

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



**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ENVIRONMENTAL QUALITY**

**AIR PERMITS  
FORM 7B INSTRUCTIONS  
for CREMATORIES Only**

**NEW SOURCE REVIEW PERMITS  
and STATE OPERATING PERMITS**



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## I. Complete Application

This is an application form for a new source review permit or a state operating permit for a crematory. 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 7B** A completed Form 7B, 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, a narrative process description and a material balance that reflects the requested permit limits.
5. **MSDS or CPDS\*** Material Safety Data Sheets or Certified Product Data Sheets indicating the percent by weight of each ingredient and, for coatings, the VOC content in pounds per gallon.
6. **Calculations** Calculations of emission estimates. Control technology justification to include economic analysis, if required.
7. **Stack Test\*** Stack test data if applicable.
8. **Modeling\*** Air quality modeling based on consultation with the applicable regional office and the Office of Air Permit Programs, if required.
9. **Local Governing\*  
Body Certification  
Form** Forward the form to local governing body, if applicable.
10. **Permit Application  
Fee Form** Include a copy of the Permit Application Fee form with the application, if required.

\*Not required for state operating permit applications unless specifically requested.

INSTRUCTIONS ARE PROVIDED FOR EACH PAGE OF THE FORM 7B. 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 4-7. 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 A PERMIT, IF A PERMIT IS REQUIRED**

**\*\*Note:** The Form 7B is available in MS Word and Adobe pdf formats on the DEQ website at [www.deq.virginia.gov](http://www.deq.virginia.gov)



**A. By County**

<u>County</u>	<u>Region</u>
Accomack	TRO
Albemarle	VRO
Alleghany	BRRO
Amelia	PRO
Amherst	BRRO
Appomattox	BRRO
Arlington	NRO
Bath	VRO
Bedford	BRRO
Bland	SWRO
Botetourt	BRRO
Bristol	SWRO
Brunswick	PRO
Buchanan	SWRO
Buckingham	BRRO
Campbell	BRRO
Caroline	NRO
Carroll	SWRO
Charles City	PRO
Charlotte	BRRO
Chesapeake	TRO
Chesterfield	PRO
Clarke	VRO
Craig	BRRO
Culpeper	NRO
Cumberland	BRRO
Dickenson	SWRO
Dinwiddie	PRO
Essex	PRO
Fairfax	NRO
Fauquier	NRO
Floyd	BRRO
Fluvanna	VRO
Franklin	BRRO
Frederick	VRO
Giles	BRRO
Gloucester	PRO
Goochland	PRO
Grayson	SWRO
Greene	VRO
Greensville	PRO
Halifax	BRRO
Hampton	TRO
Hanover	PRO
Henrico	PRO
Henry	BRRO
Highland	VRO
Isle of Wight	TRO
James City	TRO

<u>County</u>	<u>Region</u>
King and Queen	PRO
King George	NRO
King William	PRO
Lancaster	PRO
Lee	SWRO
Loudoun	NRO
Louisa	NRO
Lunenburg	BRRO
Madison	NRO
Mathews	PRO
Mecklenburg	BRRO
Middlesex	PRO
Montgomery	BRRO
Nelson	VRO
New Kent	PRO
Northampton	TRO
Northumberland	PRO
Norton	SWRO
Nottoway	BRRO
Orange	NRO
Page	VRO
Patrick	BRRO
Pittsylvania	BRRO
Powhatan	PRO
Prince George	PRO
Prince Edward	BRRO
Prince William	NRO
Pulaski	BRRO
Rappahannock	NRO
Richmond	PRO
Roanoke	BRRO
Rockbridge	VRO
Rockingham	VRO
Russell	SWRO
Scott	SWRO
Shenandoah	VRO
Smyth	SWRO
Southampton	TRO
Spotsylvania	NRO
Stafford	NRO
Surry	PRO
Sussex	PRO
Tazewell	SWRO
Warren	VRO
Washington	SWRO
Westmoreland	PRO
Wise	SWRO
Wythe	SWRO
York	TRO

