
- d. Material Stored (per tank): _____
- e. Source of Tank Content(s): _____
- f. Maximum True Vapor Pressure (psia): _____
- g. Tank Diameter (feet) (per tank): _____
- h. Tank Capacity (gallons) (per tank): _____
- i. Max. Annual Throughput (gallons/yr) (per tank): _____
- j. Tank Color (per tank): Shell: _____
Roof: _____

2. Will the facility have a silo(s) on site? Yes OR No (please circle one)
If yes, please fill out the following:

- a. Quantity and Unit Reference Number(s): _____
- b. Volume capacity of the silo(s): _____
- c. Material Stored (per silo): _____
- d. Source of Silo Content(s): _____
- e. Does the silo(s) have control equipment? Yes OR No (please circle one)
If yes, please circle which one is applicable: Fabric Filter OR Bin Vent Filter

3. Will the facility have any grinding equipment? Yes OR No (please circle one)
If yes, please fill out the following:

- a. Quantity and Unit Reference Number(s): _____
- b. Engine Size (kW): _____
OR
(hp): _____
- c. Type of Fuel: _____
- d. Material Grinded: _____
- e. Is wet suppression used? Yes OR No (please circle one)

BIOMASS PILOT TEST FACILITY GENERAL PERMIT QUESTIONNAIRE

- f. Is the grinding equipment totally enclosed when in use? Yes OR No (please circle one)
- g. Is the grinding equipment partially enclosed when in use? Yes OR No (please circle one)
4. Will there be stockpiles located on site? Yes OR No (please circle one)
If yes, please fill out the following:
- a. Material(s) Stockpiled: _____
- b. Source of Stockpile Material(s): _____
- c. Is wet suppression used? Yes OR No (please circle one)
- d. Is the stockpile(s) totally enclosed? Yes OR No Partially enclosed? Yes OR No (please circle one)
5. Will the facility have material handling equipment on site? Yes OR No (please circle one)
If yes, please fill out the following:
- a. List all material handling equipment: _____

- b. Is material handling equipment controlled? Yes OR No (please circle one)
If yes, what control equipment is used? _____

- c. Material(s) used in material handling equipment: _____

****Note:** Please include any calculations/emission factors needed to calculate air emissions from all Other equipment if known.

C. Fuel Verification:

Please check which biomass material the qualified energy generator will be utilizing:

- Traditional Fuel³
- Non-traditional Fuel⁴ (documentation attached)

If a non-traditional fuel is used, please provide the appropriate legitimacy criteria documentation, as stated in [40 CFR Part 241](#) (and as guidance in the [Federal Register](#))

BIOMASS PILOT TEST FACILITY GENERAL PERMIT QUESTIONNAIRE

¹ *Qualified energy generator* means a commercial facility located in the Commonwealth (i) with the capacity annually to generate no more than five megawatts (MW) of electricity, or that produces the equivalent amount of energy in the form of fuel, steam, or other energy product, (ii) that is generated or produced solely from biomass; and (iii) that is sold to an unrelated person or stationary source or used in a manufacturing process. For the purposes of this chapter the phrase "capacity annually to generate no more than 5 MW of electricity" shall mean a nameplate capacity equal to or less than five MW that is operated in conjunction with a biomass pilot test facility.

² *Biomass* means organic material that is available on a renewable or recurring basis, including:

1. Forest-related materials, including uncontaminated mill residues, logging residues, forest thinnings, slash, brush, low-commercial value materials or undesirable species, and woody material harvested for the purpose of forest fire fuel reduction or forest health and watershed improvement;
2. Agricultural-related materials, including orchard trees, vineyard, grain or crop residues, including straws, aquatic plants and agricultural processed co-products and waste products, including fats, oils, greases, whey, and lactose;
3. Animal waste, including manure and slaughterhouse and other animal processing waste;
4. Solid woody waste materials, including landscape trimmings, waste pallets, crates and manufacturing, construction, and demolition wood wastes, excluding pressure-treated, chemically treated or painted wood wastes and wood contaminated with plastic;
5. Crops and trees planted for the purpose of being used to produce energy;
6. Landfill gas, wastewater treatment gas, and biosolids, including organic waste byproducts generated during the wastewater treatment process; and
7. Municipal solid waste, excluding tires and medical and hazardous waste.

³ *Traditional fuels* means materials that are produced as fuels and are unused products that have not been discarded and therefore, are not solid wastes, including:

1. Fuels that have been historically managed as valuable fuel products rather than being managed as waste materials, including fossil fuels (e.g., coal, oil and natural gas), their derivatives (e.g., petroleum coke, bituminous coke, coal tar oil, refinery gas, synthetic fuel, heavy recycle, asphalts, blast furnace gas, recovered gaseous butane, and coke oven gas) and cellulosic biomass (virgin wood); and
2. Alternative fuels developed from virgin materials that can now be used as fuel products, including used oil which meets the specifications outlined in 40 CFR 279.11, currently mined coal refuse that previously had not been usable as coal, and clean cellulosic biomass. These fuels are not secondary materials or solid wastes unless discarded.

⁴ *Clean cellulosic biomass* includes those residuals that are akin to traditional cellulosic biomass, such as forest-derived biomass (e.g., green wood, forest thinnings, clean and unadulterated bark) sawdust, trim, and tree harvesting residuals from logging and sawmill materials), corn stover and other biomass crops used specifically for energy production (e.g., energy cane, other fast growing grasses), bagasse and other crop residues (e.g., peanut shells), wood collected from forest fire clearance activities, trees and clean wood found in disaster debris, clean biomass from land clearing operations, and clean construction and demolition wood. "Clean" cellulosic biomass is cellulosic biomass that does not contain contaminants at concentrations not normally associated with virgin biomass materials.

BIOMASS PILOT TEST FACILITY GENERAL PERMIT QUESTIONNAIRE

Code A – Qualified Energy Generator Equipment Type		
<u>BOILER TYPE:</u> Pulverized Coal - Wet Bottom Pulverized Coal - Dry Bottom Pulverized Coal - Cyclone Furnace Spreader Stoker Chain or Travelling Grate Stoker Underfeed Stoker Hand Fired Coal Oil, Tangentially Fired Oil, Horizontally Fired (except rotary cup) Gas, Tangentially Fired Gas, Horizontally Fired Wood with Flyash Reinjection Wood without Flyash Reinjection Other Specify	<u>STATIONARY ENGINE TYPE:</u> Combustion Turbine Internal Combustion Engine Other Specify	<u>OTHER UNITS:</u> Process Furnace Pyrolysis Gasification Oven / Kiln Rotary Kiln Other Specify

Code B – Qualified Energy Generator Usage	
Steam Production Drying / Curing Space Heating Process Heat	Food Processing Electrical Generation Mechanical Work Other (specify)

Code C – Control Equipment Type		
Settling Chamber Cyclone Multicyclone Cyclone scrubber Orifice scrubber	Mechanical scrubber Venturi scrubber Mist eliminator Electrostatic Precipitator Filter (baghouse or other)	Catalytic Afterburner Direct Flame Afterburner Absorber (specify) Adsorber (specify) Condenser (specify) Other (specify)

Code D – Tank Type		
Fixed Roof – Vertical Tank Fixed Roof – Horizontal Tank Floating Roof	Variable Vapor Space Pressure Tank (over 15 psig) Underground Splash Loading	Underground Submerged Loading Underground Submerged Loading, Balanced Other (specify)