BRRO – Blue Ridge Regional Office	SWRO – Southwest Regional Office
NRO – Northern Regional Office	TRO – Tidewater Regional Office
PRO – Piedmont Regional Office	VRO – Valley Regional Office

## B. By City/Locality

<u>City/Locality</u>	<u>Region</u>
Accomac	TRO
Achilles	PRO
Adner	PRO
Alberta	PRO
Alexandria	NRO
Allmondsville	PRO
Amelia Courthouse	PRO
Ark	PRO
Arlington	NRO
Ashland	PRO
Aylett	PRO
Bacon's Castle	PRO
Ballsville	PRO
Barhamsville	PRO
Bavon	PRO
Beach	PRO
Beaverdam	PRO
Bedford	BRRO
Belle Haven	TRO
Bensley	PRO
Bertrand	PRO
Big Stone Gap	SWRO
Blacksburg	BRRO
Bland	SWRO
Bloxom	TRO
Bon Air	PRO
Boones Mill	BRRO
Bottoms Bridge	PRO
Bowlers Wharf	PRO
Brays Fork	PRO
Brodnax	PRO
Brunswick	PRO
Buchanan	BRRO
Buena Vista	VRO
Burgess	PRO
Burrowsville	PRO
Butylo	PRO
Cabin Point	PRO
Callao	PRO
Cape Charles	TRO
Caret	PRO
Carson	PRO
Cartersville	PRO
Center Cross	PRO
Central Garage	PRO
Champlain	PRO
Charles City	PRO
Charlottesville	VRO
Cheriton	TRO
Chesapeake	TRO
Chester	PRO
Chesterfield	PRO
Chilhowie	SWRO
Chincoteague	TRO
Christiansburg	BRRO

<u>City/Locality</u>	<u>Region</u>
Chula	PRO
Church View	PRO
Claremont	PRO
Clintwood	SWRO
Coatesville	PRO
Cobbs Creek	PRO
Cochran	PRO
Coeburn	SWRO
Coles Point	PRO
Collinsville	BRRO
Colonial Beach	PRO
Colonial Heights	PRO
Columbia	PRO
Covington	BRRO
Crozier	PRO
Daleville	BRRO
Damascus	SWRO
Danieltown	PRO
Danville	BRRO
Darvills	PRO
Deltaville	PRO
Dendron	PRO
DeWitt	PRO
Dinwiddie	PRO
Disputanta	PRO
Doswell	PRO
Dublin	BRRO
Dunnsville	PRO
Eagle Rock	BRRO
Eastville	TRO
Ebony	PRO
Edgerton	PRO
Elberon	PRO
Emporia	PRO
Ettrick	PRO
Exmore	TRO
Fair Port	PRO
Fairfax	NRO
Falls Church	NRO
Farnham	PRO
Fife	PRO
Fincastle	BRRO
Fleeton	PRO
Floyd	BRRO
Ford	PRO
Franklin	TRO
Fredericksburg	NRO
Galax	SWRO
Gasburg	PRO
George's Tavern	PRO
Glade Spring	SWRO
Glen Allen	PRO
Glenns	PRO
Gloucester	PRO
Gloucester Point	PRO

<u>City/Locality</u>	<u>Region</u>
Goochland	PRO
Gray	PRO
Gressitt	PRO
Greys Point	PRO
Grundy	SWRO
Gum Spring	PRO
Gwynn	PRO
Hadensville	PRO
Hague	PRO
Hallwood	TRO
Hampton	TRO
Hanover	PRO
Harrisonburg	VRO
Hartfield	PRO
Haynesville	PRO
Haysi	SWRO
Heathsville	PRO
Highland Springs	PRO
Hillsville	SWRO
Holdcroft	PRO
Hollins	BRRO
Homeville	PRO
Hopewell	PRO
Hull Neck	PRO
Independence	SWRO
Irvington	PRO
Jarratt	PRO
Jetersville	PRO
Jonesville	SWRO
Keller	TRO
Kilmarnock	PRO
King & Queen	PRO
King William	PRO
Kinsale	PRO
Lakeside	PRO
Lancaster	PRO
Lanexa	PRO
Laurel	PRO
Lawrenceville	PRO
Lebanon	SWRO
Leedstown	PRO
Lerty	PRO
Lewisetta	PRO
Lexington	VRO
Lilian	PRO
Littleton	PRO
Litwalton	PRO
Lively	PRO
Loretto	PRO
Lottsburg	PRO
Low Moor	BRRO
Lyells	PRO
Lynchburg	BRRO
Maidens	PRO
Manakin-Sabot	PRO

BRRO – Blue Ridge Regional Office  
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SWRO – Southwest Regional Office  
 TRO – Tidewater Regional Office  
 VRO – Valley Regional Office

**By City/Locality (Continued)**

<u>City/Locality</u>	<u>Region</u>
Manassas	NRO
Manassas Park	NRO
Mangohick	PRO
Mannboro	PRO
Manquin	PRO
Marion	SWRO
Martinsville	BRRO
Matoaca	PRO
Matthews	PRO
McKenney	PRO
Meadows of Dan	BRRO
Mechanicsville	PRO
Melfa	TRO
Midlothian	PRO
Millers Tavern	PRO
Mobjack	PRO
Moneta	BRRO
Montpelier	PRO
Montross	PRO
Moon	PRO
Morattico	PRO
Morven	PRO
Moseley	PRO
Mount Holly	PRO
Mundy Point	PRO
Narrows	BRRO
Nassawadox	TRO
Naxera	PRO
New Castle	BRRO
New Kent	PRO
New Point	PRO
Newport	BRRO
Newport News	TRO
Newtown	PRO
Norfolk	TRO
Nuttsville	PRO
Oak Grove	PRO
Oilville	PRO
Old Church	PRO
Onancock	TRO
Onley	TRO
Painter	TRO
Parksley	TRO
Pearisburg	BRRO
Petersburg	PRO
Poquoson	TRO
Portsmouth	TRO
Potomac Beach	PRO
Powhatan	PRO
Prince George	PRO
Providence Forge	PRO
Pulaski	BRRO
Purdy	PRO
Radford	BRRO
Reedville	PRO

<u>City/Locality</u>	<u>Region</u>
Remlik	PRO
Richlands	SWRO
Richmond, City of	PRO
Ridgeway	BRRO
Ripplemead	BRRO
Roanoke	BRRO
Rock Castle	PRO
Rockville	PRO
Rocky Mount	BRRO
Roxbury	PRO
Rural Retreat	SWRO
Saint Stevens Church	PRO
Salem	BRRO
Saluda	PRO
Sandston	PRO
Sandy Point	PRO
Saxis	TRO
Scotland	PRO
Scotts Fork	PRO
Severn	PRO
Shackelfords	PRO
Sharps	PRO
Short Pump	PRO
Skippers	PRO
Smith Point	PRO
Spring Grove	PRO
Staunton	VRO
Stevensville	PRO
Stingray Point	PRO
Stony Creek	PRO
Stratford Hall	PRO
Stuart	BRRO
Studley	PRO
Suffolk	TRO
Surry	PRO
Sussex	PRO
Sutherland	PRO
Tabscott	PRO
Talleysville	PRO
Tangier Island	TRO
Tappahannock	PRO
Tazewell	SWRO
Templeman	PRO
Trenholm	PRO
Troutville	BRRO
Urbana	PRO
Valentines	PRO
Varina	PRO
Village	PRO
Vinton	BRRO
Virginia Beach	TRO
Wachapreague	TRO
Wakefield	PRO
Walkerton	PRO
Walnut Point	PRO

<u>City/Locality</u>	<u>Region</u>
Ware Neck	PRO
Wares Wharf	PRO
Warner	PRO
Warsaw	PRO
Water View	PRO
Waverly	PRO
Waynesboro	VRO
Weems	PRO
West Point	PRO
White Stone	PRO
White Marsh	PRO
White Plains	PRO
Wicomico Church	PRO
Williamsburg	TRO
Wilsons	PRO
Winchester	VRO
Windmill Point	PRO
Winterpock	PRO
Wise	SWRO
Wytheville	SWRO
Yale	PRO

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### III. Confidential Information

**\*\*NOTE:** If your facility is considering confidential information, please contact your [DEQ regional office](#) and follow DEQ Guidance on Confidentiality located at <http://www.deq.virginia.gov/Programs/Air/Forms.aspx>

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.*
- 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.

## IV. 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**.
- 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 5-80-1615 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 for all applications 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.

## V. Application Fee Form

### A. Instructions

As of July 1, 2012, air permit applications are subject to a fee. The fee does not apply to administrative amendments or true minor sources. Applications will be considered incomplete if the proper fee is not paid and will not be processed until full payment is received. Air permit application fees are not refundable. **Fees are adjusted every January 1<sup>st</sup> for CPI.**

**Send this form and a check (or money order) payable to “Treasurer of Virginia” to:**  
Department of Environmental Quality  
Receipts Control  
P.O. Box 1104  
Richmond, VA 23218

**Send a copy of this form with the permit application to:**  
The DEQ Regional Office

Please retain a copy for your records. Any questions should be directed to the [DEQ regional office](#) to which the application will be submitted. **Unsure of your fee? Contact the Regional Air Permit Manager.**

### B. Definitions

*Administrative amendment* – An administrative change to a permit issued pursuant to Article 1 (9 VAC 5-80-50 et seq.), Article 3 (9 VAC 5-80-360 et seq.), Article 5 (9 VAC 5-80-800 et seq.), Article 6 (9 VAC 5-80-1100 et seq.), Article 7 (9 VAC 5-80-1400 et seq.), Article 8 (9 VAC 5-80-1605 et seq.), or Article 9 (9 VAC 5-80-2000 et seq.) of 9 VAC 5 Chapter 80. Administrative amendments include, but are not limited to, the following:

- Corrections of typographical or any other error, defect or irregularity which does not substantially affect the permit,
- Identification of a change in the name, address, or phone number of any person identified in the permit, or of a similar minor administrative change at the source,
- Change in ownership or operational control of a source where the board determines that no other change in the permit is necessary, provided that a written agreement containing a specific date for transfer of permit responsibility, coverage, and liability between the current and new permittee has been submitted to the board.

*Major new source review permit (Major NSR permit)* – A permit issued pursuant to Article 7 (9 VAC 5-80-1400 et seq.), Article 8 (9 VAC 5-80-1605 et seq.), or Article 9 (9 VAC 5-80-2000 et seq.) of 9 VAC 5 Chapter 80. For purposes of fees, the Major NSR permit also includes applications for projects that are major modifications.

- An Article 7 permit is a preconstruction review permit (case-by-case Maximum Achievable Control Technology (MACT) determination) for the construction or reconstruction of any stationary source or emission unit that has the potential to emit, considering controls, 10 tons per year or more of any individual hazardous air pollutant (HAP) or 25 tons per year or more of any combination of HAPs and EPA has not promulgated a MACT standard or delisted the source category.
- An Article 8 permit is for a source (1) with the potential to emit over 250 tons per year of a single criteria pollutant OR (2) is in one of the listed source categories under [9 VAC 5-80-1615](#) and has the potential to emit over 100 tons per year of any criteria pollutant OR (3) with the potential to emit over 100,000 tons per year of CO<sub>2</sub> equivalent (CO<sub>2</sub>e) (9 VAC 5-85 Part III). PSD permits are issued in areas that are in attainment of the National Ambient Air Quality Standards.
- An Article 9 permit is a preconstruction review permit for areas that are in nonattainment with a National Ambient Air Quality Standard (NAAQS). Nonattainment permits are required by any major new source that is being constructed in a nonattainment area and is major for the pollutant for which the area is in nonattainment. Nonattainment permitting requirements may also be triggered if an existing minor source makes a modification that results in the facility being major for the pollutant for which the area is in nonattainment. A major source is any source with potential to emit over 250 tons per year of a single criteria pollutant or is in one of the listed source categories under [9 VAC 5-80-2010](#) and the potential to emit over 100 tons per year of any criteria pollutant. However, if any area is in nonattainment for a specific pollutant, the major source threshold may be lower for that pollutant. For example, sources locating in the Northern Virginia Ozone Nonattainment Area which

are part of the [Ozone Transport Region](#) would be a major source if they have the potential to emit more than 100 tons per year of NO<sub>x</sub> and/or 50 tons per year of VOC regardless of source category. Nonattainment permits do not require an air quality analysis but require a source to control to the Lowest Achievable Emission Rate (LAER) and to obtain offsets.

*Major NSR permit amendment* – A change to a permit issued pursuant to Article 7 (9 VAC 5-80-1400 et seq.), Article 8 (9 VAC 5-80-1605 et seq.), or Article 9 (9 VAC 5-80-2000 et seq.) of 9 VAC 5 Chapter 80. Only minor amendments and significant amendments are included in this category.

*Minor new source review permit (Minor NSR permit)* – A permit to construct and operate issued under Article 6 (9 VAC 5-80-1100 et seq.) of 9 VAC 5 Chapter 80. Minor NSR permits are 1) categorically required; or 2) issued to sources whose uncontrolled emission rate for a regulated criteria pollutant is above exemption thresholds and permitting allowables are below Title V thresholds, and/or 3) issued to sources whose potential to emit for a toxic pollutant is above state toxic exemption thresholds and permitting allowables are below Title V thresholds. The minor NSR permit can be used to establish synthetic minor limits for avoidance of state major, PSD and/or Title V permits. For purposes of fees, the Minor NSR permit also includes exemption applications and applications for projects at existing sources.

*Minor NSR amendment* - A change to a permit issued pursuant to Article 6 (9 VAC 5-80-1100 et seq.) of 9 VAC 5 Chapter 80. Only minor amendments and significant amendments are included in this category.

*Sources subject to Synthetic Minor permitting requirements* - Stationary sources whose potential to emit exceeds the Title V threshold (100 tons per year of a criteria pollutant, 10/25 tpy of HAPs, and/or 100,000 tpy CO<sub>2e</sub>) but have taken federally enforceable limits, either through a state operating permit or a minor NSR permit, to avoid Title V permit applicability.

*Sources subject to Title V permitting requirements* – Stationary sources that have a potential to emit above the Title V thresholds or are otherwise applicable to the Title V permitting program.

*State major permit* – A permit to construct and operate issued under Article 6 (9 VAC 5-80-1100 et seq.) of 9 VAC 5 Chapter 80. State major permits are for facilities that have an allowable emission rate of more than 100 tons per year, but less than 250 tons per year, of any criteria pollutant and are not listed in the 28 categories under “major stationary source” as defined in [9 VAC 5-80-1615](#).

*State operating permit (SOP)* – A permit issued under Article 5 (9 VAC 5-80-800 et seq.) of 9 VAC 5 Chapter 80. SOPs are most often used by stationary sources to establish federally enforceable limits on potential to emit to avoid major New Source Review permitting (PSD and Nonattainment permits), Title V permitting, and/or major source MACT applicability. SOPs can also be used to combine multiple permits from a stationary source into one permit or to implement emissions trading requirements. The State Air Pollution Control Board, at its discretion, may also issue SOPs to cap the emissions of a stationary source or emissions unit causing or contributing to a violation of any air quality standard or to establish a source-specific emission standard or other requirement necessary to implement the federal Clean Air Act or the Virginia Air Pollution Control Law.

*SOP permit amendment* - A change to a permit issued pursuant to Article 5 (9 VAC 5-80-800 et seq.) of 9 VAC 5 Chapter 80. Only minor amendments and significant amendments are included in this category.

*Title V permit* – A federal operating permit issued pursuant to Article 1 (9 VAC 5-80-50 et seq.) or Article 3 (9 VAC 5-80-360 et seq.) of 9 VAC 5 Chapter 80. Facilities which (1) have the potential to emit of air pollutants above the major source thresholds, listed in [9 VAC 5-80-60](#) OR (2) are area sources of hazardous air pollutants, not explicitly exempted by EPA OR (3) have the potential to emit over 100,000 tons per year of CO<sub>2</sub> equivalent (CO<sub>2e</sub>) (9 VAC 5-85 Part III), are required to obtain a Title V permit. For purposes of fees, the Title V permit also includes Acid Rain (Article 3) permit applications.

*Title V permit modification* - A change to a permit issued pursuant to Article 1 (9 VAC 5-80-50 et seq.) or Article 3 (9 VAC 5-80-360 et seq.) of 9 VAC 5 Chapter 80. Only minor modifications and significant modifications are included in this category.

*Title V permit renewal* – A renewal of a Title V permit pursuant to Article 1 (9 VAC 5-80-50 et seq.) of 9 VAC 5 Chapter 80. Title V permits are renewed every 5 years and a renewal application must be submitted to the regional office no sooner than 18 months and no later than 6 months prior to expiration of the Title V permit. For purposes of fees, the Title V permit renewal also includes Acid Rain (Article 3) permit renewal applications.

*True minor source* – A source that does not have the physical or operational capacity to emit major amounts (even if the source owner and regulatory agency disregard any enforceable limits). For further information, [click here](#).

## VI. Document Certification Form

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 ([9 VAC 5-20-230 A.](#)):

- 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 5-80-1140 D.](#) Letters, phone calls, etc. are considered additional supplementary information to the certified application submittal.

## VII. Pages 5 and 6 - General Information

**PERSON COMPLETING FORM AND DATE** – Provide the name of the person that completed the form, along with the date completed.

**REGISTRATION NUMBER** - Give the registration number assigned to the facility if applicable.

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

**FIN** – Give the federal ID number assigned to the facility.

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

**EXACT SOURCE LOCATION** - Provide a description of the facility location indicating street address (911 address if available) 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.

**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.

**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 OR UTM COORDINATES OF FACILITY** – Provide the latitude and longitude coordinates or UTM Coordinates of the facility.

**REASON FOR SUBMISSION** - Check the appropriate box(es) and the applicable regulation(s).

1. "STATE OPERATING PERMIT" means that you are either an existing source applying for an operating permit, or are a NEW SOURCE applying for a State Operating Permit concurrently with a permit to construct and operate the NEW SOURCE. State Operating Permits are normally optional, and are requested for one of the reasons stated in [9 VAC 5-80-800 C](#).
2. "NEW SOURCE" means that you are either constructing emission units at a new facility where no facility now exists, or you are constructing emission units at a facility that previously had no emission units at the facility. The NEW SOURCE is (or may be) subject to permit review requirements.
3. "MODIFICATION of a SOURCE" means that (1) you already have emission units at your facility, (2) you are making physical or operational changes to the facility, (3) those proposed changes could result in a net emission increase of a regulated pollutant (or the emission of a regulated pollutant not presently being emitted), and (4) that physical or operational change is (or may be) subject to permit review requirements.
4. "RELOCATION of a SOURCE" means that you are relocating emission units from a facility in one location to a new or existing facility in another location and that relocation is (or may be) subject to permit review.
5. "PERMIT AMENDMENT" means that you have an effective air permit for your source, and you need changes made to that permit that do not qualify as a "MODIFICATION of a SOURCE".

6. "OTHER (SPECIFY)" means you intend to make a change to your facility, you do not know what air permitting requirements apply, and you wish for DEQ to evaluate the change for you and determine which requirements apply. Fill out the Form 7 as completely as possible and describe in a letter what you wish to do.

The listed regulations detail the various types of air pollution permits. Please indicate which of these you believe are applicable to this application. (More than one may apply). Sections of the regulations may be downloaded from the DEQ web site at <http://www.deq.virginia.gov>. Copies of the regulations are available for purchase from the WestGroup by calling 1-800-328-4880 (Air regulations are contained in Volume 6, Title 9 of the Virginia Administrative Code).

**EXPLANATION OF PERMIT REQUEST** – Provide a brief narrative explanation or description of the permit request, including but not limited to, new units being added/modified, change in throughputs, changes to permit conditions, what type of facility it is, etc.

**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 5-80-1105 A.1.c](#).

**IS THIS A NOTIFICATION OF RELOCATION OF A PORTABLE FACILITY?** - [9 VAC 5-80-1105 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 4 - 6 of this Form 7B may be used for that notification (with "RELOCATION of a SOURCE" marked on Page 5). 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/eos/www/naics/>

**FACILITIES UNDER COMMON OWNERSHIP** - List the facilities in Virginia that are owned by the applicant company, its subsidiaries, and its parent company. Include air permit registration number of facility if known.

**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, e.g., start-up of each unit, modification of each unit, imposition of or changes in permitted emissions for each unit.

## VIII. Pages 7 and 8 – Crematory

**COMPANY NAME** - List the official company name.

**REGISTRATION NUMBER** - Give the registration number assigned to the facility if applicable.

**CREMATORY UNIT MANUFACTURER AND MODEL NUMBER** – Provide the nameplate information for the crematory unit.

**DATE OF MANUFACTURE** - Give the date that each crematory unit was (or will be) manufactured.

**DATE OF CONSTRUCTION** – Give the date that each crematory unit was (or will be) constructed in place.

**UNIT REFERENCE NUMBER** - Assign a unique reference number for the crematory unit. If the facility has other equipment already registered, do not repeat those reference numbers.

**MAXIMUM RATED CAPACITY OF UNIT** - Provide the maximum rated capacity of the crematory in units of pounds of human remains and/or pathological waste per hour based on the nameplate rating or maximum fuel usage.

**TYPE OF MATERIAL** – Identify which type of material the facility burns.

**REQUESTED MAXIMUM ANNUAL CREMATORY UNIT RATE** - Provide the requested maximum annual crematory unit rate of the facility in units of tons of human remains and/or pathological waste per year.

### CONTROL EQUIPMENT

1. Circle the type of control equipment that is on the crematory unit.
2. Assign the stack number for each stack.
3. Check which type of control device is used.
4. Provide the control efficiency of the control device as a percentage.
5. Provide the emission pollutants controlled by the specific control device.

### PRIMARY BURNER

1. Provide the maximum rated heat input capacity of the primary burner in units of million Btu per hour (MMBtu/hr).
2. Assign the stack number for each stack.
3. Identify all the types of fuel that will be burned by the primary burner and the corresponding data for each fuel type.

### SECONDARY BURNER/AFTERBURNER

1. Provide the maximum rated heat input capacity of the secondary burner/afterburner in units of million Btu per hour (MMBtu/hr).
2. Assign the stack number for each stack.
3. Identify all the types of fuel that will be burned by the secondary burner/afterburner and the corresponding data for each fuel type.
4. Provide the minimum temperature required to meet the desired control efficiency of the burner/afterburner in units of Fahrenheit.
5. Provide the minimum residence time required to meet the desired control efficiency of the burner/afterburner in units of seconds.

**NORMAL EQUIPMENT OPERATING SCHEDULE** - Indicate the normal operating schedule expected for the process equipment.

**PERCENT ANNUAL PRODUCTION RATE BY SEASON** - Give the percentage of time the process or equipment

was operated (past five years), by the indicated seasons. Do the same for the proposed operation.

**STACK NUMBER** – Assign a unique stack number for each stack through which the process or equipment identified by this reference number exhausts.

**PROCESS** – List the process/emission units that exhaust via the stack.

**STACK HEIGHT** - List the exit height from the ground level in units of feet.

**EXIT STACK DIAMETER** - List the inside diameter of the vent/stack at its exit in units of feet.

**EXIT GAS VELOCITY** - List the velocity in units of feet per second of the stack gas as it exits the stack.

**EXIT GAS FLOW RATE** - List the volume of the flow in units of actual cubic feet per minute.

**EXIT GAS TEMPERATURE** – List the exit gas temperature in units of degrees Fahrenheit.